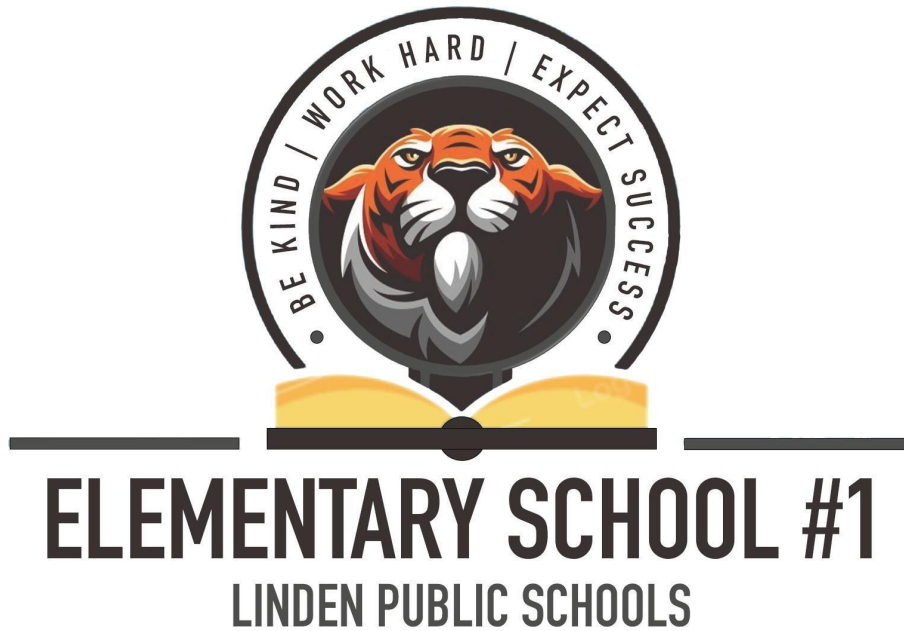


Linden Public Schools

School #1

Back To School Guide *

2023-2024



Norma Diaz, Principal

(908) 486-2668

***This is a fluid document. At any point information can change, which will be communicated to parents as applicable.**

***Please refer to the Linden Public Schools Elementary Handbook for additional district-specific policies and procedures.**

Principal's Message

As we embark on this school year, we should be mindful that this is a new beginning for all of us. Each new school year is an opportunity for growth and improvement, in the area of academics as well as social-emotional health. The unique challenges of today's world are relevant and necessary to address; however, they will not deter us in our mission to educate our students and enrich their educational experiences with innovative technology and best teaching and learning practices.

As always, any modification of our program will be immediately provided to you, and we will be available to answer any questions and/ or address any concerns you might have. Your cooperation with and support of these policies are paramount in order to ensure the health and safety of all students, faculty and staff. With your help, we will maintain the excellence of our instructional program and continue to strive for the achievement of our students.

Emergency Contact Information

It is of the utmost importance that we have current parent/guardian and emergency contact information. If any of your information changes throughout the year, you must notify the school as soon as possible. This is our only means by which we can communicate with you at a moment's notice. An **Emergency Contact Report** . has been sent home in the mail. **Please review, complete the Health Information section and make any updates directly on the form, sign it and return it to school with your child on the first day of school.**

Academic Plan

All elementary students will return to school on Thursday, September 7, 2023.

School begins at 8:25 a.m. and concludes at 3:00 p.m. **Students who participate in our breakfast program will be permitted to enter the school at 8:00 a.m. through door #8.** No breakfast will be issued past 8:15 a.m. to allow sufficient time to eat and arrive to class by 8:25 a.m. Remaining students will be granted entry into the building at 8:10 a.m. Please be aware that there is no supervision on school grounds prior to doors opening. **Students will not be granted early access into the building, even in inclement weather.**

The district does offer a Before Care program for a fee. A school calendar and Specials

will be provided on the first day of school. This year, third through fifth grade will follow a departmentalized learning model for the core subjects.

*Parents and students are encouraged to reach out to their teachers for support if needed via Class Dojo or email.

First Day Procedures

All parents will receive communication mailed home which includes their child's teacher, drop off procedures, along with other pertinent information. Please note, aside from the 1 parent or guardian per Pre-K student allowed to enter for orientation, no other parents will be granted entry into the building.

Details pertaining to our first day procedures will be mailed home.

School Supply Lists

A suggested supply list is found on our school's website. These materials will support your child's learning. Please label your child's personal belongings. Pre-K and Kindergarten students must keep a spare set of clothing in their classroom.

Health Screening

If your child is sick, please keep them home and contact the school nurse or main office. . If you are contacted by the school nurse due to illness, it is CRUCIAL that you arrange for the prompt pick up of your child.

Breakfast and Lunch

The 2023-2024 Electronic Free/Reduced Meal Applications are available online as of 8/10/23. In addition, parents have the ability to prepay for meals online using a credit card, debit card, or checking account via *My School Bucks*. There are links under the Parents tab of the Linden Public Schools website at www.lindenps.org. The website to complete a lunch application is <http://www.schoollunchapp.com>. Families are only required to complete one application per household for ALL students enrolled in the district. IN ORDER TO BE ELIGIBLE, YOU MUST REAPPLY EVERY YEAR.

Student Price List:

Regular Lunch	\$2.75
Regular Breakfast	\$1.45
Milk (pint)	\$1.00

No cash payments will be accepted in the cafeteria at the register during the breakfast or lunch periods. If a student intends on making a purchase in the cafeteria, they must remit the cash/check/money order to the cafeteria first thing in the morning, prior to the beginning of the lunch period. Also, please note that NO CHANGE WILL BE GIVEN. Whatever is sent will be applied in total on an individual student's account.

Student Beverages

You are encouraged to send your child to school with water each day. Juice, soda, coffee and/or energy drinks will not be permitted.

Before Care/After Care

Linden Public Schools has a before and after care program for a fee. This year, the program will be running with a limited capacity, and registration is first come, first serve. In order to register, please contact Angelo Monaco at 908-486-2800 ext. 8410 or amonaco@lindenps.org

Student Drop-Off Procedures

School begins promptly at 8:25 a.m. Students will not be granted entry into the building prior to 8:10 a.m., regardless of the weather. All classes will be assigned to specific doors for entry. While it may be more convenient to drop multiple children at the same door, we respectfully request each student to report to their designated door. Parents and guardians are encouraged to plan and allow for more time for student drop off in order to ensure a prompt arrival at school. Your child's assigned drop-off door is noted below.

Student Entry Door Assignments:

Door 8: 1st grade-5th grade

Door 10: Pre-K and Kindergarten

IN ORDER TO ENSURE THE HEALTH AND SAFETY OF ALL STUDENTS AND STAFF, IT IS IMPERATIVE THAT YOU ADHERE TO THIS PROCEDURE. STUDENTS ATTEMPTING TO ENTER THROUGH THE INCORRECT DOOR WILL BE REDIRECTED TO THEIR ASSIGNED DOOR.

Tardy Students

Please make every effort to arrive at school on time, as tardiness disrupts the educational process. Instruction begins promptly at 8:25 a.m. **Any student who is not in their homeroom by 8:25 a.m. will be considered tardy. All tardy students (PK-5) must enter through Door #1 in order to obtain a tardy slip.**

Student Dismissal Procedures

The school day concludes promptly at 3:00 p.m. All classes will be assigned to specific doors for dismissal. This year we cannot allow older siblings to pick up younger siblings at their classrooms prior to dismissal. They must exit the building with their class, then pick up their sibling at their dismissal door. Parents and guardians are being asked to have their children picked up immediately upon the conclusion of each school day. Please refrain from calling your child out of the line and allow the teacher to dismiss the students individually. This is also not the time to engage in conferences with the teacher as he/she needs to focus on dismissing the class. In order to stress the importance of timely pickups, please understand that, if you repeatedly fail to pick up your child(ren) accordingly, we will be forced to contact the appropriate and necessary authorities (i.e., Linden Police Department or DCP&P).

Please make sure to review our School year 2023-2023 District Calendar to note upcoming school closings and early dismissal. Please ensure to make the necessary arrangements for the child care/ and or alternative pick-up as needed. Any alternative pick-up arrangements should be communicated in writing to your child's teacher. If you need to pick up your child early please communicate with your teacher the time you are picking up your child. **No student will be released from school between 8:10-8:40 A.M. and 2:45-3:15 P.M.**

A dismissal form will be sent home with your child on the first day of school. This form will also be posted on the school's website. Please fill it out and return it to school on the second day. Additionally, please make sure your child's teacher is aware of how your child will get home on the first day of school. Please note that your child will **be released only to the persons listed** on the form. Any changes that need to be made must be done in writing.

Dismissal Door Assignments:

Door #2: 3rd Grade

Door #10: Pre-K and Kindergarten

Door #8: 4th and 5th Grade

Door #11: 1st and 2nd Grade

School Security

We strongly recommend the use of phone and video conferences, as well as email if you need to contact a staff member. In order to ensure the safety of students and staff, visitors will only be allowed to enter the building in the event of emergencies or scheduled appointments. If you wish to speak to a teacher or the principal please schedule an appointment. If a visitor must drop off an item as a student (lunch, homework, instrument, etc.), they should ring the bell and will be instructed to leave the item in the lobby by the front door. **All items must be clearly labeled with the student's name, grade, teacher and will be retrieved by office staff.**

It is imperative that visitors **DO NOT hold the door open** for others behind them. Each visitor must be acknowledged individually through the intercom system. All visitors will be required to show photo identification when signing into the building and will be required to wear a visitors pass. For more information, we encourage you to refer to the Linden Public Schools School Entry Protocol. This can be found on our school website.

Parking and Driving in School Parking Lot

Parking and driving during school hours is of grave concern. **The school parking lot is only for school buses and staff.** Cutting through across the parking lot from Gibbons St. to Curtis St. and vice versa is **strictly prohibited**. For the safety of all students please **DO NOT double park blocking other cars and visibility**. Allow your child to get in/out of your vehicle only at the curb. It is dangerous for children to walk across the street and between cars.

*****DO NOT PARK IN THE ADMINISTRATION OR SCHOOL PARKING LOT*****

*****YOU WILL BE TOWED. *****

Birthday/Holiday Celebrations

We do not celebrate individual student birthdays in school with parties and cupcakes and/or food items. Holiday classroom parties and PTA sponsored events are permissible and will be handled separately.

Summer Reading

All students entering grades 2-5 are expected to have a completed summer reading and math assignment upon their return to school on September 7, 2023.

Technology

All students in Pre-K through 5th grade have been provided with iPads. Students will be sent home with their iPads daily. They are expected to return to school with them fully charged (with charger as well) and ready to use the following day. Parents are STRONGLY encouraged to enroll in the district Tech Care accidental coverage program for the iPads. This will cover damages (cracked screens, water damage) that may occur. Otherwise, you will be responsible for paying the full cost. Please log on to www.myschoolbucks.com to create an account if you do not already have one. All payments for Tech Care must be made online. If you have any questions about the enrollment process, please contact LaTonya Brown in the Technology Department at lbrown@lindenps.org or (908) 587-3263 ext. 8345.

Please contact the LPS Help Desk (908) 747-4001 for assistance with your child's district-issued iPad.

Teacher Communication

Parents are encouraged to maintain contact with their child's teacher via email, phone, or Class Dojo. Impromptu visits to the school to speak to your child's teacher will not be granted. Conferences will be available via WebEx. A staff directory with email addresses is attached.

***For the health and safety of your child, it is EXTREMELY important that the Dismissal Permission Slip and Emergency Information Verification Form be completed and turned in ASAP.**

Please look for communication for our nurse as it relates to allergies, the district Wellness Policy and other health information. We ask you follow these guidelines in order to ensure safety and inclusion of all students.

The opening of school should be a day of joy for both parent and child. Please help us make that day special by preparing your child for this great event. Remind them of these procedures and rules so they can be part of your child routine throughout the school year. Making the aforementioned procedures part of your family's routine throughout the year will benefit the School #1 community as a whole. As always, our goal is to have each child reach their full academic potential. Please know our students' health and safety will always be our main focus as we walk this road back with you. Should you have any questions, feel free to email me at ndiaz@lindenps.org or contact the school.

Sincerely,

Norma Diaz

Principal

School No. 1 Time Schedule

For your convenience, please find below the School No. 1 time schedule. Please make arrangements for an alternate pick-up plan in cases of early dismissals, emergency closings, and any other unforeseen circumstances that may affect your ability to pick up your child on time. Be sure the adults that you may use in times of emergency or such circumstances are listed on the emergency form as well as the dismissal form for your child.

Door 8 Opens for Breakfast Students Only	8:00 a.m.
All Doors Open for Class (all students report)	8:10 a.m.
Class Begins	8:25 a.m.
Students Considered Tardy	8:26 a.m.
Classes Dismissed	3:00 p.m.
Delayed Opening Start Time	10:25 a.m. (Breakfast canceled in the event of a delayed opening)
Early Dismissal Without Lunch Served	12:25 p.m.
Early Dismissal With Lunch Served	12:55 p.m.

Good attendance and timely arrival to school is essential. Every minute of instruction counts. It is imperative parents and students alike make every effort to arrive on time each and every day!