

**Lincoln School  
Grades 1-3  
2016-2017**

**Student & Parent  
Handbook**



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This Lincoln School Handbook has been developed to share important and useful information with students and parents. As a reference guide, this handbook will answer many of your questions throughout your years at Lincoln School. For information not covered in this guide, you may call the school office and refer to the Bulldog Folder that is distributed on the first day of school. There is also a district website - [www.rutherfordschools.org](http://www.rutherfordschools.org). Board of Education policies and curriculum guides are posted on the website.

Each year the faculty and staff look forward to working with students and parents. By working together, we weave a fabric of consistency between home and school and create a climate where they are mutually supporting. Through our partnership we can provide a quality learning experience for all of our children. Best wishes for a successful year.

## **THE PHILOSOPHY OF THE RUTHERFORD PUBLIC SCHOOLS**

We believe that the Rutherford Public Schools should provide a curriculum that will satisfy the education needs of our children in a democratic society. It should be modified periodically to satisfy ever-changing conditions. To this end we will strive systematically to develop the individual's moral, mental, physical, social, emotional and aesthetic growth. Therefore, we believe that the Rutherford Public Schools should:

1. Develop competence in the basic skills, reading, writing, arithmetic and other fundamental tools for continued learning.
2. Develop the ability in each student to solve problems. To this end we will endeavor to:  
Teach the child to think in an organized manner and to come to logical conclusions.  
Develop critical and constructive thinking in our children.  
Develop the ability to analyze, evaluate and interpret.
3. Encourage the child to think creatively, to be inventive, and to explore novel situations.
4. Develop responsibility in each student for his own actions. To this end we will endeavor to:

Encourage the child to recognize himself as an individual with a distinctive personality.

Develop each child to his maximum potential.

Develop a genuine love of learning.

Help a child to recognize and develop his own capabilities realistically.

Help the child to use his leisure time advantageously by broadening the field of his

Develop an awareness of the dignity of all types of work.

Help the child to become a productive member of society.

5. Help the child develop an understanding of others. To this end we endeavor to:

Develop a fundamental understanding of and pride in the philosophy of our democracy and our society.

Bring about a greater understanding of the democratic process by practicing them

Develop knowledge of our cultural heritage.

Help the child to develop respect and tolerance for the abilities, personalities, beliefs and customs of others.

***ALL CURRICULUM GUIDES ARE ON THE RUTHERFORD BOARD OF EDUCATION WEBSITE  
[www.rutherfordschools.org](http://www.rutherfordschools.org)***

## **RUTHERFORD BOARD OF EDUCATION**

The Rutherford Public Schools are governed by an elected Board of Education consisting of nine members, which meets twice each month at Rutherford High School. The meetings, held at 7:30 p.m. are designed to permit the Board to discuss items that pertain to the running of the school system and to take action on matters. All BOE meetings are open to the public for comment at two points on the agenda.

Executive Sessions are held as needed in keeping with the Open Public Meetings Law and are announced as to purpose. Executive Sessions are not open to the public.

All meetings are advertised in local newspapers and a yearly schedule of meetings is posted on the district's website, the public library, the municipal building, the post office and the central office. Minutes of Board of Education meetings are available in the Board Office and on the district's web site.

The school election is scheduled for November. Voters choose members of the Board of Education at that time. The amount of money that must be raised through local taxation to support the proposed school budget for the coming year may be presented to voters for approval.

Anyone registered to vote in general elections may vote in school elections. Absentee ballots for school elections may be obtained by visiting or writing to the County Clerk's Office in Hackensack not less than seven days before the election, stating your home address, the address to which the ballot should be sent and the reason you will not be able to vote at the polls.

### **DISTRICT ADMINISTRATION/OPERATIONS - Dial 201-438-7675.**

Mr. Jack Hurley	Superintendent of Schools	X 1212
Mr. Joseph Kelly	Board Secretary/Business Administrator	X 1100
Ms. Brenda Fargo	Research Assistant to the Superintendent	X 1113
Dr. Shannon Hopkins	Director of Guidance (High School)	X 1114
Ms. Michelle Perez Hoen	Supervisor of Student Services	X 7272
Mr. Anthony Paterno	Director of Buildings & Grounds	X 4118
Ms. Jeanna Velechko	Gifted & Talented Program Coordinator K-8	X 6218
Ms. Barbara O'Donnell	Director of Technology	X 2229

### **SCHOOLS AND PRINCIPALS - Dial 201-438-7675, then the extension number:**

#### Grades K-3:

Washington School 89 Wood St.	Mr. William Mulcahy, Principal	X 5333
Lincoln School 414 Montross Ave.	Mrs. Jeanna Velechko, Principal	X 6218
K Center/Pre-K 109 Sylvan St.	Ms. Megan Caughey, Supervisor of Elementary Education	X 6219

#### Grades 4- 6

Pierrepoint School 70 E. Pierrepoint Ave.	Mrs. Joan Carrion, Principal	X 4373
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#### Grades 7-8

Union School 359 Union Ave.	Mr. Kurt Schweitzer, Principal	X 3257
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Grades 9-12

Rutherford H.S.  
56 Elliott Place

Mr. Frank Morano, Principal

X 2222

**REGULAR DAY SCHEDULE**

Pre K 3	9-11:30 a.m.
Pre K 4	12:30-3:00 p.m.
Kindergarten	
Doors Open	8:30 a.m.
School Begins	8:45 a.m.
Dismissal - Grade 1-3	2:35 p.m.
Grades 1-3	
Doors Open	8:10 a.m.
School Begins	8:30 a.m.
Dismissal - Grade 1-3	3:05 p.m.

**DROP-OFF AND PICK-UP**

**Grades 1-3**

Crossing guards are on duty from 7:45 a.m. until 9 am and from 2 pm to 4 pm each school day. All students shall enter school through the doors on Vreeland or Pierrepont. All late arrivals after 8:30 a.m. shall enter school through the main door and should report to the main office. Students must then be signed in by a parent when arriving late.

Students should not arrive to school before 8:10 a.m. since there is no supervision for the children before this time. If you are unable to watch your child until 8:10 a.m., you should enroll your child in the before school care program - Meadowlands YMCA. Please contact the Meadowlands YMCA at 201-955-5300 to enroll.

The safety and well being of the children is our prime concern; obeying the law is a must. For these reasons we do not condone double-parking around our buildings. There are drop off lanes on Vreeland and Montross Avenues. Parents must pull up to the cones and have student exit. These lanes should not be used by families that need extra time or need to watch students walk to the door. Parents must stay in the car as students exit independently. School personnel cannot assist students exiting their car.

Parents that wish to park in a legal spot and walk to school may walk their children to the school doors. Parents may not enter the school.

**Student Pick-up-** Grade 3 students exit out the main entrance on Montross Ave. Gr.1 exit out the Phys. Ed./Stage doors on Vreeland (near playground). Gr. 2 students exit out the Pierrepont doors. Again, there is no double parking at dismissal. Students must be dismissed to an adult or to an assigned caregiver who is noted on the *Dismissal Authorization* form. Parents should check the monthly calendar, Bulldog folder or website for posted early dismissals. If students are being picked-up by an older sibling, a permission slip must be completed. Please see the main office for this document. **Play Dates-** All notices about special dismissal requests must be in writing and should be sent in with the child in the morning. We will not accept phone requests for security reasons.

**Late Pick-up**-Occasionally emergencies arise and parents cannot pick up their child/children at the regular time. Children will be kept in the office for 40 minutes before the police assume responsibility. We will gladly assist you in an emergency situation. However, after few late pick-ups, the principal will contact parents.

**Pre-School**- Students will enter and exit via the main doors at 414 Montross Ave. Parents must stay with children until the teacher arrives at the beginning of the day.

### **MEADOWLANDS YMCA- SCHOOL AGE CHILD CARE- Grades K-3 only**

The Meadowlands YMCA provides a variety of care programs, which meet the needs of most parents. There are before school programs and after school programs at Lincoln and the K Center. Starting and ending times vary according to the program. For more information call 201-955-5300 or [www.MeadowlandsYMCA.org](http://www.MeadowlandsYMCA.org). The Meadowlands YMCA is an independent provider and all issues or questions that concern the program must be directed to the Y.

### **VISITORS**

To insure the safety of our children, it is imperative that all visitors enter through the front door and report directly to the office. The office staff will then direct the visitor to their destination. Visitors will be required to wear a "Visitor" pass. For safety reasons, parents are not permitted to walk students to their classroom.

### **SMOKING ON SCHOOL PROPERTY**

Please be aware that it is illegal to smoke on school grounds and in school buildings.

### **DOGS ON SCHOOL PROPERTY**

Please do not bring dogs or other animals onto school grounds. While many dogs accompanying owners are leashed and well behaved, a number of our students and parents are afraid of dogs of any size. Having a dog on the property could result in an accident should a dog become excited by running children or strange noises that often present themselves on our grounds. If you decide to bring a leashed dog with you to school, please remain on the sidewalks.

### **EARLY DISMISSAL DUE TO INCLEMENT WEATHER**

In the event that a decision is made to close school early prior to the start of the day because of inclement weather, dismissal will be as follows:

Pre K 3----- 8:30-10:30

Pre K 4----- 10:30-12:30

Grades 1 – 3 ----- 8:30 -12:30 p.m.

Grade K----- 8:45- 12:45 p.m.

No lunch will be provided on early dismissal days.

Please note the **YMCA does not run its afternoon program** on emergency closing days and students must be picked-up at the end of their day. Morning care is held during its regular times.

### **DELAYED OPENING DUE TO INCLEMENT WEATHER**

The following procedure will be used for delayed openings:

1. Students in grades 1-3 will report at 11:00 a.m. and be dismissed at 3:10 p.m.
2. Kindergarten students will attend from 10:30 a.m. until 2:35 p.m.
3. Pre K 3- attend from 11-1:00 p.m. and Pre K 4 attends from 1-3 p.m.
4. No lunch period will be provided.
5. Students should bring a large snack.

There is **no before school care**, but the YMCA does have afterschool care on these days for students K-3.

### **HOW DO I FIND OUT ABOUT SCHOOL CLOSINGS, DELAYED OPENINGS, AND EARLY DISMISSALS?**

1. The Connect5 System will be activated. If there is a block on your phone, the call will not go through. (See Below- Connect5)
2. Go to the Rutherford web site - [www.rutherfordschools.org](http://www.rutherfordschools.org)
3. Announcements are made on the radio, station - WCBS-880
4. Announcements are also made on the TV, channel CBS
5. Call 201-438-7675. If the schools have a delayed opening or closure, a prerecorded message will come on and state needed information. If there are no changes to the day, the usual message will be heard.

### **EMERGENCY – Connect5 Calling System**

As part of the continuing efforts to maintain security in the district schools, the Rutherford School District will use the Connect5 System in cases where schools will be closed for emergency reasons. Connect5 places an automatic call with a recorded message to telephone numbers that have been provided to the school for home contact.

This system will be used in the event of an unanticipated need to close school during the school day or any reason deemed necessary.

If school is closed for the day, the primary contact number will be called either the evening before or early morning. However, if there is an early dismissal or emergency additional numbers will be contacted.

### **Emergency Contacts**

It is imperative that the school has accurate information regarding emergency calls. Please be sure that all phone numbers are accurate. If you change a phone number, we must be informed. It is important that parents arrange to have emergency contacts in place.

### **WHAT DO I DO WHEN MY CHILD NEEDS TO LEAVE SCHOOL EARLY? - EXCUSED LATE ARRIVAL/EARLY DISMISSAL POLICY**

The Board of Education requires that pupils be in attendance for the full school day in order to benefit from the instructional program. You are encouraged to make all doctor, dental, and other appointments for your child for after school hours to insure that your child receives their full education program and is not disruptive to their peers. That requirement will be waived only when compelling circumstances require that a pupil be late to school or dismissed from school before the end of the school day. If an early dismissal or late arrival is absolutely necessary, a note to the teacher (office) must be provided. It should state the date and time of dismissal (arrival) and the reason for this change. An excused late/ early dismissal may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, court appearances, etc. *Students will receive recess detention at the fifth unexcused late*



*arrival and/or early dismissal and then at every third.* Please also refer to the Student Attendance Policy section. Parental support in this matter is appreciated.

No pupil will be permitted to leave the school before the end of the school day except in the presence of the pupil's parent or an agent of the parent. The principal will maintain a record of the parents or guardians of each pupil. If one parent has been awarded custody of the pupil in a settlement of divorce and wishes to limit the non-custodial parent's access to the pupil, the parent in custody must inform the principal of such legal limitations and provide legal documentation of such. No pupil who suffers an incapacitating medical disability or illness will be released from the school except to the care of an adult.

Your child must be in school for four instructional hours in order to receive credit for the day.

## **HOMework**

Homework is an academic activity engaged in by the students outside of class. The primary objective of homework is to foster a sense of student responsibility for the learning process through tasks requiring time and decision making at home. Homework is intended to:

- 1) Provide essential practice in skills and academics.
- 2) Enrich and extend classroom assignments.
- 3) Build positive work and study habits.
- 4) Provide experiences in gathering data.
- 5) Develop self-discipline and integrity.
- 6) Communicate learning objectives with parents.

If a child consistently states that he/she does not have homework or that the homework was completed in school, the parent should contact the teacher for verification.

**Role of the Teacher:** The teacher should provide help in developing good study skills and make certain the homework assignments are purposeful, clear and have meaning. Homework assignments should be checked regularly; comments or grades are appropriate and may occur. It is essential that teachers inform parents if students are not completing their homework.

**Google Classroom** - Teachers utilize the Internet to post homework assignments and class announcements. This is done via a site called *Google Classroom*. You can access this site by going to our home page - [www.rutherfordschools.org](http://www.rutherfordschools.org) - clicking on Lincoln School and then on the teacher's link.

**Role of the Pupil:** The pupil should assume responsibility for completion of homework in a timely matter. Questions about homework should be asked of the teacher before leaving school.

**Role of the Parent:** The parent should try to provide a home atmosphere that is conducive to learning. The parent should provide a quiet area for the child to work, encourage the child to study and to complete the homework assignments and have supplies handy. Parents should give assistance, which enables the child to think for himself/herself in completing homework assignments. The parent should write the teacher a note if a child is struggling with an assignment rather than completing the work for the child.

## **How much time should be spent on homework?**

The amount of time that students spend on homework will vary from grade to grade and according to circumstance. The following times are established **as guidelines** for each grade level. There may be times in which there is no homework assigned and there may be other times when the time is exceeded. In addition to homework time, parents should set aside some time on a daily basis for their child to read for pleasure.

- Grade K - 15 minutes, 4 times per week
- Grade 1 - 20 minutes daily, 4 times per week
- Grade 2 - 30 minutes daily, 4 times per week
- Grade 3 - 40 minutes daily, 4 times per week

### **Homework During Absences**

All homework assignments and class work that occur during a student's absence must be made up in a timely manner. The student (or parent) should seek out the teacher to determine what work was missed and when the work should be completed.

### **Request for Homework**

If a parent wishes to request homework for a student who is absent, this request must be called into the school office by 9:00 a.m. Homework should be picked up in the main office at the end of the school day (3 p.m.). Some teachers are instructing until the last period and cannot get homework ready earlier. Parents can also use the teacher's Google page to obtain assignments.

## **REPORTING TO PARENTS**

The Rutherford Board of Education believes that parents and teachers are partners in the educational process. Within this cooperative working relationship, parents have the right to know how their children are progressing in school. It is essential that a child's progress be reported to parents on an ongoing basis to facilitate a cooperative home-school effort, which encourages and supports student learning.

Methods of communication may include Back to School Night, telephone contacts, e-mail, parent-teacher conferences, written progress reports, and trimester report cards. Parents should be encouraged to participate in the educational process and to feel free to initiate contact with the teacher at any time. Telephone or in-person conferences can be arranged by writing, e-mailing the teacher, or calling the office to schedule an appointment.

In November of each school year the school district initiates a planned conference between the parents of all PreK-3 students and their teachers. The dates are listed on the school calendar.

## **STUDENT PROGRESS REPORTS**

Teachers are expected to send home Progress Reports whenever a student's work is below expectation or significantly drops over time. The student at the midpoint of each trimester generally carries the Progress Report home; however, a teacher may send the Progress Report home at any time. Progress Reports need to be signed and returned to school.

## **STUDENT REPORT CARDS**

Report cards are issued three times a year. With the exception of the third trimester, the envelope in which report cards are sent home must be signed by the parents and returned to school. Pre K will not receive formal report cards.

## **ASSESSMENTS**

The assessment program of the Rutherford Public Schools is guided by a Board policy that calls for an annual assessment of students and for a report of each assessment to be given to parents/guardians. In addition, the New Jersey State Department of Education mandates testing in grade 3 to determine each student's progress toward meeting the requirements of the NJ state standards/ Common Core State Standards.

Grade 1 - Student progress is assessed through a combination of year-end assessments from the language arts/literacy program, the mathematics curriculum, and writing program.

The students also take the LinkIt assessment in Language Arts and Math.

Grades 2 - CogAT; Student progress is assessed through a combination of year-end assessments from the language arts/literacy program, the mathematics curriculum, and writing program. The students also take the LinkIt assessment in Language Arts and Math.

Grades 3 - State Mandated Assessments such as (PARCC); The students also take the LinkIt assessment in Language Arts and Math.

## **PROMOTION AND RETENTION**

Promotion in grades K through 3 shall be based upon consideration of each child's academic achievement as determined by teacher judgment, using report card grades, achievement and intelligence testing, as well as daily teacher observation of the student. Social and emotional maturity will also be considered. As per BOE policy, the principal makes placement determinations. Students with more than 18 absences may be considered for retention.

## **PHYSICAL EDUCATION**

1. The footwear in class must be sneakers that are designed for the activity. Boots and shoes are not appropriate for running and movement activities in the physical education class. The sneakers must tie or Velcro. Slip-on sneakers may not be worn in activities.

2. Watches and jewelry (chains, rings, earrings, bracelets, pins, etc.) may not be worn to class. Students who plan to have ear/body piercing procedures should only schedule them during the summer vacation period to minimize loss of instruction in physical education. Despite the need to leave the jewelry in place during the healing process, students will not be allowed to wear jewelry during Physical Education class. Such students will not be medically excused from participation requirements for Physical Education.

3. Gum chewing is not allowed.

4. In the event of illness or injury, students must come to class and present a note from a doctor explaining the nature of the illness or injury and designate length of non-participation. For illnesses or injuries that excuse a student from more than three classes, a medical note indicating when the student may return to full or modified activity is required.

## **SPECIAL PROGRAMS**

### **GIFTED AND TALENTED PROGRAM**

The G&T Department offers a variety of opportunities for our students. In first and second grade, each child receives one enrichment class per week. Activities are designed to challenge students' creativity and to foster critical thinking and communication skills through interaction in language arts, math, and science.

In grade 3 students are evaluated for admission to a pullout program, which motivates them to enjoy learning and to develop their cognitive and creative thinking skills. The Discovery Program meets for one hour each week. The BOE policy manual (# 6171.2) contains the specific entrance criteria.

## **SPECIAL EDUCATION**

The Board of Education provides an appropriate education to children who are disabled physically, emotionally, intellectually, or socially to such an extent that without the aid of a special education and related services they would be considered educationally disadvantaged. An individualized educational plan (IEP) will be prepared for each classified youngster and implemented, whenever possible, in the facilities provided by the district. The plan will provide for an appropriate education in the least restrictive environment and will allow the child's participation in the regular educational program to whatever extent is possible. All teachers must be familiar with the IEP for all students in their classes. All teachers are required to observe and implement the components of the IEP and the instructional guides. Members of the Child Study Team are available for consultation and support, as needed.

### **Child Study Team**

In order to assure an effective program of special education for the classified students of the district, the Board of Education provides the services of a Child Study Team. The basic child study team consists of a School Psychologist, Social Worker and a Learning Disabilities Teacher Consultant. Please refer to the Child Study Team referral procedures manual for more specific information or call the Supervisor of Student Services at ext. 7272.

## **BASIC SKILLS Math**

The basic skills program provides remedial instruction in math. A child qualifies for the program on the basis of multiple measures such as: individual performance, scores and teacher recommendation. Every effort is made to provide support within the classroom. Parents will receive notification if their child would benefit from consistent participation in the BSI Program.

## **PUBLIC LIBRARY**

It is important that we encourage our students to use the Rutherford Public Library as we teach them to learn how to read and to love to read. Children should be encouraged to get a library card. In order to have students become familiar with the library, each class will visit the library, meet the staff, and learn how to select a book at least twice a year. Parents will receive a permission slip for this program. It is a parent's responsibility to make sure the book is returned by the posted dates.

**APPROVED FIELD TRIPS** - Every class at each grade level will attend a trip. Parents will have to sign a permission slip so their child/children may attend the trip. The permission slip will have all the pertinent information. Students not attending the trip should still report to school.

## **SCHOOL LUNCH PROGRAM- [www.payforit.net](http://www.payforit.net)**

The Rutherford Board of Education is concerned about the safety and supervision of elementary children during the school day. In order to address this concern, the student lunch period has been included within the regular school day. Students will be expected to remain in school where they will be under the direct supervision of teachers and lunch monitors.

Students have the option of purchasing a hot or cold lunch or bringing their own lunches from home in the morning. The school does not heat up or provide utensils. Purchased lunches from Pomptonian are available in September. Because of food allergies, students should not share snacks or lunch.

Purchased lunch must be ordered on a monthly cycle through [www.payforit.net](http://www.payforit.net). This link is available on the website. Milk or water is included in purchased lunches. Forms and payment must be made by the date specified so that orders can be processed in a timely manner. All payments must be made on-line. Unfortunately, late orders cannot be accommodated. If a student is out ill, the parent may pick up his/her child's hot lunch by 12:20 pm.

The PTA sells pizza on Monday and Friday and No Fuss Lunch ([nofusslunch.com](http://nofusslunch.com)) on Tues, Wed. and Thursday. These must be pre-ordered as well. Please see the PTA folders and website for information.

Parents have the option to withdraw a student for the entire year from the lunch period by completing a formal withdrawal form and returning it to the school office. For those students who are signed out of the lunch program, a responsible adult must accompany them to and from school at lunchtime. The adult assumes the responsibility of caring for the child during the full lunchtime.

*Students are not permitted to have soda in school and are strongly encouraged to have a healthy lunch and snack. Candy and items containing sugar as the first ingredient are not permitted unless approved by the principal as per BOE policy 3542.1 and NJ DOE.*

### **Special Occasions for Lunch**

Please send a note to the teacher or office stating that you (or someone else) will be picking up your child. The person picking up your child must come into the office and sign the child out. The child must also be escorted back into the building and signed in. A parent/designee must accept supervisory responsibility for the duration of the period for that child. Parents should inform children of their lunch plans prior to the start of the school day.

### **Expected Lunch Behavior:**

1. There is no running in the lunchroom.
2. There is no throwing of food.
3. All students must listen to the lunch aides and to the teacher in charge.
4. Students must stay seated during the lunchtime while eating or while in the lunchroom.
5. Students may not leave the lunch area without permission.
6. Students cannot be physical with other students.
7. While talking is permissible, excessive noise is not.
8. All garbage must be thrown away. Children are expected to clean their eating area.
9. During playtime students may play cards, work in puzzle books, or read.
10. Children are expected to show good table manners.

**Recess-** The principal makes every effort to have students go outside for recess during the lunch period. Students should bring hats, coats, mittens and a scarf. Please label all items. *Child Care Weather Watch* grid, funded by the NIH and created for preschoolers, is consulted when determining outdoor recess safety.

### **Snacks:**

Students may bring in a NUT free snack for the day. There may be times when parents are asked to send in a second snack for a holiday or special class event.

### **Birthday Celebrations:**

Students can celebrate their birthday in school! Parents should inform the classroom teacher of the date of celebration. Student should bring in a small non-food item or have his/her parent read a book to the class. Other ideas are listed on the Acceptable Birthday Celebration list. This list is found on the website. Balloons are not permitted for they can set off the alarms. Also invitations will not be distributed unless provided to all students in the class or all girls/ boys.

### **WHAT DO I DO IF MY CHILD FORGETS SOMETHING (GLASSES, LUNCH, HOMEWORK) AT HOME?**

Secretaries will call home if a child forgets his/her lunch or glasses if they are informed by 9:30 a.m. They will not call home for sneakers, homework, textbooks, library books, or games. Because students often realize they forgot their lunch during lunch, students will be given crackers, jelly and a drink.

If anything is forgotten at home, the parent may bring it in and drop it off at the main office. You cannot bring the item to your child's classroom because it is disruptive to the class.

### **HOW CAN I AVOID THE LOSS OF MY CHILD'S PERSONAL PROPERTY?**

Please label everything that belongs to your child-lunch box, clothing, games, etc. Be sure that all of his/her books have names printed in the front. Children should not bring to school any items of value. DS games, MP3 players, cell phones, collectables and large amounts of cash should remain at home. Any violation will result in the confiscation of the item. It will either be returned by the staff to the parent or be held and returned on the last day of the school year. Students are responsible for all personal items brought to school. The school will not investigate lost/stolen items of value.

### **ATTENDANCE REGULATIONS**

New Jersey State Statute - "Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools. A parent, guardian or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties shall be deemed to be a disorderly person, and shall be proceeded against.

Attendance Required 18A:38-25

#### **Student Attendance Requirements - Rutherford**

1. Parents are to call the school secretary before 8:45 a.m. if their child is going to be absent. Upon returning to school, the student must deliver a note written by the parent explaining each day of absence. Should the parent not telephone the school; the school will contact the parent at work or at home to verify the child's absence from school. We do need to inform the Rutherford Police Department if we do not hear from a parent verifying the absent. This is an essential safety measure. Please help us by calling the school. Please do not send an email about attendance since a teacher may not be present on that day.

2. Daily attendance is a requirement for every grade. Students who are absent more than 18 days may be retained. An appeals process is available to parents.

3. The office will mail letters of notification to parents or guardians alerting them of the danger of the student noncompliance with the attendance requirements. Letters will be mailed after the 10th absence and again after the 15th absence.

4. At times some illnesses are treated by a doctor and it may become necessary to substantiate these absences during an appeals hearing. Therefore, medical excuses must be submitted upon the child's return to school, where they will become part of the student's permanent attendance record. The school will not honor retroactive medical excuses from doctors.

5. Written excuses from parents are due as soon as students return to school.

6. All students who enroll in school after the opening of school shall have the number of absences prorated accordingly.

7. Absences incurred because of family vacations will not be excused.

8. State law requires a minimum of four instructional hours for a student to be recorded present.

9. A student who does not attend school is not permitted to participate in school-sponsored events such as athletics, performances, and social events.

10. Students that arrive late to school disrupt instruction. It is imperative that students arrive on time. The principal will monitor late arrivals. Students will receive a detention after the fifth tardy and then after every additional third tardy.

### **REFERRALS TO THE NURSE**

1. All student accidents are to be reported to the school nurse promptly.

2. Medical notes from physicians related to excusing students from Physical Education/outdoor recess must be presented to the school nurse for processing. The nurse and/or parent are responsible for notifying the physical education teacher.

3. It is essential that student health records be kept up to date. Noncompliance with the State Health Code (failure to produce verification of inoculations, doctor's certificate, etc.) could lead to exclusion from school. Updates of immunizations should be given to the nurse to keep a current record in the student's file.

4. The nurse does not supply medication to students.

### **Administering Medication in School**

Until all necessary approvals have been secured, no medication shall be administered to pupils by the school nurse. Forms are located on the school health website.

#### **Medication Requirements:**

1. The parent must submit a written order for the medication from the student's physician explaining the following:

- a) purpose of the medication
- b) dosage of the medication
- c) time the medication is to be given
- d) length of time for which the medication is prescribed
- e) name of medication

2. Medication must be delivered to the school nurse in its original container by the parent/guardian.

3. Parent must submit a written request to the school nurse to administer the medication as prescribed by the family physician and shall release the school personnel of any liability.

Please note: Nonprescription, over-the-counter remedies such as aspirin, eye drops, creams, allergy medications, etc., are medicines. Any use in school must be prescribed by a physician, and requested via the above procedure.

### **Sick Children**

Children should not be sent to school when any of these symptoms of illness are present:

- 1) Temperature of 100 degrees F or higher
- 2) Coughing frequently
- 3) Sore throat - (look to see if red)
- 4) Discharge from eyes or red eyes
- 5) Rash on body, face
- 6) Diarrhea/vomiting, nausea

It is a sound health practice to keep your child at home until an elevated temperature has returned to normal and nausea, vomiting or diarrhea has subsided for 24 hours to indicate wellness. The school will follow CDC and local health department guidelines to maintain a healthy school environment.

Parents must pick up ill children within one hour from the time the call is placed. It is imperative parents have a local emergency contact.

### **How do I contact the nurse?**

The school nurse may be contacted in the same way that you contact any staff member - phone, email, or by letter. The nurse at Lincoln School is Mrs. Maria Considine.

### **Important Health Information- Rutherford Schools**

**Immunization Records** – To be presented upon entrance to school.

#### **Tuberculin Testing** (Mantoux Test)

The State Department's rules concerning testing for evidence of tuberculosis in public schools are as follows:

- The Mantoux Test for tuberculosis is used exclusively for all school employees, unless documented within the past six months.
- Students entering a New Jersey school from a high tuberculosis incidence country must be tested. (Listed in TB Guidelines).

**Hepatitis B Vaccine** - All students entering kindergarten – grade 12 are required to have completed the Hepatitis B series (3 doses) in order to enter school.

**Rubella and Mumps Vaccine** – 1 dose.

**Measles Vaccine** – 2 doses after 1<sup>st</sup> birthday.

**Meningococcal** – All pupils entering grade 6 on or after 9-1-08 and born on or after 1-1-97.

**Diphtheria/Pertussis/Tetanus Vaccine** – 3 doses with booster after 4<sup>th</sup> birthday.



**Tdap** – All pupils entering grade 6 on or after 9-1-08 and born on or after 1-1-97 must have one booster dose of Tdap. This dose must be given after five years from the last DPT/DTaP or Td dose.

**Polio Vaccine** – 3 doses with booster after 4<sup>th</sup> birthday.

**Varicella Vaccine** (Chicken Pox Vaccine) - 1 dose after 1<sup>st</sup> birthday or proof of disease. Required for children entering school born on or after 1-1-98.

**Screenings** - The school nurse will perform the following screenings on your child:

- Vision
- Hearing
- Height, Weight and Body Mass Index
- Blood Pressure
- Scoliosis (ages 10 to 18 done biannually)

If you do not wish these screenings to be done on your child, contact your child's school nurse as soon as school starts in September.

Pre-Entrance Physical **-All new students entering school are required to have a physical.**

## **STUDENT INSURANCE POLICIES**

The Rutherford School District has made available a Student Insurance Policy for all students of the district. The policy will be offered to you during the beginning of the school year.

## **RESPONSIBILITY FOR SCHOOL MATERIALS**

All students are issued books and/or materials at the beginning of the year for which they are responsible during the year. These materials must be returned at the end of the year. Failure to return school property in the same condition as issued will lead to the levying of fines. These fines are necessary to replace lost or damaged instructional materials. Final report cards, transcripts, schedules, etc., will be withheld if books, materials, or monies are owed. All schoolbooks should be covered.

## **Important Policies Established by the Rutherford Board of Education**

All policies of the Rutherford School District may be found on the district's website. Hard copies can also be found at the Board office. Included in this manual is the policy regarding the student dress code.

### **E-mail Use**

The following guidelines are provided to assist staff and community members to utilize e-mail effectively in an educational setting. E-mail can be used for clarification of assignments, due date questions, field trip questions, requests for a phone call, or thank you notes. *Google Classroom* is also a source of information for parents and students.

1. Be sure to put the topic of your e-mail in the subject heading. Teachers and staff often delete e-mails from addresses they do not recognize in an effort to avoid SPAM.

2. E-mail is not to be used for discussions, discipline issues, student information (privacy laws), and anything of a time-sensitive nature.

3. To e-mail a member of the faculty, click on the staff member's e-mail address in the E-mail Address section of the school's website or type the person's first initial and last name followed by @rutherfordschools.org.

4. Please be sure to sign your name and give e-mail addresses or phone numbers so that teachers can respond back to you.

5. Anonymous e-mails will not receive a response.

6. Please allow teachers and staff one business day (24 hours) to respond to your e-mail prior to making a second contact.

#### **RUTHERFORD Policy 5132 - STUDENT DRESS CODE**

The Rutherford Board of Education believes that the clothes students wear ought to be appropriate within reasonable limits and ought not to be in any significant way distracting from educational activities.

Students are expected to attend classes in clothing that is neat and clean. The school authorities have no intention of dictating the specific types of hair styles and grooming to be worn by the students. However, certain commonsense rules should govern the manner in which students are groomed for class, for school social affairs, and for off-campus school activities.

The Principal or his/her designee will deem the following types of clothing inappropriate:

1. Extremely low cut, transparent clothes, bare midriffs, revealing undergarments.
2. Dresses, skirts or shorts that are shorter than mid-thigh; spandex shorts are not acceptable except in gym class.
3. Hats, headbands, bandannas and sunglasses unless for medical or religious reasons (documentation may be requested).
4. Clothing, patches, or symbols which contain profane, obscene, offensive, and inappropriate language, references to alcohol, sex, tobacco or drugs; or demeaning references to specific gender, nationality, ethnicity, race, or religion.
5. Torn or ripped clothing.
6. Outdoor jackets or coats except when entering or leaving the building.
7. Footwear that is considered unsafe or dangerous.

Implementation of Policy:

1. When a pupil is not in compliance with the Student Dress Code, the teacher or other staff member shall send the pupil to the Principal or his/her designee with a written report.
2. The Principal or his/her designee, after discussion with the pupil, shall contact the parent. The parent shall be requested to bring a change of clothing to school to enable the pupil to return to class.
3. If the parent is unable to bring a change of clothing, the pupil shall be sent to another area where he or she will be given the assignments for the day.
4. Repeated offenses shall be cause for suspension and/or any other disciplinary action deemed necessary by the Principal or his/her designee.

#### **STUDENT DISABILITIES - SECTION 504 – Policy 6164**

The Board recognizes that a student is, if he or she:

- A. has a physical or mental impairment which substantially limits one or more of such person's major life activities,
- B. has a record of such an impairment, or

C. is regarded as having such an impairment.

All individuals eligible for services under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) are protected under Section 504. Individuals who are not eligible for services under IDEA may nonetheless be eligible for services under Section 504.

Evaluation:

In compliance with federal law, the Board directs that students disabled pursuant to Section 504 be identified, referred to and evaluated by a Section 504 Committee, and that a determination of eligibility for accommodations of his/her regular program be made. The Section 504 Committee shall consist of a group of persons who includes persons knowledgeable about the child, persons knowledgeable about the meaning of evaluation data, and persons knowledgeable about placement options. In making placement decisions, the 504 Committee shall draw upon a variety of sources including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The 504 Coordinator shall establish procedures to ensure that information obtained from all such sources is documented and carefully considered.

Procedure:

A student's parents/guardians shall be notified before the Section 504 Committee evaluates a student who has been referred for a suspected disability pursuant to Section 504. The 504 Committee shall involve parents/guardians in all identification, evaluation and educational placement decisions. Parents/guardians shall have an opportunity to examine all relevant records. A Section 504 evaluation meeting shall be held which shall provide an opportunity for participation by each student's parents/guardians as well as represented by counsel.

The student's parent/guardian shall be notified in writing of the Section 504 committee meetings at least ten (10) days in advance. The Section 504 Committee shall consider all relevant information concerning the student to determine whether he/she is disabled under Section 504. Information may include reports from physicians, observations from parents, teachers, school personnel, results of standardized tests, etc.

The 504 Committee shall determine whether the student is disabled under Section 504, and, if so, develop a written accommodation plan describing what accommodations, services or programs will be provided to meet the student's needs. The determination and, if applicable, education plan of the 504 Committee shall be submitted to the parent/guardian in writing. The 504 Committee shall meet annually to review the student's accommodation plan. In addition, prior to any significant changes in placement, a reassessment of the student's needs shall be conducted.

Accommodation plans terminate at the conclusion of each school year and shall be annually reviewed before re-approval for the subsequent school year. Parents or guardians who disagree with the identification, evaluation or placement of a student with disabilities shall have the right to request a due process hearing pursuant to the procedures set forth in Regulation 6164R.

More information regarding this policy can be found in the Bulldog Folder or on the district website, under the policy section. This is policy 6164.

Maria Considine serves as Lincoln's 504 Officer.

## **HARASSMENT, INTIMIDATION, OR BULLYING**

HIB Coordinator for the district is Shannon Hopkins.

The Anti-Bullying Coordinator for the school is Adriane Freudenberg.

In order to maintain a safe and civil school environment, the Rutherford Board of Education prohibits acts of harassment, intimidation, or bullying, which (like other disruptive or violent behaviors) is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Acts of harassment, intimidation, or bullying against any pupil or staff member will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline.

Harassment, intimidation, or bullying are defined as any gesture or written, verbal, physical act or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated by any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010 c. 122 and supplementing P.L. 2002 c.83 (C.18A 37-13 et seq.) and chapter 3B of Title 18A of the New Jersey Statutes that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

An electronic communication is a communication transmitted through the use of electronic means including but not limited to telephone, cellular phones, computer, pager, e-mail, instant messaging, text messaging, Internet blog, Internet chat room, Internet postings and web site.

Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for violation of these rules.

Any school employee, pupil, or volunteer who has witnessed harassment, intimidation, or bullying or has reliable information that a pupil has been subject to harassment, intimidation, or bullying must report the incident to building principal. The board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying.

Students will be disciplined based on the circumstances. A student may be suspended.

## **School Security**

The district meets annually to review security procedures. The Rutherford Police Department is an extensive resource for the school. While all plans cannot be posted, parents should know that students practice shelter in place, evacuations and fire drills during the year. We are mindful of the age of the students and keep our discussions age appropriate. Students practice exiting the building if the fire alarm sounds once a month and a security drill once a month. The school has a Crisis Team and reviews procedures with the staff annually. The RPD visits the schools often to check on security and get to know our students. If the school does need to evacuate for any number of reasons, the superintendent would send out information via the Connect 5 system. Parents should not come to the school or call as this will take resources away from the students and staff.

## **Bus Behavior Guidelines**

All students transported on a bus operated by the Rutherford Board of Education are required to maintain standards of conduct generally equivalent to those normally expected in a classroom.

Behavior in the areas of student interaction, courtesy, care of equipment, safety must be maintained. Please review these standards with your children.

### General Rules:

1. Students must be seated with seatbelts on, facing forward at all times when the bus is in motion. There is no standing or sitting in the aisles.
2. Exit from the bus is only through the front door.
3. Directions given by the driver must be followed at all times.
4. No eating or drinking is permitted on any bus operated by the Board of Education.
5. Bus Drivers may only accept or discharge passengers at designated locations.
6. Care must be used when entering or exiting the bus. Students must not run or push other students.
7. No part of a student's body may protrude from a window opening, particularly arms, hands and head.
8. No objects may be thrown on the bus or out the windows.
9. Fighting or mischievous behavior will not be permitted.
10. No foul or abusive language will be permitted or tolerated at any time.
11. Students will be responsible for any damage they may cause.
12. Emergency exit drills and other safety exercises will be conducted on a periodic basis.
13. No Smoking is permitted on any bus operated in the state of New Jersey. Failure to obey the above rules may result in suspension from the school bus.

Please review these safety rules with your child. Thank you.

If you have any questions, please call Rhonda Sabatini, Transportation Coordinator  
201-438-7675 Ext 4118

## **Integrated Pest Management**

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Rutherford Public Schools has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Rutherford Public Schools is Anthony Paterno

Business Phone number: 201-438-7675 Business Address: 176 Park Ave Rutherford NJ 07070

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan Rutherford Lincoln School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following pesticides have been used at this location in the past 12 months: Trade Name Common Name

EPA Registration Advion Ant Gel Indoxacarb 100-1498

***Information about all BOE policies, regulations, and other important issues can be found on the district's website. Please consult these sources.***