



PARENT HANDBOOK

2025 - 2026

SCHOOL SUPPLIES

Please refer to our [Website](#) for a list of recommended school supplies. Supplies will be delivered to your child's classroom if you ordered from the PTO.

ARRIVAL

School Hours 7:55 - 2:42

- Doors open at 7:30. All students will enter through the front door.
- K, 1, and 3 will report to the Cafe.
- 2, 4, and 5 will report to the Gym.
- Teachers will pick students up at 7:50 and bring them to their classrooms.
- Any student who reports to school later than 7:55 will be marked tardy. Please note that three tardies equates to one absence.

Bus

Students who ride the bus will be dropped off in our front circle and enter using the main entrance.

Walkers

Doors open at 7:30. Please walk to the main entrance using the sidewalk to the right of the school (if the school is behind you). Staff and crossing guards will be supervising that area. Please do not arrive earlier than 7:30 am as students will be unsupervised. Additionally, please do not bring dogs on the school property even if they are in your arms.

Car Line

Car line will open at 7:30am. We use our front circle for morning drop off. All cars will make a right to enter the front loop from Arlington Ave. There is no access to Arlington Ave from Martin Ave. It will be one way from 7:30 am to 8:00 am.

COLLINS CAR LINE DROP OFF



Do's



- ✓ Turn Right from Arlington onto our Front Circle
- ✓ Use the area in front of the school on Martin Road for Drop off
- ✓ Arrive before 7:40 to beat the crowd at drop off. Doors open at 7:35

Don'ts



- ✗ Turn Left from Arlington into the Front Circle
- ✗ Drop off Children on Arlington Road.
- ✗ Use the Staff Lot. This is for Staff Only and Parents should not utilize for any reason.
- ✗ Drive around other cars in the drop off line. Please wait until the car in front of you moves.

COLLINS CAR LINE PICK UP



Do's



- ✓ Stay in your car in the designated NO PARKING areas. This is pick up only and cars should not be left unattended.
- ✓ If you get out of your car, to pick up your child, park on the local streets (not in the no parking areas).
- ✓ Arrive by 2:41 for pick up
- ✓ Share with anyone picking up your children

Don'ts



- ✗ Leave the car unattended in the NO PARKING area
- ✗ Park in the STAFF LOT
- ✗ Park in any areas with yellow curbs
- ✗ Block driveways
- ✗ Block the Fire Hydrant

DISMISSAL

Bus

Students will be dismissed from their classroom in a staggered manner, and will report directly to their assigned bus. Staff will supervise students and take daily bus attendance.

Aftercare

Students attending the YMCA aftercare will be dismissed directly to the cafeteria. JCC and Livingston Genius Academy students will be dismissed to their bus with the other bus students.

Handoff and Walkers

Students will be dismissed to the blacktop at these times.

Kindergarten and Grade 1 will exit from Door 2 at 2:37 pm.

Grade 3 will exit from Door 2 at 2:42 pm.

Grades 2, 4 and 5 will exit from Door 4 at 2:42.

Please remain behind the cones and teachers will dismiss students in an orderly fashion.

** Please note only grades 3 -5 students may walk. K-2 students must hand-off to a parent/guardian/sibling.

Please note that the front of school (Martin Rd) and the side of school (Arlington) are designated for adults who choose to remain in their car and have the child walk to the car for pickup only. You may not park and leave your vehicle unattended during these times.

GENESIS PARENT PORTAL

Please visit <https://parents.livingston.org> to ensure that your parent and student safety information is entered and correct. We must have your emergency contact information and dismissal information set before the first day of school. Collins will always reach out to Guardian 1 first, followed by Guardian 2, and then emergency contacts. Please consider signing up for school emails and PTO emails.

REPORTING AN EARLY or CHANGE IN DISMISSAL

You must enter into **Genesis by 2:00pm** to ensure it is received. Please note after 2:00pm it will default to the next school day. Please do not call or email the school to report picking up your child early. For detailed instructions please [click here](#).

REPORTING AN ABSENCE or LATENESS

Please report your child tardy or absent using the [Genesis Parent Portal](#).

- Please follow [this link](#) for detailed instructions on how to report an absence or lateness.
- Please do not send an email as a teacher or secretary may be absent and the email may go unnoticed. Please see Ms. Messer's website for specific health recommendations. Please note that students are to stay home if they have vomited or had a fever until they are symptom free for 24 hours.
- Please note that the attendance policy has been updated. There are no more partial days. Students will be marked absent or present based on the time you are in school. To review the policy or regulation please [click here](#).

NURSE and ILLNESS

Please see Mrs. Messer's [webpage](#) regarding illness and health issues.

CELL PHONES AND SMART WATCHES

Please be aware of District Policy 5516- USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES. Students are not permitted to use cell phones, smart watches (Apple, Gizmo, etc) during the school day. If your child brings these to school, they will be asked to put it in their backpack until the end of the day. If you need to reach your child at any point please contact the main office.

SCHOOL CLOSING/DELAYED OPENING INFORMATION

You will be informed by the "Livingston District E-Blast System" in the event of a school closing, delayed opening, or emergency early closing. Please ensure that Genesis has your most updated and accurate information. Please call the Main Office if any changes need to be made.

Emergency Closing - 12:00 p.m - Dismissal procedures remain the same. If you have any changes to dismissal, you must report on Genesis by 11:35am.

Delayed Opening – 9:55 a.m - Buses run the same schedule, only 2 hours later.

CODE OF CONDUCT

The Livingston Board of Education is committed to providing a safe and secure learning environment for students and working environment for staff. Appropriate behaviors and positive character must be modeled and maintained by our staff and students in order to have safe and orderly schools. To help students, parents, and staff understand expectations for acceptable conduct on school property, the LBOE established a Livingston Public Schools (LPS) Code of Conduct. It is attached [here](#) and posted on the Collins website.

DRESS CODE

At Livingston Public Schools, we want all students to feel comfortable, confident, and ready to learn. We ask that families partner with us to ensure students come to school in clothing and footwear that supports a safe, respectful, and active learning environment.

General Guidelines:

- Clothing should allow students to participate in all school activities, including physical education and outdoor play.
- Clothing should cover undergarments and midriffs.
- The following items are not permitted:
 - Midriff-baring tops, tube tops, halter tops, mesh or sheer tops
 - Clothing with messages or images that are obscene, violent, or promote drugs, alcohol, or hate speech
 - Clothing that may be interpreted as racially, religiously, ethnically, or sexually offensive
- Hats and hoods should not be worn indoors, except on designated school spirit days.
- Students may wear head coverings for religious or medical reasons. Please speak with your building principal as needed.

Footwear:

- To support safety and active play, students should wear closed-toe, secure shoes each day.
- Sneakers or rubber-soled shoes are strongly encouraged, especially for recess, gym, and walking in hallways.

The following footwear is not permitted, as it poses a safety risk:

- Flip-flops
- Slides
- Slippers
- High heels
- Backless sandals or clogs
- Shoes with wheels

If a Dress Code Concern Arises:

In the event a student's clothing or footwear does not meet these expectations, school staff will work with the student in a supportive and respectful manner. This may include:

- Offering an opportunity to change (with assistance from home, if needed)
- Speaking with the family to clarify expectations
- In some cases, a follow-up conversation with the school principal

We appreciate your help in fostering a positive school climate where every student can focus on learning and fully engage in the school day.

LUNCH

- Pomptonian will be providing lunch for the entire district.
- A menu will be provided each month. It will be posted on our website and sent via email.
- There will be a hot, cold, and vegetarian option each day.
- Homeroom teachers will tally the lunch count each morning.
- Please make sure your child has money in their school bucks account. You can go online to myschoolbucks.com or bring a check to Collins.
- Snacks will be sold in the beginning of October.
- [Pomptonian Information](#)

WEEKLY UPDATE

Please be sure to look for the weekly newsletter. It is sent out via email on Friday afternoon and is posted on the school webpage. Upcoming dates, activities, and information are included each week. An easy way for you to be informed on what is happening at Collins.

SAFETY DRILLS

Students will have two safety drills per month as per state guidelines. These range from fire drills to evacuation drills to lockdown drills. Please let your child's teacher know if your child is particularly sensitive to these kinds of rehearsals.

PROCESS FOR ADDRESSING PARENT CONCERNS

Livingston Public Schools strives to respond to concerns and/or questions as quickly and effectively as possible. In a school system, as in any organization, the "chain of command" refers to communication levels of authority in the school district. The philosophy behind the chart in the document below is to refer community members to those people in the organization who can best solve any concerns or questions that may arise, and then direct them to the appropriate people if issues are not able to be effectively addressed at the first level. Thank you for your continued partnership!