Lincoln Park Elementary School



2026 – 2027
Student and Parent Handbook

274 Pine Brook Road
Lincoln Park, NJ 07035
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District Website: www.lincolnparkboe.org

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Breanna Bendarsky, School Counselor
Kerry Ficker, Administrative Assistant
Vitra Mohammed, Secretary
Kelli Cifelli, School Nurse

Dear Parents and Guardians,

On behalf of the entire LPES staff, welcome! Whether you are new to our school or are returning, we are happy to see you and look forward to working with you this year. If you ever have a question or concern, please feel free to contact us – we are here to help. Welcome to the LPES Family!

☺ Ms. Bammer

TABLE OF CONTENTS	
Affirmative Action / Community-Based Resources	2
Arrival and Dismissal Guidelines	2-3
Assessment Schedule	3
Attendance / Lateness	3-5
Cell Phones and Electronic Devices	5-6
Computer and Internet Use Policy	6
Conferences	6
Department of Children and Families	6
Discipline / Code of Conduct	6-12
Emergency Closings / Delayed Openings / Early Dismissals	12
Field Trips	12-13
Food Allergies	13
Forbidden Items	14
Genesis Grading System	14
Guidance Department	14
Harassment, Intimidation, and Bullying	14-15
Health Services	15-16
Homework	16-17
Insurance	17
Lost and Found	17
Mission Statements	17
Money and Valuables	17
New Jersey Youth Helpline (2NDFLOOR)	17
Parent-Teacher Organization (LPS PTO)	18
Parties	18
Pets	18
Photographing / Videotaping	18-19
Promotion / Retention	19
Schedules	19
School Lunch Information	19-20
School Security	20-21
Student Dress Code	21-22
Student of the Month	22
Student Supervision – Afterschool	22-23
Student Support Services	23-24
Transportation	24-26
Visitor Management System / Visitors	26
Quick Reference Guide	27
2025 – 2026 school calendar	28
Sample student walker note	29
Handbook Sign Off	30

AFFIRMATIVE ACTION/COMMUNITY-BASED RESOURCES

The Lincoln Park School District affirms its responsibility to ensure all students receive equal educational opportunities and all employees receive equal employment opportunities regardless of sex, race, color, religion, national origin, and/or social or emotional status. The Lincoln Park School District is an Equal Opportunity/Affirmative Action Institution. In compliance with relevant federal and state civil rights legislation, the system does not discriminate on the basis of sex, race, color, religion, national origin, age, or physical capability in the operation of its educational programs or activities (enrollment, access to programs, physical education, counseling, use of facilities, and school sponsored extracurricular activities).

Any questions regarding Affirmative Action/Equal Opportunity should be addressed to Dr. Kenneth Fugowski, Director of Special Services (address: 274 Pine Brook Road, Lincoln Park, NJ 07035; contact number: 973-696-9150).

Community-Based Resources for Parents:

Lincoln Park Police Department: 973-694-5533
Newbridge Services: 973-316-9333
Lincoln Park Health Officer: 973-694-6100 ext. 2039
Department of Children and Families:
To report child abuse/neglect: 1-877-NJABUSE (1-877-652-2873)
For questions/concerns about DCF services: 1-855-INFO-DCF (1-855-463-6323)
Jersey Battered Women's Services: 973-267-4763
Al-Anon/Alateen: 973-744-8686

ARRIVAL AND DISMISSAL GUIDELINES

We strongly encourage all students who have been assigned a bus pass to ride the bus. Most bus rides are short in duration, and student behavior on the bus is monitored and addressed.

Morning Drop-Off Procedure (K – 4th grade):
Morning drop-off for grades K – 4 is between 8:35 – 9:00 a.m. All cars are expected to proceed to the back parking lot where a drop-off "circle" forms. Please proceed to the back parking lot, following the arrows, and drive around in one drop-off line, stopping at the stop sign. Once you pull up to the drop-off area, child(ren) can exit the car. Please note that this is a "drop and go" – parents are asked not to get out of the car. If your child is unable to get out of the car by himself/herself, please park in a parking space and walk your child across the parking lot to the back door. A teacher will be on duty at the back door to let in the children. Only our bus students enter the school from the main entrance.

Morning Drop-Off Procedure (PreK):
Morning preschool parents are not a part of the drop-off line. Please park in any available, non-reserved parking space and walk your child(ren) to the side door next to the small playground at the front of the school. The preschool teachers will open the side door and gather the children at 9:00 a.m. Please do not park on the side of Rip Van Winkle Way closest to the electronic sign. If there is space available on Rip Van Winkle Way on the "school side," you may park from the small playground up to the stop sign by Pine Brook Road. Please do not block the few parking spaces that are there. Parking should be limited to no more than 15 minutes in this area.

For those parents who need to come into the school, please park in any available, non-reserved parking space and come to the front door, where you will ring the doorbell to enter the building.

For students who arrive late to school (after 9 a.m.), please park in an available, non-reserved parking space and walk your child(ren) to the front door. After ringing the bell and stating your child's FULL name, we will buzz him/her in. Please do not allow your child to come to the main door alone.

Afternoon Pick-Up Procedure (K – 4th grade):
All walkers/pick-up students will be dismissed from the door located in the fourth grade wing. If you are picking up your child, you are asked to park in a marked parking space in the **back** parking lot – please pay attention to all directional arrows – and wait for your child on the macadam outside of the fourth grade wing. Please do not crowd the door. No cars are allowed to park along the yellow curbs leading to the back parking lot or in the back parking lot. Students will only be dismissed out of the fourth grade door when a parent/guardian is present and within a close proximity. All bus students will exit from the main entrance.

Afternoon Pick-Up Procedure (PreK):
As with morning drop-off, please do not park on the side of Rip Van Winkle Way closest to the electronic sign. If there is space available on Rip Van Winkle Way on the "school side," you may park from the small playground up to the stop sign by Pine Brook Road (leaving room for our two smaller buses). Please do not block the few parking spaces that are there. Parking should be limited to no more than 15 minutes in this area.

Early Pick-Up Procedure:
Early pick-up is discouraged and should be requested in emergency situations, only. In such cases, a note from the parent/guardian is required and must be presented to the classroom teacher at the beginning of the school day. Students shall not be permitted to leave school early unless they are picked up in the school office by a parent/guardian or a person authorized by the parent/guardian to act on his/her behalf. For safety reasons, proper identification may be required, and no exceptions will be made. Children will not be released to any individual without a note or to someone who is not listed on the student's emergency demographic page.

ASSESSMENT SCHEDULE

Grades 3 and 4 NJSLA testing window: May, 2027
Kindergarten Screening for incoming Kindergarten students: June, 2027

ATTENDANCE/LATENESS

Consistent and punctual attendance is mandated by the State of New Jersey and is essential for the steady progress of children throughout their school lives. All students are required to be in their homerooms no later than 9:00 a.m. Students who arrive after 9:00 a.m. must report to the main entrance with a parent/guardian.

Students who are absent may not attend school functions that day/evening. To be counted as present for a full day of school, students need to be in the school building from 9:00 a.m. until at least 12:15 p.m.

Absences:
Parents/guardians are required to call Ms. Cifelli, the school nurse, by 9:00 a.m. to report absences. She can be reached at 973-696-5530, option 1. When calling, please state the reason for and anticipated length of your child's absence. Parents who fail to report an absence will be contacted by the school. This practice allows us to account for every student under our supervision. Please note that upon his/her return to school, a note is required from a parent/guardian documenting the reason for the student's absence. This note does not excuse the absence; it only serves to acknowledge that the parent/guardian was aware of the absence.

Chronic Absenteeism and Tardiness:
The Board of Education, Superintendent, and staff recognize the importance of daily, punctual attendance to a student's academic success. We also recognize that parents/guardians must be an integral part of our efforts, and the proposed procedures include parent/guardian involvement at each step.

Regular communication with parents/guardians regarding student absences/tardies is critical. The chart below relates to cumulative unexcused absences and outlines the procedures for same (www.lincolnparkboe.org – Board of Education – District Policy):

Number of Tardies	**Procedure**
1 – 4	Investigation into the tardies.
5 – 9	Written warning to parents and possible conference with school counselor and/or principal.
10 – 20	Mandatory conference with parents and school counselor and/or principal. Written documentation will follow the meeting.
20 or more	Meeting with the parent, child, school counselor, and/or principal; written documentation will follow the meeting; action plan; possible referral to the court program required by the NJ Administrative Office of Courts; and procedures in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School
Number of Absences	**Procedure**
Each day of absence	A call home from Ms. Cifelli to inquire as to the reason for the absence if it was not stated in a call from the parent/guardian or if no call was received.
1 – 4	Investigation into the absences.
5 – 9	Letter from the office and investigation; possible meeting with the parent, child, and school counselor, during which an action plan may be developed. Written documentation will follow the meeting.
10 or more	Meeting with the parent, child, school counselor, and/or principal; written documentation will follow the meeting; action plan; possible referral to the court program required by the NJ Administrative Office of Courts; and procedures in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School

Action Plan:
An action plan may consist of strategies to be implemented at home to improve attendance and/or consequences. Consequences apply primarily to a tardy situation and will be determined based on

the age of the child and the situation, but they may include lunch/recess detention, afterschool detention, being denied participation in class trips or school events, or, in extreme cases, retention.

Make-up Work:
If a student is absent, a parent/guardian may request make-up work/homework to be sent home. If requesting work for your child, please contact the main office before 10 a.m. Requesting work later in the day will not allow your child's teacher ample time to prepare assignments, and, therefore, work will not be provided. Requested work can be picked up from the security bin outside of the school between 3:45 p.m. and 4:15 p.m.

Children who are absent for any reason must make up assignments, class work, and tests within a reasonable amount of time. A reasonable amount of time is considered to be within the same number of days missed. For example, if your child is absent for two days, s/he will have two days to make up his/her work.

Vacations during School:
Parents/guardians are asked to avoid family vacations during the school year. If a family vacation cannot be avoided, parents/guardians are required to submit a letter to Ms. Bammer indicating the reason for and length of the absence before the vacation occurs. Vacation days are not excused absences.

Teachers may provide a list of topics that will be covered during the absence but will not provide specific, detailed work. It is not practical to provide detailed work assignments in the absence of instruction. Students are required to make up all tests and quizzes within two (2) weeks of their return to school.

CELL PHONES AND ELECTRONIC DEVICES

Students are not permitted to bring personal electronic devices such as iPods, iPads or laptops (not school-issued), music players, electronic games, audio/video recorders/players, "smart watches," recording devices, etc. to school.

Cell phones, while discouraged, can be brought to school but cannot be used at any time during the school day, during school-sponsored activities, or on the school bus. Cell phones are to be kept in a student's backpack, turned off, from the time s/he boards the school bus or enters the building to the time s/he exits the bus at his/her bus stop or is in the presence of a parent in the afternoon. Students who have forgotten an item needed for school may ask staff in the main office to call their parent/guardian for the forgotten item. Please note that this only refers to educational items or snack/lunch. Students may not use their cell phones or other electronic devices to contact parents/guardians during the school day. Additionally, we ask parents to refrain from calling or texting their child on his/her cell phone or electronic device as this is a distraction to the educational process.

If a student has out or uses an unapproved electronic device during the instructional day, it will be confiscated and brought to Ms. Bammer. For a first offense, Ms. Bammer will hold the item until the end of the day and will return said item to the student. For a second offense, Ms. Bammer will hold the item until a parent/guardian can come to school to pick up the item. Subsequent offenses will result in the item being held in the office for a longer period of time; the length of time will be determined on a case-by-case basis.

The Lincoln Park School District is not responsible for lost or stolen cell phones, electronic devices, or other personal items students choose to bring to school. Smart watches are considered personal electronic devices and are not to be used or worn in school.

COMPUTER AND INTERNET USE POLICY

Students will not be allowed to use the computer network and Internet without a consent form signed by both the student and his/her parent/guardian. For more information about this policy, please refer to the Lincoln Park Board of Education's Policy on Acceptable Technology Use located on the District website.

As good digital citizens, students should be respectful, kind, and honest; talk to their teacher and parent as soon as they see, feel, or experience something that is not "right" on the Internet; use strong passwords; make sure teachers and parents have their passwords; remember that not everyone is who s/he says s/he is on the Internet; and use primary sources. Additionally, students should not share personal information online, open unexpected messages or unfamiliar attachments, agree to meet people who approach them online, plagiarize or cheat, or harass others through email or other means.

CONFERENCES

The most expeditious method to resolving an issue related to your child's schooling is to contact his/her teacher. Teachers are the first line of response to resolve school-related issues. If an issue remains unresolved, Ms. Bammer should be contacted.

Parent-Teacher Conferences will be held in November. Please refer to the District calendar for the dates and times of conferences.

DEPARTMENT OF CHILDREN AND FAMILIES

N.J.A.C. 9:6-8.10 places the responsibility of reporting suspected cases of child abuse or neglect on District faculty and staff. As such, District personnel will contact the Division of Child Protection and Permanency to report suspected cases of abuse or neglect. To report a suspected case of child abuse or neglect, please dial 1-877-NJABUSE.

DISCIPLINE/CODE OF CONDUCT

Board Policy 5600, Student Discipline/Code of Conduct, is located on the District website. The regulation defines the behavioral expectations held for each student who attends LPES and is reviewed annually by the administration and Board of Education. The expectations have been developed through dialogue with parents, teachers, and students. The Code of Conduct provides objectives/rules for the school, classroom, cafeteria, playground (recess), and bus, and includes rewards, supports, and consequences for students. The expectations are founded in the concept of respect for self and others. The effectiveness of the Code of Conduct is directly related to the support and cooperation of parents/guardians. In situations where disciplinary action is necessary, parental/guardian support, including attending scheduled meetings, picking up students from detention, etc., is anticipated. This support enables us to work more directly with the students in the school environment.

Code of Conduct:

I will do my best work.
I will care for school property.
I will respect others.
I will treat others fairly.
I will not hurt anyone on the inside or outside.

The Lincoln Park School District Board of Education, Administration, and faculty believe that every student deserves to be safe while in school. The safety and security of all children, including their emotional and physical well-being, is paramount. Every student deserves to learn without interference from or fear of others.

As part of the school's overall philosophy, the staff subscribes to the premise that each person has the ability to choose his/her own behavior. Each student is taught that s/he must act responsibly and be responsible for this behavior. There are times when inappropriate behavior does occur. In those circumstances, the student is held responsible for both the behavior and its consequence(s).

Discipline is designed to reinforce the positive behaviors we expect from all students. Discipline alone is not intended to change behaviors. Behaviors change when the student, parent/guardian, and school work cooperatively to reinforce and encourage proper/acceptable behavior.

Students make mistakes. Outlining our rules and regulations will guide children in the appropriate direction. Our hope is that students learn to behave more positively and live more productively when given appropriate guidance, direction, and consistency.

Any parent/guardian who questions the application of a consequence may request to discuss the matter with the child's teacher. If the situation warrants continued discussion, a parent may request a meeting with Ms. Bammer. Finally, should the matter warrant further discussion, a parent may request a meeting with the Superintendent.

General Rules:

1. Students should keep their hands, feet, and objects to themselves.
2. RESPECT! Respect yourself, respect others, respect your school. Treat others the way you want to be treated.
3. All students have the right to an education that is conducted in a non-disruptive learning environment. Students should not be allowed to leave the classroom during instruction unless they have permission by their classroom teacher or are accompanied by a teacher.
4. All students should be proud of their school. Therefore, all students should help keep it clean by taking care of the property of the school. This includes, but is not limited to, the following:
    a. All food and drink are restricted to the cafeteria except during class snack time and at school-approved or class-approved parties. No food or drink should be consumed outside during recess or on the school bus.
    b. All papers/wrappers are to be placed in appropriate containers.
    c. All plastic, aluminum cans, and other recyclable materials should be placed in the appropriate recycling containers.
    d. If you see something on the floor that does not belong there, pick it up and dispose of it properly.
5. Proper command of the English language should be at the forefront of our school. Therefore, profanity, abusive or offensive language, and non-verbal gesturing are strictly forbidden.

6. A school free of all drugs, alcohol, tobacco, and weapons must be maintained.

Classroom Rules:

1. Students must exhibit proper respect for adults, other students, and school property.
2. Students need to arrive to school promptly, prepared, and ready to learn.
3. Students need to actively participate in their own learning experiences.
4. In order to receive the full benefit of their education, students must complete their class work, homework, projects, etc.

Hall Rules:

1. Students should walk and not run in the halls. Students are to walk on the right side of the hallway.
2. Although students may occasionally need to be in the hall during class time, they are expected to remain quiet and not disturb instruction.
3. Students are not to misbehave when in the halls (touching, hitting, pulling on backpacks, etc.) and should keep their hands, feet, and objects to themselves.

Assembly / Panther Pride Meeting Rules:

1. Students will enter the gymnasium in an orderly manner, sitting quietly in the area they are directed to sit by a staff member.
2. Students are expected to be respectful and attentive to presenters and show good audience manners (i.e. clapping at the appropriate times, not yelling, not fooling around with classmates, etc.).
3. Students should wait for their teacher's instructions for dismissal when the assembly, meeting, or program is over.

Bathroom Rules:

1. Students will use the facilities in a reasonably expeditious manner.
2. Toilets are to be flushed after each use.
3. Students will wash and dry their hands. Water and soap are not to be splashed or played with.
4. Paper towels are to be thrown into the garbage, not anywhere else in the bathroom.
5. Horseplay, "hanging out," and/or engaging in group conversations while in the bathroom are prohibited.
6. There will absolutely be no climbing on bathroom dividers or looking above/under stalls.

Cafeteria Rules:

1. Lunch is an organized part of the daily schedule. Therefore, students need to be prepared for lunch and observe good behavior in the cafeteria. Students are expected to exhibit good manners.
2. In order to have a quality lunch program, students need to keep their talking to a minimum, refrain from loud talking and shouting, observe good table manners, and raise their hands when they need to speak to a lunchroom supervisor.
3. Students are to remain seated until dismissed by a lunchroom supervisor.
4. There shall be no roughhousing, throwing of food or other items, disrespect toward the lunchroom supervisors, or other disorderly conduct.
5. All food items and drinks are to be finished in the cafeteria. No lunch/snack items should be taken out of the lunchroom, unless the items are in a lunchbox.
6. If a child brings a lunch from home, s/he is not allowed to purchase a school lunch unless given permission from Ms. Bammer.

7. Garbage should be disposed of properly – trash in the garbage pails and recycling items in the blue recycling bin.

Playground Rules:

1. Students should keep their hands, feet, and objects to themselves.
2. Students must observe all safety rules by respecting and obeying lunchroom supervisors and playing only in assigned areas.
3. Students may participate in games that are appropriately organized and/or supervised.
4. Students should exit and reenter the building in an appropriate and safe manner at the direction of the lunchroom supervisors.
5. No dangerous play/roughhousing (no wrestling, kicking, pushing, punching, tackling, etc.).
6. No picking up or throwing of stones, woodchips, sticks, snow, etc. If it is not a sports ball, do not throw it!
7. Students are not to jump from the top of the playground equipment, climb trees, or climb backstops.
8. Students are to stay away from parked cars.
9. If a student needs to use the bathroom or see Ms. Cifelli while at recess, s/he should ask permission from a lunchroom supervisor before entering the building.
10. No food is to be eaten outside.

School Bus Rules:

Please see the Transportation section for our rules pertaining to the school bus.

Consequences:

The behavioral interventions and consequences we employ are intended to be supportive, positive, and educational. As such, as all children are different, consequences will take into account the child's age, disability, and/or cognitive/educational level.

Depending on the offense, consequences can include verbal warnings, conferences with the school counselor, referral to the principal, loss of privileges (recess, extracurricular activities, field trips, etc.), detentions, parent contact, and suspension. During lunch and recess, students who do not follow the rules or who engage in unsafe or disrespectful behavior will be brought to the main office or guidance office.

The chart included below is based on Board Policy 5600. The full policy and regulations can be accessed through the Policy link on the district website: www.lincolnparkboe.org

Behavior	First/Occasional Offenses	Repeated Offenses	Habitual Offenders
Inappropriate behavior on the school bus (i.e. standing, failure to wear seatbelt, inappropriate language, fighting, etc.)	Parent contact. Possible detention, depending on the severity of the infraction.	Parent contact. Permanent bus seat assigned and detention.	Parent contact. Suspension from the bus either permanently or for a determined amount of time.

Unauthorized usage of cell phone/electronic device	Item will be confiscated for the day with a warning. At the end of the school day, said item will be returned to the student.	Item will be confiscated for the day. Item will be held until a parent/guardian can come to school to pick up the item.	Habitual offenses will result in the item being held in the office for a longer period of time and detentions being assigned.
Cheating	Parent contact from the student's teacher. Possible grade reduction.	Counseling with teacher and/or principal, parent notification, and/or detention. Possible grade reduction.	Suspension and parent conference with teacher and principal. Possible grade reduction.
Misuse of Computer Networks/ Computers	Refer to Board Policy 2361	Refer to Board Policy 2361	Refer to Board Policy 2361
Defiance, Disobedience, or Insubordination toward a staff member	Parent contact from the student's teacher and possible detention.	Detention and conference with student, parent(s), teacher (if appropriate), and/or principal.	Detention and conference with student, parent(s), teacher (if appropriate), and principal. Possible suspension depending on severity of the infraction.
Disrespect to staff or student(s)	Parent contact from the student's teacher and possible detention.	Detention and conference with student, parent(s), teacher (if appropriate), and/or principal.	Detention and conference with student, parent(s), teacher (if appropriate), and principal. Possible suspension, depending on severity of the infraction.
Disruptive / Inappropriate Behavior	Parent contact from the student's teacher and possible detention.	Detention and conference with student, parent(s), teacher (if appropriate), and/or principal.	Detention and conference with student, parent(s), teacher (if appropriate), and principal. Possible suspension.
Fighting	Detention and parent contact.	Detention/suspension and conference with the student, parent(s), and principal.	Suspension and conference with student, parent(s), and principal.

Forgery	Detention, parent contact, referral to school counselor.	Detention, parent contact from the principal, referral to school counselor.	Suspension and conference with student, parent(s), and principal. Counseling with school counselor.
Harassment, Intimidation, or Bullying	Refer to Board Policy 5512	Refer to Board Policy 5512	Refer to Board Policy 5512
Poor Language (i.e. inappropriate, obscene, or language considered to be abusive)	Parent contact from the student's teacher and possible detention.	Detention and conference with student, parent(s), teacher (if appropriate), and/or principal.	Detention and conference with student, parent(s), teacher (if appropriate), and principal. Possible suspension.
Unwanted or inappropriate physical contact	Detention and parent contact.	Detention and conference with the student, parent(s), and/or principal.	Detention and conference with student, parent(s), and principal. Possible suspension.
Theft	Parent contact from the student's teacher and/or principal. Detention and potential reimbursement for item(s) taken.	Admonishment by teacher, detention, meeting with teacher, parent(s), and principal. Referral to school counselor. Potential reimbursement for item(s) taken. Possible notification to the Lincoln Park Police Department.	Suspension and conference with parent(s), and principal. Counseling with school counselor. Potential reimbursement for item(s) taken. Possible notification to the Lincoln Park Police Department.
Threatening to hurt a staff member or another student	Risk assessment conducted by a member of the Child Study Team. Parent contact made by Child Study Team member. Consultation with school counselor and/or Child Study Team member, as needed.	Risk assessment conducted by a member of the Child Study Team. Parent contact made by Child Study Team member. Consultation with school counselor and/or Child Study Team member, as needed. Student may be sent out for	Risk assessment conducted by a member of the Child Study Team. Parent contact made by Child Study Team member. Consultation with school counselor and/or Child Study Team member, as needed. Student will be sent out for psychiatric clearance.

		psychiatric clearance. Possible detention.	
Truancy	Parent conference with principal, referral to school counselor, and possible detention.	Parent conference with principal, referral to school counselor, and detention/suspension.	Parent conference with principal, counseling with school counselor, and suspension. Possible referral to the court program required by the NJ Administrative Office of Courts; and procedures in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School.
Vandalism / Destruction of Property	Parent contact from the student's teacher and/or principal. Detention and potential reimbursement for item(s) damaged.	Admonishment by teacher, detention, meeting with teacher, parent(s), and/or principal. Referral to school counselor. Potential reimbursement for item(s) taken. Possible notification to the Lincoln Park Police Department.	Suspension and conference with parent(s), and principal. Counseling with school counselor. Potential reimbursement for item(s) taken. Possible notification to the Lincoln Park Police Department.

EMERGENCY CLOSINGS/DELAYED OPENINGS/EARLY DISMISSALS

The Superintendent may be required to close school, delay the opening of school, or release students early in the interest of student safety because of extreme weather conditions, the failure of building systems, or additional unexpected emergencies. The District will use its emergency calling system to place a phone call to the parent/guardian of each student. It is imperative that parents/guardians provide the school with an updated phone number so the call can be received. Please do not contact the Lincoln Park Police Department.

FIELD TRIPS

Field trips are scheduled at the discretion of classroom teachers, the principal, and the Board of Education and serve to enhance the academic program of our school. All school rules are in effect on field trips. Therefore, no cell phones or other electronic devices (including "smart watches") are to be brought on trips. Students may be excluded from a trip due to inappropriate behavioral choices.

Teachers will contact parents/guardians to chaperone field trips, as needed. Chaperones will be asked to cover the cost of admission/busing. The district-preferred method of payment for student fees is via www.payschoolscentral.com. Parent fees will be paid for in exact cash, only. Should a parent have an issue with his/her PaySchoolsCentral account, the main office should be contacted to provide assistance.

Chaperones must follow the following guidelines:

- Remain with the students assigned to you at all times and help enforce our school rules and expectations.
- When on the bus, sit near the students assigned to you and actively supervise them. Make sure seat belts are worn.
- Do not take photos of the students and/or make posts on social media platforms.
- Do not purchase food, snacks, or souvenirs for students. If a student should need money for something on the trip, please refer him/her to his/her classroom teacher.
- Count your assigned students when arriving and leaving destinations and throughout the trip.
- Follow the instructions given by the teachers in charge of the trip.
- Make sure that your group remains in the assigned activity or area.
- Tell the classroom teacher if any problems or questions arise.
- Accompany students back to school for sign-out (students may not be taken directly from field trip locations).
- A walker note must be sent in for parents wishing to take their child home with them upon the trip's return to school.

Please note that siblings may not accompany a parent chaperone on a trip. Parent chaperones must take school transportation and cannot drive in a separate vehicle.

FOOD ALLERGIES

Since students with food allergies can have an allergic reaction even without eating a certain food product, it is imperative that faculty members, staff members, and parents comply with District food allergy guidelines. Life threatening reactions can occur from smelling or inadvertently touching an item, which was touched by another student who consumed an allergic food. To prevent accidental contact with products containing allergens in the classrooms, the following food allergy guidelines will be followed:

Food Allergy Guidelines:

1. Party food items must include a list of ingredients and be approved before the party by Ms. Cifelli or the classroom teacher.
2. Party foods that are not on the approved foods list will not be accepted.
3. Ms. Bammer will determine whether an allergy free area will be maintained in each classroom during parties.
4. Teachers are required to contact the parents of students with food allergies prior to a party taking place.
5. Ms. Cifelli will notify teachers and send home letters in the beginning of the school year identifying allergens in each classroom.
6. Your child's teacher will reach out to you at the start of the year to inform you if your child's classroom will be a "peanut free" classroom.

FORBIDDEN ITEMS

Students may not possess items or substances that are disruptive to the learning environment in school or on the bus. These items include, but are not limited to, non-school issued electronic devices including recording devices (excluding cell phones), water pistols, slingshots, sharp objects, trading cards, laser pointers, handheld games, perfumes/body sprays, toy guns, slime, and fidget spinners/cubes. Additionally, possession of anything deemed to be a weapon, tobacco product, drug, alcohol, or sexually explicit material will result in confiscation, parent/guardian contact, police notification, and disciplinary action.

GENESIS GRADING SYSTEM

The Genesis Parent Portal allows parents 24/7 access to their child's grades. Each parent has his/her own account with a unique user name and password. For parents with multiple children, your Genesis home page will have links for all of your children. To log on to Genesis, click on the "Genesis Parent Portal" link on the LPES webpage. If you require account access, please contact Ms. Bammer.

Report cards for students in grades K through 4 are issued quarterly. Report cards indicate the grade achieved in each subject area for a particular marking period and become part of each student's academic record. Please refer to the weekly Electronic Backpack for the dates when report cards will be available via Genesis.

GUIDANCE DEPARTMENT

Mrs. Bendarsky, our school counselor, attempts to help students understand themselves and others, make the most of their capabilities, adjust to various situations in their environment, and develop the ability to make decisions and solve problems wisely and independently. Parents interested in conferring with Mrs. Bendarsky should feel free to call or email her for an appointment or phone conference.

HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation, or bullying (HIB) means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability, or by another distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, Chapter 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

a) a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
b) has the effect of insulting or demeaning any student or group of students; or
c) creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

It includes the use of physical force, hurtful teasing, threats, insults, intimidation, deliberate exclusion, and put-downs. Any incidents should be reported by victims and/or witnesses to teachers, counselors, or Ms. Bammer as soon as possible.

LPES strives to provide an environment where students feel free of any type of HIB. Verbal, physical, or sexual harassment of staff or students will not be tolerated and will result in disciplinary action.

The Anti-Bullying Coordinator for the District is the Director of Special Services, who can be reached at 973-696-9150.

The Anti-Bullying Specialist for LPES is Mrs. Breanna Bendarsky, School Counselor. She can be reached by calling 973-696-5530. The Anti-Bullying Specialist also co-chairs the School Safety Team, which meets at least twice each year to review and strengthen school climate, to identify and address patterns of HIB, and to provide training for the prevention of HIB.

All reported incidents of HIB will be investigated in a timely manner, according to District Policy 5512. This policy can be viewed by visiting the District's website, www.lincolnparkboe.org, and following the link for the HIB policy.

The sooner the school is made aware of an issue, the sooner it can be addressed and resolved.

HEALTH SERVICES

Ms. Cifelli is available to conduct health screenings, administer medication as permitted, record health and accident information, and monitor the health and well-being of schoolchildren. It is imperative that parents/guardians work with the school to promote the health and safety of our students.

Administration of Medication:
The Nursing Practices Act of New Jersey prohibits nurses from giving prescription or over-the-counter medication without a doctor's order. Parents/guardians are required to submit information and medication as indicated below:

- Doctor's Order on file,
- Administration of Medication form on file, and
- Parent/guardian must deliver medication to Ms. Cifelli in the original container.

Parents/guardians must pick up all medication on or before the last day of school.

Contagious Illness Guidelines:
The following guidelines were approved by the school physician with the intent to provide information relative to students returning to school following illness. A note from a medical doctor indicating that a child is able to return to school is required in certain situations. Ms. Cifelli will notify parents/guardians if such a note is required. **A student must be fever-free and/or "vomit free" (without medical intervention) for 24 hours from the time s/he is diagnosed or 24 hours from the time the student was sent home on the previous day in order to return to school.**

- **Chicken Pox**: Students must be fever-free (<100^0) for 24 hours, and blisters must be crusted over.
- **Common Cold**: Students must be fever-free (<100^0) for 24 hours, be able to function in the classroom, and nasal discharge must be clear.
- **Conjunctivitis (a.k.a. Pink Eye)**: 24 hours after the start of eye drop treatment.
- **Coxsackie Virus (a.k.a. Hand, Foot, and Mouth Disease)**: Students must be fever-free (<100^0) for 24 hours, and sores must be crusted over.
- **Diarrhea**: Students must be fever-free (<100^0) for 24 hours, and stools must be normalized.
- **Fever:** Students must be fever-free (<100^0) for 24 hours.
- **H1N1 Influenza A (a.k.a. Swine Flu):** 7 days after onset of illness or 24 hours after symptoms resolve, whichever is longer.
- **Impetigo:** 24 hours after the start of treatment, and the affected area must be covered.
- **Lice:** After lice treatment with no presence of nits (eggs) or live lice.
- **Ringworm:** After the start of treatment, and lesions must be covered.
- **Scabies:** 24 hours after the start of treatment.
- **Strep Throat:** 24 hours after the start of treatment.

Lice Guidelines:
Upon receiving a report that a child has or may have lice, Ms. Cifelli will check that child's hair. If the child is found to have lice, she will then check the hair of each child in that homeroom. If the child has siblings, they will also be checked. After completing the necessary head checks, Ms. Cifelli will contact the affected child(ren)'s parents/guardians and inform the main office.

State Mandated Yearly Screenings:
Students in pre-kindergarten through grade 4 undergo annual state height and weight screenings conducted by school nurses. In addition to height and weight, school nurses conduct additional screenings as indicated below:

preK, kindergarten, and grade 2:	vision, hearing, blood pressure
grades 1 and 3:	hearing, blood pressure
grade 4:	vision, blood pressure

Boards of Education are required to conduct biennial scoliosis examinations on every student between the ages of 10 and 18 in accordance with standards jointly established and promulgated by the Departments of Health and Education. School nurses shall conduct scoliosis examinations and notify parents/guardians of any student suspected of having scoliosis. Any student shall be exempt from the examination upon receipt of a written request from his/her parent/guardian.

HOMEWORK

The Lincoln Park Board of Education believes that homework has a positive influence on learning and achievement. It is an integral part of, and has significance in, the educational experiences of our students. Homework is defined as the work that students complete independently outside of school. Failure to complete homework may result in the lowering of a course grade.

Homework serves the following purposes: to provide drill or practice on a concept or skill already taught, to provide real life application of material studied in class, to develop appreciation for or knowledge of resources, and to develop the personal esthetic and/or cultural growth of the student. Homework is neither punitive nor "busy work."

Time allotments for homework are gradually increased in grades K – 8. It is impossible to provide a precise daily time allotment, since children work at varying rates. The following guidelines are based on the average student and work toward the maximum time allotment by mid-year.

Kindergarten: at the discretion of the teacher
Grade 1: 10 – 20 minutes daily
Grade 2: 15 – 25 minutes daily
Grade 3: 20 – 30 minutes daily
Grade 4: 25 – 35 minutes daily

INSURANCE

At the beginning of each academic year, parents/guardians are given the opportunity to purchase insurance covering any accidental injury to their children on school property, while traveling to and from school, or while on a school-sponsored trip.

LOST AND FOUND

Lost and found articles are placed on the lost and found table in the lobby for display. Parents/guardians are encouraged to check the lost and found on a regular basis. Unclaimed articles will be donated to charitable organizations periodically throughout the year.

Please consider writing your child's name on his/her belongings.

MISSION STATEMENTS

The Lincoln Park School District will provide, through its schools, an educational setting that helps children to love and master learning, to work independently as well as collaboratively, and to develop the character and values that promote a healthy society. It is the School District's expectation that all students will make adequate yearly progress with the New Jersey Student Learning Standards as per their educational level(s).

The Lincoln Park Elementary School will inspire and empower its children with opportunities that positively shape their lives and help them to become successful, life-long learners who possess the critical thinking, academic, and leadership skills required for the 21st Century.

MONEY AND VALUABLES

Excess money and valuables are discouraged on school property. Parents/guardians will be notified when money is required for special events. Students are responsible for all personal possessions.

NEW JERSEY YOUTH HELPLINE

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous, and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call or text 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information.

PARENT-TEACHER ORGANIZATION (LPS PTO)

The Lincoln Park Schools Parent Teacher Organization (LPS PTO) is comprised of parents, teachers, and staff who seek to provide personal, educational, and cultural enrichment for all students. The LPS PTO acquires the revenue for various assembly programs, bussing for field trips, and additional special school needs via fundraisers that are scheduled throughout the school year. Your involvement in the LPS PTO and support of its programs are necessary for the continued success of the organization. Please get involved!

PARTIES

Class parties:
Class parties will only be held for the following occasions: Halloween, Holiday (December), Valentine's Day, and the end of the year. There is an approved food and drink list for parties that must be adhered to by room parents.

Room Parents:
Being selected as a room parent does not mean that you will attend the class party(ies). **Parents may not bring younger siblings to classroom parties or be room parents for more than one classroom**. Additionally, taking and/or posting pictures of class parties is never permitted due to student confidentiality. When signing up, please note that only the parent chosen will be the room parent (not the person's spouse). Questions concerning room parents should be directed to Ms. Bammer.

Birthdays:
While we love birthdays at LPES, no birthday treats (cupcakes, cookies, etc.), toys, goody bags, balloons, and so on are allowed to be brought in to school. There are no exceptions.

If you are having a private birthday party for your child, please note that homeroom teachers will only distribute invitations addressed to the entire class, all of the male students in the homeroom, or all of the female students in the homeroom. We will not distribute invitations addressed otherwise or to students in other classes.

PETS

No dogs, cats, or other domesticated animals are allowed on school property when children are present. As such, family animals of any kind are prohibited without the approval of Ms. Bammer or the Superintendent. Please note that this applies to parents or guardians who drop off and/or pick up their children at the walker door.

PHOTOGRAPHING/VIDEOTAPING

Periodically during the school year, school activities, assembly programs, and/or special events are videotaped or photographed for educational or publicity purposes. If you **do not** want your child photographed, please mark that option on the proper form in Genesis. You may change your decision by sending a letter to Ms. Bammer during the school year.

iPads and laptops provided by the school have the ability to take photographs and videos, and the camera app has many educationally sound applications. Students must obtain permission from other students or staff members prior to taking a photograph/video of them. This applies to individuals or small groups of students, not to large gatherings or crowds. Any student who has photographs

and/or videos of another student or staff member on an electronic device without the photographed person's permission may be subject to disciplinary action.

Photographs or videos taken by school employees may be placed on our website, social media platforms, Class Dojo, etc.

PROMOTION/RETENTION

Students will be promoted to the next successive grade level when they demonstrate grade level proficiencies as determined by standardized tests; teacher-made tests and quizzes; and teacher observations as indicated on grades listed on report cards; AND when they exhibit satisfactory school attendance.

Ms. Bammer, with input from appropriate faculty and staff, will make the final recommendation to the Superintendent regarding the promotion or retention of students.

SCHEDULES

Daily Schedule:

AM Preschool	9:00 a.m. – 11:30 a.m.
PM Preschool	1:00 p.m. – 3:30 p.m.
Grades K – 4	9:00 a.m. – 3:30 p.m.

Early Dismissal Schedule:

AM Preschool	9:00 a.m. – 11:00 a.m.
PM Preschool *	11:25 a.m. – 1:25 p.m. (cancelled in the case of an emergency early dismissal)
Grades K – 4	9:00 a.m. – 1:25 p.m.

Delayed Opening Schedule (2 hour delay):

AM Preschool	cancelled
PM Preschool	1:00 – 3:30 p.m.
Grades K – 4	11:00 a.m. – 3:30 p.m.

SCHOOL LUNCH INFORMATION

The Lincoln Park School District contracts with Pomptonian Food Service. To contact the Cafeteria Manager or Food Service Director for our district, please email: pomptonian@lincpk.com.

Items of note:

- Please send your child to school each day with a healthy snack.
- School lunches will not be served on early dismissal days.
- We do not have the capability to "heat up" any child's lunch.

If a student does not have a lunch on a normal school day, s/he will be permitted to "charge" to purchase a lunch. No student will go without a lunch. Please note that if a child "charges" his/her lunch, payment is expected to be made the next school day. Parent contact will be made by letter, phone call, or email for children whose accounts are in arrears. The "charging" of snack is not allowed.

The Lincoln Park School District serves well-balanced hot lunches every day. The monthly lunch menu can be found via a link on our website (please note that Pomptonian can change menu offerings without notice). Parents have three lunch pre-payment options: sending in cash (in a clearly marked envelope), sending in a check made out to the Lincoln Park Board of Education, or paying by credit card by logging on to www.payschoolscentral.com.

All parents are encouraged to create a PaySchoolsCentral account, where you can add funds directly to your child's lunch account. Frequently checking the balance on this account can help you keep track of what your child is purchasing and when funds should be added. The main office runs weekly "low balance" reports and will contact parents whose children have accounts in arrears via phone, email, and/or letter.

In order for students to participate in end of year activities (i.e. Field Day, Outdoor Day, the end of year picnic, etc.), all monies owed to the school (i.e. Pomptonian Food Services, damaged chromebooks, lost chargers, book fines, etc.), must be paid. If you are not able to afford lunch for your child, please see the application for Free and Reduced Lunch online or contact the Board of Education Office (973-696-5500 x 1005).

Students who bring their own lunches may purchase milk and other items in school and are reminded to pack utensils. Our school does not have the capacity to allow students to warm up their food. **Parents are not permitted to deliver "fast" or other food to children during lunch, i.e. McDonald's, pizza from a local pizzeria, etc. Additionally, if a child brings a lunch from home, s/he is not permitted to purchase a school lunch that day without authorization from Ms. Bammer**

Gum, Candy, and Sugary Drinks:
Gum chewing is prohibited in school. This rule is in effect during class time, lunch and recess time, and while students are on the bus. Students who chew gum may be subject to disciplinary action by their teacher or Ms. Bammer.

Please do not send children to school with candy, soda, sugary beverages, or "energy drinks," as these are not healthy choices for snack or lunch.

SCHOOL SECURITY

As prescribed by the laws of New Jersey, two emergency drills are conducted each month. One will be a fire drill and the other will be a security drill. Silence is expected to be maintained during each drill until all students have returned to their classrooms and the drill has concluded. Parents will be notified after each month's security drill has been conducted.

If the school is conducting a drill or if there is a class outside for another reason and you happen to be on school grounds, please refrain from interacting with your child or other children, as this causes a distraction and goes against our drill protocols.

In conjunction with local, county, and state agencies, the Lincoln Park School District has developed response plans to ensure the safety and well-being of our students and staff members. The response plans are based on the understanding that our first goal is to move the students to a place of safety. In light of uncertainties surrounding emergencies, decisions may be made at the time in response to the specific nature and location of the emergency. Responses may also be affected by information and direction received from local, county, and state agencies.

All emergency messages will be sent to parents via our automated phone system. Emergency automated phone messages will begin with the phrase, "This is an important message from the Lincoln Park School District."

Drop Off / Pick Up Bins:
In an effort to increase the security of our school building, bins are placed outside the school for parents to drop items off for their child/ren. Please use the intercom to notify the main office that you placed an item in the bin. Be sure to CLEARLY label the item with your child's FULL first and last name and classroom teacher's name before dropping it off! Staff will retrieve the item in a timely manner and give it to your child. Only school-related items are to be brought to school if forgotten at home.

If you have requested work for a sick child, please see the "pick up" bin.

Please note that our school is a secure facility that does not have public restrooms. Those who ask to use the restrooms while school is in session will be denied entry.

STUDENT DRESS CODE

School attire should be neat, clean, appropriate, and in good taste (see District Policy 5511). Parent/guardian supervision and guidance is especially important in this matter. A positive self-image is fostered through appropriate dress. Students are expected to dress in a modest manner that is appropriate for school and in accordance with standards of good taste. Dress cannot be disruptive to the school environment. It is anticipated that parent/guardian discretion will be appropriately applied in assisting students with choosing clothes for school. Clothing that may be appropriate for younger students may not be appropriate for older ones. The following is considered inappropriate for school, and discipline remains at the discretion of the administration:

- Clothing, pins, stickers, banners, or jewelry with inappropriate or suggestive language. This includes any attire condoning/advertising alcohol and tobacco products, or which is offensive to ordinary taste, obscene or immoral, gun or weapon-related, gang related, or may have multiple interpretations.
- Half-shirts or low cut shirts, see-through blouses, any type of shirt or blouse where any part of a midriff is showing, tube tops, and any other blouse/shirt deemed inappropriate by the administration. Tank tops should also have straps of appropriate width (1" or more).
- Jewelry or chains that are determined by school officials to be noisy, distracting, or potentially dangerous (this includes choker chains and watch and wallet chains and any items with spikes) or clothing displaying similar accessories.
- Shorts, pants, and skirts worn lower than the hip line.
- Any clothing that exposes undergarments or anatomy.
- Spandex clothing and tights; tights must be covered by skirts or shorts of appropriate length (appropriate length means longer than the longest finger when arms are held at the child's side).
- Hats, handkerchiefs, bandanas, and other headwear (i.e. "cat ear" / "unicorn" headbands). Exceptions are based on medical or religious reasons.
- Unlaced or untied sneakers or shoes, heels that are higher than 3 inches, cleated footwear, and/or any footwear in which the student struggles to walk.

- Pajamas and lounge wear (except for designated “pajama days”).
- Excessively baggy clothing.
- Outerwear in the classrooms.
- Bare feet.
- Flip flops, while not banned, are strongly discouraged.

Student dress will be monitored at all grade levels. Students found to be dressed in an unacceptable manner will be provided with the opportunity to call home and have other clothing brought to school or to wear alternative clothing provided by Ms. Cifelli.

STUDENT OF THE MONTH

Each month two students from each grade are recognized by the teachers as Students of the Month. At the start of each month a positive character trait will be described, and the students selected for recognition are those who embody the trait on a consistent basis. Students’ pictures will be displayed outside the main office for the month and their names will be added to the “Student Achievements” section of our website.

STUDENT SUPERVISION – AFTERSCHOOL

We recognize that dangers exist for younger children after dismissal, as children are susceptible to risks once they leave school property. Accordingly, the parent/legal guardian of any student in any grade where the student is either not eligible for or elects not to use District-provided transportation may request, in writing to the principal, that the school not release the child to walk home after dismissal unless the child is released to the parent/legal guardian or an escort previously designated by the student’s parent/guardian.

Requests to release a student to walk home on individual days must be made in writing and are subject to the approval of the principal. You may rescind your request that the student not be released to walk home by indicating, in writing, the date on which you no longer request the school to provide supervision of your child(ren) after school is dismissed. The student(s) will then be dismissed in accordance with typical dismissal protocol.

Please note that parents/guardians who consistently call the main office to change their child’s dismissal procedures may be informed that their request cannot be accommodated. The main office is a busy place; calling in changes to a child’s normal dismissal routine may not be accommodated after 3 p.m.

Students must be picked up no more than 15 minutes after the dismissal time of school (by 3:45 p.m.). During the after-school supervision time, the student will be supervised by school staff in a designated area of the building and will only be released to you or your designated escort. In the event that you/your designated escort does not arrive to pick up the student within the designated time period, the principal or her designee will attempt to contact you or another designated emergency contact. Please be sure to have emergency contacts listed in your child’s Genesis account so these contacts can pick up your child if you cannot be reached. If you or your emergency contacts cannot be reached, the principal may report the situation to the Lincoln Park Police Department and/or Division of Child Protection and Permanency.

In case of an emergency such that you or your designated escort are prevented from arriving to pick up your child at dismissal within the designated time period, your child will be relocated to the main

office and will remain there until you or your designated escort arrives. In the event that you/your designated escort do/does not arrive by 3:50 p.m., the principal may reassign the student to the after school childcare program or report the situation to the Lincoln Park Police Department and/or Division of Child Protection and Permanency.

While on school property, even when dismissed to a parent/legal guardian/approved pick-up designee, please note that:

- No roughhousing should take place.
- There will be no reentry allowed through the back walker door. If a student forgets something, s/he must come to the main entrance and ring the intercom.
- No bike riding is allowed on the macadam or in the parking lot until after 4 p.m.
- No throwing of anything (including snow) or climbing on walls, or, in the winter, piles of snow.

STUDENT SUPPORT SERVICES

English Language Learners (ELL):
Students whose primary language is not English will be screened, and, if qualified, provided with an English as a Second Language class.

Gifted Education:
The Lincoln Park School District recognizes that learners have different needs, and the District is committed to meeting the needs of its diverse learners. Gifted students possess superior abilities and/or potential, and they need educational opportunities to extend their learning. The guiding principle of our gifted program is to provide a variety of program options, which are compatible with the learning characteristics of gifted learners, the unique needs of the identified students, and the resources of the District.

LPES students who meet the criteria are provided with a program where they are given the tools and background to pursue independent projects, which are monitored by the Gifted and Talented facilitator.

Intervention and Referral Services (I & RS) / MTSS:
This team of professionals, functioning under the direction of the Director of Special Services, Ms. Bammer, and Mrs. Bendarsky, is designed to assist students who are experiencing academic and/or social/emotional difficulties. Parents/guardians may make referrals to the I & RS / MTSS Committee and/or will be notified when their child is referred for assistance.

Section 504 Committee:
Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving federal funds. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- has a record of such an impairment; and
- is regarded as having such an impairment.

The purpose of this Committee is to guarantee that an identified child receives an education comparable to one provided for a non-disabled student. The Committee will formulate reasonable

accommodations, create an accommodation plan, and review the plan as needed. Ms. Bammer, Mrs. Bendarsky, teachers, a parent, and other staff, as needed (CST, nurse, etc.), comprise the Committee.

Special Education:
In accordance with State law, the Lincoln Park School District stands ready to provide advice, assistance, and information to parents of students from age three to twenty-one. Parents who suspect that their child may have an educational disability should contact their child's teacher to discuss their concerns. Parents may also contact the Child Study Team directly at any time at 973-696-9150.

The Lincoln Park School District provides a program of supports and services to those students eligible for special education and related services. The District employs special education teachers, an occupational therapist, a physical therapist, speech and language specialists, paraprofessionals, and child study team members including a school psychologist, a school social worker, and a learning disabilities teacher-consultant. In addition, the District contracts with various therapists to assist District faculty and staff.

CST members are responsible for the identification, evaluation, and determination of eligibility for students referred for special education and related services. These professionals work closely with the teachers and administration to provide additional support to ensure that each student has a safe, positive, and affirming learning experience. If you feel that your child is in need of this support, please contact your child's teacher or the Director of Special Services.

TRANSPORTATION

State law requires that Boards of Education provide transportation for students who reside more than two miles from school. To accomplish this task in the most economical manner, each bus is scheduled for maximum capacity; therefore, transfers from one bus to another are not permitted. Likewise, transfers from one bus stop to another are not permitted.

School bus safety and student responsibility:
Safety on the school bus is not solely the responsibility of the school administration and bus driver. Safety is a matter of teamwork and requires the constant support and attention of the children and the parents, as well as the LPES staff.

Bus transportation is a privilege for those transported to and from school. Parents are legally responsible for actions or damages caused by their children.

Students will be returned to LPES if someone who is approved to pick them up is not present at the bus stop to meet them. While the Lincoln Park School District prefers that a person over the age of 18 assume responsibility for a student at the bus stop, a sibling who attends Lincoln Park Middle School or a high school can pick up your child. If a student is returned to school more than two times, the student may be placed in After Care at the parent's expense (approximately $20.00/day). Additionally, the principal may report the situation to the Lincoln Park Police Department and/or Division of Child Protection and Permanency.

Please note that the bus passes that are issued from the Transportation Department have an approximate range in the time that the bus can arrive at your child's bus stop. For example, if your child's pass says that the bus will pick him/her up at 8:40 a.m., please note that you should be at the

bus stop ten minutes prior to this scheduled time and that the bus can come up to approximately ten minutes after this scheduled time.

The bus to which your child is assigned cannot be changed unless you have moved to another residential address in Lincoln Park. A child cannot take another bus home to "go home with a friend."

Parent responsibility:
Parents should familiarize themselves with our transportation guidelines. Additionally, the importance of observing these guidelines should be stressed to your child(ren), not only for his/her safety but also for the safety of the other students on the bus.

Please help the driver maintain his/her schedule by making sure students are ready and at their bus stops on time. Do not ask the driver to stop at places other than the regular bus stop. S/he is not permitted to do so, except by authorization from Ms. Bammer. Be sure you thoroughly understand and obey all traffic laws, rules, and guidelines pertaining to school buses. Assume responsibility in training your child to cooperate with school staff. Insist on habits of punctuality and correct behavior in waiting for and riding the school bus. Accompany your child(ren) to the bus stop each morning and meet the bus in the afternoon.

Prior to getting on the school bus:
1. Be on time at your designated bus stop. The bus must keep to schedules to ensure the safety of other students. Students should be at the bus stop 10 minutes prior to their scheduled time.
2. Students should never stand or play in the road while waiting for the bus. They should exhibit good behavior while waiting for the bus and stay off neighboring properties.
3. Students should remain in line at least five (5) feet from the bus when it stops to pick them up and should not move toward the bus until the door is opened.
4. Students must wait until the bus completely stops moving before boarding, must enter the bus without crowding or disturbing others, and must occupy their seats immediately.

Student belongings:
Items being carried on the school bus should be contained in a backpack. Items should not be larger than the child. It creates an unsafe condition for students to carry cumbersome items when entering and exiting the bus. Backpacks with wheels are not allowed.

While on the bus:
1. Students must obey and respect the bus driver. The driver is in full charge of the bus and students and has the authority of a classroom teacher.
2. Go immediately to your seat and buckle your seatbelt. Students are to remain seated until the bus reaches the school and stops completely.
3. Students should keep their hands, feet, and objects to themselves.
4. While the bus is in motion, students must remain seated.
5. Keep backpacks and all other objects out of the aisle.
6. Loud talking, high-pitched laughter, or undue commotion tends to divert the driver's attention.
7. Students may not call out to passersby. Students must keep arms and/or other parts of their body inside the bus at all times after entering and until leaving the bus.
8. Never throw articles from the bus windows.
9. Eating and drinking is not permitted on the bus.

10. Assist in keeping the bus safe and sanitary at all times. The bus (and its equipment) serves a purpose; tampering with any part may result in serious injury to yourself or others.
11. Cell phone use/the taking of pictures/videos is not permitted at any time.

Students who disregard these guidelines will receive a discipline report issued by the driver. Continued disregard of guidelines and rules will lead to disciplinary action such as warnings, parent contact, lunch detentions, after school detentions, and, quite possibly, suspension from riding the bus (see chart under "Discipline/Code of Conduct" section). Should a student's bus privileges be suspended, his/her parents will have to find other means of transportation to and from school.

After leaving the bus:

1. No student shall be allowed to enter/leave the bus at any place, other than his/her regularly assigned bus stop, without written consent from Ms. Bammer.
2. If a roadway must be crossed, do so only with the person who has assumed responsibility for you.
3. Help look after the safety and comfort of younger students.
4. Walk quickly, do not loiter. Go directly home after exiting the bus.

VISITOR MANAGEMENT SYSTEM / VISITORS

Verkada is a computerized visitor management system. All visitors to LPES must sign in via the Verkada kiosk. Once you are buzzed into the vestibule, you will proceed to the kiosk and follow the prompts on the screen. You will need to scan your license, so please remember to have that with you. Once signed in, you will be buzzed into the main office to retrieve your badge and lanyard. This lanyard must be worn and be visible the entire time you are in the building. Before leaving the building, you will return your lanyard and badge to the main office and then exit the building.

Parent/guardian classroom observations are not permitted. Former students who would like to visit can do so only after getting permission from the teacher they would like to visit. Visitations cannot occur until after 3:45 p.m.

While we encourage and promote kindness, please do not hold the main entry door for anyone who wishes to enter the school, even if you know the person. For the safety and security of all children and staff, we request that anyone who wishes to enter the building be buzzed in by the main office staff. Thank you for your assistance!

Quick Reference Guide:

Main Office:
973-696-5530 x 3300 or 3301
Ms. Bammer, Principal: bammer@lincpk.com
Ms. Ficker, Administrative Assistant: ficker@lincpk.com
Mrs. Mohammed, Secretary: mohammed@lincpk.com

Guidance Office:
973-696-5530 x 3304
Mrs. Bendarsky, School Counselor: bendarsky@lincpk.com

Nurse's Office:
973-696-5530 x 3303
Absentee line: 973-696-5530 x 1
Ms. Cifelli, Nurse: cifelli@lincpk.com

Child Study Team:
973-696-5530 x 4400
Dr. Fugowski, Director: fugowski@lincpk.com
Mrs. Sorrentino, Secretary: nsorrentino@lincpk.com

Pomptonian Food Service:
pomptonian@lincpk.com

Transportation Department:
973-696-5500 x 1004
Mr. Brown, Interim Business Administrator: rbrown@lincpk.com
Ms. Hughes, Administrative Assistant to the Business Administrator/Board Secretary: hughes@lincpk.com

Superintendent's Office:
973-696-5500 x 1002
Mr. Wacha, Superintendent: wacha@lincpk.com
Mrs. Florit, Administrative Assistant to the Superintendent: florit@lincpk.com

District website link: https://www.lincolnparkboe.org/

School website link: https://lpes.lincolnparkboe.org/

Electronic Backpack page: https://lpes.lincolnparkboe.org/students-families/electronic-backpack

PaySchools Central: https://www.payschoolscentral.com/

Free and Reduced lunch application and information and breakfast/lunch menus: https://www.lincolnparkboe.org/administration/business-office/food-services

Lincoln Park Public Schools

2026-2027 CALENDAR

SCHOOLS CLOSED **EARLY DISMISSAL**

JULY

S	M	T	W	Th	F	S
			1	2	**3**	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3 Independence Day observed

AUGUST

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	Th	F	S
		1	**2**	**3**	4	5
6	**7**	**8**	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2-3 Staff Orientation & PD Day
7 Labor Day
8 Students' First Day

OCTOBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	**12**	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Staff PD Day

NOVEMBER

S	M	T	W	Th	F	S
1	2	3	4	**5**	**6**	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	**26**	**27**	28
29	30					

5-6 NJEA Convention
23-25 Parent-Teacher Conferences
26-27 Thanksgiving Recess

DECEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	**24**	**25**	26
27	**28**	**29**	**30**	**31**		

23 Early Dismissal
24-31 Winter Recess

JANUARY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**18**	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 Winter Recess continued
4 Schools Reopen
18 Martin Luther King Jr. Day

FEBRUARY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	**12**	13
14	**15**	16	17	18	19	20
21	22	23	24	25	26	27
28						

12, 15 Mid-Winter Recess

MARCH

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	**26**	27
28	**29**	**30**	**31**			

1 Staff PD Afternoon
26-31 Spring Recess

APRIL

S	M	T	W	Th	F	S
				1	**2**	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-2 Spring Recess continued

MAY

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	**31**					

31 Memorial Day

JUNE

S	M	T	W	Th	F	S
		1	2	3	4	5
6	**7**	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Staff PD Afternoon
21 Early Dismissal
22 Last Day of School
& 8th Grade Graduation

This calendar includes 184 student days, 187 staff days and four emergency closing days. Any unused emergency days will be taken later in the school year. The Board reserves the right to alter the school calendar when feasible and advisable in the best interests of the students of the district.
Board Approved: 2/17/26



LINCOLN PARK ELEMENTARY SCHOOL
274 Pine Brook Road, Lincoln Park, New Jersey 07035
Phone: 973 – 696 – 5530 Fax: 973 – 696 – 5431

Date _____

WALKER FORM

My child _____ will be a:

(please check one)

____ walker

____ take bus

____ will be picked up early today at _____a.m./p.m.

Homeroom Teacher _____

Parent Signature _____

*Please turn in to main office in the morning.

Thank You!

MS. FLACH-BAMMER, Principal
MS. FICKER Administrative Assistant
MRS. BENDARSKY, School Counselor

2026 – 2027 LPES Student and Parent Handbook
Acknowledgement of Code of Conduct / Handbook Content

In order to have a successful school year, it is imperative that all students and their parents/guardians be familiar with the rules set forth in our Student and Parent Handbook.

By signing below, you are stating that you have read the Student and Parent Handbook and understand the policies, procedures, rules, and potential consequences for infractions. Please pay special attention to the sections on Arrival and Dismissal Guidelines; Attendance / Lateness; Discipline / Code of Conduct; the Computer and Internet Use Policy; and Harassment, Intimidation, and Bullying.

I have read and understand all of the policies, procedures, rules, and potential consequences as set forth in the Lincoln Park Elementary School Student and Parent Handbook.

Student Name (print): _____

Grade: _____

Student Signature: _____

Date: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

Teacher Name: _____

A homework pass from Ms. Bammer will be given to your child when s/he hands in this signed form (must be handed in by October 1, 2026)!

