

Linden Public Schools

School No. 4

Back To School Guide

2023-2024



Dr. Suzanne Olivero, Principal

Mrs. Rosalia Kolibas, Vice Principal

(908) 486-3286

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

***Please refer to the Linden Public Schools Elementary Handbook for additional district-specific policies and procedures.**

Principal's Message

Greetings to our parents and families! As the new school year approaches, we would like to continue to work together to provide meaningful educational opportunities to our students. It is imperative that collectively, we continue to support each other. Your cooperation with and support of all district and school policies are paramount 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 Contact Report has been mailed home. Please review and edit the information directly on the form and return it to school as soon as possible.

Academic Plan

The first day of school for all elementary students is **Thursday, September 7, 2023.** School begins at 8:25 a.m. and concludes at 3:00 p.m. Doors will open for students eating breakfast at 8:00 a.m. Those students are to enter through Door #1. Remaining students will be granted entry into the building at 8:10 a.m. Please be aware that there is no supervision on school grounds prior to doors opening. Students will not be granted early access into the building, even in inclement weather. The district does offer a Before Care program for a fee.

A school calendar and Specials will be provided on the first day of school. This year, third through 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.

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 Pre-K and Kindergarten parents allowed to enter for orientation, no other parents will be granted entry into the building.

Details pertaining to our first day procedures have been 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 and Kindergarten students must keep a spare set of clothing in their classroom.**

Health Screening

If your child is sick, please keep them home and contact the school nurse or main office. .

If you are contacted by the school nurse due to illness, it is CRUCIAL that you arrange for the prompt pick up of your child.

Breakfast and Lunch

The 2023-2024 Electronic Free/Reduced Meal Applications are available online as of 8/10/23. In addition, parents can 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.lindenps.org. The website to complete a lunch application is

<http://www.school lunchapp.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.

Student Price List:

Regular Lunch	\$2.75
Regular Breakfast	\$1.45
Milk (pint)	\$1.00

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.

Student Beverages

You are encouraged to send your child to school with water each day. Juice, soda, coffee and/or energy drinks 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. To register, please contact Angelo Monaco at 908-486-2800 ext. 8410 or amonaco@lindenps.org.

Student Drop-Off Procedures

School begins promptly at 8:25 a.m. **Students will not be granted entry into the building prior to 8:10 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, 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:

Door 1: Ms. Ventura and Mrs. Phillips

Door 2: Pre-K, First Grade, Mrs. Schweikardt

Door 3: Mr. Majano

Door 4: Ms. Wilkie and Mrs. Gorman

Door 6: 3rd-5th grade

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 8:25 a.m. Any student who is not in their homeroom by 8:25 a.m. will be considered tardy. **All tardy students (PK-5) must enter through Door #1 in order to obtain a tardy slip.**

Student Dismissal Procedures

The school day concludes promptly at 3:00 p.m. All classes will be assigned to specific doors for dismissal. Older siblings may not 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. Children must be 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 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:

Door #1: Mrs. Schweikardt and Mrs. Hanvey

Door #2: Pre-K and Mrs. Principato

Door #3: Mr. Majano

Door #4: Ms. Wilkie and Mrs. Gorman

Door #5: 5th Grade

Door #6: 3rd and 4th Grade

Door #12: Mrs. Phillips and Ms. Superior

Door #13: Ms. Ventura

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. 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.

Birthday/Holiday Celebrations

We do not celebrate individual student birthdays in school with parties and cupcakes and/or food items. Holiday classroom parties and PTO sponsored events are permissible and will be handled separately.

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 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 log on to 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 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. A staff directory with email addresses is attached.

***For the health and safety of your child, it is EXTREMELY important that the Dismissal Permission Slip and Emergency Contact Report are completed and turned in ASAP.**

Making the aforementioned procedures part of your family's routine throughout the year will benefit the School 4 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 focus. Should you have any questions, feel free to email me at solivero@lindenps.org or contact the school.

Sincerely,

Dr. Suzanne Olivero
Principal

***SAVE THE DATE: BACK TO SCHOOL NIGHT IS TUESDAY, SEPTEMBER 19TH!**

2023-2024

Teacher Email Directory

Pre-K

email:@lindenps.org

Rm 27	Kristen Panzino	kpanzino@
Rm 29	Dawn O'Grady	dogrady@
Rm 30	Anna Hamilton	ahamilton@

Kindergarten

Rm 21	Kristyn Gorman	kgorman@
Rm 23	Sarah Wilkie	swilkie@
Rm 25	Arnold Lopez-Majano	alopez-majano@

1st Grade

Rm 01	Christine Principato	cprincipato@
Rm 04	Patrice Hanvey	phanvey@
Rm 05	Genevieve Superior	gsuperior@
Rm 26	Jennifer Phalon	jphalon@

2nd Grade

Rm 03	Michele Schweikardt	mschweikardt@
Rm 06	Jaylene Ventura	jventura@
Rm 07	Sarah Phillips	sphillips@
Rm 26	Jennifer Phalon	jphalon@

3rd Grade

Rm 10	Danielle Piscino	dpiscino@
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Rm 11	Marilyn Hernandez	mhernandez@
Rm 12	Karen Taylor	ktaylor-peeple@
Rm 26	Jennifer Phalon	jphalon@

4th Grade

Rm 13	Ashley Rakow	arakow@
Rm 14	Maria Cioffi	mciioffi@
Rm 15	Ashley Fischer	afischer@
Rm 28	Shannon Spaziani	sspaziani@

5th Grade

[email:@lindenps.org](mailto:.....@lindenps.org)

Rm 16	Felisha Blount	fblount@
Rm 17	Patrica Higgins	phiggins@
Rm 19	Stefanie Makowsky	smakowsky@
Rm 20	Nicole Attanasio	nattanasio@

Specials and Support

[email:@lindenps.org](mailto:.....@lindenps.org)

Art	Catherine Vincent	cvincent@
Music	Sarah Walton	swalton@
Spanish	Ana Techera-Duarte	atechera-duarte@
Inst. Music	Katherine Thode	kthode@
Math Coach	Margaret Zucosky	mzucosky@
ELA Coach	Lisa Capanna	lcapanna@
ESL	Stephanie Ross	sross@
ESL	Sandra Hurtado-Tabares	stabares@
P.E.	Francine Kreisberg	fkreisberg@
	Ryan Sawchuck	rsawchuck@
Technology	Mitchell Gorbunoff	mgorbunoff@
G&T	Vivian Pupo	vpupo@

School No. 4 Time Schedule

For your convenience, please find below the School No. 4 time schedule. Please make arrangements for an alternate pick-up plan in cases of early dismissals, emergency closings, and any other unforeseen circumstances that may affect your ability to pick up your child on time. Be sure the adults that you may use in times of emergency or such circumstances are listed on the emergency form as well as the dismissal form for your child.

Door 1 Opens for Breakfast Students Only	8:00 a.m.
All Doors Open for Class (all students report)	8:10 a.m.
Class Begins	8:25 a.m.
Students Considered Tardy	8:26 a.m.
Classes Dismissed	3:00 p.m.
Delayed Opening Start Time	10:25 a.m. (Breakfast canceled in the event of a delayed opening)
Early Dismissal Without Lunch Served	12:25 p.m.
Early Dismissal With Lunch Served	12:55 p.m.

Good attendance and timely arrival to school is essential. Every minute of instruction counts. it is imperative parents and students alike make every effort to arrive on time each and every day!