

## HERE'S WHAT TO DO IF...

- you have a **problem or question**: Call the Main Office or email the teacher.
- you want to **meet** with a teacher: Call the Main Office or email the teacher.
- you want **homework assignments** for an ill child: Call the Main Office by 9:00 am for that day's assignments.
- you have an **emergency message** for your child: Call the Main Office.
- your child **forgets something** at home: Bring it to the Main Office.
- your child **loses something**: Check the Lost & Found outside the APR.
- you **change your address or telephone number**: Please notify the Main Office immediately so we may update this information in our ASPEN system.
- you **plan to move to another district**: Please come to the Main Office to sign a *Release of Records* form.



## VISITATION AND CONFERENCES

All visitors must be admitted to the school by pressing the buzzer located on the front door. For security reasons, all outside doors are kept locked while school is in session. Please report to the office, sign in upon entering and receive a visitor pass. 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 out indicating the 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	8:25 AM to 3:05 PM

### **EARLY CLOSING SCHEDULE**

Grades K-6	8:25 AM to 12:50 PM
Preschool	8:25 AM to 12:45 PM

### **DELAYED OPENING SCHEDULE**

Grades K-6	10:25 AM to 3:10 PM
Preschool	10:25 AM to 3:05 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.

## 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.

## 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 Main Office.
- 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 nurse 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.

## 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 (PTA)**

The PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children

The PTA's process for building successful partnerships starts with the National Standards for Family-School Partnerships and consists of three steps:

- Raising awareness about the power of family and community involvement.
- Taking action to cultivate involvement through specific programs and practices.
- Celebrating success as your school sees increased involvement and its impact.

### **2019-2020 PTA EXECUTIVE BOARD**

(\*PTA meetings are scheduled regularly throughout the school year)

President.....Leslie Darling

Vice-President.....Reggie Ross

Secretary.....Stephanie Volmer

Treasurer.....Lindsay Sherwin

### **VOLUNTEERS**

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 station.

Lunch will be served when we have a delayed opening.

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

**June 17<sup>th</sup>**

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

- **February 14<sup>th</sup>**
- **May 26<sup>th</sup>**
- **February 17<sup>th</sup>**
- **June 18<sup>th</sup>**
- **June 19<sup>th</sup>**
- **April 17<sup>th</sup>**
- **April 16<sup>th</sup>**
- **April 15<sup>th</sup>**
- **April 14<sup>th</sup>**
- **April 13<sup>th</sup>**

## **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**

In order to best serve you and your child during an emergency, we **MUST** have updated contact information for our on-line ASPEN system.

If your contact information changes, please remember to contact the Main Office immediately in order to update your data on file.

## 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
- First Grade.....Not to exceed 15-20 minutes
- Second Grade.....Not to exceed 30 minutes
- Third Grade.....Not to exceed 30-45 minutes
- Fourth Grade.....Not to exceed 45-60 minutes
- Fifth Grade.....Not to exceed 60 minutes
- Sixth Grade.....Not to exceed 60-90 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. The cost for lunch is \$2.95 per day. The cost for breakfast is \$1.95 per day. Breakfast is served beginning at 7:50am. Milk is included as part of both these meals.
2. Additional milk, water or other beverages are available for purchase during lunch.
3. Seating procedures and rules for the lunch/recess period will be posted and explained to students.
4. 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 (APR). Children and parents are encouraged to check for lost possessions frequently. Please remember to label clothing and lunch boxes in order to avoid confusion.

## 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 upon “special event” days.

## RECYCLING

The Lambertville Public School is proud and excited to be participating in the City of Lambertville Recycling Program. We encourage recycling and conserving energy in order to do 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 guidance 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 outside 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 if this lane is blocked. There is a designated area for vehicles of school personnel. 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.

## **TECH DEVICES/GADGETS**

Personal tech devices/gadgets should not be used 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 tech devices/gadgets are used during school time, they will be confiscated. If you need to contact your child while they are in school, please call the Main Office, (609) 397-0183. All messages will be delivered to students.

## **EQUIPMENT AND GAMES**

iPads, tablets 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 offers an integrated preschool program. Enrollment is based on a lottery system. You may call the Main office to have your child's name placed on a waiting list. For special education needs, the Child Study Team 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 SHRSD Child Study Team Coordinator for further information: (609) 397-1311.



## **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**

Jim Gallagher (President)

Anne Nicolas (Vice President)

Lauren Braun-Strumfels

Filomena Hengst

Karen Kominsky

Kevin Koveloski

Traci Paciulli

Diana Pursell

Meagan Warner

## **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 (\*). Initial 2019-2020 Board meeting dates and locations are listed below. Additional meetings and information are posted on the District website, [http://www.shrsd.org/school\\_board/](http://www.shrsd.org/school_board/).

Monday, August 26, 2019 – Lambertville

Monday, September 23, 2019 – West Amwell

Monday, October 28, 2019 – High School

Monday, November 25, 2019 - Lambertville

Monday, December 16, 2019 - West Amwell

Tuesday, January 6, 2020 - Stockton

## **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 school nurse in writing.

If your child is to be excused from gym, a doctor's note is required.

It is important to have written communication of any changes in your child's health on file. Please inform the school nurse of any operations, injuries, communicable disease, etc. You may email the school nurse at: [kimberly.berls@shrsd.org](mailto:kimberly.berls@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 are vomiting should rest at home for 24 hours before returning to school. We ask for your complete cooperation in this matter. Parents must write a note to the nurse upon returning to school explaining the reason for their child's absence.

If your child becomes 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 requires students of this district to submit 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 into this district shall present evidence of a physical examination. Students enrolled in Kindergarten, 2<sup>nd</sup> and 4<sup>th</sup> grades shall submit a physical examination performed by their own primary physician.

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.

## **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: Friday, November 15, 2019
- ❖ Marking Period 2: Monday, February 3, 2020
- ❖ Marking Period 3: Friday, April 10, 2020
- ❖ Marking Period 4: Tuesday, June 16, 2020

## **CONFERENCE DATES**

### **Fall**

- ❖ Monday, November 4, 2019 (evening)
- ❖ Tuesday, November 5, 2019 (evening)
- ❖ Wednesday, November 6, 2019 (afternoon)

### **Spring**

- ❖ Wednesday, March 11, 2020 (evening)
- ❖ Thursday, March 12, 2020 (afternoon)

## **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 [http://www.shrsd.org/for\\_parents/anti\\_bullying](http://www.shrsd.org/for_parents/anti_bullying)

## The Administration, Staff and Teachers of Lambertville Public School

**Ms. Wanda Quiñones, Principal**

**Mr. Geoff Hewitt, Director of Curriculum, Assessment & Instruction**

**Detective Sergeant Gerard Malek--C3 Officer**

**Ms. Carly Isabella-Murin--Counselor**

**Ms. Cristina Castro--Bilingual Secretary/District Translator**

**Dr. Louis Muenker, Superintendent**

**Ms. Kerry Sevilis, School Business Administrator**

**Ms. Cheryl Blankman, Director of Special Services**

**Ms. Kimberly Berls--Nurse**

**Ms. Heather Towle--Executive Secretary**

- Ms. French--Preschool
- Ms. Merring--Preschool
  
- Ms. Jameson--Kindergarten
- Ms. Weaver--Kindergarten
  
- Ms. Gardiner & Ms. Lelie--First Grade
  
- Ms. Conway--Second Grade
- Ms. Kinney--Second Grade
  
- Ms. Mohr--Third Grade
- Ms. Silverman--Third Grade
  
- Mr. Braynor--Fourth Grade
- Mr. Hudak--Fourth Grade
  
- Ms. Schwerdt--Fifth Grade
- Ms. Shiarappa--Fifth Grade
  
- Ms. Hart--Sixth Grade
- Mr. Straley--Sixth Grade

- Ms. Carducci--Special Education
- Ms. Cuozzi--Special Education
- Ms. Dumas--Special Education
- Ms. Fucili--Special Education
- Ms. Lelie--Special Education
- Ms. Pasquale--Special Education
- Ms. Romanowski--Special Education
  
- Ms. Angst--Reading Specialist
- Ms. Pittore--Math & Reading Support
  
- Ms. Johnson--Art
- Ms. Birkhead--P.E./Health
- Ms. Marley--P.E./Health
- Mr. Angst--Music
- Ms. Brons --Speech Therapist
- Ms. Corcoran—Library
- Ms. Jenkins --STEM
- Ms. Kubik--Enrichment
- Ms. Rafferty--Spanish

- Ms. Andraos--ESL
- Ms. Nedoszytko--ESL
  
- Ms. Brennan--Paraprofessional
- Ms. Burke--Paraprofessional
- Ms. Carter--Paraprofessional
- Ms. Dienes--Paraprofessional
- Ms. Harper--Paraprofessional
- Ms. Hoyer--Paraprofessional
- Ms. Marley--Paraprofessional
- Ms. Marsh--Paraprofessional
- Mr. Mears--Paraprofessional
- Ms. Sassman--Paraprofessional
- Ms. Tomlinson--Paraprofessional
  
- Mr. Wiley--Day Custodian
- Ms. Fabiano--Night Custodian
- Ms. Ortega--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.