

PARENT/STUDENT HANDBOOK



COLUMBUS AND LINCOLN SCHOOLS

www.lyndhurstschools.net/lincoln

www.lyndhurstschools.net/columbus

JOSEPH A. VASTOLA Ed.S PRINCIPAL

MRS. DOROTHEA RIZZO, SECRETARY/LINCOLN 438-5683 PRESS 1

MRS. DEBBIE JANKOWSKI, SECRETARY/COLUMBUS 896-2074

GRADES K-8 STUDENTS ARE NOT SUPERVISED BEFORE 8:37 AM AND 12:15 PM

SINGLE SESSION TIME SCHEDULE K - 8 - 8:50 AM - 1:00 PM

GLOBAL CONNECT EMERGENCY PHONE SYSTEM In an effort to keep you up to date on important school related information and emergency situations, it is imperative that you fill out the EMERGENCY CARD with regard to home phone numbers, cell phone numbers and work numbers.

DELAYED SCHOOL OPENING 11:07 AM - 3:10 PM [Bag Lunch Encouraged]
All elementary students who attend band at LHS will not attend the high school. They will report directly to Lincoln School at **11:07 AM**. Delayed school openings are announced through Global Connect Emergency Phone System and on radio stations listed below.

EMERGENCY SCHOOL CLOSING AND DELAYED OPENING School Closings may occur during inclement weather during the winter months or extreme heat and humidity during the fall or summer months. You will be notified via Global Connect Emergency Phone System



STUDENT EMERGENCY INFORMATION Parents/Guardians are responsible for providing the office with any changes in emergency phone contacts, phone numbers, address changes or any medical changes.
A 2-SIDED EMERGENCY CARD SENT HOME THE FIRST DAY OF SCHOOL, MUST BE RETURNED. PLEASE PROVIDE THE OFFICE WITH ANY PERTINENT CHANGES THAT MAY HAVE OCCURED

STUDENT SAFETY In order to provide the safest environment possible for your children, anyone visiting the school related to a child's needs **MUST** know the password to gain entrance into the building. **A FLYER INDICATING YOUR PASSWORD WILL BE SENT HOME WITH YOUR CHILD.**

SNACKS IN SCHOOL According to the US Dietary Guidelines for Americans, the **State and Federal Government** has adopted the following policies with regards to nutrition: No school shall serve or sell any food or beverage that lists "sugar" as the first ingredient. This includes all forms of candy. **Therefore, cupcakes, cookies and doughnuts cannot be given out or sold for any celebration including birthdays**



BREAKFAST AND LUNCH PROGRAM Any child who wishes to remain in school for breakfast or lunch **must** fill out a breakfast/lunch envelope and return it to school on or **before Wednesday**, of the **preceding week**. If you prefer your child to eat **off school grounds**, you **must send written permission**. Only **written** requests from parents/guardians and approval from the office will excuse a child from the lunch program. Students may purchase a well balanced and nutritious breakfast or lunch and milk. Students also have the option to bring in their own lunch and purchase milk. Any student who wishes to eat lunch in school on any given day **must bring in parental permission in writing**.

PARENTS MAY NOT DELIVER BURGER KING WENDY'S, ANY RESTAURANT FOOD OR ANY FOOD CONTAINING PEANUT PRODUCTS TO CHILDREN FOR LUNCH

FREE AND REDUCED LUNCH A lunch application was mailed to **each family** on the first day of school. Students who are eligible for free or reduced meals will be informed. Whether you are applying for lunch or not, **LUNCH APPLICATIONS SHOULD BE RETURNED BY ALL FAMILIES**

MARKING PERIOD DATES

Marking Period Ends:

Progress Reports:

Report Cards:

1ST NOVEMBER 4TH
2ND JANUARY 27TH
3RD APRIL 20TH
4TH JUNE 20TH

OCTOBER 13TH
DECEMBER 15TH
MARCH 15TH
MAY 17TH

NOVEMBER 9TH
FEBRUARY 1ST
APRIL 25TH
JUNE 20TH

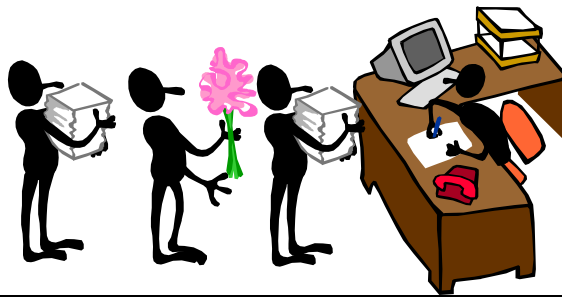
GRADING SYSTEM Student grades are determined by test results, class work and homework. Grades are calculated by numerical distribution:

[98-100] A+ [93-97] A [90-92] A-
[87-89] B+ [83-86] B [80-82] B-
[77-79] C+ [73-76] C [70-72] C-
[65-69] D [0-64] F

HOMEWORK You may visit the school website for details:

www.lyndhurstschools.net/lincoln
www.lyndhurstschools.net/columbus

MAKE UP WORK It is the **student's** responsibility to see his/her classroom teacher to review the work covered during an absence. It is the staff's responsibility to monitor the student's completion of make-up work. **For each excused day of absence, two days of make-up time is permitted**. Remember, homework is a review of the day's lessons. If you were absent, you may not grasp the assignment on your own. Please use your make up time wisely and arrange to see your teacher(s).



NOTE: THE SCHOOL SECRETARIES' JOB IS VERY DEMANDING. IN THE PAST, THERE HAS BEEN AN OVER-ABUNDANCE OF PHONE CALLS RECEIVED DAILY. PLEASE DO NOT CALL THE SCHOOL WITH MESSAGES FOR YOUR CHILD UNLESS THERE IS AN **EMERGENCY**. REMINDERS OF LUNCH OR AFTER SCHOOL ARRANGEMENTS/RESPONSIBILITIES ARE **NOT** CONSIDERED EMERGENCIES AND MUST BE ADDRESSED IN A NOTE TO THE SCHOOL THAT MORNING.

THE DELIVERY OF PERSONAL MESSAGES BY THE SECRETARIES DISRUPTS THE EFFICIENT OPERATION OF THE SCHOOL FOR ALL CONCERNED

ABSENCE If your child is going to be absent, please be sure to notify school no later than 9:30 AM. After lunch an absence call must come in no later than 12:15 PM. All students must be called in prior to 9:30 AM. If a parent or /guardian cannot be reached, we are required by law to call the Lyndhurst Police Department. **Repeated** disregard for this policy by the Parent/Guardian is grounds to suspect child neglect. This may be reported to the Department of Youth and Family Services [DYFS]. This is done for safety and precautionary purposes.

IF YOUR CHILD HAS A FEVER HE/SHE WILL NOT BE ADMITTED INTO SCHOOL UNTIL HE/SHE DOES NOT HAVE A FEVER FOR 24 HOURS. A DOCTOR'S NOTE IS REQUIRED FOR AN ABSENCE OF 5 DAYS OR MORE, OR WHEN REQUIRED BY THE NURSE OR PRINCIPAL

TARDINESS Children arriving to their homerooms after 8:40 AM or 12:15 PM will be marked tardy and must report to the Principal's office prior to admittance to class.

Upon the second tardy and up to the fifth tardy, the student will receive 8:00 AM detention. The fifth tardy will facilitate a letter to the home, copy to the attendance officer. The sixth tardy will facilitate administrative detention and a parent conference. When a detention impacts the crossing guard schedule, parents will be notified. Any unresolved tardy issue will be referred to the local courts for legal action and a fine. **During the lunch period, students may enter the playground, but not before 12:10 PM**

"Being on time is a valuable lesson to teach our children"



IMPORTANT TRUANT POLICY NOTIFICATION

The Bergen County Municipal Court and the Bergen County Justice Center have teamed up to help the excessive tardiness and absenteeism in Lyndhurst Public Schools. When a student reaches 10 or more late instances or absences the case will be referred to the municipal court for proper case management.

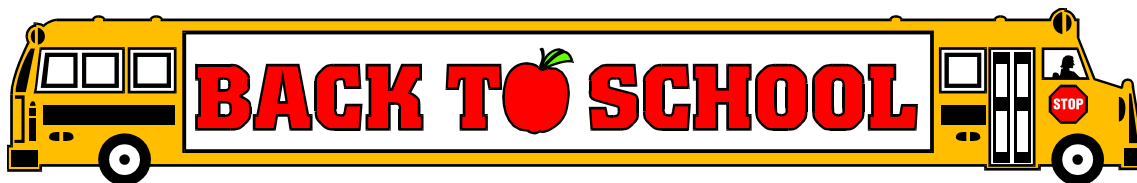
MEDICATIONS State Policy does not allow any medication, including inhalers, to be dispensed in school without prior written approval from the parent, family physician, and school physician. Call the building nurse at extension 4712 at Lincoln or extension 4203 at Columbus for specific directions. The approval process is a very carefully detailed procedure which will not have a same day approval unless all medical releases have been properly executed.

CONFERENCES Parent-Teacher conferences will be held at least once a year. Conference Guides are available to all parents in preparation for your meeting with the teacher[s]. If a parent desires a conference any time during the school year, a note to the teacher requesting a conference date should be sent to school. Parent-Principal conferences may be arranged through the building secretary after Parent/Teacher conferences have taken place. Conferences with special teachers, guidance counselors, and the nurse may be arranged through parent note.

PLEASE NOTE: Any issues that involve the classroom teacher require a conference with that specific staff member prior to a meeting with the Principal. If after that meeting you still desire additional information you may contact the main office to set-up an appointment with Mr. Vastola, be sure to include the time and date of your previous meeting with the particular staff member.

EMERGENCY EVACUATION In the event of an emergency evacuation the Columbus and Lincoln School students will be sheltered. In order to maintain safety and security parents will be notified as to the specifics at the appropriate time

STUDENT DRESS CODE OFFICIAL SCHOOLWEAR MUST BE WORN AT ALL TIMES A COPY OF THE OFFICIAL POLICY #5132 IS AVAILABLE ON OUR WEBSITE



TRAFFIC SAFETY

Students are to obey all the traffic safety laws including directions from the crossing guards. Students will be reported to the school for jaywalking, crossing between parked cars, entering an illegally parked car, or general disregard of traffic safety.

Columbus and Lincoln Schools both have **DROP-OFF AREAS** to try and ease the traffic and congestion in front of the buildings, while at the same time, making it safer for your children.

All students at Lincoln who use the drop off area **MUST** use the student walkway to gain access to the playground. Repeated violation of this rule will result in disciplinary action.

Parents, please adhere to all traffic and parking regulations. Remember, parking in a **posted** area and/or at a **Yellow Curb** is illegal and will result in a parking summons. Please do not park illegally in the drop off areas. These areas are reserved specifically to drop a student off. Cars are not permitted to “park” or “stand” in these areas. This causes a major safety hazard, as students would be crossing from between parked cars.

A MINOR INCONVENIENCE IS WORTH THE SAFETY OF YOUR CHILDREN

The Lyndhurst Traffic Division has been requested to patrol school entrance areas to ensure student safety.

***PLEASE DO NOT PARK, DROP OFF, OR PICK-UP YOUR CHILD IN THE STAFF PARKING LOT – THIS IS A MAJOR SAFETY CONCERN. The license plate number will be given to the Lyndhurst Police department of those who do not comply with these regulations.**

CELL PHONES - Cell Phones, although permitted, must be kept in pockets, back-packs or purses. **They must be turned off** during school hours. Picture taking with a cell phone is prohibited. **Students are permitted to bring cell phones to school. District policy requires them to be off and out of site during school hours. THERE ARE NO EXCEPTIONS TO THIS RULE!!** Homeroom teachers will ask students to voluntarily place cell phones in a teacher held bin until they are leaving school grounds. They may retrieve it if they go out to lunch. Students are under no obligation to give the teacher his/her phone, however:

FIRST OFFENSE

- 1 Cell phone given to principal
- 2 Parent must make an appointment to pick it up from the principal and the principal only!
- 3 Student will receive 3 days general detention.

SECOND OFFENSE:

- 1-2 Same as above
- 3 Student will receive 2-day in-school suspension

THIRD OFFENSE:

- 1-2 Same as above
- 3 Student will receive 2-day out-of-school suspension
- 4 Student will be referred to Superintendent of Schools for further disciplinary action

ZERO TOLERANCE FOR WEAPONS AND VIOLENCE The Lyndhurst Board of Education has adopted a zero tolerance for weapons and violence. Students in violation will be held to the scrutiny of the board policy and procedures. If your child carries a backpack, make a habit of emptying it weekly to be certain that items that are not appropriate for school are removed.

“ZERO Tolerance” means “ZERO TOLERANCE”!!!!

THREATS All threats, no matter how idle or in what context, will be investigated to the fullest. The Lyndhurst Board of Education and its administration have a **multi-tiered investigation process** in place for any alleged threats made by students, staff or parents which includes collaboration with the Lyndhurst Police Department and/or any other appropriate agencies.

BOARD POLICY ON THE FOLLOWING

1. CELL PHONES – FILE CODE: 5131-71
2. NETWORK/INTERNET ACCEPTABLE USE POLICY/CONTRACE – FILE CODE: 5000
3. PAGING DEVICES [“BEEPERS”] – FILE CODE 5131.71
4. SEARCH AND SEIZURE – FILE CODE: 5145.12
5. SEXUAL HARASSMENT OF PUPILS – FILE CODE: 5145.1
6. STUDENT DRESS AND GROOMING – FILE CODE: 5132
7. STUDENT TARDINESS GREDES 1-8 – FILE CODE: 5113
8. SUSPENSION AND EXPULSION – FILE CODE: 5114
9. VANDALISM/VIOLENCE – FILE CODE: 5131.5
10. WEAPONS – FILE CODE 5131.7

The above policies are available for your review on our district website www.lyndhurstschools.net

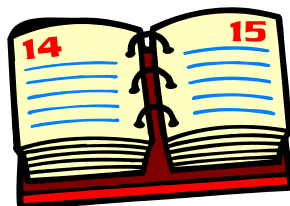
VOTER REGISTRATION It is imperative that 100% of our school community parents, friends, relatives and voting age siblings are registered to vote. **Exercising your right to vote has a direct effect on your child's education.** Voter registration materials are available at all schools.

TEXTBOOKS Textbooks are the property of the school. Books must have a book cover on them at all times. Parents must replace lost books and end of the year fines are imposed. Final report cards will not be issued until all fines or replacement costs are collected.

VIDEOS From time to time students will view videos. **A PERMISSION SLIP WILL BE SENT HOME REQUESTING YOUR SIGNATURE AND MUST BE RETURNED.**

PHOTOGRAPHS AND VIDEOS OF STUDENTS. Parental permission is needed in order for the school to take pictures or videotape any student. **PERMISSION MAY BE GRANTED ON THE 2 SIDED EMERGENCY CARD.**

RETURN OF NOTICES Parents are urged to sign and return emergency cards, which include permission for photographs, internet usage, walking home procedures and insurance information. Returns of the above mentioned items are extremely important, as they pertain to the efficient maintenance of the health, safety, social and academic progress of your child. **PLEASE PAY CLOSE ATTENTION TO OUR MONTHLY CALENDARS**



SINGLE SESSION DAYS

8:50 AM – 1:00 PM

September 7, 8, 9, 2011

September 20, 2011 – Back to School Night

November 8, 2011

November 14 & 15, 2011 – Elementary Conference Days

November 23, 2011

December 23, 2011

January 16, 2012

March 19, 2012

April 5, 2012

SCHEDULED SCHOOL CLOSING DATES

October 10, 2011 – Staff Workshop

November 10 & 11, 2011 – Teacher Convention

November 24 & 25, 2011 – Thanksgiving

December 26 – 30, 2011 – Winter Recess

February 20 – 24, 2012 – Mid-Winter Recess

April 9 – 13, 2012 – Spring Recess

May 28, 2012 – Memorial Day

GIVE US FIVE

- 1. SHOW KINDNESS**
- 2. BE POLITE**
- 3. DON'T BE HURTFUL**
- 4. LISTEN RESPECTFULLY**
- 5. TAKE RESPONSIBILITY**

RULES WE LIVE BY

IF YOU HAVE ANY QUESTIONS REGARDING THE INFORMATION PROVIDED TO YOU IN THIS GUIDE, PLEASE FEEL FREE TO CALL ANY TIME.....

LINCOLN SCHOOL 201-438-5683 AT RECORDING PRESS #1

COLUMBUS SCHOOL 201-896-2074

ANNUAL NOTICE

The Lyndhurst Board of Education does not discriminate on the basis of race, age, color, national origin, sex or handicap in admission to, access to, treatment in or employment in its programs and activities.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

MaryAnn Mule'
LYNDHURST HIGH SCHOOL 438-5683
Fern & Weart Avenues EXT.4037
Lyndhurst, N.J. 07071

During the course of the school year various meetings and school events will be held at Lincoln School, 281 Ridge Road, or at Columbus School 640 Lake Avenue. A tentative school calendar of events is provided below indicating the date, and location of each event. If you have a disability that may impact upon your participation in any program, please contact Mr. Joseph A. Vastola, at 201 438-5683 ext. 4710 by September 30, 2011, to discuss necessary services.

BACK TO SCHOOL NIGHT SEPTEMBER 20, 2011
COLUMBUS & LINCOLN SCHOOL
HOLIDAY CONCERT DECEMBER, 2011 LYNDHURST HIGH SCHOOL
SRING CONCERT MAY, 2012 LYNDHURST HIGH SCHOOL

PLEASE PRINT THIS PAGE
SIGN AND RETURN STATING THAT YOU
HAVE READ AND UNDERSTAND THE
SCHOOL RULES AND REGULATIONS IN THIS
PARENT/STUDENT HANDBOOK



PLEASE BE SURE TO DISCUSS THESE RULES AND
REGULATIONS WITH YOUR CHILD.

STUDENT NAME/ GRADE

STUDENT SIGNATURE

PARENT SIGNATURE

DATE

PARENT E-MAIL ADDRESS

THE SCHOOL WILL BE SENDING NOTICES VIA E-MAIL DURING THE YEAR

EVERY STUDENT MUST RETURN THIS PAGE NO LATER THAN

FRIDAY SEPTEMBER 23, 2011