

School No. 5

Back to School Procedures

2022-2023



Dr. Laura Scamardella, Principal

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

Principal's Message

Greetings to our parents and families! As the new school year approaches, we would like to continue to work together in order 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 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 all 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 will be sent home on the first day of school, September 6, 2022. Please review and complete the Emergency Verification form and return to school on **Wednesday, September 7th**.

Academic Plan

All elementary students will return to in-person learning on Tuesday, **September 6th, 2022**. 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. via Door #4 (East Curtis Street). Remaining students will be granted entry into the building at 8:15 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.

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 ClassDojo or email.

First Day Procedures

All parents will receive communication prior to the start of school which includes the child's teacher, drop off procedures, along with other pertinent information.

Details pertaining to our first day procedures will be mailed home including Pre-Kindergarten and Kindergarten Orientation.

School Supply Lists

A **suggested** supply list is found below. 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.**



Linden Public Schools District Elementary Supply List

| | |
|--|---|
| <p>Pre-K and K</p> <p>Crayons</p> <p>Scissors</p> <p>Glue Sticks</p> <p>Plastic Pencil Box</p> <p>Change of clothes (in a baggie with their name on it)</p> <p>Baby wipes</p> <p>1st and 2nd Grade:</p> <p>Pencils</p> <p>Hand-held pencil sharpener</p> <p>Crayons</p> <p>Scissors</p> <p>Glue sticks</p> <p>Plastic Pencil box</p> <p>3 Marble composition books</p> <p>Earbuds</p> <p>3- two-pocket folders</p> | <p>3rd-5th Grade</p> <p>5-1 subject spiral notebooks</p> <p>5-two pocket folders</p> <p>Pencils</p> <p>Pens</p> <p>Handheld sharpener</p> <p>Scissors</p> <p>Crayons</p> <p>Plastic Pencil Box</p> <p>Earbuds</p> <p>Sketchbook</p> <p>Colored Pencils</p> <p>Suggested Classroom Donations:</p> <p>Box of Tissues</p> <p>Any size plastic storage bags</p> <p>Box of tissues</p> |
|--|---|

***Please label all items with your child's name.**

Health Screening

The district will follow the most recent guidelines established by the local board of health.

If your child is sick, please keep your child home and contact the school nurse.

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.”

If you are contacted, it is CRUCIAL that you arrange for the prompt pick up of your child.

Breakfast and Lunch

The 2022-2023 Electronic Free/Reduced Meal Applications are available online. 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. The website to complete a lunch application is <https://www.nlappscloud.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 | \$2.40 |
| Regular Breakfast | \$1.25 |
| Milk (pint) | \$0.80 |

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.

Due to the health and safety regulations imposed by the CDC, all water fountains will remain out of service. Therefore, **it is essential to send your child to school with water each day.** 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 and Pick-Up Procedures

School begins promptly at 8:25 a.m. **Students will not be granted entry into the building prior to 8:15 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 in the chart below on page 8.

The school day concludes promptly at 3:00 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 September 7th. 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.

Student Entry and Dismissal Door Assignments

Drop Off and Pick Up Assignments

| GRADE | DROP OFF DOOR | DISMISSAL DOOR | TARDY PROTOCOL |
|----------------------------|-------------------------------|-------------------------------|---|
| Pre-K 3 (Mrs. Burns) | Door 4 (E. Curtis Street) | Door 4 (E. Curtis Street) | Student entry doors close at 8:25am. If your child is brought to school later than that time, please drop off your child at Door #1 (Bower Street) while adhering to social distancing guidelines. A staff member will be ready to assist your child. No parents will be permitted into the school building. |
| Pre-K 3 (Ms. Fernandes) | Door 9 (Middlesex Street) | Door 9 (Middlesex Street) | |
| Pre-K 4 | Door 8 (McCandless Street) | Door 8 (McCandless Street) | |
| Kindergarten | Door 1 (Bower Street) | Door 1 (Bower Street) | |
| Grade 1 | Door 9 (Middlesex Street) | Door 9 (Middlesex Street) | |
| Grade 2 | Door 10 (Middlesex Street) | Door 10 (Middlesex Street) | |
| Grade 3 | Door 10 (Middlesex Street) | Door 10 (Middlesex Street) | |
| Grade 4 | Door 3 (E. Curtis Street) | Door 3 (E. Curtis Street) | |
| Grade 5 | Door 3 (E. Curtis Street) | Door 3 (E. Curtis Street) | |

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. **Tardy students must enter through Door 1 in order to obtain a tardy slip.**

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

There will be no individual birthday celebrations in school. Holiday classroom parties and PTA 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 note that this is a change from the previous school year. 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, conference, or ClassDojo. Impromptu visits to the school to speak to your child's teacher will not be granted. A staff directory with email addresses is below.

***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 on Wednesday, September 7th.**

Making the aforementioned procedures part of your family's routine throughout the year will benefit the School No. 5 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. Should you have any questions, feel free to email me at lscamardella@lindenps.org or contact the school.

Regards,
Dr. Scamardella
Principal

SCHOOL NO. 5 STAFF DIRECTORY

| <i>TEACHER NAME</i> | <i>GRADE</i> | <i>EMAIL</i> |
|----------------------------|---------------------|-------------------------------|
| JACQUELINE BURNS | PK-3 | JBURNS@LINDENPS.ORG |
| STEPHANIE FERNANDES | PK-3 | SFERNANDES@LINDENPS.ORG |
| COLLEEN WILLIAMS | PK-4 | CWILLIAMS@LINDENPS.ORG |
| KAYLA MILLER | PK-4 | KMILLER@LINDENPS.ORG |
| CHEILA ARAUJO | K | CARAUJO@LINDENPS.ORG |
| KELLIANNE LEPORE | K | KLEPORE@LINDENPS.ORG |
| CANDACE THOMAS | K | CTHOMAS@LINDENPS.ORG |
| DANIELLE SCHAAD | 1 | DSCHAAD@LINDENPS.ORG |
| JEN DEPROSSIMO | 1 | JDEPROSSIMO@LINDENPS.ORG |
| MARISSA SCORESE | 2 | MSCORESE@LINDENPS.ORG |
| JACQUIE CAUGHMAN | 2 | JCAUGHMAN@LINDENPS.ORG |
| ROXY SUGGS | 3 | RSUGGS@LINDENPS.ORG |
| STACY DAUPHIN | 3 | SDAUPHIN@LINDENPS.ORG |
| KARA FREES-SPOGANETZ | 4 | KFREES-SPOGANETZ@LINDENPS.ORG |
| ELENA SANDOVAL | 4 | ESANDOVAL@LINDENPS.ORG |
| SHANISE GREEN | 5 | SGREEN@LINDENPS.ORG |
| JAYME PEREZLUHA | 5 | JPEREZLUHA@LINDENPS.ORG |
| JAMES SMITH | PHYS ED. | JLSMITH@LINDENPS.ORG |
| MATTHEW SHIPE | PHYS ED. | MSHIPE@LINDENPS.ORG |
| MARIA DELUCCA | RESOURCE 1-5 | MDELUCCA@LINDENPS.ORG |
| JULIE SIEGEL | ERI | JSIEGEL@LINDENPS.ORG |
| JENNIFER HOFMANN | TITLE ONE | JHOFMANN@LINDENPS.ORG |
| SHANNON NIXON | TITLE ONE | SNIXON@LINDENPS.ORG |
| MARY SKRAMOVSKY | MEDIA SPECIALIST | MSKRAMOVSKY@LINDENPS.ORG |
| NIKKI RIZCO | ART | NFENTON@LINDENPS.ORG |
| TRACIE CHAPMAN | MUSIC | TCHAPMAN@LINDENPS.ORG |

| | | |
|--------------------|-----------------------|---------------------------|
| LEAH PUSH | TECHNOLOGY | LPUSH@LINDENPS.ORG |
| VALENTINA DELACRUZ | SPANISH | VDELACRUZ@LINDENPS.ORG |
| LAURA ADDEO | INSTRUMENTAL MUSIC | LADDEO@LINDENPS.ORG |
| MELISSA MAZUREK | G&T | MMAZUREK@LINDENPS.ORG |
| TRACEY LEPORE | READING SPECIALIST | TLEPORE@LINDENPS.ORG |
| ROSA BERIONT | SPEECH THERAPIST | RBERIONT@LINDENPS.ORG |
| LAURA VENEZIO | ELA COACH | LVENEZIO@LINDENPS.ORG |
| CLAUDIA DOLA | MATH COACH | CDOLAN@LINDENPS.ORG |
| NICOLE JACO | EC COACH | NJACO@LINDENPS.ORG |
| BRENDA HYNES | SOCIAL WORKER | BHYNES@LINDENPS.ORG |
| ALIYYAH SHAHAMAT | NURSE | ASHAHAMAT@LINDENPS.ORG |
| BRENDA FIGUEIREDO | SECRETARY | BFIGUEIREDO@LINDENPS.ORG |
| Dr. SCAMARDELLA | PRINCIPAL | LSCAMARDELLA@LINDENPS.ORG |