

# Lindbergh Elementary School

## Parent Handbook

### 2024-2025



401 Glen Avenue  
Palisades Park, NJ 07650  
Telephone: (201) 947-3556  
Fax: (201) 676-5355

[www.palpkschools.org](http://www.palpkschools.org)

@PalPkLindbergh

# *important*

## **PHONE NUMBERS**

**Superintendent** - Dr. Joseph Cirillo - (201) 947-3560

**Principal** - Mr. Phalon - (201) 947-3556

**Vice Principal** - Mrs. Pieratos - (201) 947-3556

**Nurse** - Mrs. Vudragovic - (201) 947-3556 Ext. 2411

**Attendance** - Ms. Tansey - (201) 947-3556 Ext. 2425

**Genesis** - Mrs. Morin - (201) - 947-3556 Ext. 2440

**Registration** - Mrs. Pavin - (201) 947-3556 Ext. 2415

**Main Office** - Mrs. Lee - (201) 947-3556 Ext. 2410

**Club Ed** - Ms. Rudow - (201) 837-9090 Ext. 242

**Cafeteria** - (201) 947-3556 Ext. 4144

**Counselor** - Ms. Cruz - (201) 947-3556 Ext. 2030

**Child Study Team** - (201) 947-3556 Ext. 2435

**Supervisor of Curriculum & Instruction** - Mrs. Tennant - (201) 941-1100 Ext. 1405

**Literacy Coach** - Mrs. Martini - (201) 947-3556 Ext. 2420

**Supervisor - ESL, Bilingual & World Language** - Mrs. Munn - (201) - 947-3556 Ext. 2430

**Supervisor - Math & Science** - Mrs. Youmshakian - (201) 941-1100 Ext. 3416

**Supervisor - English & History** - Mr. Mascolo - (201) 941-1100 Ext. 3448

**Supervisor - Student Services** - Mrs. Hali - (201) 941-1100 Ext. 1424

**Supervisor - Elementary Education** - Ms. Vouthas - 201-947-2761 Ext. 1204

### **Board of Education Members**

Ms. Soo Chung, President

Mr. Charlie K. Shin, Vice President

Mr. Anthony Kim

Mr. William Kim

Ms. Rebekah (Hyun) Lee

Ms. Eun Min

Ms. Sookyung Park

Ms. Boyoung Yu

Mr. Aaron Pak

## Philosophy

Education is a service to the individual and to society. It is concerned both with the personal worth and dignity of the individual and with the strengthening, improving and unifying of the American way of life.

The Palisades Park School District, therefore, accepts as the first and continuing function the perpetuation and improvement of our democratic society by means of achieving the fullest possible development of all individuals. Each student has an intrinsic value and worth. To bolster each student's self-esteem, we must give full consideration to individual differences in the growth rate of physical, mental, social, creative, emotional and ethical development. Further, we believe each individual must be accepted by the school, community and nation on his/her own merit regardless of race, creed or color; and that we as educators can best promulgate this acceptance by acting in a positive manner on our own conviction.

Toward this end the school should strive to contribute effectively to the development among all youth and adults of the knowledge, skills, habits, understands, attitudes and character traits essential for rich personal living, for sound choice of an effective participation in a vocation, for satisfying human relationships, and for responsible contributing citizenship.



***“The future belongs to those who believe in the beauty of their dreams.” – Eleanor Roosevelt***

# PALISADES PARK SCHOOL DISTRICT CALENDAR

SCHOOL YEAR 2024-2025

September (18 days)

M	T	W	T	F
<del>2</del>	3	4	<del>5</del>	<del>6</del>
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October (22 days)

M	T	W	T	F
	1	2	3	4
7	8	9	10	<del>11</del>
<del>14</del>	15	<del>16</del>	17	18
21	22	23	24	25
28	29	30	31	

November (16 Days)

M	T	W	T	F
				1
4	<del>5</del>	6	<del>7</del>	<del>8</del>
11	12	13	14	15
18	19	20	21	22
25	26	<del>27</del>	<del>28</del>	<del>29</del>

December (15 Days)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	<del>20</del>
<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>
<del>30</del>	<del>31</del>			

January (21 days)

M	T	W	T	F
		<del>1</del>	2	3
6	7	8	9	10
13	14	<del>15</del>	16	17
<del>20</del>	21	22	23	24
27	28	29	30	31

Sept. 2 Labor Day Observ.

Sept. 3/4 Faculty Report

Sept. 5/6 Students Report/  
Early Dismissal  
(Staff Development)

Oct. 14 Columbus Day

Oct. 16 Early Dismissal  
(Staff Development)

Nov. 5 Election Day

Nov. 7/8 NJEA Convention

Nov. 28/29 Thanksgiving

Dec. 23-31 Holiday Recess

Jan. 1 New Year's Observ.

Jan. 15 Early Dismissal  
(Staff Development)

Jan. 20 M. L. King, Jr. B'day

Feb. 14-18 Winter Recess

Mar. 19 Early Dismissal  
(Staff Development)

Apr. 14-21 Spring Recess

May 26 Memorial Day

June 18 Tentative Last Day of  
School (180th Day)

*\*Last 5 days of school are Half-Day Sessions*

**PLEASE NOTE: In case of  
Emergency, Spring Recess has  
been designated as "Make-up"  
days. Please DO NOT make  
any permanent plans or  
reservations for those days.**

February (17 days)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	<del>14</del>
<del>17</del>	<del>18</del>	19	20	21
24	25	26	27	28

March (21 days)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	<del>19</del>	20	21
24	25	26	27	28
31				

April (16 days)

M	T	W	T	F
	1	2	3	4
7	8	9	10	<del>11</del>
<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>
<del>21</del>	22	23	24	25
28	29	30		

May (21 days)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	<del>20</del>	21	22	<del>23</del>
<del>26</del>	27	28	29	30

June

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	<del>18</del>	19	20
23	24	25	26	27
30				

**Graduation date will be tentatively scheduled at the March Board Meeting.**

**Early Dismissal on October 11, November 27, December 20, April 11, and May 23.**

Adopted: April 17, 2024

August 20, 2024





### Regular Schedule

First Bell - 8:25AM

Late Bell - 8:27AM

Dismissal - 2:45PM

### Half Day (Early Dismissal) Schedule



First Bell - 8:25AM

Late Bell - 8:27AM

Dismissal - 12:35PM

### Delayed Opening Schedule



First Bell - 9:55AM

Late Bell - 10:05AM

Dismissal - 2:45PM

**Faculty supervision begins at 8:10AM. Students are NOT permitted on school grounds before this time unless they are attending Breakfast Club.**

Breakfast Club 

**Hours:** 7:45AM - 8:10AM - **Location:** Cafeteria – *Students must enter directly into the cafeteria entrance.*

## Absence & Tardiness

The law permits absence from school for reasons of health and emergency only. Frequent absences lessen the possibility of maintaining a high standard of achievement. Legal absences are those resulting from personal illness or death in the immediate family.

**\*Students with fever, vomiting, and/or diarrhea are NOT permitted in school\***

**\*Students must remain home for 24 hours AFTER the symptoms have stopped\***

**\*A Doctor's note is required for 3 days of consecutive absences\***

**\*Parents must send documentation WITH their child upon return to school\***

When your child is absent you are **required** to contact the Attendance Office via Class Dojo, telephone call, email or hand-written note (in any language): (201) 947-3556 Ext. 2425 - [htansey@palpkschools.org](mailto:htansey@palpkschools.org)

The attendance office receives a large volume of calls each day. Please feel free to call **ANY** time even if school is not currently in session. **Please remember to leave a voicemail (in any language)** if you are unable to directly reach the attendance secretary. Voicemails are continuously checked throughout the school day.

If a parent does not call and a child is absent, a call will be placed to your home. **In the event a parent cannot be contacted, the local police department will be notified.** Lateness creates educational issues of a negative nature. Class time and student instruction is interrupted and delayed. The school seeks your cooperation in impressing upon your child the responsibility of being on time. A note is required stating the reason for lateness to school (Board Policy 5200). Any child without a note or parent accompaniment, will be scheduled for after school detention. 5th and 6th grade students will be given two after school detentions (2:45PM-3:00PM) for each tardy after their 3rd late within a trimester.

**We strongly encourage requesting documentation from medical appointments that occur during the school day.**

Notes from the Doctor or dentist can be emailed directly to Ms. Tansey or Nurse Melissa. Feel free to ask your Doctor or dentist office to fax the note to the school fax number (201) 676-5355. Paper copies can be given to Ms. Tansey, Nurse Melissa or your child's homeroom Teacher.



## Perfect Attendance 🏆

100% attendance throughout the entire school year means no absences and no tardies. Students are in attendance for 100% of the school days scheduled. Students must be in attendance for the **entire** duration of the school day between 8:25 AM - 2:45 PM. Students do not arrive after the 8:30 AM late bell. Students do not leave before the 2:45 PM dismissal bell. Students who enroll after the first day of school will not be considered for perfect attendance. Religious day observances are exempt from the attendance rule. A perfect attendance certificate will be presented to students on the last day of school if all the criteria has been met.

## Religious Holidays ✝️

State Department of Education regulations state that on certain religious holidays, a child may be absent from school and such absence "is an excused absence." *Parent communication is required for the privileges in this regulation and for such absence to be recorded as "excused."* A pupil who is absent from school because of a religious holiday may not be deprived of any award of eligibility or opportunity to compete for any award. A list of approved religious holidays for the school year is available from the Principal's office. (N.J.S.A. 18A:36-14-18A)

## Emergency Phone Numbers 📞

It is crucial that parents/guardians complete the emergency cards that students bring home on the first day of school. **Parents/guardians are REQUIRED to supply the school with names and phone numbers of emergency contacts.** This includes home, work and cell phone numbers and a current e-mail address.

In addition, parents/guardians must supply phone numbers of relatives and/or friends who can be contacted if you are unavailable. **Emergency contacts must be notified, willing and able to pick up your child in a timely manner. Please consider asking contacts who live or work near Palisades Park.**

## Emergency Closing ⚠️

The following procedures will be followed in the event of an emergency closing of the schools: All Parents/Guardians will receive an automated phone call from the district or individual schools with details regarding the closing information. Parents/Guardians should listen to local TV news stations and radio broadcasts. Information will be posted to the district website: <http://www.palpkschools.org>. Information will also be posted to the school Twitter (X) account: @PalPkLindbergh. It is crucial that the school has a current emergency number where parents can be reached in cases of accidents or emergency closing. Emergency phone numbers and contacts are used for unscheduled early dismissals due to inclement weather or other emergency or your child is sick or has other medical reasons.

## Genesis Parent Portal

You are required to set up a parent account in Genesis. Your account is used for all pertinent school information such as your child's schedule, report card and attendance information. Please click the link: [Genesis Parent Portal](#) or visit <https://parents.c1.genesisedu.net/palpkschools/sis/view?gohome=true>.

Accounts require a username and password for access. Please contact Mrs. Morin with questions or concerns. Please call (201) 947-3556 Ext. 2440 (feel free to leave a message in any language), email [mburns@palpkschools.org](mailto:mburns@palpkschools.org) or report to the main office for assistance.

## School Visits

The single most important activity which occurs in our schools is instruction. This takes place anytime a Teacher and students are together. During instructional time there are to be no interruptions by anyone except the Principal or anyone who has the Principal's approval. Parents and visitors must report directly to the main office upon entering the building. The office staff will speedily address your concerns. Please plan and set out the necessary items your child will need for the following day. The school does not support interruptions for "forgotten items. "

## School Interruptions

The only "forgotten" items accepted by the school security guard will be:

Eyeglasses 

 Lunch

Medications 

 House keys

**All items should be clearly labeled with your child's name and homeroom and left in the bin located outside the main entrance on Glen Avenue. Please place the items in the bin and ring the doorbell. The security guard will bring the items inside to your child.**

**Parents are NOT permitted to enter the building for item drop offs!**

All other issues or items must be handled before the student leaves for school or upon returning home.

## Medication in School - 5330 Administration of Medication

When a pupil's health and continuing attendance in school requires the administration of medication duly prescribed by a Physician, the Board of Education will allow the dispensation of medication in accordance with the procedure listed below:

In this context, "medication" means any prescription drug or prescribed over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.

### Submit to the school nurse the following:

- The medication must be delivered to the school nurse in its original labeled container by the parent with the parent's written request for its administration.
- There must be a Physician's written and signed statement of the medication's name, the purpose of its administration to the specific pupil for whom it is intended, its "proper timing and dosage," possible side effects, and the time when its use will be discontinued.
- Medication no longer required must be promptly removed by the parent.
- Please contact the school nurse for information and requirements for self-administration in cases of asthma or life-threatening situations.

**The school Nurse is the ONLY staff member permitted to dispense medication.**





## Health

The State Board of Health requests all pupils to show evidence of immunization against poliomyelitis, diphtheria, tetanus, pertussis, rubella, measles, mumps, varicella and hepatitis B. Students from a high incidence TB country are required to have a mantoux test prior to entering school. In addition, all 6th grade students shall receive the meningococcal vaccine and a Tdap booster after turning 11 years of age.

Palisades Park Board of Education may exempt any pupil from the immunizations listed above (except for those mandated by the State Board of Education) if a parent or guardian of said pupil objects. They must submit a written statement signed by him/her, upon the grounds that the proposed immunization is medically contraindicated or interferes with the free exercise of his/her own religious principles, as amended L. 1952, c.153, p.514, p.l.

Students entering our school for the first time must submit a record of immunization as well as a current physical, upon registration.

In compliance with State Law, all students between the ages of 10 and 18 will be examined bi-annually for Scoliosis (lateral curvature of the spine). A Doctor or the school nurse will perform this examination.

New pupils **must be examined by a Physician** and all other students should have a yearly physical exam and submit the records to the school nurse.

Health screenings of height, weight, blood pressure, vision and hearing are done periodically. Parents will be notified when a child fails a screening test. Retest or a further professional examination will be recommended. A full-time nurse is employed. In the case of illness or an accident in school, a nurse or administrator will contact the parent to see that the child is taken home.

**Any student with a rash will be sent home immediately and may not return to school without a note from a Doctor.** Any student with a fever, vomiting or diarrhea is to remain home for at least 24 hours after the symptoms have subsided before they are permitted to return to school. (Board Policy #5310)

**It is extremely important that parents supply the names and phone numbers of people who can be contacted if the parent is unavailable. *These contacts must be aware of your selection and be willing and able to pick up your child in your absence.***

## Accident Insurance 🚚

The Board of Education pays the cost of school insurance for all children. This insurance covers the type of injuries that children are likely to receive during school hours and on the way to and from school. Additionally, insurance may be purchased by parents at their expense. Accidents should be reported immediately to the school nurse. A claim form will then be made out and given to the parent who handles all further details.

## Special Services

The Palisades Park Board of Education provides specialists and special programs to assist the child who presents particular educational needs. The staff of specialists includes a Psychologist, Social Worker, Learning Disability Teacher Consultant, Speech Therapist, Behaviorist and Special Education Teachers.

Special needs preschool programs are also available for children who are eligible. If you are concerned about your child's development, you may call the Child Study Team Director of Special Services: Mrs. Joanna Hali to inquire about special services @ (201) 941-1100 Ext. 1424

## Pupil Right to Privacy

The Board of Education recognizes that a pupil's right of privacy may not be violated by unreasonable search and seizure and directs that no pupil be searched without reason or in an unreasonable manner. The Board acknowledges the need for in-school storage of pupil's possessions and shall provide storage places, including desks and lockers for that purpose. No storage place provided by the Board shall pupils have such an expectation of privacy as to prevent examination by a school official (N.J.S.A. 18A:36 - 19.2).

## Access to Pupil Records 📄

Federal and state governments have passed laws which guarantee access to student records. If you have any questions about access to pupil records, please contact the Principal of the school. Pupil records will not be released to any organization, agency, or person without notification or approval of the parent except upon judicial order, and to other schools which a student seeks or intends to enroll following a request from these schools. (N.J. 18A:36-19) Access to records by parents will be conducted in the presence of a professional.



## Title VI Title IX

Under Title VI of the Civil Rights Act of 1964 no person in Palisades Park shall on the grounds of race, color, national origin, creed or gender be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Education. Inquiries concerning these matters should be referred to: Director of Student Services - Mrs. Joanna Hali @ (201) 941-1100 Ext. 1424

## Accessible Programs

The Palisades Park School District maintains accessible programs and activities in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The district moves programs and activities to the accessible level of the facility as a means of providing accessibility under section 504 and the ADA. Individuals with disabilities who require access to the district's program and activities should please contact the Director of Student Service - Mrs. Joanna Hali @ (201) 941-1100 Ext. 1424

## Homework Policy 📖

Homework is an extension of classroom work. It should be assigned on Monday, Tuesday, Wednesday and Thursday. Weekend homework and long-term projects are assigned at Teacher discretion. No homework assignments are sent home because of students' absences. Students are **NOT** permitted to return to classrooms for forgotten materials. Extra help sessions are available for make-up work. Some suggested guidelines for homework:

Grade 1	10-15 minutes per night
Grade 2	20 minutes per night
Grades 3-4	30 minutes per night
Grades 5-6	45 minutes per night



## Testing Program 🧑🏫

The following test is used to assist us in evaluating our students: Grades 3, 4, 5 & 6 NJSLA (Spring).

## Conferences 🗣️

Parent-Teacher conferences are necessary for monitoring your child's growth and development. Along with the three report cards and progress reports (grades 5 & 6), conferences serve as a significant link between home and school. We encourage parents to arrange conferences during the school year. At the end of the first and second trimesters, conferences will be scheduled for parents.

## 6th Grade Promotion Requirements 🎓

The following requirements are outlined for the 6th grade students for promotion. All students take the following courses: Mathematics, Language Arts, Reading, Science, Social Studies, Art, Music/Instrumental, Physical Education, Health and World Language.

Mathematics, Language Arts, Reading, Science and Social Studies curriculum must meet the New Jersey Student Learning (NJSL) Standards. Students may be retained if any of the following occurs: They receive a final grade of "F" in three of the five core courses described above or if they receive a final grade of "F" in two of the three courses: Mathematics, Language Arts or Reading. Students are subject to retention and/or summer school.

## Fundraising 💰

In accordance with an agreement between the PTA and the administration, there will be no door-to-door type fundraising conducted by any organization. All fundraising by any school club/organization and PTA must be strictly conducted in-house.



## Community Relations 🏠

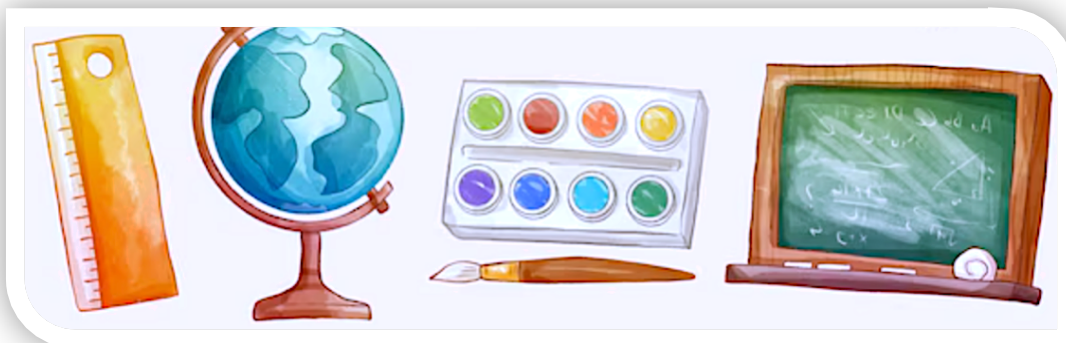
To inform the public of school events and to enlist its understanding and support, notices are sent to local newspapers and directly home via the students. Make it a practice of checking daily with your children for notices. Generally, BOE meetings are held each month. Notice of these meetings are posted and appear in local papers and on the school website. The school sponsors evening programs giving the parents a chance to visit the school and meet the Principal, Vice Principal and the Teachers to whom they entrust their children. Announcements of these events will be taken home by each child and sent to parents via Class Dojo and email.

## Care of School Property/ Trespassing 🚫

School buildings, grounds, equipment and supplies are a public trust supported and maintained by public funds. Money used to replace carelessly treated property is money not available for worthwhile projects. All Palisades Park children and adults using school facilities are expected to exercise reasonable care in the use of books, supplies and equipment. Parents are encouraged to instruct their children on the proper use of public property. Parents are liable for damaged public property. (N.J. 18A:37-31). Parents should warn their children regarding trespassing on school property. Students entering school, especially after school hours, who are not part of an organized program or unchaperoned may be reported to the police department.

## Student Dress Code 👕

School requires an environment in which the business of learning can take place without undue distraction. Items deemed inappropriate are **Slides, Crocs, open toe sandals, platform shoes, short shorts, bare midriffs, halter tops, tank tops or sleeveless attire and backless blouses**. Shorts should be close to the knee in length. Complete guidelines available upon request. No hats, bandanas, and other headgear are permitted to be worn during school hours. Hoodies can be worn but cannot not cover the face/head. The dress code is in effect at all school related functions.





## Discipline Policy of Conduct

On the first day of school, students will receive the parent handbook and code of conduct which must be reviewed, signed by the parent, and returned to the homeroom Teacher in a timely manner.

Classroom discipline is handled by the individual Teacher. Repeated misconduct is referred to the Vice Principal. Different levels of discipline run parallel to the number of incidents. They are after school detention, lunch detention, parent conferences, community service, and suspension.

## Prohibited Items 🚫

Any electronic items, such as: video games, iPads, and radios are not permitted in school. In addition, for safety reasons, bike rack-lockup should be utilized for bicycles. No scooters, skateboards or rollerblades are not permitted on school property during school hours. Trading cards are also prohibited. The school district will not be held responsible for lost or misplaced items of this nature.

## Cell Phone Procedure 📱

**Students may keep their cell phones, Apple/Android watches (with cellular access) with them but will NOT be allowed to use them any time during the school day. All devices should be turned off and cannot be visible.** The guidelines will be followed during after school activities and field trips. If at any time a student needs to contact his/her parents, he/she may use the telephone in the main or attendance office. If a device is seen, the Teacher will send the cell phone to the main office. First offense, the device will be returned to the student at the end of the day. Second offense, parents will be called to pick up the device. If a student continues to violate the procedure, then he/she will no longer be allowed to bring his/her device into the school building. **The school is not responsible for any lost, stolen, or damaged devices.**

## Lunch Program 🍕

Lindbergh Elementary School has a complete hot and cold lunch program. A menu is sent home each month. Children may purchase milk and a limited number of snacks. We recommend that parents not send their children to school with large bills. Lunch can also be pre-paid electronically. The website is: [www.payforit.net](http://www.payforit.net) Students displaying disruptive behavior during lunch will necessitate a parental conference. Please contact the cafeteria directly with questions regarding payment issues and lunch balances. **(201) 947-3556 Ext. 4144.**



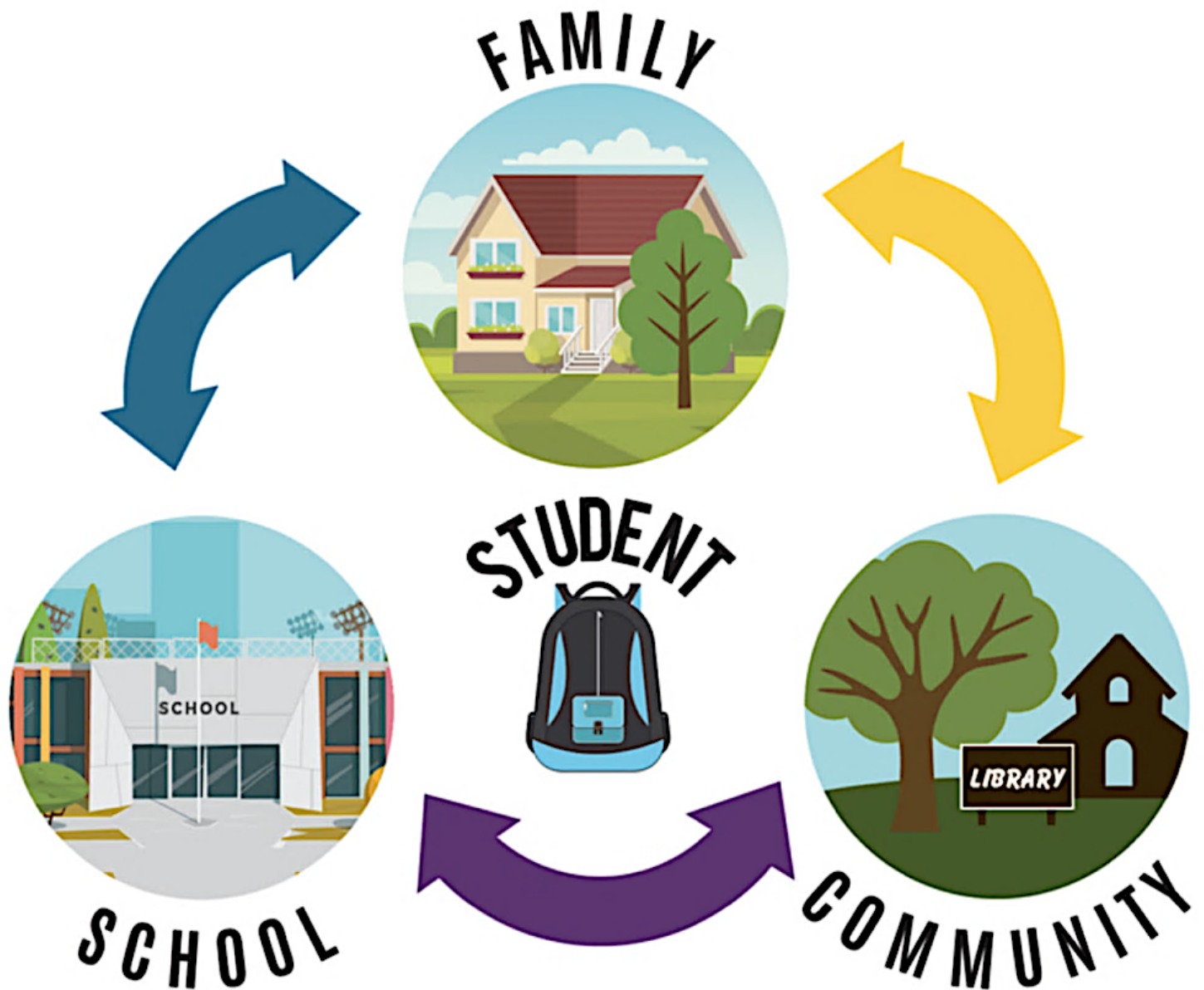
## Physical Education 🏐

The goal of the elementary school Physical Education program is to provide a wide scope of basic skills and activities necessary to achieve desired levels of physical fitness. As a result of our program, we hope to promote physical, mental, emotional, intellectual, and social wellbeing which will enable the students to flourish in society. The children will be scheduled for two periods of physical education per week. The dress code for physical education is **sneakers, athletic/comfortable pants and t-shirts**. A parent's note is required to be excused from **one** gym class, and a Doctor's note is required for an extended excuse.

## Lost and Found 📁?

Lost and found is located outside of the cafeteria.





When schools, families, and community groups work together to support learning, children tend to do better in school, stay in school longer, and like school more! 😊



