

Linden Public Schools

**School No. 2**  
**Back To School Guide**

2021-2022

**SCHOOL NO. 2**

**R.O.A.R.S.**

**With**



**"PAWS"ITIVITY**

Mr. Peter J. Fingerlin III, Principal

Mrs. Rachelle A. Crowley, Vice Principal

(908) 862-3287

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



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## Principal's Message

Greetings to our parents and families! We are rapidly approaching a new school year and will continue to promulgate the processes, programs, and procedures dedicated to the provision of a meaningful educational opportunity to our students. We will resume our pre-pandemic school sessions as closely as possible. We are, however, mindful of the necessity to ease back in rather than rush in. With this in mind, we must, as a school community, continue to support each other. Any school initiatives will be undertaken in accordance with scrupulous adherence to district, CDC, federal, and state agency guidelines. As always, any modification of our program will be immediately provided to you, and we will be available to answer any questions and/ or address any concerns you might have. Your cooperation with and support of these policies are paramount in order to ensure the health and safety of all students, faculty and staff. With your help, we will maintain the excellence of our instructional program and continue to strive for the achievement of our students.

## Emergency Contact Information

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

## Academic Plan

All elementary students will return to in-person learning on Wednesday, **September 8th, 2021.** School begins at 8:40 a.m. and concludes at 3:15 p.m. Doors will open for students eating breakfast at 8:00 a.m. Those students are to enter through Door #19. Remaining students will be granted entry into the building at 8:25 a.m. Please be aware that there is no supervision on school grounds prior to doors opening. Students will not be granted

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early access into the building, even in inclement weather. The district does offer a Before Care program for a fee.

**Staff and students will be required to wear masks and guidelines set forth in the district reopening plan will be followed daily.** Teachers and students will follow their schedules on the six-day cycle. The six-day rotation calendar will be sent home with your child, as well as their Specials schedule. This year, fifth grade will follow a departmentalized learning model for the core subjects.

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

\*All information pertaining to maintaining health and safety for a safe return to in-person instruction can be found on the Linden Public Schools website and will be updated regularly as changes occur.

### **First Day Procedures**

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

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

### **School Supply Lists**

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

### **Health Screening**

If your child is sick, or recently had contact with a person with COVID-19, please keep your child home and contact the school nurse.

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Any student or staff member presenting COVID-19 related symptoms will be sent home immediately. If your child develops a fever or exhibits COVID-19 symptoms, they will be placed in an isolation space with supervision while awaiting pick-up. **If you are contacted, it is CRUCIAL that you arrange for the prompt pick up of your child.**

As per Linden Board Policy 5142.2, “a student exhibiting symptoms of COVID-19 may be required to submit to a COVID-19 test. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality when the COVID-19 test is positive. The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school. The school nurse shall report all students testing positive for COVID-19 to the health department.”

In the event that a student or staff member is diagnosed with COVID-19, the class will be required to quarantine and revert to an all virtual schedule.

## **Breakfast and Lunch**

The 2021-2022 Electronic Free/Reduced Meal Applications are available online as of 8/10/21. In addition, parents have the ability to prepay for meals online using a credit card, debit card, or checking account via *My School Bucks*. There are links under the Parents tab of the Linden Public Schools website at [www.linden.k12.nj.us](http://www.linden.k12.nj.us). The website to complete a lunch application is <http://www.schoollunchapp.com>. Families are only required to complete one application per household for ALL students enrolled in the district. IN ORDER TO BE ELIGIBLE, YOU MUST REAPPLY EVERY YEAR. The Free Lunch Program expires for all students on October 20, 2021.

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

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Students will be eating lunch separately by grade level and distanced to the best extent possible. There will be assigned seating for contact tracing purposes.

Due to the health and safety regulations imposed by the CDC, all students will be discouraged from using the water fountains. Therefore, please feel free to send your child to school with water. Juice and soda will not be permitted.

### **Before Care/After Care**

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

### **Student Drop-Off Procedures**

School begins promptly at 8:40 a.m. **Students will not be granted entry into the building prior to 8:25 a.m., regardless of the weather.** All classes will be assigned to specific doors for entry. While it may be more convenient to drop multiple children at the same door, due to current circumstances, we respectfully request each student to report to their designated door. Parents and guardians are encouraged to plan and allow for more time for student drop off in order to ensure a prompt arrival at school. Your child's assigned drop-off door is noted below.

#### **Student Entry Door Assignments:**

All Pre-Kindergarten, Kindergarten & 1<sup>st</sup> Grade Aides will be in their classrooms. Teachers are posted by their designated Door #s:

PSD & Autistic Classes	Enter through Door #13	Report directly to classroom
Pre-Kindergarten	Enter through Door #14	Report directly to classroom
Kindergarten	Enter through Door #12	Report directly to classroom
1 <sup>st</sup> Grade	Enter through Door #14	Report directly to classroom
2 <sup>nd</sup> Grade	Enter through Door #18	Will sit along Hallway
3 <sup>rd</sup> Grade	Enter through Door #19	Will line-up throughout Gym
4 <sup>th</sup> Grade	Enter through Door #19	Will line-up throughout Gym
5 <sup>th</sup> Grade	Enter through Door #20	Report directly to classroom

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Bus students (18 <sup>th</sup> St.)	Enter through Door #11	Report directly to their location
Bus (Wood Ave.)	Enter through Door #19 (Nice weather)	Report directly to their location
	Enter through Door #1	Report directly to their location

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

### Tardy Students

Please make every effort to arrive at school on time, as tardiness disrupts the educational process. Instruction begins promptly at 8:40 a.m. Any student who is not in their homeroom by 8:40 a.m. will be considered tardy. **Tardy students must enter through Door #15 in order to obtain a tardy slip.**

### Student Dismissal Procedures

**The school day concludes promptly at 3:15 p.m.** All classes will be assigned to specific doors for dismissal. This year we cannot allow older siblings to pick up younger siblings at their classrooms prior to dismissal. They must exit the building with their class, then pick up their sibling at their dismissal door. Parents and guardians are being asked to have their children picked up immediately upon the conclusion of each school day. Please refrain from calling your child out of the line and allow the teacher to dismiss the students individually. This is also not the time to engage in conferences with the teacher as he/she needs to focus on dismissing the class.

In order to stress the importance of timely pickups, please understand that, if you repeatedly fail to pick up your child(ren) accordingly, we will be forced to contact the appropriate and necessary authorities (i.e., Linden Police Department or DCP&P).

**A dismissal form will be sent home with your child on the first day of school. This form will also be posted on the school's website.** Please fill it out and return it to school on the second day. Additionally, please make sure your child's teacher is aware of how your child

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will get home on the first day of school. Please note that your child will NOT be released to anyone NOT listed on the form. Any changes that need to be made must be done in writing.

### **Dismissal Door Assignments:**

PSD & Autistic Classes	Exit through Door #13
Pre-Kindergarten	Exit through Door #14
Kindergarten	Exit through Door #12
1 <sup>st</sup> Grade	Exit through Door #14
2 <sup>nd</sup> Grade	Exit through Door #18
3 <sup>rd</sup> Grade	Exit through Door #19
4 <sup>th</sup> Grade	Exit through Door #19
5 <sup>th</sup> Grade	Exit through Door #20

## **School Security**

### **Visitation Policy**

We strongly recommend the use of phone and video conferences, as well as email if you need to contact a staff member. In order to ensure the safety of students and staff, visitors will only be allowed to enter the building in the event of **emergencies or scheduled appointments**. For more information, we encourage you to refer to the Linden Public Schools School Entry Protocol. **This can be found on our school website.** Please be advised that school visitation protocols may become more restrictive in accordance with local health concerns in mind.

### **Birthday/Holiday Celebrations**

We will not be participating in food sharing activities during the 2021-2022 school year. Outside food will not be permitted in the school building for celebrations this school year.

### **Technology**

All students in Pre-K through 5th grade have been provided with iPads. Students will be sent home with their iPads daily. They are expected to return to school with them fully

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charged (with charger as well) and ready to use the following day. Parents are STRONGLY encouraged to enroll in the district Tech Care accidental coverage program for the iPads. This will cover damages (cracked screens, water damage) that may occur. Otherwise, you will be responsible for paying the full cost. Please note that this is a change from the previous school year. Please log on to [www.myschoolbucks.com](http://www.myschoolbucks.com) to create an account if you do not already have one. All payments for Tech Care must be made online. If you have any questions about the enrollment process, please contact LaTonya Brown in the Technology Department at [lbrown@lindenps.org](mailto:lbrown@lindenps.org) or (908) 587-3263 ext. 8345.

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

### Teacher Communication

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

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

Making the aforementioned procedures part of your family's routine throughout the year will benefit the School No. 2 community as a whole. As always, our goal is to have each child reach their full academic potential. Please know our students' health and safety will always be our main focus as we walk this road back with you. Should you have any questions, feel free to email me at [pfingerlin@lindenps.org](mailto:pfingerlin@lindenps.org) or contact the school.

Sincerely,

*Peter J. Fingerlin III*

Principal