

Lindeneau Parent Handbook

2020-2021



Lindeneau School
50 Blossom Street
Edison, NJ 08817
(732) 650-5320
www.edison.k12.nj.us/domain/20



@LindeneauSchool

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Our Mission Statement

Welcome to Lindeneau Elementary School “ A Great Place to Grow”

Welcome and thank you for visiting our school! I am deeply honored to continue as principal of Lindeneau Elementary School. Our goal is to provide an enriching environment and educational experience that enables all students to become successful members and **LEADERS** of our community.

At Lindeneau Elementary, we follow a set of shared cultures and values that guide our beliefs about teaching and learning. We believe that all children can learn and deserve a safe, satisfying, and successful school experience. We know that high expectations for student achievement combined with adequate support and intervention systems will result in academic proficiency and growth. Hence we offer a number of supportive programs aimed at closing achievement gaps and creating lifelong learners. Lindeneau is a great place for students to learn and grow. To foster this, our “**Leader in Me**” program continues for its third year and integrates the “**7 Habits**” of creating a school culture that promotes leadership and academics. This year, every child will continue taking ownership of his/her learning by creating personal goals and monitoring their achievement through the use of a leadership binder.

At Lindeneau Elementary School, all students are exposed to a rich curriculum with emphasis on literacy and mathematical practices. We offer various co-curricular activities and reinforce the concept that an “active mind is a powerful mind”. This year, we will continue our partnerships with the community in order to bring enriched experiences to our students that will pique their interests and enable them to become lifelong learners. Instruction is informed by professional learning, data, and collaboration amongst staff. Our excellent Special Education program and school-wide intervention program allows us to meet the specific needs of all learners.

Cooperation, collaboration, and communication continue to be an important part of our school. We believe in character education and feel it is important to model respect and foster a caring school culture where students feel **VALUED, APPRECIATED, and most importantly LOVED**. Finally, we believe in building partnerships between school, home, and community. Through these shared values and beliefs, students experience an education that is profound and lasting. In partnership with the **Parent Teacher Organization (PTO)**, an ambitious calendar has been established that will bring adventure to the learning process. We ask for your continued support in ensuring this school year is successful by becoming an active and integral member of this organization.. Remember~ *our village is only strong when we work together*. Our active PTO plans and hosts a series of family events and fundraisers designed to help students achieve, showcase performances, and celebrate success; these special events and fundraisers benefit all students.

Looking forward to a productive 2019-20 school year!

Dr. Johan Manuel Rojas
Principal

School Schedule

Time	Monday (Group A) Tuesday (Group A) Thursday (Group B) Friday (Group B)	Wednesday (All remote)
8:45-9:00	Arrival for in person students	
9:00-9:12	Morning meeting- all students join	Morning meeting- all students join
9:14-9:44	Period 1	Period 1
9:47-10:17	Period 2	Period 2
10:17-10:22	Break	Break
10:22-10:52	Period 3	Period 3
10:55-11:25	Period 4	Period 4
11:25-11:30	Break	Break
11:30-12:00	Period 5	Period 5
12:03-12:33	Period 6	Period 6
12:33-12:48	Dismissal	Dismissal
12:48-1:48	Lunch	Lunch
1:55-2:15	Small group	Open office hours for extra help
2:20-2:40	Small Group	Planning time
2:45-3:05	Small Group	
3:10-3:30	Small Group	

Report Card/Marking Period Schedule

1st Marking Period: Sept. 2 - Nov. 13
2nd Marking Period: Nov. 14 - Jan. 29
3rd Marking Period: Feb. 1 - Apr. 14
4th Marking Period: Apr. 15 - June 22

Parent-Teacher Conferences

**DATES: Nov 12, 18. Dec 3
March: 11 & 18**

State Testing Dates

PARCC Testing, Grades 3-5
**DATES: TBA
Science only - TBA**

School Procedures and Supervision Plan

Pages 7 through 10 contain vital information about arrival and dismissal procedures, as well as how your child is supervised throughout the day.

Parent Notification of School Closings

By April, the Township of Edison Board of Education adopts the school calendar for the next school year and distributes it to each student to bring home. This calendar clearly states scheduled school closings and early dismissals for the next school year.

The Township of Edison Public Schools will post the school year calendar on the district's Website: edison.k12.nj.us. In addition, each residential household receives a district/township calendar of events in late August. These calendars clearly state scheduled school closings and early dismissals.

Schools will distribute or post on the district web-site a school calendar of scheduled school closings and early dismissals. In addition to the monthly calendar, schools will utilize **Connect-Ed** to send notices for scheduled half days and school closings.

The Township of Edison Public Schools has daily access to **ESN network, Channel 118** on the local cable station. All emergency information including but not limited to early dismissal, delayed openings, and school closings is posted on Channel 118.

The Township of Edison Public Schools will utilize **local radio stations** (NJ 101.5, WCTC 1450 AM, WNJO 94.5) to announce all emergency information including but not limited to delayed openings, school closings and early dismissals.

In the case of an emergency early dismissal or closing, the **Connect Ed** telephone relay system will be used to contact the parents/guardians of every student to inform them of the need for an emergency early dismissal or school closing and to make sure students will be supervised at the time of the dismissal.

On delayed opening days, elementary school classes will begin at 10:30 AM. Buses will pick up students at approximately 10:00AM. PM Kindergarten begins at 1:30 PM. Buses will pick up students at approximately 1:00 PM.

Arrival Supervision

- Teachers will be on the playground to supervise the children at 8:45 AM
- All walkers are to arrive at school by utilizing entrances on Blossom St. In order to ensure everyone's safety, the Crossing Guard will keep the cones in position until 9:00 AM
- Students are not to enter the playground area before 8:45 AM
- Bus students are kept on the buses until 8:45, then dismissed to the appropriate blacktop area
- Grades K to 5 will enter the school through doors 1 or 4 and line up by their classrooms starting at 8:45
- Safety Patrols are assigned to each class to assist the students into the building and to their assigned classrooms. Classroom teachers monitor the hallway.
- All students should be in place when the first bell rings at 8:53 AM
- **Children arriving on or after 9:00 AM must be signed in by an adult in the main office**
- Students who arrive by car may be dropped off between the telephone poles on the school side of the street. A teacher will be there to help your child exit. Make sure the child's backpack and lunchbox is next to the child. Parents should not get out of the car.

Arrival Procedure for SEVERE Weather Days

- Do not arrive prior to 8:45. Remember to be mindful of the bus parking area
- Do not pull up alongside another car, as this presents a safety hazard for all involved
- On these particular days, we strongly urge you to park your car and walk your child/(ren) to the front of the school or drop off in the front lane.

Lunch and Recess Supervision

- Lunch is scheduled as follows:
Grades 1, 2 & 3-1 & 3-2 12:13- 12:58
Grades 3-3 & 3-4 & 4 & 5 1:02- 1:47
- Teachers will bring children to the lunchroom or blacktop. If eating during the second half of the lunch period, students will proceed outside, weather permitting (this decision is made by the office).

- Students take ONLY what they ordered in the lunch line. NO SUBSTITUTES. Students who forgot to order the day before will receive a lunch (not choice).
- There will be a peanut-free table in the lunch area.
- Students are responsible for keeping the floor neat and throwing away garbage.
- Lunch aides are responsible for wiping down tables after seating for their section.
- Lunch aides will supervise the playground area by circulating among them in order to provide adequate supervision. Pushing, shoving or any other rowdy behavior is not to be tolerated.
- Students are not permitted outside the designated playground area
- If a student is injured, he/she must be sent to the nurse, accompanied by an aide or another student. Lunch aides will notify the office via walkie-talkie. Students should use the bathrooms before proceeding out for recess.
- At the bell, students are to be lined up and walk in an orderly fashion to their classroom.
- If eating in classrooms, lunch aides make sure students eat at their desks, not other parts of the room.

Bus Dismissal Supervision

- All bus students will be called to the Multi-Purpose Room to await the arrival of their bus.
- Students are to line up in the designated area for their route. Teachers on duty and safety patrols will assist.
- When the bus arrives, students will be escorted outside by a safety patrol and teachers on duty. Kindergarten students go on first.
- Students are expected to remain seated, in assigned seats, with seat-belts buckled, at all times.
- Students must go to their designated bus stop for the morning and afternoon rides. You may only ride the bus to which you are assigned.
- **Bus students who are going home by a different means must bring a signed note from a parent. If this is not done, the students MUST ride the bus home.**

Dismissal Supervision - ABC Program

- All latchkey students will be called to the multipurpose room and the library. Kindergarten students will be escorted by latchkey personnel to these rooms.
- Latchkey will take attendance and check against the school daily attendance
- If students are not attending latchkey, a note must be sent in advising the school and latchkey personnel of the change

Dismissal Supervision - Walkers

- At 3:15 barricades will be placed across the parking lots to the school to prohibit vehicles from entering school property
- Starting at 3:22 all walkers grades K-5 will be dismissed via the PA system through the designated doors on Blossom Street. Please refer to the school floor plan for dismissal doors.
- Staff members and safety patrols will assist in this process
- Parents/guardians (over 18) may wait outside these areas for their child(ren).
- If all children have exited and your child has not, please ask a staff member for assistance.
- Any student who cannot find their parent is to report to the office with their teacher, so that a family member can be notified.
- **No student will be allowed to go home with another parent or person unless the office has been notified in writing. This must be done before 3:00 to ensure the proper dismissal.**
- **No children are allowed to play on the playground before or after school without adult supervision.**
- Once all students have been dismissed and all buses departed, the school doors will be closed and horses removed from the parking lot.

1:30 PM Dismissal

- On early dismissals, the elementary school day ends at 1:30 PM.
 - AM Kindergarten is 9AM-11AM
 - PM Kindergarten is 11:30AM – 1:30PM
- Please see the school calendar on our website and note any early dismissal days.
- Make sure your child(ren) is aware of their dismissal routine on these days.
- In the event of an emergency closing, School Messenger will be utilized to notify families.
- If it is a scheduled day, latchkey will take place
- If the closing is due to inclement weather or any other emergency situation, latchkey will not be held. Please make arrangements early in the day for alternate child care.
- In either case, buses will run, and walkers will be dismissed following the listed procedures.

Parental Custody

If there are issues involving custody, whether legal or personal in nature, make sure the office is provided appropriate documentation. If you are not the primary residence of the child but would like copies of all school notifications, please send a letter of request to the office.

Attendance Policy and Homework Requests

Parents must phone the school by 10:00 AM to report an absence. You may also leave your request for any homework. Assignments can be picked up after 2:00 PM. Please call the school first to make sure there is a need to make the trip to school.

As per BOE Policy #5113, when absent, students enrolled in the elementary and middle schools must present a written excuse signed by their parent/guardian on the day they return to school. VACATIONS OR FAMILY TRAVEL WHILE SCHOOL IS IN SESSION SHALL NOT BE CONSIDERED LEGAL OR LEGITIMATE REASONS FOR ABSENCE, GRADE K-12.

The Board recognizes the following as the only legitimate cause for absence from school: personal illness, attendance required in court, or other reasons with prior approval from the principal. In addition, any student who is absent 10 days within any school year may be subjected to administrative review by the principal before the student can be considered for promotion.

A.B.C. (After-Before School Child Care)

The Edison Recreation Department, in cooperation with the Edison Board of Education, offers an after-before school child care program for children in grades K-5. This program provides an alternative for children of working parents. The program follows the school year calendar; when the school is open, the program will be in session.

A morning program is offered from 7:00 AM until 9:00 AM and an afternoon program is offered from 3:30 PM until 6:00 PM at Lindeneau School. For additional information, contact the Recreation Department at 732-248-7309.

Visitors

In order to ensure the safety of all our children, school doors will continue to be locked to those who are outside. All visitors must enter through the front entrance. It will be monitored by closed circuit TV, and visitors will need to identify themselves before being admitted to the building. Please ring the buzzer and upon hearing the click, open the door, proceeding immediately to the office.

It is BOE policy that all visitors who enter the building during school hours sign the Visitor's Log Sheet located on the office counter. NO ONE is permitted to go to a child's classroom, nurse's office, library or anywhere in the building unless you first report to the office and speak to administration. This policy is necessary for the children's protection and safety. If you expect to be in the school for more than a few minutes, you will be given a visitor's pass.

If you need to take your child out of school due to illness, you will need to sign him/her out in the Nurse's Office, or for personal reasons, your signature is required in the Sign Out Log which is kept on the counter in the office.

Parking

For the safety of the students, cars are not permitted to drive into the school parking areas between 8:15-8:55 AM and 3:20-3:45 PM. Car congestion on Blossom Street results in a hazardous environment for the children.

Parking is available on side streets surrounding the school. Both teacher parking lots will be closed for student drop-off and pick-up during the aforementioned hours.

We encourage families to park and walk with your child to the front of the building. Please allot ample time to park so your child does not arrive tardy.

Tardiness and Early Pick-Up

It is understood that there are times when doctor's appointments and special circumstances warrant a tardy or early pick-up. Please try to schedule appointments outside of school hours as to avoid a loss of instructional time. Habitual tardiness or early pick-ups will result in a meeting with the principal to discuss the situation.



School Rules

It is the responsibility of all Lindeneau Students to help keep our school environment safe.

General Rules

- *Be courteous and respectful to others.
- *Be on time for school. Students should arrive no earlier than 8:45 AM because there is no adult supervision until that time. PM Kindergarten should not arrive at the Kindergarten door before 12:50 PM as there is no adult supervision until that time.
- *Students returning to the building after school hours should be accompanied by an adult and report directly to the office as all classrooms are locked. All classrooms are locked at 3:45 PM; students can not go back to classrooms for any reason after 3:45 PM.
- *No electronic equipment game systems, tablets, cell phones, or skateboards, roller blades and trading card games are to be brought to school. If this rule is disregarded, your property may be held until June.
- *For safety reasons, no heeies or flip-flops are to be worn to school.
- *Birthday invitations may only be distributed at school if all members of the class are invited.

Indoor Rules

- *No running anywhere in the school building. Walk quietly in the hallways.
- *Please be careful to respect student work displayed in the hallways, especially when lining up.
- *Caps or hats should be worn outside only before and after school hours.

Outdoor Rules

- *Walk on the sidewalk and cross at the crosswalk.
- *Lunch aides will tell students where playing is permitted-based on grade level and condition of the grass.
- *When you arrive at school walk to your lineup area and talk quietly.
- *Do not bring balls or other playground equipment from home. Basketballs and other game balls are provided for each class at lunch time.
- *Snowballs are not permitted to be made or thrown on school grounds.
- *Use good sense and practice safety at all times. Go to the nearest adult for help if you need assistance.

Bus Rules

- *Students are expected to remain seated, in assigned seats, with seatbelts buckled at all times.
- *Students must go to their designated bus stop for the morning and afternoon rides. You may only ride the bus to which you are assigned.
- *Bus students who are going home by a different means must bring a signed note from a parent. If this is not done, the student **MUST** ride the bus home.
- *Inappropriate behavior on the bus may result in a loss of bus privilege.

Phone System

The number for Lindeneau School is 732-650-5320. There is a menu option system in place. If you receive a phone call from the school, we ask that you “*listen*” to your message before calling the school back so that your call can be directly promptly.

Lunch

The Board of Education has entered into a food service contract with a company called Chartwells. The cost for lunch is \$2.75. You may also purchase milk only for .50¢. For your convenience you may pay online at www.mealpayplus.com. You will need your child’s Student ID#. If you would like your child’s ID#, please contact the school for the information. We encourage you to open an account and pay in advance with this online system.

All meals will be prepared on a daily basis at our school kitchen. In addition to the hot meal, there will also be 2 cold items available on a daily basis. Low-fat milk (white and chocolate) and various healthy snacks can be purchased a-la-carte.

We strongly suggest that extra lunch money be kept on your child’s MealPayPlus account. In the event there is not enough money in your account you will be asked to send in the money owed on the next school day. If your child has forgotten to bring

money in for lunch, they will still be able to make a purchase, however it may not always be (choice).

Breakfast

Lindeneau offers breakfast for \$1.00. It is available to eat in the lunchroom beginning at 8:15AM, or students may order in advance and eat during homeroom time.

Appointments with Teachers and the Principal

If you would like a conference with a teacher or the principal, it is important that you call the office to make an appointment. Please see the teacher first to discuss any classroom concerns.

Lost and Found

Please put an identification label on all outer clothing, including caps, hats, sweaters, raincoats, as well as lunch boxes, eyeglass cases, etc. Be sure to put the label on the inside so that your child's name is not visible to a stranger. Each year many unclaimed, unmarked items are given to charity. If your child has lost something at school, they should check the "lost and found" in the lunchroom.

Electronic Devices

Please be aware that students are prohibited from using electronic devices from home including cell phones, games systems and toys during school hours.

Technology

Lindeneau classrooms in grades 2-5 provide Chromebooks for each student and kindergarten and first grade classrooms each have iPads. The Chromebooks and iPads support exciting and engaging instruction along with the district provided online resources and site licenses. The school also houses a media center equipped with computers. The [district Technology Handbook](#) provides details about use and care of the device.

The Edison Public School District and the Department of Technology recognize the importance of your child's personal technology device being a reliable component to an outstanding education. You will be given the option to purchase insurance coverage for your child's device by registering at this site. <http://worthavegroup.com/gpo/lindeneau-es>

Technology Mission Statement

Lindeneau believes that the purpose of education is to be productive and caring adults. Technology allows us to expand our teaching styles and is a vehicle for our students to be actively engaged.

Using technology inspires us to:

- *meet the curricular needs of all students
- *foster creativity
- *develop the critical thinking skills of our student
- *invite the global world into our classrooms
- *embrace the diverse communication and collaborative styles of our students
- *teach our students how to participate responsibly in the digital world
- *encourage our students to develop and refine the technological skills needed for their daily lives
- *measure student learning through assessments, projects, and lessons

Digital Citizenship lessons are reinforced in the classroom and should be supported at home. The district's technology policy can be found online. We will host several events this school year aimed at appropriate use of computers.

Grading

In accordance with BOE Procedure 6147.1, students shall be graded on the basis of their achievement in the program(s) approved by the board. They shall be given the opportunity to progress through the educational program at their level of ability. All factors pertinent to achievement shall be considered when assigning grades.

The following indicators are used in varying content areas for all K and First Grades. These are not to be equated to the letter grades A-F. These indicators show developmental growth, not mastery of content area material. Indicators shall not be averaged.

INDICATORS

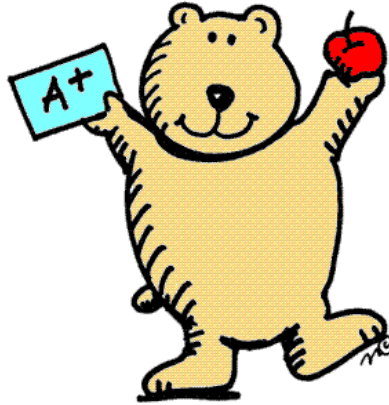
1	Progressing only with on-going support
2	Progressing toward independent understanding of skill or concept with some support
3	Developing independent understanding of skill or concept

4	Demonstrating independent understanding of skill or concept
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These indicators are utilized in the following ways at each grade level:

Kindergarten: All content areas for marking periods 2, 4

1st Grade: All content areas for marking periods 2, 3, 4



Students in 2nd – 5th Grades will be assigned letter grades for marking periods 1, 2, 3, 4
 2nd – 5th Grades: ELA – English Language Arts and Content Areas – Math, Science, Social Studies

Grade	Proficiency Rank	Numerical Value
A+		97-100
A	Outstanding	93-96
A-		90-92
B+		87-89
B	Good	83-86
B-		80-82
C+		77-79
C	Satisfactory	73-76
C-		70-72
D	Poor	65-69
F	Unsatisfactory	0-64

Special Subjects 1st – 4th Grades: Physical Education, Music, Visual Arts:

GRADING SCALE	
O	Outstanding
S	Satisfactory
N	Needs Improvement

Special Subjects 5th Grade receives letter grades as listed above. Physical Education is graded for marking periods 1, 2, 3, 4. Music and Visual Arts are graded for marking periods 2 and 4.

Message From The School Nurse-Mrs. Pike

Medications shall be administered only upon the written order of the family physician and a written request from the parent. The order from the physician shall include diagnosis, dosage of medication, and time to be given. All medications must be sent to the nurse in a labeled prescription bottle.

These requirements also apply to all over the counter medications such as Tylenol, cough/cold, allergy medications, and eye drops.

In the interest of your child's health, it is suggested that you keep your child home if he/she has the following systems:

- *Fever of 100 or more
- *Vomiting and/or diarrhea during the night or in the morning
- *Heavy coughing, nasal discharge or a loose, frothy cough from an upper respiratory infection
- *Severe headache or stomach cramps
- *An undiagnosed rash
- *Red or swollen eyes

If you have any questions or concerns or if your child has any special needs, as a result of an injury or an accident, please contact Mrs. Cornyn @ 732-650-5320 ext 6505

Physical Education Regulations-Mr. Frank Eckert & Mrs. Cindy Reif

*All students must wear SNEAKERS!

*NO JEWELRY is to be worn during class due to safety reasons. If jewelry is taken is taken off at the beginning of class and put in their pocket, it may fall out and then become lost. If it is taken off and left in the gym, it may be stolen. The best procedure to follow is not to wear jewelry on the day that Physical Education is scheduled.

*APPROPRIATE CLOTHING MUST BE WORN. Clothes which are comfortable and permit freedom of movement are necessary for participation in our activities.

*Please write a note if you find it necessary to have your child excused from class. The note will exclude your child from all physical activity for no more than 2 days. If your child needs to be excused for more than 2 days, a doctor's note is needed.

Library-Ms. Angela Lombardo

All students K-5 visit the school library with their teacher one day each week. While there, students will be able to return their book(s) and have an opportunity to choose and sign-out books for their reading pleasure and/or class assignments. Fourth and fifth graders will be able to sign out magazines as well.

Students in grade K-5 who have been absent, may visit the library during homeroom upon their return to school. Those who forgot their books on library day, may choose books which will be reserved for up to two days. They will be able to return books during homeroom and pick up their reserved books.

SPECIAL PROGRAMS & SERVICES

Counseling-Mr. Robert Monteleone

The counseling program at Lindeneau is designed to meet the wide range of emotional, social, and academic needs of all of our students. The counseling services include, but are not limited to: individual and group counseling, classroom guidance lessons, crisis intervention, consultation with parents and teachers, and parent workshops.

If you have questions and concerns about the academic, social, or emotional well-being of your child, please contact Mr. Monteleone. It is imperative that we work together to

find a solution to your particular child's situation. If you would like more information regarding the school counseling program and services that are provided please call 732-650-5320 ext.6507. He can also be contacted via email at robert.monteleone@edison.k12.nj.us, and looks forward to working with you and your child.

Intervention & Referral Service Committee (I&RS)

The I&RS Committee is a school-based problem solving group whose purpose is to assist with strategies for working with students who have problems in learning and/or behavior. The committee includes: the principal (chairperson), a member of the child study team, the school nurse, the reading specialist, the guidance counselor, and a classroom teacher.

The primary role of the committee is to help students with learning and/or behavior problems receive the assistance they need within the regular education program setting. An intervention plan is developed and put into place for a period of time. If the interventions are not successful, the committee may recommend referral to the child study team.

A request for a referral can also be made by parents/guardians.

The Child Study Team

The child study team consists of a school psychologist, social worker, and a learning disabilities teacher consultant. The team will review the referral to decide whether an evaluation is necessary. Your written permission is required by the child study team before the first assessment of the evaluation can begin.

Once your consent is given the team will gather information on your child's physical health, social and emotional well-being, and academic and cognitive abilities. This will be done through observations by each member of the child study team, educational and psychological tests, and interviews with your child's teachers and you, the parents. Next, you will be invited to a meeting to have the evaluations explained by the child study team. If your child meets the eligibility requirements for classification, and Individualized Education Program (IEP) will be developed.

What is an IEP?

The individualized education program is the “road map” to your child’s education. It is both a process and a product. The IEP is the primary mechanism for parental participation in the special education cycle. The IEP serves as a written agreement between the local school districts and the parents to provide required services. If your child meets the eligibility requirements for classification, an IEP will be developed. The IEP or detailed personalized written plan allows the educators and you to plan and monitor your child’s program and progress. A parent must sign the IEP that is developed for the child in order for the school district to start the child in the program as designed in the IEP.

RTI –Response to Intervention

Response to Intervention (RTI) is a multi-tiered problem solving approach that identifies general education students struggling to achieve benchmark with their grade-level peers.

The RTI model is being implemented in grades 1-5 and includes the following four components: criteria for determining the levels of intervention, types of interventions and materials, amount and nature of student performance data to be collected and the frequency of progress monitoring.

By identifying students early using a universal screener, teachers can provide appropriate interventions to meet each student’s specific needs. Students who continue to struggle will receive more intensive instruction in a smaller group setting beyond the core instructional block to accelerate their learning.

Edison’s RTI process will use repeated and ongoing assessments throughout the year to monitor students growth and determine if interventions are resulting in student progress toward grade level standards. A Student Response Team will be formed at each school with teachers, administrators, interventionists and specialists to support classroom teachers, analyze data, recommend interventions and form goals.

Parents will receive written notification when the student requires an intervention beyond that provided to all students in the general education classroom.

The goal of implementing this preventative model is to decrease the number of students being referred to I&RS teams and to ensure students receive appropriate supports before they are behind in their learning.

Related Services

Related Services refers to a variety of educational services that may be provided to students with a disability as part of their special education program. Related services are listed in the IEP, or 504 Plan, including the amount of time per week the child will receive each related service, and the expected length of time that will be required. Some of the related services your child may receive are:

- *speech and language therapy
- *counseling services
- *occupational therapy
- *adaptive physical education
- *transportation

Lindeneau Elementary is a Leader In Me School!

Since the 2016-17 school year, Lindeneau Elementary School has been using The Leader in Me program, which has already begun to have a positive effect on the staff, students, and community of our school. The Leader in Me program empowers young people to make positive, effective, and responsible choices by introducing and reinforcing the 7 Habits, a set of leadership and life skills from Stephen Covey's book The 7 Habits of Highly Effective People. The Leader in Me provides students with activities that will help them learn practical character and life skills that will lead to positive choices. When taught and practiced in a school environment, these 7 habits (listed below) have been proven to improve academic engagement, comprehension, and performance by strengthening individual work habits and improving social interactions.

Habit 1: Be Proactive (You're in Charge)

Habit: 2 Begin with the End in Mind (Have a Plan)

Habit 3: Put First Things First (Work First, Then Play)

Habit 4: Think Win Win (Everyone Can Win)

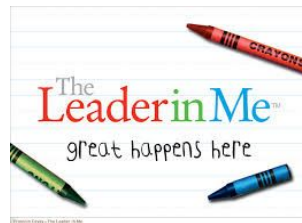
Habit 5: Seek First to Understand Then to Be Understood (Listen Before You Talk)

Habit 6: Synergize (Together Is Better)

Habit 7: Sharpen the Saw (Balance Feels Best)

Starting in September, our students will continue to learn the language and meaning of the 7 Habits. The staff has made the commitment to model and implement the habits in order to provide a safe, caring and nurturing learning environment for our students, while fostering positive relationships with our Lindeneau families. We all look forward to watching our Lindeneau Leaders grow in the 2018-2019 school year!

We welcome your input and involvement. Please call, write, or email us at school if you have questions or seek further information. Also, please visit www.theleaderinme.org for more information.



SCHOOL ACTIVITIES

After School Clubs

Last year, our staff volunteered their time participating in an after school program for grade levels 3-5. Clubs ranged in interest from reading to art. Although the variety will be different this year, be on the lookout for the sign-up sheet because these classes close out quickly.

Student Council

Student Council is an intricate part of Lindeneau School. Officers and homeroom representatives are elected each year by our students in grades 3-5. However, all students within our school can be actively involved. Student Council instills many valuable “life lessons”, which are accomplished through community service projects, fundraisers, and by attending meeting and reporting the information to their fellow students.

Last year, the Student Council was instrumental in spearheading food drives and collecting items for the animal shelter, as well as fundraisers for Make A Wish and Ronald McDonald House. The philosophy of Student Council creates a sense of responsibility, caring, sharing, and helping others for everyone at Lindeneau School.

Safety Patrols

The Safety Patrols assist with bus departures at the crosswalks, in hallways and classrooms. The most responsible and dependable fifth graders are given the opportunity to help establish and maintain a safe school environment. Safeties not only enforce the rules, but set the example for other students to follow. They have specific rules/guidelines they are to follow. This agreement is signed off on by the patrol, their parent/guardian and the advisors.

Instrumental Music

The instrumental music program is open to students in grade 4 & 5. Lessons on flute, clarinet, saxophone, trumpet, trombone, baritone and drums are offered. Mrs. Wojcik takes students weekly during regular class time for lessons. The band performs at the winter and spring concerts.

Orchestra

The strings program is open to students in grade 4 & 5. The teacher provides lessons once a week on the violin, viola, and cello. The strings orchestra performs at both the winter and spring concerts.

Chorus

In addition to the weekly music lessons built into the curriculum, students in grades 4 & 5 have the opportunity to perform in the chorus. This group performs in the winter and spring concerts. Rehearsals take place during after school weekly.

Birthdays

Parties to celebrate your child's birthday are not permitted during school hours. Children's birthdays will be honored by singing and having students pick out a birthday pencil. Birthdays will no longer be celebrated with food.

It should be mentioned that in light of the BOE Nutrition Policy #5140, an excellent way to recognize this special day would be to donate a book to your child's classroom. This could also be an opportunity to come in on that day and be a guest reader for your child's class. This generous donation would be posted, and indeed would be a gift that keeps on giving.

Finally, birthday invitations can only be given out at school (including playground area) if all members of the class are invited.

Field Trips

Thanks to the generous fundraising capabilities of our PTA, each grade level participates in a learning experience beyond the classroom that becomes an extraordinary lifetime memory. Please note that school rules and behavioral expectations apply when leaving the school campus. For Kdg., 1st, and 2nd, this activity takes place in the building. Grades 3, 4, and 5 travel to a destination that is aligned with the district curriculum, as well as the New Jersey Student Learning Standards.

Class Parties

We will be holding three class parties this year from 2:15-3:15 for grades K-5, parents will be notified of dates well in advance.

LINDENEAU SCHOOL PTO EXECUTIVE COMMITTEE

732-395-7501

lindeneaupto@gmail.com

Christine Biskupek	President
Kimberly Trotman	Vice President
Dave Stryker	Treasurer
	Corresponding secretary
	Recording secretary
Dr. Johan Manuel Rojas	Administrative Seat
Janet Concodora	Faculty Representative

PTO

The Lindeneau Parent Teacher Organization (PTO) was organized exclusively for educational purposes. Specifically, the Lindeneau PTO, consisting of dedicated parents and teachers, strives to supplement the school's resources to ensure that the students have the tools they need to succeed. The PTO provides money through fundraising for

field trips, cultural arts assemblies, classroom supplies and other educational materials to enhance our children's education. The Lindeneau PTO meets monthly. The purpose of the meetings is to plan and discuss any and all events that the PTO sponsors. All meetings take place at Lindeneau School.

Popsicles in the Playground

Popsicles in the Playground is held in the park adjacent to Lindeneau Elementary School a few days prior to the start of the new school year. The purpose of the event is to provide an opportunity for new and returning students to reacquaint themselves with their peers and for parents to reconnect with one another over popsicles and fun in the park. The PTO board hosts the activity and uses it as an opportunity to showcase the purpose of the PTO as well as to encourage membership.

Ice Cream Social

The PTO sponsored Ice Cream Social is held in the elementary school's gymnasium. The purpose of this event is to welcome new and returning students and parents to the school and to help forge meaningful home-school relationships. During this event, students and parents are provided with the opportunity to socialize with each other and to become acquainted with the larger school community. This event is usually manned by the PTO volunteers as well as the Lindeneau teachers, who serve ice cream to those in attendance.

Boogie Bash

The annual PTO Boogie Bash is held on the Friday night before Halloween in the elementary school. The purpose of this event is to provide the students the opportunity to interact with their peers, promoting the development of critical social skills. During this event, students celebrate the upcoming holiday by participating in a variety of games and activities that are designed to hone their artistic, athletic, musical and academic abilities. In addition, parents are encouraged to attend and enjoy the festivities, thus fostering a stronger home-school relationship. Preparations for the event begin the night before, as PTO members volunteer to decorate the school's gymnasium and hallways. The actual event is run entirely by PTO members and the Lindeneau teachers.

Breakfast with Santa

Breakfast with Santa is held in the Lindeneau Elementary School gymnasium on either the second or third Saturday in December. The purpose of this event is to foster positive

peer interactions amongst the students, as well as to support positive relations between home and school. Preparations for this event begin a few days prior to the event during which time parent and teacher volunteers decorate the gymnasium and the hallways in a winter wonderland/holiday theme. The morning of the event, parent and teacher volunteers use the school kitchen to begin preparing the breakfast meal. Upon arriving at the event, attendees enjoy a buffet style breakfast, participate in various games and activities led by the DJ, interact with other members of the Lindeneau community, and have a picture taken with Santa Claus.

Fun and Field Day

Fun and Field Day is usually held inside and outside of Lindeneau Elementary School in early June. The event is planned and executed by the Lindeneau Elementary School gym teachers and the PTO executive board, and is funded primarily by the PTO. During the event, students rotate from station to station to participate in a variety of activities designed to showcase their athletic, musical, and artistic abilities. Students mostly remain with their class during each of the activities, but are encouraged to interact with other students in their grade level. The various station activities are staffed by PTO parent volunteers who opt to work either a half day session or the full day. All volunteers are treated to a PTO sponsored lunch consisting of sandwiches, chips and a beverage. All students receive an ice cream treat at the end of the day.

Teacher Appreciation Luncheon

The Teacher Appreciation Luncheon is held in May, on or around Teacher Appreciation Day. The purpose of this event is to show gratitude to the teachers of Lindeneau for their dedication to their craft as well as for the vital contribution they make to education. The luncheon is organized by the PTO executive board and is manned by PTO member volunteers. At the luncheon, Lindeneau teachers are treated to a buffet style lunch, including desserts and beverages. Much of the food is donated by a local restaurant, however the PTO provides the beverages, paper goods, and desserts.

School Store

The school store is an in-school institution that provides much needed school supplies to the students at a low cost. The school store is open approximately once a month and is operated by PTO member volunteers. On school store days, students can browse the selection of inventory as they determine what they need/want to purchase versus what they can afford to purchase. The school store provides students with their first

real-world experience with business operations, cash exchanges and sales. In addition, as much of the merchandise displays the Lindeneau Elementary school mascot and logo, the school store helps to foster a sense of school spirit amongst the students.

Holiday Sales – Holiday, Mother’s Day and Father’s Day

Each year, the PTO offers the students the opportunity to purchase holiday themed items at a low cost. A few weeks prior to the winter holidays, and a few days prior to Mother’s Day and Father’s Day, the PTO sponsors these events, usually in the school gymnasium. Students wishing to purchase items can peruse the merchandise to decide what they would like to buy. Similar to the school store, these sales expose the students to real world experiences with basic economics. All of these types of events are staffed by PTO member volunteers.

Miscellaneous Sales

Throughout the school year, the PTO organizes and implements various fundraisers, including Smencil/Snack-grams and pretzel sales. Both of these fundraisers are designed to promote positive self-esteem, as parents purchase the Smencil, snack bag, or hot pretzel and attach an encouraging note to their child. The items are delivered to the students during the school day. These sales are held periodically throughout the school year. PTO member volunteers coordinate the program and deliver the items to the children. The Spiritwear sale is another fundraiser sponsored by the PTO. This sale is designed to promote school spirit. The merchandise for this sale is purchased in advance, and those interested buy the items that they want.

Scholarships/Project Graduation

Towards the end of each school year, the PTO donates money to the ETPTAC scholarship fund. This money is put towards two separate scholarships that are awarded to a graduating senior from both of the high schools in Edison who best exemplifies the qualities valued by ETPTAC: academic success, community and school involvement, and leadership skills. The Lindeneau PTO also plans to award an alumnus of Lindeneau Elementary School who is graduating from high school, a small scholarship. In addition to scholarships, the Lindeneau PTO supports the local high school students by contributing funds to the Project Graduation program which offers an adult supervised, alcohol free post-graduation celebration for the students.

In addition to the aforementioned activities, the Lindeneau PTO offers a plethora of minor fundraising activities that are designed to raise money for the school. The profits from all PTO sponsored events and fundraisers are used to better the school community. In past years, proceeds have been put towards funding field trips for all grades, including the expensive cost of bussing as well as the cost of providing students in all grade levels with easily identifiable Lindeneau t-shirts to be worn on field trips, ensuring

student safety. Revenues have also been put towards complimentary yearbooks for all graduating fifth graders, as a memento of their time spent in Lindeneau. Student recognition programs, have also been paid for by the Lindeneau PTO. A substantial amount of money raised by the PTO has been spent on the school “wish list”. This list includes any items or programs that the teachers and administration feel would benefit the school at large. Included in this list are assembly programs that emphasize character education and instill a sense of cultural tolerance; technology that enhances student learning, such as Activ Inspire slates that enable the teacher to manipulate the interactive board while monitoring individual student comprehension of the subject matter; and efforts designed to improve the aesthetics of the school, such as new banners, a school store display case and landscaping around the building.

VOLUNTEERING

The PTO is successful through the efforts of concerned parents, teachers, grandparents and other individuals that volunteer their time to make Lindeneau a better school. Regardless of the amount of time you have available, or your specific situation, there are ways through which you can contribute to the PTO. If you would like to volunteer in any way, please contact any of the PTO officers or the chairperson of the committee that interest you.

FUNDRAISERS

Dine Out Night

Family Fun Nights

Box Tops

Fall Wrapping Paper

Boogie Bash

Holiday Boutique

Breakfast with Santa

Book Fair

Tiger Shop

Kastle Kreations

Coupon Book

Book Bingo

Yearbook

Mother’s Day Plants

School Spiritwear

Ice Cream Social

Donuts with Dad

Pretzel Sales

BOARD OF EDUCATION POLICIES

The Public Schools of Edison Township continue to provide a challenging and comprehensive education for all of its students. On its website, you can find more information about each of the schools, the curriculum, and district services. Of particular interest is the page highlighting some of the major policies that guide the BOE, central administration, and all members of this community. Listed below are those policies which are presented in full:

Admissions

At-Risk and No Child Left Behind (NCLB)/Title 1

Attendance

Conduct and Discipline

Commencement Activities

Crisis Intervention

Dress Code

Drugs and Alcohol

Equal Opportunity/Non-Discrimination/Sexual Harassment

Harassment, Intimidation, and Bullying

Gifts, Grants, (Naming Rights and Foundation)

Graduation Requirements

Immunizations

No Child Left Behind (NCLB) Complaints

Non-Residents – Policy 5118

Pupil Grievance

Pupil Records

Pupil Safety

Promotion/Retention (Acceleration)

Reimbursement of Travel-Related Expenses

Smoking Prohibition

Student and Employee uses of Electronic Communication Devices

Suspension and Expulsion

Technology

Acceptable Use of Technology

School Sponsored Publications

Transportation

Use of Social Networking

Vandalism/Violence

Public Schools of Edison Township

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Bernard F. Bragen, Jr., Ed.D.
Michaud
Superintendent of Schools

Daniel P.
Business Administrator /Board Secretary

SUN SAFETY AND PROTECTION

The Board of Education (along with the U.S. Centers for Disease Control and Prevention, among other organizations) recognizes that continuous exposure to the sun's ultraviolet (UV) radiation can increase the risk of skin cancer. Acknowledging that students spend a significant amount of time in the sun during school hours and after school in sports and recreation programs, the Board of Education recommends that schools take measures to protect student health to ensure the safe implementation of N.J.A.C. 6A:26-6 and N.J.A.C. 5:23. All students should possess the knowledge, attitudes, and skills necessary to protect their skin from harmful sun exposure and thereby help to prevent skin cancer. The Board further recognizes that skin cancer prevention is important for all school workers, particularly for those who spend significant portions of their day in the sun. Finally, the Board acknowledges the essential role of family and community involvement in the school sun safety program.

SUN SAFETY EDUCATION

The school district and its schools shall provide opportunities to educate students on sun safety at every grade level, pre-kindergarten through grade twelve. These opportunities may include students' sun safety behavior when they are outdoors, be based on theories and methods proven effective by published research, and be consistent with the state's/district's health education standards/guidelines/framework. Sun safety education shall be designed to help students acquire:

1. Knowledge about the harmful effects of the sun and ways to protect the skin; and
2. Sun-safe skills, including the correct use of protective clothing, hats, sunglasses, sunscreen, and lip balm, as well as seeking shade and limiting sun exposure when possible and practical, during the hours of peak sun intensity.

Activities shall be developmentally appropriate, active, engaging, and emphasize the positive benefits of sun safety. The program shall encourage families as partners in their children's education.

Sun safety education shall be closely coordinated with other sun safety efforts, such as projects to increase the amount of shade on the school campus. In addition, sun safety concepts may be integrated into subject areas such as science, geography, and mathematics.

OUTDOOR ACTIVITIES AND THE SCHOOL ENVIRONMENT

The school district/schools shall consider creating, implementing, and monitoring safety measures such as protective clothing, hats, sunglasses, sunscreen, lip balm, and access to shaded areas on the school campus. These measures shall contain ways to encourage students to seek shaded areas for outdoor activities and limit sun exposure, when possible, and practical, during the hours of peak sun intensity. During the time span of March 1 to October 31, the school(s) shall optimize shade options for students and personnel and shall encourage the utilization of existing shaded or indoor areas for congregation and recreation. Measures may contain the following elements:

1. Ways to encourage students to wear protective clothing while outdoors;
2. Ways to encourage students to wear hats that protect the face, neck, and ears whenever they are outside.
3. Ways, such as working with families and the community, to ensure that students have access to and use an SPF 15 (or higher) broad-spectrum, water-resistant sunscreen or lotion and lip balm;
4. Ways to encourage or allow students to apply sunscreen and lip balm before school and before outdoor activities with consideration to sunscreen sensitivities and allergies; and

In addition, all new school construction or renovation projects may include a plan to provide shade for areas where students and staff congregate, such as playgrounds, sports fields, lunch areas, and waiting areas.

FAMILY AND COMMUNITY INVOLVEMENT

The school district/schools shall work with families and the community to support and supplement sun safety efforts at the school. Families may be provided with information about:

1. The causes of skin cancer and the ways that it can be prevented;
2. The school sun safety program;
3. Sunscreen sensitivity and allergies;
4. The importance of children wearing hats to prevent overexposure to the sun, but not sharing hats, which can spread head lice;
5. Ways that families can reinforce the school-based sun safety program with activities at home; and
6. Ways that families can become involved with and support the sun safety school program.

School instructional staff shall collaborate with agencies and groups conducting sun safety education and activities in the community to send consistent messages to students and their families.

EVALUATION

Schools shall evaluate and revise sun safety programs, and address identified shade needs, annually.

Our Mission Statement

L indeneau Leaders...

E njoy learning

A chieve goals together

D o what is right

E ncourage one another

R espect ourselves and
others

S trive to succeed