

# **PARENT/STUDENT HANDBOOK 2009-2010**



**LINCOLN SCHOOL  
80 Prospect Avenue  
Dumont, New Jersey 07628**

# **Welcome to the 2009-2010 School Year!**

Dear Parents & Guardians,

It's hard to believe, but yes, the year 2010 is fast approaching. At the beginning of every school year, we distribute a parent handbook that includes many of the district's policies, rules, and regulations providing information about the school's operation, helping ensure that the school runs smoothly throughout the year. This summer, we have been busy revising a number of our policies and are still in the process of making revisions.

When you receive your handbook, you may also see some addendums attached. These addendums contain the most recent policy updates and other important information needed to begin the school year. You may receive new information periodically as we work towards completing our task.

I urge you to please read through this handbook and familiarize yourself with the rules and regulations that we all must follow to ensure that everyone feels welcome and understands they are valued members of the Lincoln School family.

Our staff works diligently to lay the groundwork for your child's future endeavors as responsible citizens, all while providing a warm and inviting environment where students have fun with the often difficult task of learning. Thus, I am confident this will be a beneficial and productive school year for your child. If the answer to a specific question cannot be found herein, please see me at your earliest convenience or call the school at (201) 387-3040.

Warmest Regards,

Luis D. Lopez  
Principal

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### **Dumont School District Policies**

- Affirmative Action for School and Classroom Practices #2260
- Child Abuse #8462
- Defibrillators #5300
- Fund Raising Activities #5830
- Hazing / Harassment, Intimidation, Bullying / Cyber-Bullying #5512-#5512.02
- Promotion and Retention #5410
- Pupil Supervision After School Dismissal #8601
- Sexual Harassment #5751
- Substance Abuse, Pupils (Office) #5530
- Suicide Prevention #5350
- Transportation of Students #8660
- Weapons #8467

The Mission of the Dumont School District is to be the center of learning and the inspiration for the community and its children. Our responsibility is to provide the highest quality education in both formal and informal settings. Our purpose is to ensure that all students achieve the New Jersey Core Curriculum Content Standards (NJCCCS) at all grade levels and develop each individual into a productive and successful member of society, both today and in the future.

**DUMONT BOARD OF EDUCATION MEMBERS**

25 Depew Street, Dumont, NJ 07628

John Kohlberger, **President**  
Theresa Kelly, **Vice President**  
Matthew Carrick  
Barbara Correa  
Robert DeWald  
Sandra Fernandez  
Debra Shanley  
Richard C. Healy, D.C.  
Rafael Tolentino

**CENTRAL ADMINISTRATION**

Emanuele Triggiano, Superintendent of Schools  
Maria Poidomani, Ed.D., Director of Curriculum and Instruction  
Paul Barbato, Ph.D., Director of Special Services  
Kevin Cartotto, Business Administrator and Board Secretary

**EQUAL OPPORTUNITY POLICY**

The Dumont Board of Education, in compliance with all federal and state laws, rules, and regulations related to equal opportunity, is committed to a policy of nondiscrimination against any employee or applicant for employment because of race, color, creed, religion, sex, ancestry, national origin, social or economic status, age, marital status, political affiliation, or handicap. The district's approved Equal Educational and Equal Employment Plans are available at the office of:

Dumont Public Schools  
Affirmative Action Officer & Title IX Coordinator  
Luis D. Lopez  
Lincoln School  
80 Prospect Street  
Dumont, New Jersey 07628  
Phone: 387-3040

## **GOALS FOR DUMONT PUBLIC SCHOOLS:**

**Preamble:** The Dumont Public Schools, while providing for students' individual differences, needs, and interests, should assist students to:

*Develop skills in reading, writing, speaking and listening.*

- a. Develop ability to communicate ideas and feelings effectively.
- b. Develop skills in oral and written English.

*Develop background and skills in mathematics, natural sciences and social sciences.*

- a. Develop a fund of information, concepts, and abilities in these areas.

*Develop a positive attitude toward learning now and in the future.*

- a. Develop intellectual curiosity and eagerness for life-long learning.
- b. Enjoy the process of learning.

*Learn how to obtain, examine and use information.*

- a. Develop the ability to examine information critically, creatively and logically.

*Develop pride in work and a feeling of self-worth.*

- a. Develop a feeling of self-pride in achievements and progress.
- b. Develop self-understanding and self-awareness.
- c. Develop the student's feeling of positive self-worth, security and self- assurance.

*Develop good character and self-respect.*

- a. Develop standards of personal character and ideas.
- b. Develop moral responsibility and a sound ethical and moral behavior.
- c. Develop a student's capacity to discipline himself or herself to work, study and play constructively.
- d. Develop a moral and ethical sense of values, goals and processes of free society.

*Learn to respect and get along with people.*

- a. Develop appreciation and respect for the worth and dignity of individuals.
- b. Develop respect and understanding of minority opinions and majority decisions.
- c. Develop a cooperative attitude toward living and working with others.

*Develop an understanding of the obligations and responsibilities of citizenship.*

- a. Develop an awareness of civil rights and responsibilities in a democracy on local, state, and national levels.
- b. Develop an attitude of respect for personal and public property.

*Develop an appreciation for and an understanding of other people and other cultures.*

- a. Develop an understanding of political, economic, and social patterns of the rest of the world.
- b. Develop awareness of the uniqueness of races, creeds, nations, and cultures.
- c. Develop an awareness of the role of foreign language skills in worldwide communications.

*Understand and practice ideas and ideals of a democracy.*

- a. Develop an understanding of our American heritage.
- b. Develop knowledge and appreciation of the rights and privileges in our democracy.
- c. Develop patriotism and loyalty to American democratic ideas and ideals.

*Develop skills to enter a specific field of work.*

- a. Develop abilities and skills needed for immediate employment.
- b. Develop an awareness of opportunities and requirements related to a specific field of work.
- c. Develop an appreciation of good workmanship.

*Learn about and try to understand the changes that take place in the world.*

- a. Develop the ability to adjust to the changing demands of society.
- b. Develop an awareness and the ability to adjust to a changing world and its problems.
- c. Develop an understanding of the past, relate the past to the present, and develop the ability to meet the future.

*Develop appreciation of the arts.*

- a. Develop abilities for the effective expression of ideas and cultural appreciation (fine and performing arts).
- b. Develop creative self-expression through various media.
- c. Develop special talents in music, art, literature, and foreign language.

*Gain information needed to make career selections.*

- a. Promote self-understanding and self-direction in relation to student occupational interests and career goals.
- b. Develop the ability to use information and counseling services related to the selection of a job or higher education.

*Practice and understand the ideas of health and safety.*

- a. Develop an understanding of good physical health and well-being.

- b. Establish sound personal health habits.
- c. Establish an effective individual physical fitness program.
- d. Develop skills in management of natural and human resources and the environment.

*Learn how to use leisure time.*

- a. Develop a positive attitude toward participation in a range of leisure time activities: physical, intellectual, and creative.
- b. Develop appreciation and interests which will lead to wise and enjoyable use of leisure time.

*Understand and practice the skills of family living.*

- a. Develop understanding and appreciation of the principles of living in the family group.
- b. Develop attitudes leading to acceptance of responsibilities as family members.
- c. Develop an awareness of future family responsibilities and achieve skills in preparing to accept them.

<i>Adopted:</i>	June 23, 1977
<i>Revised and Adopted:</i>	January 17, 1985
<i>Reviewed and Revised:</i>	December 11, 1989

## **GUIDELINES FOR ACTIVITIES RELATING TO HOLIDAYS AND HOLY DAYS WITHIN DUMONT SCHOOLS:**

### ***Introduction:***

As a public school system, we recognize the obligation to acknowledge the calendar events of the year, including national holidays and religious holy days. This we assume as a part of the general education of all students in order to foster respect, appreciation, and knowledge of the diverse cultural heritage of America.

### ***Statement of Position and Philosophy:***

We accept the decision of the United States Supreme Court which prohibits the reading of the Bible and the recitation of prayers as a devotional exercise as a part of any program in the public school system.

We encourage the development of non-ritualistic programs and activities to recognize holidays and holy days and give proper respect and acknowledgment to the patriotic and religious significance of the day or season.

National holidays and religious holy days may be acknowledged and may be taught for their art, historical, social, or educational value.

We consider it an act of exemplary brotherly love and appreciation to extend appropriate greetings for the holy days of any faith as practiced by members of our district. We endorse objective educational discussion of customs and traditions of various faiths and countries as applicable in the various subject areas.

We will not knowingly penalize, directly or indirectly, any student for absence from school on approved days of expectation or obligation as it pertains to his/her religious conviction.

Any formal recognition of religious or national holidays, within the boundaries of these guidelines, must be strictly voluntary and not infringe upon the conviction of anyone or place a feeling of inferiority or compulsion upon any person.

The school system will promote sincere understanding and brotherhood for all. The school and community must undertake responsibility to help both children and adults to assume their personal understanding of this effort.

### ***Specific Guidelines for Subject Areas & Personnel:***

#### ***Art:***

Anything of a religious nature may be considered for its artistic, historical, social, or educational value. This would be presented for the purpose of promoting awareness of the beauty around us, appreciation of our cultural and social heritage, as well as the growth of respect for the worth of the individual and society.

Beauty has worth of itself; it knows no boundaries and is revered by all. Here we have

understanding without words. Free of identification with language, race, creed, or color, the beauty created by the mind and hand remains a joy to all of us forever.

Specifically:

- We will not discourage a student from expressing his/her own feeling artistically with regard to his/her own religious or cultural background.
- Any non-ritualistic symbols such as a decorated tree, poinsettias, wreaths, wrapped gifts, holly, candles, and toys are considered natural subjects for class projects as an expression through the art medium of the December holiday season.
- Motivational techniques (records, stories, songs) used to encourage classroom art expression should be limited to the traditional holiday fictional subject areas.

***Music:***

If a program of music education for young people is to be stimulating, meaningful, and successful, it must include a broad variety of music of significant quality. The teacher should offer a **balance** of sacred and secular music in the classroom and in programs for public concerts.

The selection of music must be based on its musical merit and on its ability to develop musical understanding, growth, and appreciation in young people. A good piece of music should not be excluded because of its ethnic or religious origin.

In presenting religious music, the teacher will explain music ideas and remember that the students are there to learn about music and not about religion.

Assembly programs and public performances by students may include religious music at any season of the year. In presenting this music, all religious symbols and any religious service-like atmosphere are to be avoided.

Any request from a student for permission to be excused from singing, playing, or listening to music of a religious nature will be honored without embarrassment or penalty.

***Academic Subject Areas:***

In the teaching of Social Studies, English, or other subjects, ethnic or religious groups and historical events are studied as these relate to the educational and historical background of the subject in an effort to provide the student with a total academic experience.

***Building Principals and School Faculty:***

All principals and teachers are expected to reflect, in practice, the philosophy and guidelines which appear above.

**GRIEVANCE PROCEDURE GUIDELINES WITHIN DUMONT SCHOOLS:**

The public schools as organizations of people are not immune to complaints, problems, or disputes. Often when human beings work and interact, unsatisfactory conditions may occur. The Dumont Board of Education recognizes the rights of students, parents, and citizens to grieve educational and/or administrative issues arising within the district and to seek relief via orderly and equitable procedures. The Board of Education also recognizes the responsibility of the school administration

to develop and implement an orderly and equitable pupil-parent grievance procedure. Below are the steps involved in the grievance procedure continuum:

A. Informal conference with staff member to resolve the matter- *if unsuccessful, seek the following assistance:*

1. School Principal
2. *If discrimination grievance:* Affirmative Action Officer
3. Superintendent of Schools
4. Board of Education
5. County Superintendent of Schools
6. *If discrimination grievance:*

Equal Employment Opportunity Commission

or

N.J. Division of Civil Rights

or

U.S. Office of Civil Rights, U.S. Dept. of Education

7. State Commissioner of Education
8. State Board of Education
9. New Jersey Courts

### **GRIEVANCE PROCEDURES:**

The Board of Education shall develop and practice reasonable and effective means for the resolution of disputes that may arise in the employment of teaching staff members not covered by the terms of a negotiated agreement.

The Board directs that any grievance not provided for by negotiated agreement be resolved by submission to the following grievance procedure, which is designed to promote proper and equitable settlement of grievances at the lowest appropriate level and to facilitate an orderly process for the resolution of grievances.

For the purposes of this policy, "grievance" means an unresolved problem concerning the application or interpretation by an officer or employee of this district of law, regulations of the State Board of Education, the bylaws or policies of the Board, or the administrative regulations of the Superintendent; "grievant" is a district employee who alleges a grievance or the employee's representative; "party" means the grievant or any person named in the grievance as allegedly having violated a law, bylaw, policy, or regulation; and "day" means a school day.

A grievant may use personal leave time when it becomes necessary to process a grievance during school hours. A grievance that arises late in the school term will be submitted to an expedited process in order that the grievance may be resolved as soon after the school term as possible. There will be no reprisal of any kind taken against any employee or employee's representative for participation in a grievance.

Any alleged grievance should, at the first instance, be discussed in one or more private, informal conferences between the parties involved or between the grievant and his/her immediate supervisor. A grievance not resolved in one or more such private meetings may be processed in accordance with the following procedure.

***Level One:***

Within three working days of the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing to the grievant's immediate supervisor. The written document will be a clear, concise statement of the grievance and will include the law, rule, policy, or regulation that the grievant alleges to have been violated; the factual circumstances on which the grievance is based; the person or persons involved; the decision, if any, rendered at the private conference; and the remedy sought.

Within seven working days the supervisor shall present a decision to the grievant in writing. If the supervisor does not respond during the time permitted, the grievant may appeal to the next level.

***Level Two:***

A grievant not satisfied with a decision at Level One may appeal that decision in writing to the Superintendent within three working days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal will include a copy of the original grievance; the decision rendered, if any; the name of the grievant's representative, if any; and a clear, concise statement of the reasons for the appeal of the decision.

The Superintendent shall present a decision to the grievant within seven working days. If no decision is rendered within that time limit, the grievant may appeal to the next level.

***Level Three:***

A grievant not satisfied with a decision at Level Two may appeal that decision in writing to the Superintendent within three working days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Superintendent will include copies of the original grievance, the appeal of that grievance at Level Two, and the decision, if any, rendered at Level Two. Within ten working days after the delivery of the appeal, the Superintendent shall investigate the grievance, giving all persons who participate in Levels One and Two a reasonable opportunity to be heard.

Within seven working days of the presentation of the appeal, the Superintendent shall submit a decision in writing together with the reasons that support that decision to the grievant and any other party to the grievance. If the Superintendent does not render a decision within that time limit, the grievant may appeal to the next level.

***Level Four:***

A grievant not satisfied with the Superintendent's decision may appeal that decision in writing to the Board within three working days after the receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Board will include copies of the original grievance, the appeal of that grievance at Level Two, and the decisions, if any, rendered at Levels Three and Four.

The Board shall schedule the grievance for hearing to be held within forty-five calendar days of the presentation of the appeal. The grievant shall be present at the hearing.

Within ten calendar days of the hearing, the Board shall submit its decision in writing together with reasons that support the decision to the grievant. A copy of the decision shall be given to the Superintendent and to any other party to the grievance.

The decision of the Board shall be final.

*N.J.S.A. 34:13A-5.3*

## **IMPORTANT SCHOOL INFORMATION**

### **PHONE NUMBERS:**

- Main Office: (201) 387-3040
- School Nurse: (201) 387-3040 x 3042

### **SCHOOL HOURS:**

- Main Office: 8:00 a.m. – 4:00 p.m. (Monday - Friday)
- Grades K-5: 8:35 a.m. – 3:00 p.m.
- Lunch: 11:30 a.m. – 12:35 p.m.

### **SINGLE SESSION DAYS:**

- Grades K-5: 8:30 a.m. – 12:30 p.m. (No Lunch Hour)  
(on these days, time will be allotted for snacks)

### **DELAYED OPENING:**

In the event of a delayed opening occurring due to inclement weather or any unforeseen emergency, school hours shall be:

- Grades K-5: 10:00 a.m. – 3:00 p.m.
- Lunch: 12:00 p.m. – 1:00 p.m.

### **EARLY DISMISSAL:**

In the event of an early dismissal occurring due to inclement weather or any unforeseen emergency, please make note of the following:

- As soon as we learn of the impending early closing, we'll alert all parents/guardians via Swiftreach.
- Using the "Request for Supervision at Dismissal From School" Form (Board Policy 8601) that you will complete in September, we'll make every effort to contact your designated escort should a connection via Swiftreach fail.
- Even though this form allows for your child to walk home on their own, Lincoln School will follow our standard dismissal procedure during emergencies/unforeseen early dismissals, which means that all children must be picked up by a parent/legal guardian or designee.
- Please understand that your child may have to be picked up from an alternate location such as Dumont High School, should we have to evacuate to a safer location during an early dismissal.
- Regardless of location, school personnel will provide supervision of students until every child has been picked up.
- Any after-care programs will be cancelled at the same time as the early closing.

**LINCOLN SCHOOL**

80 Prospect Avenue • Dumont, NJ 07628  
Phone: 201-387-3040 • Fax: 201-384-0422  
email: llopez@dumontnj.org

Mr. Luis D. Lopez, Principal  
Mrs. Peggy Schwartz, Secretary  
Mrs. Joanne Bull, R.N., School Nurse

**FACULTY**

**CLASSROOM:**

Kindergarten: Mrs. Barbara Kmetz  
Ms. Amy Klingsberg  
Grade One: Mrs. Lori Locastro  
Mrs. Christina Sellari  
Grade Two: Mrs. Robyn Abelson  
Ms. Tracy Zahorenko  
Grade Three: Mrs. Gina Letizia  
Ms. Dana Rivers  
Grade Four: Mrs. Ann Tancredi  
Mrs. Teresa Kelly  
Grade Five: Mrs. Rosalinda Burney  
Ms. Renee Lordi

**SPECIAL SUBJECTS:**

Music: Mr. John Podesta  
Phys. Ed.: Mrs. Beverly Tropiano  
Art: Mrs. Margie Jordan  
Media Specialist: Mrs. Gale Gonzenbach  
Library Aide: Mrs. Judy Esposito  
Resource Room: Ms. Ellen Thoms  
Speech: Mrs. Phyllis Green  
ESL: Mrs. Sudhar Jeyakumar  
BSI Reading: Mrs. Rita Thomasma  
BSI Math: Mrs. Nicole Dunne  
World Language: Mrs. Ofelia Castellanos  
Academic Mrs. Miriam Hlawatsch  
Enrichment:

**CLASSROOM AIDES:**

Mrs. Carrie Schraeder / Ms. Nicole Albanese / Mrs. Alba Gallo (ESL)

**CUSTODIANS:**

Head Custodian: Mr. Steve Williams  
Lead Night Custodian: Mr. Ray Harris  
Custodian: Mr. Pat Hegarty

**SPECIAL SERVICES:**

Social Worker: Mrs. Heather Gilgallon  
LDTC: Mrs. Amy Fells  
Psychologist: Mrs. Cheryl Lasher

## ARRIVAL & DISMISSAL

When transporting your children to and from school by car, please **do not** park or drop off your child(ren) in front of the school where the yellow line has been painted. The Dumont Police Department has established this location as a restricted area for obvious safety reasons and will ticket cars parked there. You may drop off your child(ren) on Prospect Avenue, just north of the school and the crossing guard, or park on McKinley or Roosevelt Avenues. If you should park or walk your child(ren) to school, please use the approved crosswalk on Roosevelt Avenue when crossing Prospect Street.

Please note: Again, in the interest of safety, please **do not** drive on to school grounds (parking lot) to drop off or pick up your child(ren). Exceptions to this rule will only be made for injured students who require special accommodations by which to enter school safely (please see Mr. Lopez for permission).

## ATTENDANCE:

Please call the main office at (201) 387-3040, or the school nurse at (201) 387-3042 when your child is absent, and send a written note with him/her when he/she returns. A message may be left on the school answering machine at any time. A written note is required by state law and will save the office time in contacting you personally. **Please understand that your note does not excuse your child's absence.** It explains the nature of the absence. School officials determine the excusability of the absence.

If your child does not return to school from lunch, please make sure you **call** the school and report the absence. This is especially important if you are working.

If your child will be absent for a religious holiday, please send a note so that he/she will be excused. This is also true if he/she attends religious services and comes to school tardy. **Notes of explanation are important; please be sure to send them with your child.**

Parents should understand that keeping children out of school to attend entertainment or sporting events, or to go on vacation, is not an educationally sound practice, and therefore should refrain from doing so. These types of absences will not be excused. It is vital that parents realize the importance of consistent school attendance and its effect on academic progress. Having work sent home to children who are absent cannot fully replace the classroom instruction that is missed. Children who are absent from school during the year for an excessive number of days (+15) may find that their grades are affected, and consideration will have to be given with regards to retention. Excessive absences may require a visit from the district Attendance Officer.

### ***Tardy Guidelines:***

It is of utmost importance to be on time for the beginning of school. Tardiness disrupts the student because it creates a hurried mindset involving “catching-up” on missed work and information, and it disrupts fellow students and teachers who are already engaged in the learning process. Being on time at school prepares students for the expectation of being on time for the many aspects of day-to-day life. If a student is not in their classroom before the late bell rings, the student is considered tardy.

A student reporting late to school must report to the main office with a note of explanation immediately upon their arrival and obtain a tardy slip. **Please understand that a note does excuse your child's tardiness.**

Pupils who are tardy to school (after 8:40 a.m. & 12:40 p.m.) on a consistent basis (5 or more during a marking period) will receive a letter from the Principal requesting a parent conference. Should cooperation from a parent/legal guardian remain inconsistent, the student may be retained after school for no longer than 15 minutes for subsequent tardies. Of course, parents will be notified of any such action in a timely manner.

***Early Dismissal (non-emergency):***

Parents desiring early dismissal for children who plan to visit the dentist, doctor, etc., should send along a note of explanation prior to dismissal. For the protection of your children the school has a strict policy whereby the child is released only to the parent/guardian or authorized designee. On such occasions you are required to call for your child at the main office at the time requested, and you will be required to sign your child out of the building.

***Make-up Work During Absences:***

If a student is absent and you would like to obtain make-up work for that day, please notify the main office as soon as possible so that the classroom teacher has sufficient time to prepare the materials. The work will be available in the main office and may be picked up after 3:00 p.m., or arrangements can be made for a classmate or friend to bring home the missed schoolwork. Homework that is prepared and not picked up will result in no credit. Also, students will be afforded a reasonable amount of time to complete missed assignments due to absences.

**AFTER SCHOOL ACTIVITIES:**

There are a number of after school activities that take place at Lincoln School throughout the year. During the year, students who participate in music activities or plays/performances will occasionally have rehearsals or additional small group practices after school. Announcements will be made in school to students in advance of the days and times of the various activities. Rest assured that the proper notification (permission form) will be sent home well in advance of any such activity.

On a related note, please be aware that students are to go directly home after school; there should be no playing on the field behind the school after dismissal. Also, after having been dismissed from school for the day, a student returning to retrieve an article from their classroom **must** report to the main office. After 4:00 p.m., an adult must accompany the child, and a custodian must be located to assist in retrieving the article.

**BEDSIDE INSTRUCTION:**

For those students who are medically unable to attend school for 10 or more consecutive days, bedside instruction can be provided upon receipt of both a medical doctor's note and also a parent/guardian note requesting home instruction. Certified teachers will provide instruction providing an adult is present in the home during the visit. The doctor's note must include the following:

- The nature of the disability
- Assurance that the condition is not infectious
- Approximate recuperation time
- A student's re-entry requires a second doctor's note indicating that the student is fit to return to school.

**BICYCLES:**

Currently, we **do not** permit students to ride bicycles to school. If and when we acquire sufficient bicycle storage on the school campus, we will revisit the possibility of affording 5<sup>th</sup> grade students this privilege.

**CARE OF SCHOOL PROPERTY:**

Students and staff using the facilities of the Board of Education have a responsibility to treat school property with care and consideration. It is expected that all buildings, rooms, desks, books, supplies, and equipment are to be used to the best advantage for all. Normal depreciation is anticipated, but misuse or abuse of property will not be tolerated. The Board of Education and Lincoln School will hold parents and students financially responsible for mutilation of desks, books, or other school property. As always, parents will be immediately notified of such an incident.

***Textbook Fine Policy:***

The following provisions are district guidelines relative to student remuneration for lost or damaged textbooks.

<b>Lost Books:</b>		<b>Damaged Books:</b>	
<u>Condition</u>	<u>Fine</u>	<u>Defect</u>	<u>Fine</u>
New/Lost during year:	100% of cost	Ink marks:	\$.050 - \$1.00
Used one (1) year:	80% of cost	Torn pages:	\$.50- \$1.00
Used tow (2) years:	70% of cost	Broken binding:	\$5.00
Used three (3) years:	60% of cost	Water/Dirt:	\$1.00 - \$2.00
Used four (4) years:	50% of cost	Battered:	replacement cost

In all cases, teachers will be reasonable in levying fines. However, this policy must be promulgated without exception, and it supersedes all present policies regarding textbook fines in the district.

**CELL PHONES/BEEPERS/ELECTRONIC DEVICES:**

Students shall not possess a beeper/paging device while on school property or while attending a school-sponsored activity on or off school property. A student found in possession of a paging device in violation of this policy shall be reported to the principal who shall confiscate the device. Paging devices will be forwarded to the Dumont Police Department.

Students are permitted to be in possession of cellular phones. However, cell phones are not to be turned on or in use in the school building from 8:35 a.m. to 3:00 p.m.

Use of I-Pods, MP3 Players, or personal gaming devices are allowed only at lunchtime (11:30 a.m. - 12:35 p.m.).

Failure to adhere to these guidelines will result in the following:

- 1<sup>st</sup> violation: Confiscation of device, returned to student at dismissal.
- 2<sup>nd</sup> & subsequent violations: Confiscation of device, returned to parent at their convenience.

Please note: Students should take the necessary steps to ensure the proper care of the above-mentioned devices. Lincoln School is not responsible for any lost, missing, or stolen electronic devices. We will, however, make a concerted effort to retrieve any such devices under these circumstances.

#### **CHILD ABUSE:**

The Dumont Board of Education Policy #8462 requires that school personnel abide by the requirements of N.J.S.A. 18A:36-25. Their employees and volunteers are required to report suspected cases of child abuse and neglect to the Division of Youth and Family Services and the Dumont Police Department. Parents/Guardians should be informed that if they inflict or allow physical injury to be inflicted upon a child, or if they allow physical, mental, or emotional abuse of a child, or if they allow or commit a sex act on a child under 18 years of age, or have willfully abandoned a child, they shall be subjected to the laws of child abuse and neglect. **Failure of school personnel to make a report is a violation and the person is subject to a \$1,000 fine, and up to six months in jail.**

#### **CLASSROOM PARTIES:**

Parties are held throughout the school year to celebrate a number of holidays and observances. We kindly ask our parents to adhere to the approved wellness and nutrition guidelines when sending in treats with their child(ren). At times, teachers may arrange special dishes or celebrations to culminate an activity or unit relating to the district curriculum.

#### **CURSIVE WRITING:**

Cursive writing is taught in all third grade classes. By the end of the third grade, students will have completed their initial development in cursive writing. Beginning in grade 4 through grade 8, students will be encouraged to use cursive writing to reinforce their skills. Teachers will stress the use of cursive writing in each grade. Students will be encouraged to use cursive writing; however, they may use either cursive writing or printing in informal writing or the development of draft documents. All final documents or assignments that are handed in must be in cursive, unless a student's documented fine motor skills or I.E.P. makes printing a more legible and appropriate choice.

In addition, in grade four the students may choose to print or use cursive writing during the first marking period only. All students, regardless of grade, always have the option of handing in typed work when appropriate.

#### **DRESS CODE:**

It is not the intention of the school to usurp parental prerogative for determining appropriate clothing for their children. The purpose of the student dress code is to enhance the health and safety of the students and to avoid distraction to the educative process. Students should report to school each day in clothing that is neat, clean, and appropriate for the day's activities. Dress that presents a

health hazard (chains, studs, flip-flops, beach sandals, tank-tops with spaghetti straps), or contains offensive messages will not be permitted.

Coats, jackets, hats, or bandanas are not to be worn in class. While shorts may be worn in warm weather, they may not be torn and must be of appropriate length. Sunglasses are not to be worn in the building unless they are prescription glasses and required to be worn indoors under doctor's directives. Those students whose dress is unacceptable will be required to change before returning to class. If you have a question of what is "appropriate," please contact the principal.

#### **DRUG FREE SCHOOL ZONES:**

The Dumont Board of Education is committed to an agreement to ensure cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia, consistent with and complementary to the Statewide Action Plan for Narcotics Enforcement.

#### **EMERGENCY EVACUATION PLAN:**

In the event that an emergency arises requiring Lincoln School to be evacuated for an extended period of time, the following plans will be initiated:

##### ***Evacuation Plan:***

All students will be escorted (walked) under the guidance of faculty and staff to Woodside Cemetery. Dumont Police Officers will be posted at all intersections for obvious safety reasons. If the need to move the students further away arises, we will house them in Firefighter Park on Dakota Avenue (good weather), or Dumont Fire Company #2 (bad weather). If the above plan is not functional, due to the nature and severity of the emergency, an alternative plan as well exists.

##### ***Alternative Evacuation Plan:***

Our students will be escorted to Dumont High School and remain in the Auditorium, thereby allowing the instructional programs at that school to continue without interruption. As per Lincoln School's emergency dismissal procedures, parents and/or authorized designees will be required to pick up their child(ren) at DHS.

#### **FAMILY LIFE CURRICULUM:**

Parents will receive a brief outline of the family life/health/safety/substance abuse curriculum for each child, in each grade, at the beginning of the school year. The entire curriculum is available for review in the principal's office, or the office of the Director of Curriculum, Instruction, and Supervision.

#### **FIELD TRIPS:**

Children are sometimes taken on field trips within the area in order to provide outside educational experiences. These trips are always supervised by the classroom teacher, along with parent chaperones. When such trips are taken, you will be asked to sign a permission slip. In certain cases, arrangements will be made for children without permission slips to remain in school with another class. As an added benefit, the Lincoln School PTO helps to defray the cost of field trips by providing \$10.00 per pupil.

### **FIRE DRILLS:**

The State of New Jersey requires us to conduct two fire drills per month in order to check fire warning equipment and procedures for evacuation. Pupils are to leave the building in an orderly fashion with no running or talking. Teachers stay with their classes as attendance must be taken when the class arrives at the evacuation point.

### **GRADING:**

Teachers shall administer tests/quizzes throughout an instructional unit, and not necessarily solely at the end of one. Sufficient warning for tests will be given, though quizzes can be given at any time without prior notice. The results of these assessments serve as a guide to the teacher in evaluating the effect of the instruction as well as in determining marking period grades.

In addition to tests/quizzes, the following products are given consideration when determining students' grades:

- Reports & Projects
- Homework (quality and quantity)
- Classwork
- Class Participation

### ***Progress Reports:***

In Grades 4 & 5, mid-marking period progress reports may be generated to inform parents that their child is doing outstanding work in a subject, is passing but not doing well, or that their child is failing a subject/subjects at the present time. Please sign and indicate if you wish the teacher to call you to discuss the progress notice.

### ***Report Cards:***

All students from Grades 1-5 receive report cards four times a year. The first and third marking period report cards are given to parents during scheduled parent-teacher conferences in November and April. Conferences at other times throughout the school year can also be arranged.

### **2009-2010 Dates**

<b>MP1</b>	Progress Report:	October 2	Report Card: November 18
<b>MP2</b>	Progress Report:	December 18	Report Card: February 3
<b>MP3</b>	Progress Report:	March 5	Report Card: April 21
<b>MP4</b>	Progress Report:	May 14	Report Card: June 23

Parent-Teacher Conference Dates: November 18-20 & April 21-23

### **GUIDANCE AND COUNSELING:**

The classroom teacher will provide the necessary counseling in the instructional areas. This will be in the form of remediation and individual instruction. Should the teacher need additional help, he/she will confer with the child's parents, and discuss the matter with the principal. Pupil's

standardized test results, and other accumulated information in the child’s permanent record file, will be given consideration. The next step may be the recommendation of remedial instruction outside of the classroom in reading, mathematics, or both.

In all cases, situations will be monitored and lines of communication will remain open between faculty members and the principal. Here at Lincoln School, in the absence of a Guidance Counselor, the principal assumes that role. He counsels pupils, follows their progress, confers with teachers and parents, evaluates pupil progress, and makes recommendations in the children’s best interests.

**HEALTH:**

The Board of Education employs a Registered Nurse in each of the five district schools. In addition to assessing students who become ill or injured during the school day, each nurse is responsible for conducting health screenings at each grade level. The table below displays by grade level the screening schedule:

Grade	Height	Weight	Blood Pressure	Audio	Visual	Scoliosis
Pre-K	X	X	X			
K	X	X	X	X	including amblyopia and muscle balance	
1	X	X	X	X		
2	X	X	X	X	including color	
3	X	X	X	X		
4	X	X	X		X	
5	X	X	X			X
6	X	X	X		X	
7	X	X	X	X		X
8	X	X	X		X	
9	X	X	X			X
10	X	X	X		X	
11	X	X	X	X		X
12	X	X	X			

If any problems are detected during the screening process, the school nurse will notify you in writing. If you are financially unable to seek medical follow up, please contact the nurse and you will be referred to the proper clinic or agency.

***Illness:***

If your child has a persistent illness, upset stomach, contagious illness or has had a fever greater than 100 degrees F. in the 24 hours before the start of the school day, s/he should be kept home from school. The procedure for calling in your child’s absence is outlined in the “Absence” section of this booklet. In the event your child has contracted a ***contagious illness***, i.e. strep, chicken pox, whooping cough, MRSA, coxsackie, etc., please notify the school nurse so that this illness may be

recorded on the student's health record and the nurse can monitor the possible spread of communicable diseases within the school building.

If your child becomes ill, has a temperature elevation or becomes seriously injured during the school day, the school nurse will contact you at the numbers you have designated on the emergency contact card which is completed at the start of each school year. In the event of a life threatening illness or injury, emergency services (911) will be contacted and every attempt will be made to contact you. It is, therefore, of importance that, if your contact information changes, you notify the school's main office and the nurse's office of these changes.

***Immunizations:***

It is a New Jersey state law, and therefore the policy of the Dumont Public Schools, that students who have not been fully immunized shall not be admitted to school. The following table lists the minimum immunizations required for students entering or transferring into the Dumont Public Schools:

Preschool	4 DPT, 3 Polio, 1 MMR, 1 Hib, 3 HepB, 1 Varicella, 1 PCV and 1 Flu (Flu given between Sept 1 and Dec 31 of entrance year)
Kindergarten	4 DPT (one dose after 4 <sup>th</sup> birthday or any 5 doses), 3 Polio (one dose after 4 <sup>th</sup> birthday or any 4 doses) 2 MMR (or at least one MMR and 1 dose of measles vaccine. MMR/Measles must be administered after 1 <sup>st</sup> birthday) 1 Varicella (given after 1 <sup>st</sup> birthday) 3 Hepatitis B
Grades 1 – 5	See kindergarten requirements
Grade 6	In addition to kindergarten requirements, students born after 1/1/97 shall receive – 1 Meningococcal and 1 booster dose of Tdap given on or after 10 <sup>th</sup> birthday. (Exception: If child received DPT booster within five years of entering grade 6, dose not necessary until five years have elapsed since last dose.)
Grades 7 – 12	4 DPT (one dose after 4 <sup>th</sup> birthday or any 5 doses), 1 booster DPT provided 5 years have elapsed since last dose 3 Polio (one dose after 4 <sup>th</sup> birthday or any 4 doses) 2 MMR (or at least one MMR and 1 dose of measles vaccine) 1 Varicella 3 Hepatitis B 1 Meningococcal

***Medications:***

According to the Dumont Board of Education policy concerning administration of medication in school, should your child be required to take medication during school hours, you will need to provide the following to the school nurse:

- A written order from the child's doctor indicating the name of the drug, the exact dosage, the time schedule for administration and the diagnosis of the condition for

which the medication has been prescribed. Forms may be obtained from the school nurse.

- Written permission from the parent/guardian to administer the medication.
- The medication in its original container labeled with the student's name, name of the medication and its expiration date.
- Any medical equipment needed to administer the medication such as nebulizer tubing, insulin syringes, blood glucose testing strips, etc.

Please note that written orders from the student's doctor are necessary for over-the-counter medications such as Tylenol and ibuprofen. These medications also need to be provided for the student, as the school *does not* stock these medications. For those students requiring epinephrine, insulin, Glucagon, inhalers, nebulized medications, anti-convulsive or other emergency medications, additional forms, provided by the school nurse on request, **must be completed by the parent and doctor.**

Medications, along with written orders by the doctor, should be brought to the school nurse's office on the first day of school, or as soon as the medication is prescribed during the school year. Medications must be brought to school by a parent or guardian. Unused medication and/or supplies will be returned to the parent/guardian on the last day of the school year.

#### ***Required Physical Examinations:***

Documentation of a physical examination by your child's doctor or local health clinic is ***required before admittance*** to the Dumont Public Schools. This exam must have been completed within a calendar year of the date of admittance or transfer. Routine follow up physical examinations are also strongly suggested prior to the student moving on to the 6<sup>th</sup> and 11<sup>th</sup> grades.

Physical examinations should be conducted by your child's own doctor since s/he knows your child best. If your child does not have a doctor, the school nurse can suggest several local clinics that will perform school entrance physicals. The Dumont Board of Health also offers examinations and immunizations at the Borough Hall at its Well Baby Clinic. This clinic services children from birth to kindergarten. Appointments need to be made in advance.

#### ***Sports Physical Examinations:***

All students who expect to tryout for a school sports team are required to complete a health history questionnaire and a physical examination. Documentation must be completed on a ***state approved form*** that can be obtained from the school nurse at any time during the school year. These forms are also available from the high school athletic office during the summer months. The physical exam ***must have been completed within a calendar year of the date of the tryout.*** Health History Questionnaires need to be completed prior to ***each season's tryout***, as information may have changed from the prior season, and the school physician needs to be informed before approving the student to participate on a school team.

It is preferred that sports physicals be conducted by the student's own doctor since s/he knows them best. However, you may contact the Dumont High School nurse can to make arrangements for sports physicals by the school physician. Dates are scheduled periodically throughout the school year and are conducted at least one month prior to the date of team tryouts.

***Student Safety:***

Kindly be advised that in order to ensure your child’s safety, the Dumont School District Nurses may disclose to Dumont School District employees (i.e., faculty, staff, coaches, volunteers) on a need-to-know basis, medical information from your child’s health record (i.e., medical conditions, allergies, medications).

In addition, school personnel will rely on any information you have provided to your child’s school nurse at school-sponsored events. Please be aware that there may not be a nurse at off-hour school-sponsored events, and that school personnel will call 911, as per Board Policy and Regulation #8441, for any emergencies that may occur.

***School Nurses:***

High School	Janine Gillan, RN	201-387-3000, Ext. 3605
Grant School	Linda Vinci, RN	201-387-3050, Ext. 3056
Honiss School	Nancy Burchill, RN	201-387-3020, Ext. 3025
Lincoln School	Joanne Bull, RN	201-387-3040, Ext. 3042
Selzer School	Donna Pleus, RN	201-387-3030, Ext. 3035

**HOMEWORK:**

The purposes of homework are to practice newly taught skills, review previously mastered skills, develop independent study habits, develop responsibility and time management skills, help students reach their full potential or extend and enrich the curriculum for students. It keeps parents informed about the curriculum being covered in class. It also helps teachers in their evaluation of the student’s level of understanding.

Teachers will assign homework, for any of the above reasons, on a consistent basis, when necessary, using the approximate times, listed below, at each grade level. Homework will usually be given Monday – Thursday, but on occasion may be given as a weekend assignment.

Homework in grades K-5 will focus on math and language arts literacy but will also be given in social studies, science, and world language. In grades 6-8, the individual teachers will give homework. Long-term projects may be given in all grades outside of the regular daily assignments.

The times below are **guidelines**. Some students may take a longer or shorter period to complete the work. We encourage parents to monitor the time taken doing homework and to contact the teachers if they have concerns.

- Kindergarten: At least two or three times/week. This may include working on special projects, show and tell preparation, etc. As the year progresses, homework may involve written work.
- Grade 1: 10 minutes per night
- Grade 2: 20 minutes per night
- Grade 3: 30 minutes per night
- Grade 4: 40 minutes per night
- Grade 5: 50 minutes per night

- Gr. 6-8: 60-80 minutes per night

In addition to time spent on homework, students should spend time each day in a reading activity. This may mean, in the grades K-1, having a book read to them or reading silently for at least 15 minutes. In grades 2-5, there should be sustained silent reading for at least 20 minutes/night. The time for grades 6-8 should be at least 30 minutes/night. This may be reading a book, newspaper, magazine or other printed material. Parents are encouraged to read to or with their children on a nightly basis.

#### **INSURANCE:**

The Board of Education is not liable and does not provide insurance coverage for accidental injuries that pupils sustain during the course of the regular school day, i.e., physical education, intramural sports, regular class-room instruction, or co-curricular activities. Neither is the Board responsible for injuries to pupils while they are traveling to and from school.

The Dumont schools do provide parents an opportunity to purchase low-cost insurance coverage on a voluntary participation basis. Coverage is provided for virtually all school-sponsored and supervised activities. The contract is between the parents and the insurance company (not the school), and parents are advised to read the policy closely when it is offered in September.

In most cases, parents who do not participate in this program must depend on their own health insurance policies to pay medical expenses for injuries in any school activity.

#### **KEY COMMUNICATORS 2009-2010:**

Key Communicator groups operate in each of our public schools in Dumont. It is a group comprised of parents and citizens whose responsibility is twofold: to discuss school policies, programs, new initiatives, and concerns; and to assist in disseminating important school information to the community at large. In this way, these community representatives become more knowledgeable about Lincoln School, and thus, can help you obtain an answer to any questions or concerns you have. The option always remains, however, to call the school directly should you need assistance.

- Kathleen Demarest: 201 767-3262
- June Murphy: 201 385-3385
- Nancy Ziemba: 201 501-0227
- Veronica Gooler: 201 385-2157

Meeting Dates: November 18, 2009 & April 14, 2010

#### **LIBRARY SERVICES:**

The Media Center houses our collection of books and a number of I-Mac computers as well. It is scheduled for use every day from 9:00 a.m. to 3:00 p.m., where classes are afforded a weekly visit to browse and borrow books. Students also have access to the media center to use reference materials when working on research assignments, and to use the Smartboard under their classroom teacher's direction.

### **LOST AND FOUND:**

Misplaced articles can be found in the hallway outside the main office. Parents and students should frequently check this area, as any articles in good condition will be donated to Goodwill Industries at least four times throughout the school year.

Thus, parents are strongly urged to clearly mark all articles of clothing, school bags, and snack bags with their child's name and grade. Articles marked in this manner when brought to the Lost and Found are always returned to the child in an expeditious manner.

### **LUNCH:**

The mandated state lunch program has made it necessary for us to provide lunch to all students in the Dumont School District. Should parents desire to participate in the lunch program, lunch is to be ordered and money collected every **MONDAY**, for the following week (If school is closed on Monday due to a holiday, money will be collected on the previous day when school is in session).

When paying by check, please make your check payable to DUMONT BOARD OF EDUCATION. Please indicate the following on your child's envelope: Child's name and grade, amount enclosed, and exact day/days your child is ordering lunch.

At the beginning of the year, an Emergency Card (side 2) will be sent home for you to indicate the days your child will be eating lunch in school. Since attendance is taken every day, we ask that a note be sent to your child's teacher on any particular day that your child will be leaving school at lunchtime.

Children who remain for lunch will be required to abide by the Lunchroom/Play Area rules set by the school (see below). Students who cannot behave will be asked to leave; the principal reserves the right to remove the privilege of eating in school.

#### ***Lunchroom/Play Area Discipline:***

While we are fortunate here at Lincoln School to have new and improved facilities for lunchtime and recess, the need for students to display proper decorum and adhere to basic rules in the lunchroom and on the play area is of utmost importance. Students who misbehave or fail to heed the following rules and regulations may be removed from the lunchroom for a period of time as determined by the principal. As always, parents will be notified as infractions take place so that we can work in tandem to improve the child's behavior.

- Enter the lunchroom by walking in quietly and in an orderly fashion.
- At no time will I touch anyone else's lunch or personal belongings.  
No soda cans or glass containers are permitted. Canned juice or thermos bottles are permissible.
- I will see that my table is cleaned of any spilled milk, juice, food crumbs, etc. at direction of lunchroom aides.
- I will dispose of my garbage only when my table is called.
- When finished eating, I will sit and talk only to classmates at my own lunch table (no table-hopping or shouting is allowed).

- When we stay indoors, I am to wait until my table is called to get games, and then return quietly to my table.
- Games and/or equipment are to be gathered and put away in the manner in which they were found.
- I will not throw food or objects, nor will I litter (indoors or outdoors).
- I will not use abusive, harassing, or inappropriate language.
- I will keep my hands to myself at all times!
- When called to attention, I will give the lunchroom aides “5” (eyes on speaker/quiet/be still/hands free/listen).
- I will listen to the lunchroom aides and always be respectful.
- I understand that fighting at lunchtime can result in **detention** and or **suspension** from eating lunch in school for a period of time.
- I will demonstrate responsible and acceptable behavior at all times.

### **MUSIC PROGRAM:**

Each class in grades K-5 is scheduled for formal music instruction weekly under the direction of a trained music instructor. Instrumental instruction is available on most band instruments or strings beginning in 4<sup>th</sup> Grade. Instruction is given once a week for thirty minutes and pupils are assigned to the school band when they become proficient. A separate band and orchestra period is scheduled once a week for thirty-five minutes.

### **PARENT-TEACHER ORGANIZATION (PTO):**

#### ***Objectives:***

- To bring into closer relation the home and the school, so that parents and teachers may cooperate in the education of our children.
- To improve the welfare of children in home and school

#### ***PTO Officers 2009-2010:***

- President: Nancy Ziemba, 21 Patton Place (507-0227)
- Co-Vice Presidents: Stacey O’Reilly, 24 Hillside Ave. (244-8696)  
Stacey Gibbons, 125 Second St. (385-3872)
- Treasurer: Betsy Scudi, 72 Park Ave. (384-5439)
- Recording Secretary: Lisa Ruff, 155 Second St. (244-9232)

### **PARENT-TEACHER CONFERENCES:**

Our primary concern at Lincoln School is your child’s progress. The growth and development of your child is of joint interest to you, your child’s teacher, and the office staff. If you wish to have a conference with a teacher, we ask that you write or call the office (387-3040) to arrange a date and time. Please do not just “drop in” during the day, as this is an imposition upon the teacher and the class. The teachers reserve from 3:00 p.m. to 3:30 p.m. every day to provide students with extra assistance, or to conduct parent conferences.

Two parent-teacher conference weeks will be held throughout the school year (November 18-20, 2009 & April 21-23, 2010). During these single session days, students will attend school from 8:30 a.m. to 12:30 p.m., and lunch will not be served. Your child's teacher will schedule conferences from 1:30 p.m. to 3:30 p.m., along with hours during one evening (Wednesday) from 6:30 p.m. to 9:00 p.m., so you may have an opportunity to sign up for either a daytime or evening conference.

***What parents may expect to learn from the teachers:***

- Does my child arrive in the classroom on time, calm and ready to work?
- Does my child contribute worthwhile information to the class, gleaned from his/her own knowledge and experience?
- Is my child developing good work and study habits?
- Is my child as emotionally mature as he/she should be for his/her age?
- Does my child work and play well with other members of the class, and with other people on the playground?
- Does my child attempt to seek more than his/her share of the teacher and class' attention?
- What can I do to help with my child's social and emotional growth during the year?
- What work do you expect my child to cover during the year?

***What the teacher may expect to learn from the parent:***

- What is the child's attitude towards school?
- What does the child do with leisure time? Any hobbies?
- Does the child cooperate with others? Work well independently?
- Can the child accept responsibility?
- Does the child follow through with activities?
- Does the child have respect for his/her own and other people's property?
- Is the child upset by disturbances, cry easily, or evidence temper?
- Does the child have any physical handicaps, which would be helpful for me as a teacher to know about?
- How does the child play and get along with his/her brothers and sisters and with other children in the neighborhood?
- Do you feel that there is anything further we can do for the betterment of the child?

**PROMOTION AND RETENTION:**

A pupil's promotion from one grade level to the next must depend on the pupil's academic progress and his or her social, emotional, and behavioral readiness to profit from instruction at the next grade level. Academic and personal progress shall be measured in terms of achievement of district goals and objectives.

The decision to promote or retain a pupil will be made in the best interest of the pupil. Continuous communication, initiated as early as possible in the school year and maintained throughout the year, can certainly address the issue of retention more easily. Thus, a number of parent/teacher conferences or meetings should be held throughout the year to discuss the child's progress and expected level of achievement, to map out home/school intervention strategies, and to determine if pre-referral intervention is warranted. The principal, if necessary, may request additional staff to evaluate and review the pupil's progress. Ultimately, the decision to promote or retain a student is the responsibility of the building principal.

### **SCHOOL NURSE:**

The Board of Education employs a school nurse (Mrs. Joanne Bull, RN) in our building and establishes duties that include record keeping, first aid, and an overall responsibility for the health and welfare of our students. School nurses are also available as valuable resources in the classroom who may teach specific lessons to the student body.

### **SCHOOL VISITOR MANAGEMENT PROCEDURE:**

The Board of Education's policy is that all school visitors must report to the main office to obtain a visitor pass before proceeding to any part of the building. School safety is one of the most vital concerns that each of us has or should have. Members of our school staff are instructed to constantly be alert and cooperative to ensure that school regulations, which are in force, are obeyed by all visitors. Without exception, all visitors to the school are expected to follow our access and visitation procedures.

Visitors must use the designated entrance to enter the school. Once admitted into the building, the visitor will report directly to the main office or security desk area to be issued a visitor's pass.

In order to obtain a pass, the visitor will need to present one of the following forms of identification, which will be scanned into our computerized security system, e.g., Driver's License, Passport, State/County Issued ID, Health Insurance Card, NJMVC Non-Operator License, Resident Alien Card, Car Registration, Utility/Tax Bill.

The pass will identify the person as a processed visitor to the school with the date and time and serve as a sign-in verification.

All school district employees have been instructed to challenge strangers in the building as a matter of protection for the students, the staff, and the school. They will be checking to ensure that an official pass has been issued, and that the expiration date and time is current. If the staff member finds that the visitor has not done so he or she will insist that they do this before engaging in any conversation or conference.

At the end of the visit, the visitor will return to the office with the pass. Once the pass has been returned to the office and the visitor has been processed as completing the visit, the visitor will proceed to exit the building.

### **SEXUAL HARASSMENT POLICY:**

It is the policy of the Dumont Board of Education to maintain an environment untainted by sexual harassment as described in their Sexual Harassment Policy, #3362 & #4352, available in any principals' office, the office of the Superintendent of Schools, or the office of the Affirmative Action Officer. Sexual harassment is a prohibited personnel practice.

### **SNACKS:**

Snacks brought in by students should adhere to the recently adopted Health and Wellness Guidelines. Therefore, the presence of sugar should be minimized as much as possible, and foods such as fruit, vegetables, cheese, graham crackers, pretzels, etc. should be brought in. Cakes, candies, and sweets should stay home. Approximately 10 minutes will be provided for snack-time for students in Grades K-2 only! All students in grades K-5, however, may bring in a snack during single session days, which run from 8:30 a.m. to 12:30 p.m.

### **STANDARDIZED TESTING:**

The Dumont testing program, utilizing instruments prepared by leading authorities in the testing field, provides a basis for evaluation and improvement of the school program and of individual pupil progress. Our program calls for systematic and regular testing of the skills, interests, and abilities of pupils from kindergarten through high school. Below are the tests taken by Lincoln School's students:

NJASK, Grade 5: May 3-6      NJASK, Grades 3 & 4: May 10-14

### **STUDENT CODE OF CONDUCT:**

The code of conduct of our school is aimed primarily at helping children achieve a high standard of socially acceptable conduct. Every faculty member here at Lincoln School regards this as an important part of the learning experience. The behavior code is designed to be simple and clear to the children, as well as reasonable in its expectations. It will be carried out in a fair and consistent manner. Simply put, we expect our pupils to demonstrate the following (with sample outcomes):

- **Always give maximum effort** (ask for help whenever needed; find alternative ways to solve a problem or find an answer; never be satisfied with average work)
- **Respect your school and your classmates** (think first before acting in a hasty manner; be kind and friendly in all your communications; keep Lincoln School and all of its equipment looking beautiful at all times; lend a helping hand and be courteous to others; be a Good Citizen; keep your hands to yourself at all times)
- **Let your teacher teach** (complete assignments in a timely manner; keep distractions to an absolute minimum; control the chatter with your classroom neighbors; focus on the lesson or skill being taught)

Our aim here at Lincoln School is to foster an environment where students learn to be responsible citizens who continue to make positive contributions to society as they mature. Thus, we are continuously improving in our desire to become a truly bully-free school zone. Rest assured that any form of malicious teasing, name-calling, or personal harassment will not be tolerated, and will be addressed in an expeditious manner so that any such patterns do not manifest themselves. Students are encouraged to speak to a teacher or administrator should reasonable attempts on their part to stop the harassing behaviors prove unsuccessful.

In cases where a student does not adhere to the code of conduct, and/or behaves in a manner inconsistent with Lincoln School's expectations even after repeated warnings or attempts by a

teacher to handle the situation, he/she will be sent down to the main office, along with a Discipline Card explaining the nature of the infraction.

Students who consistently break the school code of conduct may face the following consequences:

- Conference with student & teacher
- Phone call home / Parent conference
- Loss of class privilege or recess
- Lunch detention
- After school detention
- Completion of a “think sheet”
- Behavior contract
- Child Study Team referral
- Suspension (extreme circumstances)

### ***Student Safety:***

We kindly ask your cooperation in reviewing the following important information:

- Urge your child to walk on the sidewalk and not dart out onto the street.
- Discuss the dangers of talking with strangers or entering their automobiles.
- Insist that your child come directly to school and go directly home after dismissal.
- Discuss the probable dangers resulting from throwing objects such as stones and/or snowballs.
- If your child must cross one of the busy thoroughfares, tell him/her to cross where the crossing guard is stationed rather than possibly using unsafe “short cuts”.
- Skateboards, scooters, and roller blades are **prohibited** anywhere on school grounds.
- Have respect for local citizens’ property while walking to and from school.
- Students may not enter the building until the bell rings. During inclement weather, you will be allowed to enter the building at 8:20 a.m.

### **STUDENT RECORDS:**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the

School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

#### **SUBSTANCE ABUSE:**

Smoking is prohibited in the school or on school property. Drinking, use, or possession of any alcoholic beverage or controlled, dangerous substance (drugs) in school or on school grounds is prohibited by Borough ordinance (#824), N.J. Statutes, and Dumont Board of Education Policy #3218, #4218, and #5530. Any student who drinks, uses, or possesses alcoholic beverages, or controlled dangerous substances, or who is under the influence of some, while on school property, or at any school-related activity, shall be subject to suspension from school for a period of up to five days. A parent/guardian conference will be required before student reinstatement to school. Additional violations shall be subject to further suspension and possible recommendation to the Board of Education for expulsion. A report will also be made to the police department.

Students, who are suspected of being under the influence of alcohol or drugs, including marijuana, will be reported immediately to the school nurse, principal, or designee. The principal or designee must immediately notify the student's parent/guardian and the superintendent of schools. Further action, including a report to the police, will be taken as outlined in chapter 387, Laws of 1988, State of New Jersey, and the board's Drug-Free Work Zone Policy, #7436. The principal, or designee

with the parent/guardian shall arrange for an immediate examination of the student by a doctor or if said doctor is not immediately available by the medical inspector. If no doctor is available, the student shall be taken to the emergency room of the nearest hospital, or medical outpatient facility, for examination accompanied by the parent/guardian, if available, and a staff member.

No student found to be under the influence of alcohol or drugs, including marijuana, shall be returned to school until she/he has submitted a doctor's report certifying that the student is physically and mentally able to return.

## **SUPPLEMENTAL PROGRAMS:**

### ***Academic Enrichment Program:***

The Academic Enrichment Program provides opportunities for students in third through eighth grade who have special academic talent. Emphasis is placed on enhancing creativity, increasing general knowledge, and developing higher order thinking skills of analysis, synthesis, and evaluation.

Students' nominations are given to the principal of the school who notifies the Academic Enrichment Program staff. A letter is sent home to the parents/guardians of the nominee with a request for permission to consider their child for the program. Information is gathered in five areas: IQ testing results, grades in reading and mathematics, standardized testing results, teacher assessments, and parent/guardian assessment. Students with the highest scores are accepted into the program. Others are kept on a competitive waiting list. Approximately 5% of the elementary school population is involved in the program.

A key word for the program is "enrichment". Courses are structured to broaden students' experiences and knowledge, rather than to accelerate them in one specific area. The program content is based on a multi-disciplinary approach. In other words, activities are designed to tap students' knowledge and skills in a variety of subject areas. Using these skills as a springboard, students expand their knowledge through research, experimentation, and discussion. Ultimately, students are asked to utilize these discoveries to find new and different ways to solve the problem at hand. The student is an integral part of the learning process. As the child continues through the program he/she assumes more of the responsibility for establishing individual/group goals, as well as for seeing the project through from beginning to end.

Class meetings depend upon the grade level and the nature of the course. Younger students usually meet once a week for the entire morning or afternoon session. Older students may meet for an entire day once every other week. Students are transported from their home schools to a central location.

A team approach is used to service those children in kindergarten, first, and second grade that have been identified as potential Academic Enrichment Program candidates. An informal assessment is used to determine which students possess advanced academic abilities. Instruments of measure include kindergarten screening tests, teacher evaluation, parent input, and achievement test scores.

Working with the classroom teacher, the reading specialist and the building administrator, the enrichment staff may assist in the design of the child's school program and the selection of appropriate education material. Programs are structured to address both the child's superior academic abilities and the child's social skills to insure that the child remains an integral part of the classroom activities.

***Basic Skills Improvement Program:***

This is a small group instructional program (Grades 1-5) designed to assist selected children with reading and/or mathematics problems. Students are selected for this program based upon a formula combining standardized test scores and teacher recommendations.

***English as a Second Language:***

Many pupils enter the school system with a limited English proficiency. All pupils are screened for English language proficiency upon registering for school. If it is determined after language testing that a pupil needs services, he/she will be enrolled in the English as a Second Language program. Regular lessons will be conducted to teach the child English. When the child is found to be English proficient on a language assessment test, he/she is released from the program.

***Intervention & Referral Services (I&RS)***

The purpose of the I&RS Team is to provide a professional, school-based team approach to the resolution of educational difficulties being experienced by a student. Often, teachers feel isolated in dealing with the educational problems of their students. Bringing to bear the expertise of several professionals is an attempt to provide a formal problem-solving mechanism at the school level. The emphasis of the I&RS Team will be on the recommendation, implementation, and evaluation of strategies used by the teacher to improve a child's school achievement and/or behavior. Membership on the I&RS Team will include the classroom teacher, any general education specialists, a member of the Child Study Team, and the building principal.

A teacher who has difficulty working with a student generates an I&RS request for assistance in writing to the principal. The I&RS Team reviews the request and decides whether a team meeting is necessary. Should a meeting be warranted, the principal will notify the participants of the time and the place of the meeting.

Please note: Students will be eligible for special education programs or services only after all interventions in the regular school program have been considered and/or implemented.

***Speech Correction:***

All students are screened for speech problems upon registering for school, or when specific problems arise. After a speech correctionist tests the child and finds that he/she is in need of services, the child will be scheduled for speech correction on a regular basis. When it is determined that a child classified as eligible for speech correction has completed his/her individual education plan, he/she will be exited from the program.

***Special Education:***

Students in need of special education services are referred to the Child Study Team. Classification of students according to New Jersey statutes enables Dumont Public Schools to provide needed services and placements. The Child Study Team is composed of a school psychologist, a school

social worker and a learning disabilities teacher/consultant. Other professionals, such as psychiatrists, neurologists, and audiologists, are sometimes asked to assist when needed. Classified students receive supportive services such as supplemental instruction, resource room, self-contained special education classes, and other services that assist them to benefit more fully from their education.

The referral process begins when a teacher or parent/guardian alerts the principal of a serious problem that a student is encountering in his/her schooling. The principal confers with the teacher, the parent/guardian, and others involved in the child's education. If possible, alternative techniques will be attempted after conferring with a Child Study Team member. When it is shown that attempts to provide the child with support have not met with success, a meeting with the Intervention & Referral Services Team (I&RS) will be sought. With written permission from the parent/guardian, the Child Study Team will test the child in a manner prescribed by New Jersey laws. Parents/guardians are involved throughout the referral process. If the child is finally classified, services will be provided as prescribed in the individualized education plan.

#### **TECHNOLOGY:**

At the present time, all of our classrooms are equipped with at least two Macintosh computers, and our media center is equipped with another thirteen. All student rooms have high-speed Internet access connections and several computer hook-ups. A wide variety of software programs for all grades are maintained in the classroom and in the media center. In addition, Lincoln School possesses two interactive Smartboards which can be accessed by all students, with plans in the works to add more of these unique learning tools in the near future.

#### **TRANSFERS:**

If you find it necessary to withdraw your child during the school year, please send a note or call the main office for a transfer card. This card will grant your child immediate admittance to his/her new school.



#### **BOARD OF EDUCATION POLICIES:**

The policies highlighted on the following pages are included for your knowledge and convenience, as they cover matters that are important to the overall health and functioning of the school and its inhabitants. Of course, the complete Board of Education Policy Manual is located in the main office, and is available for you to peruse at your leisure. Please see Mr. Lopez if you have any questions regarding these policies.