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HERE'S WHAT TO DO IF...

- you have a **problem or a question**: Call the Teacher or Main Office.
- you want to **confer** with a teacher: Call the school and arrange a conference.
- you want **homework assignments** for an ill child: Call the office by 9:00 am for the day's assignments.
- you have an **emergency message** for your child: Call the school office.
- your child **forgets something** at home: Bring it to the school office.
- your child **loses something**: Check the Lost and Found outside the APR.
- you **change your address or telephone number**: Please notify the school office immediately to update this information and update ASPEN.
- you **plan to move to another district**: Please come to school to sign a release of records form.



VISITATION AND CONFERENCES

Parents, visitors and volunteers are welcome at LPS. All visitors must be admitted to the school by pressing the buzzer located on the front door. Please report to the office, sign in upon entering and receive a visitor pass. For security reasons, all outside doors are kept locked while school is in session. All visitors must sign in indicating the time of entry, their name, and the teacher they are visiting. When the visit is over, they must sign the book to indicate time of exit. As a professional courtesy, we ask that all visitors schedule an appointment with the teacher prior to their arrival. Visitor badges must be worn at all times while in the building.

SCHOOL HOURS

REGULAR SCHOOL DAY SCHEDULE

Grades K-6	8:25 AM to 3:10 PM
Preschool	8:30 AM to 3:00 PM

EARLY CLOSING SCHEDULE

Grades K-6	8:25 AM to 12:50 PM
Preschool	8:30 AM to 12:50 AM

DELAYED OPENING SCHEDULE

Grades K-6	10:25 AM to 3:10 PM
Preschool	10:30 AM to 3:10 PM

TARDINESS

It is necessary that a student be in attendance throughout the entire school day to benefit fully from the educational program of the district. In line with compulsory attendance laws, all students are expected to be on time for school.

- a.) **No student should arrive before 8:10. School begins at 8:25.**
- b.) Children who are tardy must first stop at the office **with their parent/guardian** to receive a pass to enter class late.
- c.) Please be aware that chronic tardiness cannot be permitted. The Attendance Officer will notify the Chief School Administrator when a student has repeated incidents of tardiness, so that the Chief School Administrator may take appropriate measures to rectify the situation.

ATTENDANCE

It is important that students be present each day that school is in session in order to maintain a high standard of achievement. These are the steps to follow when a student is absent:

- a.) On the day of the absence, the parent/guardian will phone the school nurse or email her at janet.nocar@shrsd.org.
- b.) An automated call will go out by 9:00 AM if the parent hasn't called the school for the child's absence.

- c.) When a student is ready to return to school, the parent/guardian will write a note giving the student's name, the date of the note, the date(s) of the absence and the reason for the absence. The parent/guardian must sign the note.
- d.) The student will present the note to the homeroom teacher when he/she returns to school.

Students are dismissed from school at **3:10 PM**. For the safety of your children, parents are strongly encouraged to pick up their children promptly at 3:10 PM.

LATE ARRIVAL AND EARLY DISMISSAL

Late arrivals and requests for early dismissal should be kept to a minimum. Please make every effort to schedule appointments when they will not interfere with school. All requests must be in writing and should include the student's name, teacher, date, time and reason. Parents should report to the office to sign for the arrival or release of the student.

APPEARANCE

At all times, students should be neat, clean and dressed appropriately for school. Appropriate dress is defined as that which is safe and not disruptive to learning. Students have physical education twice a week and are outside for recess. Proper clothing and footwear are required for these activities. Inappropriate dress for school includes:

- a.) Skirts or shorts which are too short
- b.) Exposed mid-drifts
- c.) Tee shirts which display offensive, tobacco, alcohol or violent messages and/or images
- d.) Footwear with high heels
- e.) Open toed shoes/sandals, flip flops are not recommended for the playground
- f.) Straps
- g.) Tank tops

PARENT – TEACHER ASSOCIATION

Objectives of the National Congress of Parents and Teachers are:

- To promote the welfare of children and youth in home, the standard of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into close relation the home and the school that parents and teachers may cooperate intelligently in the training of the child.
- To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social and spiritual education.

PTA EXECUTIVE BOARD

President	Ellen Koziol	<u>ellenkoziol@gmail.com</u>
Vice-President	Jami Arbizu	<u>jhissim@comcast.net</u>
Secretary	Beth Thompson	
Treasurer	Jacqueline Sornstein	

*PTA meetings are scheduled regularly throughout the school year.

VOLUNTEERS

Parent volunteers are encouraged. Please contact the school if you are interested in volunteering.

FUNDRAISING

No door to door fundraising should be done by students.

STUDENT DISCIPLINE PROCEDURES

Effective discipline defines how to prevent misbehavior from occurring (prevention), what to do when it does occur (action), and how to handle students who chronically break the rules (resolution). All aspects of the educational environment need to be considered when dealing with discipline issues.

The key to a good plan for discipline are good expectations and consequences organized from sound principles. Good principles provide guidelines for behavior. Principles are reasons for individual expectations. Expectations that are enforceable should be consistent with these sound principles:

😊 BE RESPECTFUL

😊 BE COURTEOUS

😊 TRY YOUR BEST AT ALL TIMES

😊 TREAT OTHERS AS YOU WISH TO BE TREATED

😊 BE HONEST

😊 BE PREPARED

CODE OF CONDUCT

General Rules: Apply at all times and in all areas

- A. Follow all directions
- B. Show respect for others and their property
- C. Keep hands, feet and objects to yourself
- D. Use appropriate language – profanity is forbidden
- E. Use good manners at all times
- F. Move about the building in a quiet and orderly fashion
- G. Respect and care for school property
- H. Leave items which interfere with learning, including electronic items and collector cards at home

Cafeteria Rules

- A. Display acceptable table manners
- B. Act respectfully and courteously toward peers and adults
- C. Clean up tray, table area and floor around you
- D. Use an inside (quiet) voice
- E. Patience is expected while waiting your turn
- F. Refrain from bringing glass containers or carbonated beverages

Playground Rules

- A. Stay in assigned areas
- B. Play fairly and share
- C. Use equipment appropriately and safely

Should an incident occur on school property that falls under the jurisdiction of the local law enforcement agency, administration may be required to contact that agency.

DELAYED OPENING

If serious weather conditions should compel us to close the school, notice of such closing will be announced by our Emergency Call System, posted on our website, and may also be seen on local television and radio stations.

Lunch will be served on days when there is a delayed opening.

If no snow days are used, the last day for students will be:

June 15th

If emergency closing occurs, days will be made up in the following order:

- **February 16th**
- **May 29th**
- **February 19th**
- **June 18th**
- **June 19th**
- **April 6th**
- **April 5th**
- **April 4th**
- **April 3rd**
- **April 2nd**

EARLY CLOSING

Should we have to close school once in session, you will be notified through the EMERGENCY CALL SYSTEM as well as posted on our website and may also be announced on local television and radio stations.

Children will be dismissed to the address you indicated on the emergency form. Please teach your child how to reach that destination and have an emergency plan in place should school close early and you are not available.

EMERGENCY INFORMATION FORM

In order to best serve your child and you during an emergency, we must have a yellow "Emergency Information Form" on file for each child.

If your child does not bring one home, please request one immediately from the school office.

HOMEWORK

The Board of Education acknowledges the educational validity of homework as an adjunct to and extension of the instructional program of the school. Briefly, the policy recommends daily homework assignments as follows:

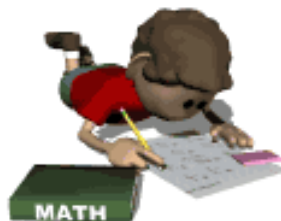
Kindergarten:	Not to exceed	10-15 minutes	Fourth Grade:	Not to exceed	45-60 minutes
First Grade:	Not to exceed	15-20 minutes	Fifth Grade:	Not to exceed	60 minutes
Second Grade:	Not to exceed	30 minutes	Sixth Grade:	Not to exceed	60-90 minutes
Third Grade:	Not to exceed	30-45 minutes			

Long term projects and reading assignments should not be construed as daily homework.

We recommend the following to parents:

- ⇒ Provide a quiet, well-lighted place for your students to study. A desk is ideal but a corner of the kitchen table is fine, too.
- ⇒ Establish a regular homework time in your home. During this time there should be no TV, radio or distractions.
- ⇒ Make sure that your student has the “tools of the trade”: sharpened pencils, papers and an age appropriate dictionary.
- ⇒ Be sure that you understand the teacher’s homework expectations. Opportunities are available to discuss these expectations at back to school night, teacher conferences, phone calls and informal notes. Take advantage of these opportunities.
- ⇒ Encourage and support your child’s efforts. Be available for questions, but remember: practice makes better. Your child will learn the best when the work is his/her own.

When your child is absent for only one day, please do not contact the school for the homework assignment. Your child will be given makeup homework upon his/her return to school and the necessary time to complete the work.



COMPUTERS

Although the potential exists for students to be exposed to inappropriate or illegal materials via the Internet, the district has purchased numerous safeguards to block that material. Students never use the Internet without a teacher present and supervising. Permission forms will be sent home to be signed in September and will be kept on file throughout the year.

LUNCH PROGRAM

1. Charged lunches must be paid for by Friday of each week. Cost for lunch is \$2.85 per day. The cost for breakfast is \$1.85 per day.
2. Milk is available during lunch for a cost of \$0.65.
3. Please encourage your child to eat a good breakfast every morning. He/She will have more energy and do much better if he/she forms this habit.
4. Serving and seating procedures and rules for the lunch/recess period will be posted and explained to students.
5. The lunch/recess advisory committee meets as needed to review the program and offer recommendations. This committee is comprised of students, staff and parents.



LOST AND FOUND

Lost items are housed on a rack outside the All Purpose Room. Children and parents are encouraged to check for lost possessions. Please label clothing and lunch boxes.

SCHOOL SPIRIT PROGRAM

School spirit is an integral part of the learning environment in the Lambertville Public School. Student Council members meet regularly to suggest, discuss and decide "special event" days.

RECYCLING

The Lambertville Public School is proud and excited to be participating in the city recycling program. We are encouraged that by recycling and conserving energy we will be doing our part to make a difference in our environment.

SAFETY PATROL

In order to promote safety during the school day, a safety patrol is organized in many schools in our state under the auspices of the New Jersey State Police. Children are expected to obey safety patrol members.

Through this work, safety patrols learn to assume responsibilities and assist the other children to work and play safely. Being a safety patrol member establishes good traits not only for safety, but for building character, citizenship, respect for property and the rights of others. During electrical storms and other severe weather conditions, patrols will not be on duty.

PARKING LOT

When dropping off children, please pull all the way up to the end of the driveway so as not to block incoming cars. Please do not park or leave a car in the driveway. This is a fire lane only. In the event of an emergency, rescue vehicles would not be able to attend to the needs of our children. There is a designated area for school vehicles. No parking or standing is permitted in these areas during school hours. Please follow posted signs in both parking lots.

****NEVER LEAVE CARS RUNNING. DANGEROUS EXHAUST FUMES ARE CARRIED INTO CLASSROOMS****

SMOKING

At the request of the Board of Education, please refrain from smoking anywhere on school premises.

CELL PHONES

Cell phones are not permitted at any time during the school day as defined as the time period from arrival until dismissal. They may not be taken to lunch or recess and must remain "turned off" in the backpack if brought to school. If cell phones are being used they will be confiscated. If you need to contact your child in school, please call the office. All messages are delivered to students.

EQUIPMENT AND GAMES

Pagers, iPods, CD players and electronic games cause a distraction to the educational process and should be left at home.

INSURANCE

Student insurance coverage for accidental injury or death is not provided by the South Hunterdon Regional School District Board of Education and therefore should be secured through each family's own life, health and accident insurance.

BICYCLE SAFETY

Due to the location of our school in a congested area, and on a state highway, children are not permitted to ride bicycles to School.

PETS ON SCHOOL PROPERTY

Due to child safety and health reasons NO DOGS are permitted on school property.

PARTIES

Celebrations are held on Halloween, Christmas/Hanukkah and Valentine's Day. It is requested that unless every child in the class is invited to a party outside of school, invitations should not be handed out in school.

PRESCHOOL SERVICES

SHRSD conducts free evaluations of any child 3-5 years of age who is a resident of the district and who might have a developmental delay or potential learning disability. Parents having concerns about their child's development can request an evaluation by the Child Study Team to determine eligibility for preschool services. If you have or know a preschool aged child who will be 3 years of age or older during the school year, and may need special services, please contact the Child Study Team Coordinator for further information.

LPS MISSION STATEMENT

The mission of the Lambertville Public School community is to prepare all students to be capable, contributing participants in a changing world, while achieving the N.J. Core Curriculum Content Standards and Common Core State Standards.



SOUTH HUNTERDON REGIONAL SCHOOL DISTRICT BOARD OF EDUCATION MEMBERS

Dan Seiter (President)

Jim Gallagher (Vice President)

Nicole Claus

Boyd Hartpence

Kevin Koveloski

Anne Nicolas

Craig Reading

Emily Rich

Derek Roseman

SCHEDULE OF REGULAR BOARD OF EDUCATION MEETINGS

The Board of Education meets on the fourth Monday of the month at 7:00 pm except as otherwise indicated by (*). 2017-2018 Board meeting dates and locations are listed below:

July 24, 2017 - South Hunterdon HS

August 7, 2017 – South Hunterdon HS (Board Retreat)

August 28, 2017 – South Hunterdon HS

September 25, 2017 – Lambertville Public School

October 23, 2017 – West Amwell School

November 27, 2017 – Stockton Borough School

***December 18, 2017 (Third Monday)** - South Hunterdon HS

***January 3, 2018 (Re-org) (Wednesday)** – Lambertville Public School

January 22, 2018 – West Amwell School

February 26, 2018 – Stockton Borough School

March 26, 2018 – Lambertville Public School

April 23, 2018 (Budget Hearing) – South Hunterdon HS

*** May 14, 2018 (Re-appointments) (Second Monday)**- West Amwell School

***June 18, 2018 (Third Monday)** – Stockton Borough School

HEALTH RELATED INFORMATION

The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medication were not made available to him/her during the school day. Medication means any prescription drug or prescribed over-the-counter medicine or nutritional supplement.

A written order of the prescribing physician is required for all medications, which shall include the following information:

- Name of medication
- Dosage
- Time at which medication is to be administered
- Reason for the medication

A written request of the parent giving the nurse permission for administration of medication is required. Medication must be kept in the nurse's office in the original labeled container. No medication will be accepted if it is not in the original container.

If a student needs medication on a field trip, the child's parent or nurse will administer it.

If your child is not allowed to go outdoors at recess time, please notify the classroom teacher in writing.

If your child is to be excused from gym, a doctor's note is required. Contact the school nurse of any operations, injuries, communicable disease, or changes in your child's health. You may email the school nurse at janet.nocar@shrsd.org.

Parents should be certain that a child is in good health before coming to school. Attendance during illness may be harmful to the child and expose other children to possible infection. Please do not send your child to school if you are doubtful of his/her physical well being. Children who have a fever, diarrhea, or vomit should rest at home for 24 hours. We ask your complete cooperation in this matter. Parents must write a note to their child's homeroom teacher upon returning to school explaining the reason for their child's absence.

If your child is taken ill during the school day, you will be notified and asked to transport your child home. If there is no one home, the names that you have listed on the emergency form will be called to transport your child.

HEALTH EXAMINATIONS

The Board of Education shall require that students of this district submit to health examinations:

1. To protect the school from the spread of communicable disease.
2. To insure that the student's participation, health, safety and physical education courses meet his/her individual needs.
3. To insure that the learning potential of each child is not lessened by remedial physical disability.

Each student attending school for the first time and each student transferring in this district shall present evidence of a physical examination. Students enrolled in grades 2 and 4 shall submit a physical examination by their own primary physician. If a child does not have health insurance or a primary physician, the school inspector will conduct the examination with parent permission.

Vision screenings and audiometer testing will be conducted on students in grades K through 6. Scoliosis screenings will be done every other year after the age of 10. Scoliosis is a condition in which there are one or more curvatures of the spine. If discovered early, it may be treated conservatively to prevent further impairment.

SUBSTANCE ABUSE

The Board of Education has developed a policy regarding substance abuse for the benefit of the individual student, for the welfare of the school in general, and with the concern for our society. The Board acknowledges the assistance of interested and knowledgeable members of our community including representatives from the Hunterdon Medical Center, National Council on Alcoholism and Drug Dependence, Hunterdon Drug Awareness Program and law enforcement personnel in the development of this policy. The Board recognizes that drugs and alcohol interfere with the education process, and so it is the philosophy and policy of the Board to prevent and control the use/abuse of alcohol and other drugs on or in school facilities and at all times when the students are under the jurisdiction of the school.

The Board recognizes that it must proceed according to code and statute that provides for legal action to be taken to those who possess, sell, distribute, or misuse alcohol and other drugs.

REYES'S SYNDROME

A non-contagious disease which usually follows a viral illness (most commonly flu and chicken pox) with the following symptoms: sudden persistent vomiting; fatigue; listlessness; personality and behavior change (irritable, "glassy-eyed," kicking, hostile, biting); confused; coma. There appears to be an association with aspirin; therefore Tylenol is advised for fever, unless specifically ordered by a physician.

STANDARDIZED TESTING DATES

All students in grades 3 through 6 will participate in the required Partnership for Assessment of Readiness for College and Careers (PARCC) or Dynamic Learning Maps (DLM) assessments in the areas of English Language Arts and Mathematics. In addition, students in grade 4 will participate in the required New Jersey Assessment of Skills and Knowledge (NJASK) or Alternate Proficiency Assessment (APA) in the area of Science. Both the DLM and APA assessments are provided to students with special needs whose Individual Education Program (IEP) specifies their inability to be administered the PARCC or NJASK assessments.

REPORT CARD DATES

Marking Period 1: Tuesday, November 7, 2017

Marking Period 2: Tuesday, January 23, 2018

Marking Period 3: Thursday, March 29, 2018

Marking Period 4: Monday, June 11, 2018

CONFERENCE DATES

Monday, November 6, 2017

Tuesday, November 7, 2017

Wednesday, November 8, 2017

Tuesday, March 6, 2018

Wednesday, March 7, 2018

Thursday, March 8, 2018

HARASSMENT, INTIMIDATION AND BULLYING

The board of education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Lambertville Public School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

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

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

To view this policy in its entirety, please visit our district website at www.shrsd.org

The Administration, Staff and Teachers of Lambertville Public School

Dr. Louis Muenker, Superintendent
Ms. Wanda Quinones, Principal

Ms. Lee Weaver--Kindergarten
Ms. Lynnsley Jameson--Kindergarten
Ms. Chelsea Gardiner--First Grade
Ms. Patricia McNally--First Grade
Ms. Chelsea Fulper-Davis--Second Grade
Ms. Caitlin Conway--Second Grade
Ms. Tamara Mohr--Third Grade
Ms. Joanna Silverman--Third Grade
Ms. Kendra Pittore--Fourth Grade
Ms. Heather Hill--Fourth Grade
Ms. Kelli Schwerdt--Fifth Grade
Ms. Margaret Preston--Fifth Grade
Ms. Stephanie Davis--Sixth Grade
Mr. Evan Straley--Sixth Grade
Ms. Megan Carducci--Special Education
Ms. Nicole Drummond--Special Education
Ms. Susan Dumas--Special Education
Ms. Erica Fucili--Special Education
Ms. Meaghan Griffith--Special Education
Ms. Allison Nething--Special Education
Ms. Janine Pasquale--Special Education
Ms. Arielle Staub--Special Education
Ms. Susan Johnson--Art
Ms. Shannon Birkhead--Physical
Education/Health
Ms. Tori Marley--Physical Education/Health
Mr. Tim Angst--Music
Ms. Eileen Molloy--Speech Therapist
Ms. Lindsey Corcoran--Library
Ms. Megan Cegielski--Technology
Ms. Martha Kubik--Discovery
Ms. Svitlana Nedoszytko--ESL
Ms. Nahed Andraos--ESL
Ms. Cindy Zidzik--ESL
Ms. Kristin Angst--Reading Specialist
Ms. Nidia Pinzon--Spanish
Ms. Loren Merring--Preschool
Ms. Jennifer French--Preschool
Ms. Michale Johnson--Math & Reading Support

Kerry Sevilis, School Business Administrator
Mr. Geoff Hewitt, Dir. of Curriculum, Assessment, and Instruction
Mr. Jeffrey Presley, Director of Special Services

Ms. Heather Towle--School Secretary
Ms. Cristina Castro--Bilingual Secretary
Ms. Janet Nocar--Nurse
Ms. Carly Isabella--Counselor

Ms. Sarah Burke-- Paraprofessional
Ms. Michelle Carey--Paraprofessional
Ms. Marianne Carter-- Paraprofessional
Ms. Nora Marley-- Paraprofessional
Ms. Maria Marsh-- Paraprofessional
Mr. Kellen Mears-- Paraprofessional
Ms. Renee Muia-- Paraprofessional
Ms. Carol Sassman-- Paraprofessional
Ms. Lea Tomlinson-- Paraprofessional
Ms. Marleina Ubel-- Paraprofessional
Ms. Esperanza Weber--Paraprofessional
Mr. Chris Wisbeski--Paraprofessional

Mr. Tim Wiley--Day Custodian
Mr. George Stoltz--Night Custodian
Ms. Carmen Tavaréz--Night Custodian

AFFIRMATIVE ACTION

The Lambertville Public School takes Affirmative Action steps necessary to provide equal employment/harassment free environment for its employees and educational opportunity for all its students regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or, socio-economic status. The school system's Affirmative Action plans for employment/contract practices and school/classroom practices are on file in the within our district. Staff development is available to community members upon request. Please call the school office to obtain dates for in-service and/or to contact the Affirmative Action Officer.

