

**Washington-Memorial  
2023-2024  
Parent/Caregiver Handbook**



**Grades PreK-2**

## Parents/Caregivers as Educators

Every adult in the Washington-Memorial School Community is an educator and, as educators, we model behaviors and provide instruction to our students every minute of every school day. By listening, observing, and considering the ways our adult community behaves, speaks, acts (and reacts) with one another, our students come to recognize acceptable (and unacceptable) social behaviors.

Our administrative staff, custodial staff, and paraprofessional staff are required to model instruction for our students; along with the teachers, counselors, and nurses of our building, these community members are educators. As parents/caregivers, you TOO are educators of your children – the educators they likely spend the MOST time with; as your child watches you and listens to you (often when you are not aware), he/she is learning social behaviors. Please keep this in mind both at home and on school premises. Together, let us demonstrate to our students the social behaviors we want them to practice when they interact with their peers.

The pages throughout this handbook serve as a guide for you to better understand the procedures and policies of our PreK-2 schools. It is designed to serve as a reference and resource for your questions and concerns and to show how we are maximizing optimal learning time in a safe, secure, healthy environment for your children. Rest assured you will be notified if any policies or procedures need amending as the school year progresses. We thank you in advance for your cooperation in the daily operation of our school and are privileged to have you as a member of the Lyndhurst Public School community.

## Morning Traffic Flow

For the SAFETY OF OUR SCHOOL COMMUNITY, it is **IMPERATIVE** that EVERYONE abide by traffic rules for dropping off and picking up.

- **WASHINGTON SCHOOL**

- There is no parking directly in front of or directly behind school!
  - We Have ONE Drop Off Zone Fifth Street.
  - Drop Off And Go! This is a procedure that all must abide by. Pull into the area and let student out of car- once his/her car door closes, you pull away and make room for the next car.
- RIDGE RD. IS NOT A DROP OFF ZONE! THIS IS A BUS ZONE DESIGNATED ONLY FOR OUR SCHOOL TRANSPORTATION VEHICLES.
- Vehicles not in a legal parking spot or blocking the bus lane will be ticketed.

- **MEMORIAL CAMPUS**

- There is no parking in the Memorial, Masonic or Amvets Parking Lot!
  - We have ONE Drop off Zone Second Avenue.
  - Drop Off and Go! This is a procedure that all must abide by. Pull into the area and let student out of car – once his/her car door closes, you pull away and make room for the next car.
- Second Avenue is a ONE-WAY WESTBOUND.
- For safety and security reasons, do not double park or block any driveways on any of the surrounding streets.
  - Parents are not permitted on the Memorial Campus playground during the morning drop off.

## **Building Safety and Security**

The safety and security of our students is first and foremost in the decision making of our district and our school. Once the safety of our students is in place, the focus of our building may then be placed upon student achievement, development, and growth.

With this in mind, we request that you be supportive and cooperative in your parental role and become informed followers of the procedures of our building. Every policy is designed with the health, safety, and well-being of your child in mind, and we appreciate your support of our concern and care for this very special youngster.

## **Practicing Safety Procedures**

Every month our buildings will perform TWO safety procedures including fire, tornado, lockdown, evacuation, and shut in drills. Teachers will instruct students as to the importance and serious nature of these drills and we request that this be reinforced at home.

## **Forgotten Items**

A forgotten lunch/snack/school necessity may be brought to school during the accepted times: 8:45-9:00am. YOU MUST CALL BEFORE YOU COME TO DROP OFF AN ITEM!

### **WHAT TO INCLUDE IN A NOTE TO SCHOOL**

When sending a note into school please make sure it consists of the information listed below:

- Date
- Student's **FIRST** and **LAST** Name
- Teacher's Name/Grade
- Reason for Note
- **PARENT SIGNATURE**

## **Running Late?**

- Any student arriving **AFTER 8:50am** should enter through the main entrance **ESCORTED BY PARENT/CAREGIVER** who must then **SIGN** the child into school – this is to ensure the safety of our students.
- Persistent tardies will be handled as per district policy.

## Arriving to School

- Students should arrive to school no earlier than 8:40 am.
- UNDER NO CIRCUMSTANCES MAY A STUDENT BE LEFT UNATTENDED BY AN ADULT PRIOR TO 8:40am.
- Doors and hallways are supervised by school aides between 8:40 -8:50am.
- To avoid an injury at the start of the day, there is no ball playing or running allowed on school property before school.

\*On days of inclement weather (rain or snow), students will be permitted into the building starting at 8:35am (SAME AS ABOVE APPLIES).

\*All students receiving transportation to/from school will be supervised to/from the bus. Parking/stopping in the bus zone is NOT permitted.

\*Do NOT park or pull into the parking lot at any time during the school day!

## Reporting an Absence

In order to safely account for all of our students, our main office must be called when a child is absent for any reason you must call or email the MAIN OFFICE on the morning of your child's absence **NO LATER THAN 9AM**

Emails should be sent to Ms. Anna ([annaroofe@lyndhurst.k12.nj.us](mailto:annaroofe@lyndhurst.k12.nj.us)) for Washington and Ms. Cathy ([cathyjewell@Lyndhurst.k12.nj.us](mailto:cathyjewell@Lyndhurst.k12.nj.us)) for Memorial.

**An email to the teacher is NOT sufficient.**

All students require a note to return to school after an absence. Students absent 3 or more days require a doctor's note to return to school!

If a student is absent and the absence is not reported by the designated time, the **LYNDHURST POLICE** will be contacted and an immediate "Well-Check" will be performed by them at the child's home.

When reporting an absence, you may select to pick up your child's missed work; let our office know by 9AM and the teacher will have the work ready for you to pick up at the designated exit door at class dismissal time 3:10pm.

- 2 days allotted for make up work for each day absent.
- EX: Absent on Tuesday, work is due on Friday.

## **Lunchtime**

*For purposes of health, safety, and the maintenance of a sanitary learning environment, our K-2 classes eat lunch in the lunchroom and enjoy recess on a designated area of the playground with the students in their grade.*

*Pre-K will eat lunch in their classroom and enjoy recess outdoors in a designated area. Lunch is divided into two blocks. Block one is from 11:34-12:19 and block two is from 12:19-1:04 each day.*

*Be sure to send your child to school with appropriate outerwear, as recess will be outside except on days with inclement weather.*

- If it is sunny, with low wind and above freezing temperatures, it is likely the students will be brought outside to enjoy some fresh air!*

**NO CROSSING GUARDS ARE ON DUTY DURING LUNCHTIME**

## **Breakfast and Lunch**

*School breakfast and lunch are provided through Maschio's Food Service and may be ordered on a monthly basis.*

- Please follow all procedures outlined on the breakfast/lunch calendar/order form.*

*If you select to NEVER receive breakfast or lunch for your child, return back the first calendar you receive with your child's name, grade, teacher and the words "BROWN BAG LUNCH" across the calendar.*

- This will indicate that you no longer wish to receive breakfast or lunch menus.*
- Should your preference change, kindly contact your child's teacher with a note or email.*

*Phone calls will not be made if a child forgets snack due to limited time. Please remember to send your child with a snack daily.*



## **Picking Up Your Child at Dismissal Time**

- Parents/Caregivers are expected to arrive on time to pick up their child/children AT THE DESIGNATED EXIT DOORS – **Dismissal time is 3:10 PM.**
- NO STUDENT is permitted to leave the school building WITHOUT an approved parent/guardian.
  - As per district safety policy, PreK-2 students MAY NOT walk to a car alone.
- A note MUST be sent to main office in order for your child to be picked up by anyone other than those who have been identified on your student's paperwork – NO EXCEPTIONS!
  - Anyone picking up a child who is not listed on the paperwork MUST be prepared with ID and student password even after the office has been notified.
- If you are late in picking up your child, you MUST CALL THE SCHOOL IN ADVANCE to make us aware of the situation and then enter the building in person to meet your child. It is important to have another form of pick up arranged in the event of an emergency.
  - If you are not going to make dismissal time, please make arrangements for someone else to pick up your child.
- Abuse of this policy will not be tolerated.
  - Parents/Caregivers who are persistently late (more than 2 times) will be required to conference with the principal to discuss the potential ramifications.
- If contacted by the School Nurse for student pick-up, please have someone available to report to school within 20-30 minutes.

## **The Daily Folder**

Your child's DAILY FOLDER serves as an excellent communication tool between you and your child's teacher.

Develop a routine at home that incorporates a DAILY CHECK of this folder each afternoon/evening.

- Any paper correspondence about your child, his/her classroom, and our school will be distributed through this folder.
- Homework assignments, project notifications, and related instructional information may also be sent home in this folder.

Many of the folder's items will be time-sensitive, so please make time for checking the Daily Folder part of the routine you share with your child.

Include in your routine a daily check of the school website and the web page of your child's teacher as most information is shared electronically in order to support our environment.

Remember: The routines you develop with/for your child - and then consistently reinforce at home – will set the foundation for future practice. When students progress to higher levels of study (middle/high school) organizational routines are of vital importance – together, let's continue to prepare our children to become the organized, self-reliant, successful students of tomorrow!

## **Dress and Grooming**

A proper dress attire policy is an important part of the school program. The basis of judgement for accountability of dress shall be neatness, health, cleanliness, modesty, safety and non-distractibility.

### *Inappropriate Attire- All Schools*

- *Sunglasses may not be worn indoors unless their use is prescribed by a doctor*
- *No outerwear clothing is permitted to be worn in school (coats/jackets), hooded sweatshirts are allowed*
- *No bare midriffs, halters, swim suits, muscle shirts, net shirts or tank tops will be permitted in school*
- *Students are not permitted to wear cut off clothing*
- *Hats, hoods, or any other head coverings are not permitted indoors*
- *Shoes, sandals, or sneakers must provide a firm walking surface and good balance, and be securely attached to the entire foot*
- *Clothing which is ripped, torn or have holes is not permitted*
- *Hair must not present a safety or sanitary hazard*
- *Skirts and skorts must be no shorter than 2" above the knee*
- *Students are not permitted to wear pajamas*
- *Clothing with studs or chains is not permitted*

## **Physical Education**

*PreK-2 students receive two periods of physical education each week.*

*On the day your child attends physical education class, please follow the "gym/phys-ed" schoolwear policy.*

*In addition, please read all correspondence that comes home from your child's physical education instructor as it will provide detailed information about what is/isn't acceptable for the class (behavior, attire, footwear, etc.).*

- *A student not wearing the required attire will not be permitted to participate in physical education class.*

*On days that are sunny, with low wind and above freezing temperatures, it should be assumed that students will be outside for phys. ed. class, so please send your child with the appropriate outerwear.*

## **Specialty Instruction**

The curriculum of the Lyndhurst Public Schools incorporates a vast amount of instruction in specialty areas, especially in the middle and high school grades. To introduce and prepare PreK-2 students for instruction in these areas, art, music, and Spanish classes are provided to students once a week.

At the start of the school year, your child will receive a copy of the class' weekly schedule – Be certain to know what days your child has each special so that he/she is prepared for it on a given day.

- Typically, the students proceed to the art/music room for their fine arts instruction in these areas.

We ask that parents/caregivers support our specialty teachers so that students may progress and develop in these important areas of study.

- At the start of the school year, a letter is sent home from each specialty instructor about his/her classroom rules – please review these with your child.
- Throughout the year, be aware of all correspondence that comes home from these teachers; when necessary, complete and return forms.
  - Sometimes, a specialty instructor will ask students to bring in items for a project/lesson – please be aware and supportive of such initiatives that can further your child's instruction.

## **District Policies, Information, and Calendar**

Be sure to review the "Policies" section of the district website as well as any related information that is sent home to you either in hard copy or in electronic form.

- Such distributions contain important information, all of which pertains to your child.
- YOU ARE RESPONSIBLE for following these policies and making sure your child is in compliance with all district and school policies as well.

## **District/School Website and Teacher Pages**

All information related to the district, school, and classroom is available at:

[www.lyndhurstschools.net](http://www.lyndhurstschools.net)

Visit the website regularly for information and updates.

Visit the Teacher Page for your child by clicking on the teacher's name on the school website – here you will find classroom news, homework, and helpful resources.



## **Follow Us On Twitter and Instagram**

In our continuing effort to give our parents a glimpse inside the classrooms on a daily basis, photos of activities and special projects will be posted to our Twitter and Instagram account regularly. We believe this will be a great opportunity for you to see your child in a way that you rarely get to see. Therefore, we encourage you to follow us on Twitter and Instagram!

PLEASE KNOW THAT NAMES WILL NEVER BE POSTED.

Twitter: **@07071WashMem**  
Instagram: **07071washmem**

## **Parent/Caregiver Notification System**

The district utilizes a computerized notification system to keep parents/caregivers and students aware of important information, events, and changes to the school schedule.

- You may elect a phone number which will then receive voice and/or text messages of this information when a notification is sent out.
- You may also give an email address so that you may receive email communication of these notifications.

Make the main office aware of any changes throughout the year.

## **Call Before You Come**

ALL visits to the school **MUST** be announced to and approved by the MAIN OFFICE.

- NO ONE will be permitted to enter the building if he/she has not first called the main office and received approval – this includes parents and caregivers.
- KNOW YOUR PASSWORD (a form is sent home at the start of the school year).

NOT A PARENT or LEGAL CUSTODIAN?

- BE PREPARED WITH ID and STUDENT PASSWORD (see form sent home for completion)
- Any NON-PARENT/CUSTODIAN must have valid ID to verify that he/she is the person designated by the parent/caregiver to pick up the student.
- No ID? No entry!

## **Celebrating Birthdays**

The birthdays for each month are celebrated in class on the last Friday of each month – there are **ABSOLUTELY NO INDIVIDUAL CELEBRATIONS ON THE DAY OF A STUDENT'S BIRTHDAY!**

- If a student arrives to school with handouts on their birthday (and it is not the final Friday of the month), he/she will not be permitted to distribute the items – they will be returned home.

## **Communicating With Your School Principal**

*The principal of your school building is most interested in hearing and addressing the needs, concerns, and questions of parents and caregivers.*

*Please respect the following procedure when reaching out to your child's principal:*

- If the question/concern is related to a classroom situation, you **MUST FIRST** communicate with your child's classroom teacher; the principal will not discuss a classroom situation with a parent/caregiver if it has not been addressed with a teacher.*
- Always contact the main office to schedule an appointment with your school principal; remember, no one will be permitted into the building without notifying and receiving approval from the main office.*
- Express the nature of your concern with the school secretary, as some questions and concerns may be assisted through the main office and related administrators.*

*We ask that you refrain from lengthy, detailed email messages to the principal, as so much more may be accomplished in a phone conversation or a sit-down session.*