

September 2011

Dear Parents,

In our efforts to reduce paper and improve communications we have made an effort to place information on the website, www.rutherfordschools.org. Parents can find lunch menus and order forms, supply lists, calendars, *Homework Hero* and the *Lincoln Handbook* on the website. Parents can also access PTA information and sign up to receive email notifications from the district and PTA webmasters.

In order to improve education and school safety, please read the *Lincoln Handbook*. Some items are highlighted below:

-Students should have a healthy drink at lunch. Soda is not permitted in school.

-Birthdays are recognized and celebrated! Please send in a small treat and napkin. Many students enjoy brownies, cupcakes, cookies or doughnuts. Due to classroom time and safety concerns, invitations, cakes, party bags and balloons are not permitted in school.

-Report cards will be issued three times a year. Students will have an entire trimester to improve their skills and application before receiving a grade on their report card. Parent/ Teacher conferences will be formally scheduled in November and any other time of the year as requested by either a teacher or parent. Report cards will be distributed in December, March and June.

-Students should arrive to school on time. This allows students to begin their day with their peers and not disturb the learning of others by entering the classroom during instruction time. Students are marked tardy if they arrive after 8:35 a.m. Since emergencies arise, students will receive 5 tardy passes for the year. This system reduces stress for the student and the parents. However, if a child is late more than 5 times, a recess detention will be assigned. As always, extenuating circumstances will be taken into account. This initiative is in place to reduce distractions and allow for the continuation of instruction for the students that are in school ready to learn.

-All teachers will use *Homework Hero*. This program allows parents to view homework assignments daily. Parents can access this program through a link on the Lincoln webpage. If parents still need homework assignments for an absent child, please state this when calling the school with the absence notification. Absences must be called in to the main office only by 9 a.m. This allows the teachers to prepare assignments during preparation periods, not during instruction time.

-Parents and students should confirm dismissal and lunch arrangements before departing in the morning. Every effort is made to not disturb classrooms when learning is taking place. Please send students to school with their lunch, snack, and any other materials or information needed for the day. Again, this allows the continuation of instructions for those engaged in the learning process.

Parental support of the items discussed above and all the guidelines in the *Handbook* assist children in their school environment. Students feel safe and secure when they know what is expected and have the information and materials they need for their day. Thank you in advance for your continued support and understanding that teachers and staff are making decisions that are in the best interest of all our wonderful children.

If you would like a paper copy of the *Lincoln Handbook*, please indicate this on the form below.

Sincerely,

Jeanna Czerniecki-Velechko

Family Name _____ Grade(s) _____

_____ I read the above letter and would like a paper copy of the *Lincoln Handbook*.

_____ I read the above letter and will view the *Lincoln Handbook* on the district's website- www.rutherfordschools.org

Please return by September 13, 2011.