Lincoln Elementary School

Parent/Student Handbook
2019-2020

Amy M. Heberling
PRINCIPAL

Steven Valente
ASSISTANT PRINCIPAL

HARRISON PUBLIC SCHOOLS

Mission Statement

The Harrison School District serves a multi-cultural Kindergarten-12th grade student population through partnerships with teachers, parents and the community by providing comprehensive educational programs which encourage all students to:

- develop to their fullest potential
- welcome the challenge of higher order thinking as a means of understanding complex issues
- become well adjusted, productive and contributing citizens ready to confront the challenges of an advancing technological society
- take pride in community, country and show concern for the environment
- develop self-esteem and respect for others

The Harrison School District will be guided by its strategic plan and evaluation process in the delivery of its educational programs.

ACTING SUPERINTENDENT OF SCHOOLS / DIRECTOR OF CURRICULUM
MAUREEN KROOG

DIRECTOR OF PERSONNEL/HUMAN RESOURCES/COMPLIANCE AND CRISIS MANAGEMENT
JAMES P. DORAN, Ed.D.

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR
DANIEL CHOFFO

HARRISON BOARD OF EDUCATION
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JOHANNA LOPEZ (EAST NEWARK)
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Lincoln Elementary School

221 Cross Street
Harrison, NJ 07029
Phone 973-483-6400 Fax 973-483-2455
www.harrisonschools.org

Amy M. Heberling
Principal

Steven Valente
Assistant Principal

September 4, 2019

Dear Parents/Guardians,

Welcome to the Lincoln Elementary School community! Our entire staff is looking forward to working with you and your child during the 2019-20 school year. I am energized and deeply committed to making a positive difference in the lives of your children. We will accomplish this by setting high academic expectations for all children and working relentlessly to ensure we meet our goals.

We truly believe that communication is the foundation to a successful educational experience. Education is a partnership between the school, students, parents/guardians, and community. Together, we will continue to improve the quality of our school community and provide the best for the children of Lincoln Elementary School. All children are more successful when we work as a team to achieve educational goals.

The Parent/Student Handbook, which can be found on www.les.harrisonschools.org, is designed to be the starting place for our communication. It contains information about Lincoln School, its staff, policies and procedures. We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. We sincerely hope this Handbook will provide the information you need and help you gain an understanding of why we are so proud of the Harrison Schools, particularly Lincoln School. **Remember to fill out and return all the attached forms in this packet by Friday, September 6th.**

As always, if you have any questions or concerns at any point throughout the year, please give us a call at the main office. We are happy to help.

Sincerely,

Amy M. Heberling

Lincoln School Staff

Principal .....Amy M. Heberling.....amy.heberling@staff.harrisonschools.org
Assistant Principal.....Steven Valente .....steven.valente@staff.harrisonschools.org

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ENGLISH AS A SECOND LANGUAGE (ESL) COORDINATOR

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SCHOOL SOCIAL WORKER

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Lincoln Elementary School

Parent

2019-2020 Calendar

Marking Period (MP) Schedule		
MP1:	Sept. 4th to Nov. 6th	(44 days)
MP2:	Nov. 12th to Jan. 31st	(48 days)
MP3:	Feb. 3rd to April 3rd	(42 days)
MP4:	April 6th to Last Day	(46-48 days)

Deficiency Reports	
MP1:	October 9, 2019
MP2:	January 8, 2020
MP3:	March 4, 2020
MP4:	May 13, 2020

Report Cards	
MP1:	During Conferences
MP2:	February 7, 2020
MP3:	April 10, 2020
MP4:	Last Day of School

*Revised

September

2 **Labor Day - School Closed**
3 Teacher PD Day (9-2pm)
4 School Reopens – MP1 Begins
4-6 Early Dismissal
*16 Back to School Night 6:00 – 8:00pm, grades K/1
Revised 2:15pm Dismissal
19 Back to School Night 6:00 – 8:00pm, grades 2/3
20 Pinwheels for Peace

October

7-11 Week of Respect
9 MP1 Deficiencies Distributed
14 **Columbus Day - School Closed**
17 Early Dismissal / In-Service
21-25 Safe Schools Week
22 School Pictures
31 Halloween Parade 9:30am

November

5 **School Closed for Students** / Teacher PD Day
6 MP1 Ends
7-8 **NJEA Convention – School Closed**
11 **Veterans' Day – School Closed**
12 MP2 Begins
20 MP1 Report Cards
Early Dismissal
Parent Conferences (1:30-3:15pm)
21 Parent Conferences (6:00-8:00pm)
2:15pm Dismissal
22 Parent Conferences (1:30-3:15pm)
Early Dismissal
28-29 **Thanksgiving Recess – School Closed**

December

12 Holiday Concert (K & 1st graders perform)
24-1/1 **Winter Recess – School Closed**

January

1 **Winter Recess – School Closed**
8 MP2 Deficiencies Distributed
16 Early Dismissal / In-Service
20 **MLK Day – School Closed**
31 MP2 Ends

February

3 MP3 Begins
7 MP2 Report Cards Distributed
14-17 **Presidents' Weekend – School Closed**
20 Early Dismissal / In-Service

March

4 MP3 Deficiencies Distributed
*5 Parent Conferences (6:00-8:00pm)
10 **School Closed for Students** / Teacher PD Day
31 Spring Pictures

April

3 MP3 Ends
6 MP4 Begins
8 Student Art Show
10 MP3 Report Cards Distributed
13-17 **Spring Break – School Closed**
23 Early Dismissal / In-Service

NJSLA Testing – April 20th to May 29th (Schedule TBD)

May

13 MP4 Deficiencies Distributed
15 Spring Concert (2nd & 3rd graders perform)
25 **Memorial Day – School Closed**

June

5 Fun Day (rain date 6/12/20)
17 Last Day of School (tentatively*)
Early Dismissal (tentatively*)
MP4 Report Cards Distributed

Early Dismissal is at 1:11pm unless otherwise indicated.

*End of the year school calendar will be finalized at the March BOE meeting. Typically, the last 3-4 days of school are early dismissal. More information to follow.

Safety, Arrival Time and Dismissal

School hours are 8:20 a.m. to 3:05 p.m.

Please make certain that your child arrives at school each day promptly at 8:20 a.m. If you work, please make arrangements to have your child arrive at school **no earlier than 8:20 a.m.** It is our earnest desire to avoid accidents and protect your child. We need your cooperation in this matter. School is dismissed promptly at 3:05 P.M. **All children must be picked up no later than 3:05 P.M. There is no after school care.** It would also be helpful to teach your child about safety as he/she walks to and from school and about the importance of going directly home after school. These safety rules will be reinforced by the classroom teacher.

Early Dismissal Schedule

Lincoln Elementary School will have early dismissal several times during the school year. **The early dismissal hours are 8:20 a.m. to 1:11 p.m. for all grades. All children must be picked up no later than 1:11 p.m. on early dismissal days.**

Absences and Tardiness

If your child is going to be absent you MUST CALL the school by 8:20.

(973) 483 – 6400 Ext. 3028

Upon return after an absence, a note is required to be admitted to class. Please help us to teach the importance of developing habits of good attendance and punctuality. Please try to schedule doctor and dentist appointments after school hours. Absences and tardiness are an interruption to a student's learning. While we understand that some situations are unavoidable, there are many times when they are avoidable. In the event that unexcused absence and tardiness become chronic, 10 days, parents will be asked to come to school and design an action plan with the Principal to address these areas. Students with unexcused absences exceeding 18 days are in danger of being retained. Please see page 13 for more detail regarding our attendance policy.

Procedure for Picking Children Up During School Hours

Please do not send a sick child to school. Please ensure that students are fever free for at least 24 hours before returning to school. If a student becomes ill during school hours, the school nurse will released the child to a parent or person(s) listed on the emergency information form (page to be completed in back of handbook).

No child will be released to a minor during school hours.

If a student needs to be picked up during school hours a note must be sent in with the child the morning of stating the name of the person who will pick the child up and the time that the child

will be picked up. If there is no advance written notice children will not be released during school hours to anyone other than a parent. ID must be shown and will be copied in the main office when any child is picked up during the school day. These policies are strictly enforced for the safety of all students.

Emergency School Closings

In the event that an emergency school closing is declared while school is in session, it is important that every parent establish a plan that will enable their child to be picked up at Lincoln School. Although we at Lincoln School do everything necessary to ensure the safety of all of our students, it is the responsibility of the parents/guardians to make sure that their child is picked up. You must provide 3 emergency contact names along with their working phone numbers on the Emergency Information Form attached.

IMPORTANT:

Please be sure that the office has several working phone numbers in case of an emergency. If any phone numbers change, you must notify your child's teacher/main office in writing or call Lincoln School immediately at 973-483-6400.

Uniform Policy

APPROVED UNIFORM CLOTHING MUST BE WORN ON A DAILY BASIS.

The Harrison Board of Education has a uniform policy for all students, which has proven to be a very positive component of our schools. Everyone at Lincoln School is very proud of our students and the effect our uniforms have on our all-around school spirit.

Lincoln School Uniform includes:

- Light blue collared shirt with the Lincoln School insignia.
- Khaki pants or skirt. Khaki shorts are allowed May 1st – Oct. 15th. Skirts/shorts must be 2 inches above the knee or longer.
- Socks or stockings must be worn.

During the winter months, our school is more than adequately heated. However, if students would like to wear an additional layer of clothing, please adhere to the following guidelines:

A white or grey long-sleeve shirt can be worn **UNDER** the uniform shirt. The uniform shirt must be clearly visible.

Students may wear a solid **navy blue** sweater over their uniform shirt. No words, other than Lincoln School, are allowed on the sweaters. "Lincoln Lions" hoodies are allowed.

Please refrain from the following items, which are NOT part of our uniform policy:

- No open shoes or flip flops.
- Stretch, fleece, corduroy, cargo and sweat materials are not allowed.

Code of Conduct for the Harrison Public Schools

Please be advised that the HARRISON PUBLIC SCHOOLS has a Board of Education approved Code of Conduct. This policy specifies what is appropriate in school and during school-sponsored activities. You may review this document at www.harrisonschools.org or obtain a copy in our main office.

Homework Policy

Lincoln School has a homework policy that stresses the importance of homework for effective learning. The following school philosophy reflects the value of homework.

- homework extends learning experiences beyond the classroom and reinforces learning by giving children a chance to practice without the pressure of time.
- homework has value as a process, one that teaches a child responsibility, how to organize time, work independently, practice good study skills, and develop self-discipline.
- homework encourages good work and study habits and gives the child extra time and the extra opportunity to improve skills.
- homework is one of the links between school and home that enables parents to become more involved with their child's education.

In keeping with the above philosophy, Lincoln School supports the following policy for students. Daily homework is at the discretion of the teacher and can include:

- unfinished class work
- make-up work due to absence(s)
- special assignments to meet the needs of the child
- reinforcement of class work
- special projects

Parents need to be aware of the fact that the amount of time a child spends on homework will vary according to each individual child and the conditions under which the child is working. In order to promote good study habits, we suggest that you and your child establish a suitable time and place for the completion of homework.

Parent Conferences

Individual parent/teacher conferences are held on November 20th, 21st, and 22nd. We will have Parent Conferences in the Spring on March 5th by appointment only. For other appointments, please call the office to arrange a conference with a teacher. We cannot leave a class unattended to meet with you, but ever effort will be made to find a time that is convenient for everyone.

Report Cards

Lincoln School has 4 marking period cycles. Your child's report card will be issued at the end of each marking period on the following dates:

1. November 20th, 21st, 22nd, 2019 – distributed at Parent Conferences
2. February 7, 2020
3. April 10, 2020
4. Last day of school

Deficiency Reports will be mailed:

1. October 9, 2019
2. January 8, 2020
3. March 4, 2020
4. May 13, 2020

School Bags and School Property

It would be greatly appreciated if you could make sure that textbooks are covered and some type of school bag is provided so books can be brought home. Please help us to teach your child respect for school property. It would also be appreciated if you would speak to your child about respecting the property of neighbors near the school.

Cell Phones

If you allow your child to bring a cell phone to school, please note the phone **must be off** during the school day and **placed in your child's book bag.**

Lincoln School is not responsible for loss or theft of cell phones, iPods, or any other devices brought to school.

Lunch Policy

ALL LINCOLN SCHOOL STUDENTS IN GRADES K-3 WILL HAVE LUNCH IN THE SCHOOL BUILDING. No student will be allowed to leave the school building during lunch periods.

Students who do not buy lunch must bring their own lunch to school. Please follow these rules when packing a lunch/snacks for your child:

No glass bottles!

No peanut butter in any form (Ex. sandwiches, cookies, candies, etc.). This is due to increasing incidence of food allergies among school children.

NO candy, soda or any food or beverage item listing sugar in any form, as the 1st ingredient.

NO gum chewing in school.

Due to increasing incidence of food allergies among school children, we ask that you please discourage your child from sharing food at school.

Nutrition and Celebration Information

While academic and athletic achievements are often indicators of a school district's success, we believe our children's health is equally as important especially when good nutrition advances academic achievement, athletic performances, and self esteem.

Our commitment is evidenced by Harrison's Board of Education Policy # 3542:
"Food and beverages of minimal nutritional value (as defined by the U.S. Department of Agriculture) will be eliminated during the school day...All Food and beverage items listing sugar, in any form, as the first ingredient, and all forms of candy may not be served, sold or given away anywhere on school property at any time before the end of the school day."

In an effort to adhere to these guidelines, the following will be strictly adhered to ensuring maximum use of classroom time for instruction.

Birthday Celebrations – In School

- Parents must contact the teacher 1 week prior to the celebration to request a birthday celebration for their child.
- Parents may send in cupcakes only for birthday celebrations in the classroom. **Cupcakes and bottled water are the only allowable items for birthdays.** Please do NOT send juice, cake, candy, chips etc. as this is again our School Board Policy. Do NOT send goodie bags for students. If these items are sent to school, they will not be sent to the classroom.
- All celebrations will take place during the last 15 minutes of the school day.
- Please do not send any outside birthday party invitations to school to be distributed.

NO FOOD WILL BE ALLOWED IN THE CLASSROOM FOR ANY OTHER EVENT WITHOUT PRIOR APPROVAL FROM THE PRINCIPAL AND SCHOOL NURSE.

Special Area Classes

All students will receive 1 or 2 periods a week of art, music, physical education, STEM (Science, Technology, Engineering and Mathematics) and computers. You will receive more information from your child's teacher regarding the class's exact weekly schedule.

During these classes, students will have the opportunity to develop skills and talents that are unique to these content areas while enhancing their overall learning experience.

General Suggestions To Parents

The following suggestions will be helpful and appreciated by the teachers:

1. Your child must not bring distracting items to school.
2. Instruct your child never to converse with, or get in a car with, a stranger.
3. Your child should have plenty of sleep each night. The chart below helps to calculate the best bed time for children based on sleeping recommendations from the American Academy of Pediatrics. Children ages 6-12 need 9 to 12 hours of sleep each night.

	Wake-up time						
	6:00AM	6:15AM	6:30AM	6:45AM	7:00AM	7:15AM	7:30AM
	Bed time						
AGE							
5	6:45PM	7:00PM	7:15PM	7:30PM	7:30PM	8:00PM	8:15PM
6	7:00PM	7:15PM	7:30PM	7:30PM	8:00PM	8:15PM	8:30PM
7	7:15PM	7:15PM	7:30PM	8:00PM	8:15PM	8:30PM	8:45PM
8	7:30PM	7:30PM	8:00PM	8:15PM	8:30PM	8:45PM	9:00PM
9	7:30PM	8:00PM	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM
10	8:00PM	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM	9:30PM
11	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM	9:30PM	9:45PM
12	8:15PM	8:30PM	8:45PM	9:00PM	9:15PM	9:30PM	9:45PM

4. Lincoln Elementary School maintains an OPEN DOOR POLICY. If you have any concerns, suggestions, or questions pertaining to Lincoln School, please do not hesitate to contact your child's teacher, Mr. Valente or Ms. Heberling. The main office is always happy to help. Anything that concerns your child and Lincoln School is of the utmost importance and will be handled accordingly.

Affirmative Action

The Harrison Board of Education guarantees equal educational opportunities regardless of race, color, creed, religion, sex, economic status or age.

The District Affirmative Action Officer, District 504 Coordinator and Public Assistant Compliance Officer is:

Joan McNichol
Harrison High School
401 Kingsland Ave
Harrison, NJ 07029
Phone: (973) 482-5050 Ext. 1041 OR 1519

Grievance Procedure

Any student who feels that he or she has been unfairly treated in school should first meet with their guidance counselor and/or building administrator in order to discuss and resolve the matter in question. If necessary, the said school official will outline the proper grievance procedures to follow. A copy of the Board approved grievance policy is on file in the Principal's office.

Substance Awareness Coordinator

The Substance Awareness Coordinator for the Harrison School District is:

Mrs. McNichols,
Harrison High School
401 Kingsland Ave
Harrison, NJ 07029
Phone: (973) 482-5050 Ext. 1041 OR 1519

Students are selected to participate in prevention and intervention services. Parents who have questions concerning student participation or who wish to decline services for their child may contact the Substance Awareness Coordinator or the Building Principal.

The District Anti-Bullying Coordinator is:

Mrs. McNichol
Harrison High School
401 Kingsland Ave
Harrison, NJ 07029
Phone: (973) 482-5050 Ext. 1041 OR 1519

The School Anti-Bullying Specialist is:

Ms. Gomez
Lincoln Elementary School
221 Cross Street
Harrison, NJ 07029
(973) 483 – 6400 Ext. 3025

The Harrison Public School District Harassment, Intimidation, or Bullying Policy is available on the District's web page (www.harrisonschools.org)

Lincoln Elementary School Title I Parent Compact

Lincoln Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact has been in effect since the school year 2015-2016.

School Responsibilities

Lincoln School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows: school curriculum will be aligned to the NJ CCCS and all teachers will be Highly Qualified.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievements: annual Visit School Night; annual Title I Parents' Meeting; by appointment, when requested.

3. Provide parents with frequent reports on their children's progress: quarterly school report cards; progress/deficient reports; letters; flyers; phone calls; student planners.

4. Provide parents reasonable access to staff: by appointment during regular school hours during the teacher's preparation period; teachers are also available from 3:05-3:15 pm Monday-Friday.

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities: parents may volunteer to assist in their child's activities or visit and/or observe their child's activities at any time with the permission of the building administrator.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television their children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Leadership Committee, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

BOARD OF EDUCATION
620 FRANK E. RODGERS BLVD.
HARRISON, NJ 07029

Elsi M. Thompson
Attendance Officer
973-268-7821

DEPARTMENT OF EDUCATION
STATE OF NEW JERSEY

The Statue concerning school attendance reads in part as follows:

18A:38-25. 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 school for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.

18A:38-26. Such regular attendance shall be during all the days and hours that the public schools are in session in the district, unless it is shown to the satisfaction of the board of education of the district that the mental condition of the child is such that he cannot benefit from instruction in the school or that the bodily condition of the child is such as to prevent his attendance at school, but nothing herein shall be construed as permitting the temporary or permanent exclusion from school by the board of education of any district of any child between the ages of five (5) and twenty (20), except as explicitly otherwise provided by law.

18A:38-31. Violations of article by parents or guardians; penalties. 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 disorderly person and shall be subject to a fine of not more than $25.00 for first offense and not more than $100.00 for each subsequent offense, in the discretion of the court.

In any such proceeding the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child.

***PLEASE NOTE: VACATION DURING THE SCHOOL YEAR WILL BE CONSIDERED AS UNEXCUSED ABSENCE AND WILL BE SUBJECT TO THE ABOVE MENTIONED FINES.**

Information from the Lincoln School Nurse

Dear Parents/Guardians:

With the beginning of another school year and in order to maintain a healthy school environment, I am asking you to review the following guidelines regarding illness and disease.

FEVER
Any child with a fever of 100 degrees or more will be excluded from school. Children with fevers of 100 degrees or more may not return to school until their temperature is normal (below 100 degrees for twenty-four hours.)

RASHES
Children with undiagnosed rashes must be seen by their physician and a note which includes diagnosis and treatment is required for readmission to school.

STREP THROAT, CONJUNCTIVITIS (pink eye), and IMPETIGO
In these cases, children must be seen by a physician and treated with antibiotics for at least 48 hours before they can come back to school. A note from the physician stating that the child is non-contagious is required.

CHICKEN POX
Children must be out of school for 7 days after the rash breaks out. All lesions must be completely dried up in order for the child to return to school. The child must be checked by the school nurse before going to the classroom.

HEAD LICE
All cases of head lice must be reported to the school nurse. A child must be free of all lice and be checked by the nurse before readmission.

MEDICATIONS
Below you will find the guidelines set forth by the State of New Jersey regulating the administration of medications in school.

1. All medication must be prescribed by your child's physician. You must provide written orders from the doctor stating the reason for the medication, the dosage and the time of administration.
2. The parent or guardian must provide a written request for the medication to be given.
3. The medication must be brought to school in the original container, appropriately labeled by the pharmacy or the physician.
4. The school nurse or her designee will administer the medication in school and/or on a school trip.
5. No "over the counter" medication may be administered in school unless the parent/guardian can come to school to give it.

EMERGENCY NUMBERS
In the event a child becomes ill at school, the parent/guardian or designated person will be notified to bring the child home. Please make sure the school has the correct numbers and that someone will be available to pick the child in a reasonable period of time.

OTHER ILLNESSES/SYMPTOMS
In the morning, if your child complains of a runny nose, heavy or frequent cough, diarrhea, stomach pains, nausea, vomiting, headache, or sore throat, he/she should not be sent to school. If your child is absent for more than five days, he/she must bring a doctor's note.

Board of Education
517 Hamilton Street
Harrison, New Jersey 07029

Telephone: 973-483-2055
Fax: 973-497-1725

NOTICE

Electronic Surveillance Monitoring Devices: The Harrison Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings, transportation vehicles and on other school property. Therefore, all school buildings, transportation vehicles and other school property within this school district may be monitored and/or recorded using such devices in accordance with board policy.

Signs are posted in accordance with board policy.

At any time, as the situation warrants, recorded or live recordings may be viewed and/or referenced by school administrative personnel, as well as, government and law enforcement personnel.

In our school buildings, transportation vehicles and other school property, electronic surveillance monitoring devices may monitor public areas, including, but not limited to, entrances, hallways, cafeterias, athletic areas, playgrounds, gyms, interior of transportation vehicles, parking lots and other interior and exterior areas.

Cameras will not be located in private areas such as restrooms and locker rooms.

Rev. 5/2013

OFFICE OF THE SUPERINTENDENT
HARRISON PUBLIC SCHOOLS
501 HAMILTON STREET
HARRISON, NEW JERSEY 07029
Tel. (973) 483-4627 Fax (973) 483-7484

MAUREEN KROOG
Acting Superintendent of Schools
Director of Curriculum and Instruction

JAMES P. DORAN, Ed.D.
Director of Personnel/Human Resources/
Compliance and Crisis Management

September 4, 2019

Dear Parent:

The following School Closing Procedures have been established for the Harrison School District:

- First and foremost - DO NOT CALL THE HARRISON POLICE OR FIRE DEPARTMENTS for school closing information.

SCHOOL CLOSINGS AND DELAYED OPENINGS WILL BE ANNOUNCED ON:

- Automated School Closing/Delayed Opening Notification System will notify parent/guardian via student information telephone numbers on student file. If you have not received previous calls, please verify with your child's school all emergency telephone numbers and email addresses on file, in which you wish to be contacted in case of an emergency or notification.
- District Web Site: www.harrisonschools.org
- NEWS 12 NEW JERSEY - Television
- FOX Channel 5 - Television
- WABC Channel 7 - Television
- COMCAST Channel 34 - Local Access Channel
- VERIZON Channel 46 – Local Access Channel
- In addition, you may call 973-484-3860 after 7:00 A.M. for school closing/delayed opening information.

If we are forced to declare an early dismissal day because of a severe storm or other emergency, it will be necessary for us to keep our pupils until 1:11 P.M., thus giving us the necessary four (4) school hours as required by law.

A delayed opening school day begins at 10:00 A.M., unless conditions dictate otherwise.

Again, it is extremely important that all emergency contact information in your child's student file be accurate. If you have not received any notification calls during the previous school year, or would like to add your email address to your child's file, please complete the attached form and return it to your child's school.

Sincerely,

Maureen Kroog

Maureen Kroog
Acting Superintendent of Schools
Director of Curriculum and Instruction
MK:cm
Attachment

OFFICE OF THE SUPERINTENDENT
HARRISON PUBLIC SCHOOLS
501 HAMILTON STREET
HARRISON, NEW JERSEY 07029
Tel. (973) 483-4627 Fax (973) 483-7484

MAUREEN KROOG
Acting Superintendent of Schools
Director of Curriculum and Instruction

JAMES P. DORAN, Ed.D.
Director of Personnel/Human Resources/
Compliance and Crisis Management

NOTICE TO: Parents/Guardians

FROM: Maureen Kroog
Acting Superintendent of Schools
Director of Curriculum and Instruction

DATE: September 4, 2019

RE: **COMPREHENSIVE HEALTH EDUCATION**

In accordance with the Board of Education's policy regarding Health and Family Life Education, the parent or guardian of pupils enrolled in the district will be notified annually of their rights regarding a child's participation in the Family Life Program. Consequently, the following State-mandated procedures and program descriptions are outlined for your understanding.

Definition: Family Life Education (N.J.A.C. 6:29-4.2)

"Instruction to develop an understanding of the physical, mental, emotional, social, economic, and psychological aspects of interpersonal relationships; the physiological, psychological, and cultural foundations of human development, sexuality, and reproduction, at various stages of growth; and to provide the opportunity for pupils to acquire knowledge which will support the development of responsible personal behavior, strengthen their own family life now, and aid in establishing strong family life for themselves in the future thereby contributing to the enrichment of the community".

Rights:

1. The school district will provide the parents/guardians with an outline or description of the curriculum. The said "Descriptions" are noted herein.

2. All Family Life Curriculum Guides, including a listing of materials used in the program, will be available for parental review in the Principal's Office of the respective schools.

3. Any parent/guardian wishing to review the family life materials must call the school for an appointment.

4. Parents/guardians who feel that any segment of the Family Life Program that is in conflict with their normal or religious beliefs may request that the child be excused from that portion of the instruction by submitting a signed statement to the respective building principal.

5. If a student is excused from any portion of the family life education program, the student shall be given no penalty against his/her promotion/graduation.

6. Students excused from participating in the program will be assigned to alternate school activities, for that period of time, at the direction of the building principal.

7. The building principal will notify appropriate instructional personnel whenever a student is excused from participating in the Family Life Program.

Descriptions: After completing the K-12 Health/Family Life Education Curriculum, students will be able to:

- know fundamental information required to make health and family related decisions
- distinguish no-risk, low-risk, and high-risk health behaviors
- gather, evaluate, and utilize health information
- make decisions about health and family behaviors
- apply stress-management skills
- demonstrate assertive and refusal skills
- set goals and establish a plan for achieving them
- sustain decisions about health behaviors in real-life situations
- appreciate health, honesty, respect, and social responsibility

Comments:

Concepts related to the above-listed descriptions are taught and reinforced at all grade levels. However, the content obviously changes as appropriate to the age/grade level.

Harrison's Family Life Curriculum follows the guide of the New Jersey Department of Education. The major emphasis is on the understanding and prevention of health and family problems that might have a bearing upon young people. It is very comprehensive and a credit to all of the concerned individuals involved in its development.

Maureen Kroog

Maureen Kroog
Acting Superintendent of Schools
Director of Curriculum and Instruction

MK:cm

Approved: Organization Meeting of May 16, 2019

HARRISON PUBLIC SCHOOLS
2019-2020 SCHOOL CALENDAR

SEPTEMBER 3, 2019 Teachers report at 9:00 AM for Orientation Day & Teacher In-Service

SEPTEMBER 4, 2019 - SCHOOLS OPEN

SEPTEMBER '19

S	M	T	W	T	F	S
1	2	3	*4	*5	*6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

(19)

Teacher In-Service 9/3/19
9:00 a.m. to 12:00 p.m.

Teacher In-Service 9/4/19 & 9/5/19
2:00 – 3:00 p.m.

9/4/19, 9/5/19, 9/6/19
1:11 p.m. Dismissal for Students

Teacher In-Service 2/20/20
2:00 – 4:00 p.m.
1:11p.m. Dismissal for Students

OCTOBER '19

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(22)

Teacher In-Service 10/17/19
2:00 to 4:00 p.m.
1:11 p.m. Dismissal for Students

Teacher In-Service 3/10/19
9:00 a.m. to 2:00 p.m.
SCHOOL CLOSED FOR STUDENTS

NOVEMBER '19

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(15)

Teacher In-Service 11/5/19
9:00 a.m. to 2:00 p.m.
SCHOOL CLOSED FOR STUDENTS

Teacher In-Service 4/23/19
2:00 – 4:00 p.m.
1:11 p.m. Dismissal for Students

DECEMBER '19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(16)

JANUARY '20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(21)

Teacher In-Service 1/16/20
2:00 – 4:00 p.m.
1:11 p.m. Dismissal for Students

Total: 93

CALENDAR INCLUDES 182 PUPIL CONTACT DAYS

FEBRUARY '20

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

(18)

MARCH '20

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(21)

APRIL '20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

(17)

MAY '20

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(20)

JUNE '20

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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NEW! Pay for Student Meals Online

September 2019

Harrison Board of Education
517 Hamilton Street
Harrison, NJ 07029

The Harrison School District is excited to offer **MySchoolBucks®!** This online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check.

You can also view recent purchases, check balances, and set-up low balance alerts for **FREE!**

MySchoolBucks provides:

- **Convenience - Available 24/7 on the web** or with the **Mobile App** for your iPhone, Android or Windows phone!
- **Efficiency** - Make payments for all your students, even if they attend different schools within the district. Eliminate the need for your students to take money to school.
- **Control** - Set low balance alerts, view account activity, recurring/automatic payments & more!
- **Flexibility** - Make payments using credit/debit cards and electronic checks.
- **Security** – MySchoolBucks adheres to the highest security standards, including PCI and CISP.

Enrollment is easy!

1. Go to www.MySchoolBucks.com and register for a free account.
2. You will receive a confirmation email with a link to activate your account.
3. Add your students using their school name and student ID.
4. Make a payment to your students' accounts with your credit/debit card or electronic check. *A program fee may apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.*

If you have any questions, contact MySchoolBucks directly:

- parentsupport@myschoolbucks.com
- 1-855-832-5226
- Visit myschoolbucks.com and click on Help/FAQ's

Thank you,

Harrison Board of Education

Lincoln Elementary School

221 Cross Street
Harrison, NJ 07029
Phone 973- 483-6400 Fax 973- 483-2455
www.harrisonschools.org

Amy M. Heberling
Principal

Steven Valente
Assistant Principal

Lincoln School Uniform Policy

The Harrison Board of Education has a uniform policy for all students, which has proven to be a very positive component of our schools. Everyone at Lincoln School is very proud of our students and the effect our uniforms have on our all-around school spirit.

Please review the following details of our uniform policy.

Lincoln School Uniform includes:

- Light blue collared shirt with the Lincoln School insignia.
- Khaki pants or skirt. Khaki shorts are allowed May 1st – Oct. 15th. Skirts/shorts must be 2 inches above the knee or longer.
- Socks or stockings must be worn.

During the winter months, our school is more than adequately heated. However, if students would like to wear an additional layer of clothing, please adhere to the following guidelines:

- A white or grey long-sleeve shirt can be worn **UNDER** the uniform shirt. The uniform shirt must be clearly visible.
- Students may wear a solid **navy blue** sweater over their uniform shirt. No words, other than Lincoln School, are allowed on the sweaters. "Lincoln Lions" hoodies are allowed.

Please refrain from the following items, which are NOT part of our uniform policy:

- No open shoes or flip flops, or wheelies.
- Stretch, fleece, corduroy, cargo and sweat materials are not allowed.

APPROVED UNIFORM CLOTHING MUST BE WORN ON A DAILY BASIS.

We need full cooperation from the parents to ensure that our students wear the proper uniform clothing every day. We appreciate your support!

THE REMAINING CONTENTS IN THIS HANDBOOK MUST BE FILLED OUT AND RETURNED TO LINCOLN SCHOOL AS SOON AS POSSIBLE.

PLEASE READ EACH PAGE CAREFULLY.

THANK YOU FOR YOUR COOPERATION.

2019-2020

Student Information Form

Please complete ALL information below.

Student's Name _____ Date of Birth _____

Address _____ Phone Number _____

Teacher's Name _____ Grade _____

Mother's Name _____ **Cell Phone** _____

Email _____ Work Phone _____

Father's Name _____ **Cell Phone** _____

Email _____ Work Phone _____

Child lives with: ( ) Both parents ( ) Mother only* ( ) Father only* ( ) Guardian*

***Does a custody agreement exist?** _____**Yes** _____**No**

***If a custody agreement exists, please provide the school with legal papers detailing the arrangement.**

Please list all siblings in your home (include non-school age children):

Siblings: _____ _____ _____ _____

Name Grade DOB Name Grade DOB

_____ _____ _____ _____

Name Grade DOB Name Grade DOB

Emergency Contacts / Authorized Pick Up

Please provide **3 people authorized to <u>pick up</u>** your child from school **and <u>act on your behalf</u>** in the case of an emergency if you cannot be reached.

_____

Name Phone Number Relationship

_____

Name Phone Number Relationship

_____

Name Phone Number Relationship

At 3:05 pm dismissal, my child will:

_____ <u>walk</u> home _____ be picked up by an <u>adult</u> listed above

_____ be picked up by a <u>sibling</u> _____ be pick up by a <u>daycare</u>*

* Daycare name and number _____

Family Physician _____ Phone Number _____

If neither parent can be reached in an emergency and emergency measures are deemed necessary, I authorize the school to contact the physician above and to care for my child. **This signature also gives permission for students to attend scheduled school activities such as PTO Assemblies, School Concerts, Class Trips within the confines of the Town of Harrison, etc., and permission to share confidential information.**

_____ _____ _____

Parent/Guardian Signature Name (Please Print) Date

Lincoln Elementary School

221 Cross Street
Harrison, NJ 07029
Phone 973- 483-6400 Fax 973- 483-2455
www.harrisonschools.org

Amy M. Heberling
Principal

Steven Valente
Assistant Principal

I, _____ parent/guardian of: _____
(Parent/Guardian's Name) (Student's Name)

acknowledge that we have read and received the following notices for the 2019-20 school year:

- The Lincoln School Parent/Student Handbook and the Harrison Public Schools Code of Conduct, which can be found on the School's website www.les.harrisonschools.org.
- Emergency School Closing Information and Emergency Contact Information
- Comprehensive Health Education (K-12)
- 2019-2020 Media Release and Consent For Student Publicity

(The last 3 items are enclosed in the Parent/Student Handbook 2019-20, which can be found on the school's website www.les.harrisonschools.org.)

_____ _____
Parent/Guardian's Signature Date

Student's Name _____

Grade _____

Teacher's Name _____

HEALTHY KIDS ARE BETTER LEARNERS

From the desk of
The Lincoln School Nurse

Dear Parent:

In order to provide the best possible health services, please provide your child's health history and current status. Please understand that you may call me at any time if the need arises.

Please indicate below the following as it applies to your child's history:

Child's Name _____ Grade/Teacher _____

_____ Has had chicken pox
_____ Allergies (please list) _____
***Due to the increasing incidence of food allergies among school children, please encourage your child to not share food. Also due to the possibility of a dangerous allergic reaction to peanut butter we ask that it not be brought to school in any form. (ex: sandwiches, cookies, candies, etc.)**
_____ Serious injury _____
_____ Surgery _____
_____ Ear infections _____
_____ Eye problems _____
_____ Currently on medication (name) _____
_____ Any hospitalization (explain) _____
_____
_____ Other health condition (asthma, chronic bronchitis, hear problems, etc.) _____
_____
_____
_____ None of the above

Parent's Signature _____ Date _____

In case of illness or injury please notify:

1. Name _____ Tel. _____

Relationship to child _____

2. Name _____ Tel. _____

Relationship to child _____

I consent to the release of medical information to all staff members and other adults who have custodial care of my child and who may need to know this information to maintain my child's health and safety.

_____ _____
Parent/Guardian's Signature Date

HARRISON SCHOOL DISTRICT

2019-2020 SCHOOL YEAR

Dear Parent / Guardian:

As you know, in September 2008, we instituted an Automated Emergency Notification System for school closings/delayed openings/early dismissals and other pertinent notifications.

Our system is now able to contact you at any or all of the following contacts. Keep in mind, these are the only contacts that will be used for automated notifications. Also keep in mind, that each telephone number you provide will receive the same notification. You must provide at least one contact and please do not use the same telephone number for more than one contact.

Student's Name: _____

School: _____ Grade: _____

Please provide one telephone number for each choice:

Home Telephone #:_____
Mother's Cell #:_____
Father's Cell #: _____
Alternate Contact #:_____
(i.e. Childcare provider, grandparent, work)

Additionally, to be contacted via email, please provide your email address below:

_____
(Please provide email address)

_____ _____
Parent/Guardian's Signature Date

HARRISON BOARD OF EDUCATION
Harrison, New Jersey

FILE CODE: 6142.10
X Monitored
X Mandated
X Other Reasons

Form

INTERNET SAFETY AND ACCEPTABLE USE FORM

Please read the following carefully before signing the attached agreement!

The Harrison School District is pleased to be able to offer Internet access to your child at his/her school. The Internet is a vast, global network; linking computers at universities, schools, science centers and other sites. The Internet can give students and teachers access to a variety of rich, educational resources. These resources may include libraries, databases, museums, government institutions and educational sources specifically designed for children. In addition students will have opportunities to participate in online telecommunications projects directly related to their classroom studies. Our goal in providing this service to teachers and students is to promote educational excellence.

Students will be able to access the Internet at a number of locations including the computer labs, media centers, and individual classrooms. To access the Internet students will be using a browser (a software or web-based program) to navigate through information by pointing and clicking the mouse. Information is presented richly in text, pictures, sound, and some video. Students will be able to send electronic mail but will not have their own Internet e-mail address unless specified and approved by (You) as part of educational activity/projects. Students' use of email will occur under the direct supervision of the Technology Coordinator and monitored by the department.

The educational value of information on the Internet is substantial. However, with access to world wide computer systems comes the availability of material that may be considered objectionable and not educationally valuable. There exists information that may be judged as inaccurate, abusive, profane, pornographic or illegal. The Harrison School District does not condone or permit access to or the use of this material. The school will provide student access to Internet resources only in supervised environments and has taken steps to filter out objectionable material by placing internal blocks to unwanted information.

Nonetheless, the district cannot completely prevent the possibility that some users may access material that is not consistent with the educational goals of the school. However, the district believes that the resources and interaction available on the Internet far outweigh the possibility that users may procure material that is not consistent with our educational and technical goals.

Student Responsibility

Students are expected to use Internet resources in a manner consistent with this contract and will be held responsible for their use. Students are responsible for good behavior on school computers, laptops, palms, and networks just as they are in a classroom or other school areas. Use of the Internet is a privilege, not a right; and any inappropriate use will result in a cancellation of those privileges.

Proper & Acceptable Use

Be Polite. Use of abusive, vulgar, threatening or obscene language is strictly forbidden. Students will not engage in personal attacks, harassment of another person, or knowingly post false or defamatory information about another person or organization.

Be Careful. Students are not to damage, deface or vandalize computer or technical equipment. Students are not to change, alter, or damage another student's personal work and/or files. Students will not plagiarize (taking the work of others and presenting them as your own) works they find on the Internet.

Be Aware. Students are not permitted to knowingly access, transmit or download materials that are obscene, pornographic, offensive, threatening or illegal.

TECHNOLOGY (continued)

Be Safe. Students are not permitted to reveal their own or someone else's full name, address, phone number or other personal identification information via the Intra or Internet.

Be Honest. Students are to notify a staff member immediately, if by accident, you encounter materials that violate the Rules of Appropriate Use.

Be Prepared. Students will be held accountable for their actions and will lose their privileges if the Rules of Appropriate Use are violated.

Understand: Parents/Guardians will be held responsible/liable for any equipment purposely broken or damaged by the student's actions and can be billed if found needed.

The attached form is to be signed by both parent/guardian and student. When completed, please return the form to the student's school. We appreciate your support and cooperation by complying with the AUP: under CIPA regulations Federal Law 2001.

TECHNOLOGY (continued)

INTERNET SAFETY AND TECHNOLOGY USE AGREEMENT

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read and agree to the Terms and Conditions for In-school use of Internet Resources and use of equipment. I understand that this use is for educational purposes and the student named below is expected to use the resources according to the specified guidelines. I have discussed these guidelines with the student and believe he or she has an understanding of them.

I also recognize that it is impossible for the Harrison School District to completely control information available through the Internet and I will not hold the district or any of its employees responsible for materials this student may acquire on the Internet. I hereby give my permission for the student named below to use the Internet at school and certify that the information contained on this form is correct and current.

Parent or Guardian (Please Print Name): _____

Signature: _____

Date: _____

Address: _____

_____

Contact Number: _____

****

STUDENT

I have read and/or discussed the Terms and Conditions for In-school use of Internet Resources with my Homeroom Teacher and reviewed the information with my family. I understand why the Internet is available to me at school and will abide by the rules stated in the Terms and Conditions.

I also understand that I must follow school rules when I use the technology. I know if I don't follow the rules, I may not be permitted to use the Internet and school disciplinary action may be taken and/or appropriate legal action.

Student's Full Name (please Print): _____

Signature: _____

Grade: _____

Homeroom Teacher Signature: _____

PLEASE HAVE ALL APPROPIATE INFORMATION COMPLETED, SIGNED AND RETURNED.

OFFICE OF THE SUPERINTENDENT
HARRISON PUBLIC SCHOOLS
501 HAMILTON STREET
HARRISON, NEW JERSEY 07029
Tel. (973) 483-4627 Fax (973) 483-7484

MAUREEN KROOG
Acting Superintendent of Schools
Director of Curriculum and Instruction

JAMES P. DORAN, Ed.D.
Director of Personnel/Human Resources/
Compliance and Crisis Management

2019-2020 MEDIA RELEASE AND CONSENT FOR STUDENT PUBLICITY

Throughout the school year, the Harrison Public School District will have many opportunities to celebrate and publicize the activities and accomplishments of its students. By granting permission for your child to participate in publicity opportunities, you acknowledge that you understand and consent to the following terms:

- Your child, the child's name, or the child's work product may be depicted in photographs, video recordings, audio recordings, quotations, and other representations that are created, published, distributed, released, or used in promotional, instructional or educational publications, posters, brochures, pamphlets, newsletters, newspapers, yearbooks, web sites, social media sites, or radio or television broadcasts that are published in print or on-line by the school, the District, or another media source;

- The District is under no obligation to create, control, and/or use these depictions in any way;

- Any and all interests that might be claimed in these depictions by you, your child, or any agent, heir, assign, or third party are forfeited and relinquished permanently to the District;

- You expressly agree to release, hold harmless, and indemnify the District and its employees, officers, agents, and representatives against all known and unknown claims of liability that could arise in connection with this consent form or any publicity opportunity; and

- The District does not guarantee that publicity opportunities will be made available to your child.

Any publicity received by your child shall be full and adequate consideration for this consent. You may revoke this consent at any time by providing written notice to the school.

Please sign and return this form to the school after indicating your preference below:

_____ I CONSENT to the terms above and grant my child permission to participate in all publicity opportunities during the school year unless and until this consent is revoked in writing.

_____ I DO NOT CONSENT and would prefer the District exclude my child from publicity opportunities that are made available to other students.

Print Name of Student:_____

Name of School:_____

Print Name of Parent/Legal Guardian:_____

Signature of Parent/Legal Guardian:_____Date:_____

HARRISON SCHOOL DISTRICT

School _____ Grade _____ Teacher/Homeroom _____ ID# _____

Last Name _____ First Name _____ Middle Initial ___ Date of Birth _____

Address _____ City _____ Zipcode _____

Home Telephone # _____

To Parent or Guardian: To serve your child in case of accident or student illness, it is necessary that you give the following information for emergency calls:

	Parent/Guardian Name		Address	Telephone #
Mother	_____	Home	_____	_____
		Work	_____	_____
Father	_____	Home	_____	_____
		Work	_____	_____

List two neighbors or nearby relatives who will assume temporary care of your child if you cannot be reached:

Name _____ Relationship _____ Name _____ Relationship _____

Home Address _____ Home Address _____

Home Phone # _____ Home Phone # _____

Work Address _____ Work Address _____

Work Phone # _____ Work Phone # _____

Please list other children attending New Jersey Public Schools (Name & School)

_____ _____

_____ _____

_____ _____

_____ _____

☐ Please check this box if there has been a name change of parent/guardian, address or telephone number.

Does child have Health Insurance?

Yes _____ If yes, now of insurance company _____

No _____ NJ FamilyCare provides free or low cost health insurance for uninsured children and certain low income parents.
For more information call 800-701-0710 or visit www.njfamilycare.org to apply online.
You may release my name and address to the NJ FamilyCare Program to contact me about health insurance.

Signature _____ Print Name _____ Date _____

Written consent required pursuant to 20 U.S.C. § 1232g (b)(1) and 34 C.F.R. 99.30 (b).

List any medical/surgical care your child has received during the past year:

Dental Exam Date _____ Braces _____

Eye Exam Date _____ Glasses _____ Contacts _____

Allergy Kind _____ Medications _____

Allergic Reaction Date _____ Medications _____

Immunizations/Tetanus Type _____ Date _____

Restrictions (type) _____

Doctor's Name _____ Telephone # _____

Dentist's Name _____ Telephone # _____

Hospital _____ Address _____ Telephone # _____

I, the undersigned, do hereby authorize officials of New Jersey Public Schools to contact directly the persons named on this card and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of said child.
In the event that physicians, other persons named on this card, or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of the aforesaid child.
I will not hold the school district financially responsible for the emergency are and/or transportation for said child.

Signature Parent(s)/Guardian(s) _____ Date _____

Lincoln Elementary School

Parent

2019-2020 Calendar

Marking Period (MP) Schedule		
MP1:	Sept. 4th to Nov. 6th	(44 days)
MP2:	Nov. 12th to Jan. 31st	(48 days)
MP3:	Feb. 3rd to April 3rd	(42 days)
MP4:	April 6th to Last Day	(46-48 days)

Deficiency Reports	
MP1:	October 9, 2019
MP2:	January 8, 2020
MP3:	March 4, 2020
MP4:	May 13, 2020

Report Cards	
MP1:	During Conferences
MP2:	February 7, 2020
MP3:	April 10, 2020
MP4:	Last Day of School

September

- **2** **Labor Day - School Closed**
- 3 Teacher PD Day (9-2pm)
- 4 School Reopens – MP1 Begins
- 4-6 Early Dismissal
- 16 Back to School Night 6:00 – 8:00pm, grades K/1
  2:15pm Dismissal
- 19 Back to School Night 6:00 – 8:00pm, grades 2/3
- 20 Pinwheels for Peace

October

- 7-11 Week of Respect
- 9 MP1 Deficiencies Distributed
- **14** **Columbus Day - School Closed**
- 17 Early Dismissal / In-Service
- 21-25 Safe Schools Week
- 22 School Pictures
- 31 Halloween Parade 9:30am

November

- **5** **School Closed for Students** / Teacher PD Day
- 6 MP1 Ends
- **7-8** **NJEA Convention – School Closed**
- **11** **Veterans' Day – School Closed**
- 12 MP2 Begins
- 20 MP1 Report Cards
  Early Dismissal
  Parent Conferences (1:30-3:15pm)
- 21 Parent Conferences (6:00-8:00pm)
  2:15pm Dismissal
- 22 Parent Conferences (1:30-3:15pm)
  Early Dismissal
- **28-29** **Thanksgiving Recess – School Closed**

December

- 12 Holiday Concert (K & 1st graders perform)
- **24-1/1** **Winter Recess – School Closed**

January

- **1** **Winter Recess – School Closed**
- 8 MP2 Deficiencies Distributed
- 16 Early Dismissal / In-Service
- **20** **MLK Day – School Closed**
- 31 MP2 Ends

February

- 3 MP3 Begins
- 7 MP2 Report Cards Distributed
- **14-17** **Presidents' Weekend – School Closed**
- 20 Early Dismissal / In-Service

March

- 4 MP3 Deficiencies Distributed
- 5 Parent Conferences (6:00-8:00pm)
- **10** **School Closed for Students** / Teacher PD Day
- 31 Spring Pictures

April

- 3 MP3 Ends
- 6 MP4 Begins
- 8 Student Art Show
- 10 MP3 Report Cards Distributed
- **13-17** **Spring Break – School Closed**
- 23 Early Dismissal / In-Service

NJSLA Testing – April 20th to May 29th (Schedule TBD)

May

- 13 MP4 Deficiencies Distributed
- 15 Spring Concert (2nd & 3rd graders perform)
- **25** **Memorial Day – School Closed**

June

- 5 Fun Day (rain date 6/12/20)
- 17 Last Day of School (tentatively*)
  Early Dismissal (tentatively*)
  MP4 Report Cards Distributed

Early Dismissal is at 1:11pm unless otherwise indicated.

*End of the year school calendar will be finalized at the March BOE meeting. Typically, the last 3-4 days of school are early dismissal. More information to follow.