2026-2027

LINDENWOLD

SCHOOL FIVE

PARENT HANDBOOK



550 Chews Landing Rd.

Lindenwold, NJ 08021

(856) 784-4063

www.Lindenwold.k12.nj.us

School 5 Hours

8:25 am – 3:00 pm

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MISSION STATEMENT

The Lindenwold School Community is committed to preparing all students to meet the New Jersey Student Learning Standards and providing a safe, academically challenging, child-centered environment where all students will solve problems, develop a sense of self-worth, and embrace life-long learning whereby they become productive citizens and members of their community.

PROGRAM OVERVIEW

School Five is now home to all Lindenwold students in grades 4 and 5. Each grade level has 12 classrooms and operates on a departmentalized dyad teaching model. This means your child will have a homeroom teacher who specializes in either Reading, Writing, and Social Studies, or Math and Science. For the other core subjects, your child will learn from a second teacher who specializes in those areas. This ensures that your child benefits from teachers with expertise in each subject.

School Five also provides Multilingual Language (ML) learner services, led by ESL teachers, for students whose home language is not English. Special Education services are available for students who have qualified for them through the District's Special Services & Child Study Team. More detailed information about School Five's instruction and curriculum practices can be found on the District's website:
https://www.lindenwold.k12.nj.us/departments/curriculum-and-instruction

All students at School Five receive both breakfast and lunch during the school day. Starting in September 2026, through the *USDA Community Eligibility Program (CEP)* both meals are free for all students; however, completing a Household Meal Application may qualify your family for additional benefits, such as a Summer EBT card. Please see the food services information on page 12 for more information on how to apply for free or reduced lunch services.

In addition to core subjects, all students will receive instruction in world language, art, music, physical education)/health, and media/library. Students at School Five will also enjoy recess time daily , whether indoor or outdoor based on the weather.

SCHOOL HOURS

Regular School Day – 8:25 am- 3:00 pm
Early Dismissal– 8:25 am- 1:00 pm
Two- Hour Delayed Opening– 10:25 am- 3:00 pm

STUDENT ARRIVAL PROCEDURES

School begins at 8:25 am. Students may enter the building beginning at 8:15 am. If your student does not take a bus, please note that school staff will not be on duty to supervise any students who arrive before 8:15 am. If you wish to have your child supervised before 8:15 am, you are encouraged to join the Champions before and/or afterschool program (more details on page 4). Students arriving after 8:25 am are considered tardy and will have to check in at the main office for a late pass prior to proceeding to class.

There is limited parent parking on school property. Parent parking is permitted in the spots labeled "visitor" only. If you are dropping your child off in the morning, please join the car line and follow all staff directions and posted signage. You may drop off your child at the "blue" painted curb and school staff will be on duty to ensure that your child makes it to their designated entrance.

If you prefer to walk your child to their designated entrance, please note, your car is not permitted to park/idle at the curb or in the parking lot in any spot that is not labeled "visitor". If you park your vehicle in a visitor spot or arrive on foot, you are permitted to enter the blacktop area behind the school, where all students enter the school building between 8:15 and 8:25 am.

STUDENT DISMISSAL PROCEDURES

Students who do not take a bus or attend the Champions afterschool program are dismissed at 3:00 pm. If you are picking up your child from school in a car, please reference the above arrival procedures, and only wait along the painted curb. If you park your vehicle in a visitor spot or arrive on foot, you are permitted to enter the blacktop area behind the school, where all students are dismissed after the 3 pm bell.

If there is a change to your child's dismissal routine, i.e. picking up your child instead of having them ride the bus, please send in a note with your child that morning or call the main office early in the day to ensure that information is communicated to your child's teacher before dismissal time.

EARLY STUDENT PICK-UP

For student safety, anyone signing out a student must be listed on the RealTime Contacts List for that student and *must* produce a photo ID so staff can readily identify them. Please understand that we cannot release any student to any adult without ensuring that the adult is identified via ID and is listed as an approved person to pick-up that child. Please note that dismissal on regular school days begins at 3 pm. If you need to pick up your child early from

school, please make every effort to do so prior to 2:45 pm so as to not interfere with usual dismissal procedures.

CHAMPIONS: BEFORE AND AFTER CARE

Champions- the tuition-based before and after care program- is available at the School Five building. You can click on the attached links for more information:

Registration Information-English

Registration Information- Spanish

STUDENT ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State. The district's complete attendance policy can be accessed at this link: https://www.straussesmay.com/seportal/Public/DistrictPolicy.aspx?PolicyID=5200&id=23cadb3425e2440b805faf169787d672

Please take special note of the following:

- Absences related to student illness may be "excused" only if a doctor's note is provided. If your child visits the doctor, please provide a note from the physician's office stating the dates of illness to the School Five main office.
- Up to 3 parent notes per school year can be accepted by the school to excuse a student's absence due to illness.
- 10 or more unexcused absences from school may result in a referral to truancy court.
- 20 or more absences (excluding those explicitly referenced in the policy above) can result in student retention at their grade level.

Please notify the school's main office any time your child will be absent from school.

STUDENT ILLNESS

In order to protect your child and their classmates, a child who has any of the following symptoms should stay home:

- Fever
- Vomiting, diarrhea,

- Very frequent cough
- Persistent pain (ear, stomach, headache, etc.), or a
- Wide-spread rash should

Before returning to school, children must be fever free (without medication) and free of vomiting for 24 hours. If you have any questions about whether or not your child should attend school due to medical-related reasons, please contact the school nurse or visit the Health Services page, linked here, for more information: Lindenwold Board of Education Health Services Department

IMMUNIZATIONS

Please visit the following link for information about immunizations required for school-aged children: Immunization Requirements

A principal, director or other person in charge of a school, preschool or child care facility shall not knowingly admit or retain any child whose parent or guardian has not submitted acceptable evidence of the child's immunization unless the child has a valid medical or religious exemption.

If you need financial or other assistance obtaining an immunization for your child, you make visit this link: Vaccination and Immunization Services | Camden County, NJ

MEDICATION POLICY

Whenever it is necessary for a child to take medication during school hours, even for over-the-counter medicine, it must be prescribed by a physician and a form for the administration of medicine must be completed and submitted to the school nurse. Parents or guardians must bring the medication to school. **No medication should be sent to school with students. Medication forms are linked below:**

Medication Form- English **Medication Form- Spanish**

VISITORS

For security purposes, no one is permitted in the halls or classrooms without proper authorization from the main office including the provided visitor badge.

In accordance with the Lindenwold Board of Education, the following procedures will be implemented by our staff:

1. All visitors are to report immediately to the school office to sign-in.
2. Visitors will be asked the reason for their visit.

3. All visitors should be prepared to provide a government-issued identification card that may be scanned with security software.
4. All visitors must comply with all school rules and regulations.
    a. Visitors are required to wear a "visitor" badge throughout their visit.
5. All visitors must sign-out in the main office.

The Principal has complete authority to exclude from school premises any person whom he/she believes may:

- Disrupt the instructional program;
- Disturb teachers or students; or
- Commit an illegal act.

IMPORTANT SCHOOL FORMS

The following items were mailed home prior to the school year, and we request that complete and return these forms on the first day of your child's attendance:

- Emergency Information Card (blue card)
    a. Including updating ALL individuals you would like to authorize to pick-up your child from school
    b. An updated phone number and email address for the child's primary caregiver(s)
- Information on school meal applications

It is very important that we have current information about each child on file in case of emergency- medical, behavioral, or emotional.

If your address or phone number changes at any time, you must contact our main office at (856)784-4063. For a new address, you will need to provide new proof of residency.

EMERGENCY SCHOOL CLOSING or DELAYED OPENING

When weather conditions exist which affect the safety of our students because of road conditions or other hazards, the superintendent may close all district schools or call a delayed opening. The announcement will be made through a phone call, text, and email to all of our parents and guardians. It's essential that you keep your phone number and email address up to date for this reason. Our **school closing number is 571.** Parents are also encouraged to check the districts website at: Lindenwold Public Schools

FIRE AND SECURITY DRILLS

All students and staff will participate in monthly fire and emergency drills in accordance with N.J.S. 18A:41-1. Parents will be sent Realtime notifications after drills occur.

FAMILY ENGAGEMENT EVENTS

School Five will host at least four family engagement events throughout the school year. These events give families the opportunity to learn more about the educational program, and provide time for families, students, and staff to connect. Information about family engagement events will be shared via email, flyers, the school website, and/or the District's school media pages.

PARENT – TEACHER CONFERENCES

Parent-teacher conferences give us the opportunity to share information about your child's academic and social development at school. This year, parent-teacher conferences will be held in December for all students and in March for select students.

If you would like to meet with your child's teacher about their progress outside of these scheduled conferences, please contact your child's teacher via email, note, or through the ClassDojo app.

Join us on ClassDojo by scanning this QR code:

PARENT PORTAL

Information about how to access the parent portal was mailed home prior to the beginning of the school year. The parent portal contains many pieces of important information you may need throughout the school year, including the most up-to-date information on your child's course grades. If you are having issues accessing your child's parent portal, please call the main office, and they will be able to assist you.

STUDENT GRADES

Students in Grades 4 and 5 will receive standards-based report cards over the course of three trimesters. Detailed information can be found on the district's website at the following link:

https://lindenwoldk12njus.finalsite.com/departments/curriculum-and-instruction/elementary-report-card-information

This is an overview of the standards-based scale:

ES - Exceeds Standards	Student consistently grasps, applies and extends key concepts, processes, and skills. Works beyond standards.
MS - Meets Standards	Student grasps and applies key concepts,processes, and skills. Meets Standards.
AS - Approaching Standards	Student is beginning to grasp and apply key concepts, processes, and skills. Approaching standards.
NS - Needs Support	Student is not grasping key concepts, processes, and essential skills. Area of concern.
N/A	Not assessed at this time.

CLOTHING/DISTRICT DRESS AND GROOMING POLICY

Lindenwold Public Schools no longer require students to wear uniforms. However, a dress code is in effect guiding permitted school attire for all students. The full policy can be viewed at the following link:
https://resources.finalsite.net/images/v1741254475/lindenwoldk12njus/j92to29pjou8flyuj3y5/pdressandgrooming-revisedforpilot-.pdf

Please note some of the more commonly addressed areas:

- Jeans/pants may be worn without rips and/or tears.
- Bare midriffs, crop tops, cut-off shirts, or any clothing showing one's stomach or mid-to-low back are not permitted.
- Pajama bottoms and/or flannel pants are not permitted.
- Crocs are permitted if they are worn in "sport" mode (with a strap secured to the back of one's heel).
- Slides and slippers are not permitted.
- **Hats, hoods, hair bonnets, ski masks, and head coverings of any kind not to be worn in the building. The only exceptions are for medical or religious reasons. Both exceptions may require official documentation.**
- Outdoor garments, *blankets*, coats, hats, **hoods**, and gloves may not be worn inside the building after the homeroom bell rings. Students are expected to keep those items in their backpack or coat hook during the day.

When a student's attire does not meet the dress code requirements, students will be given the opportunity to change, cover up, or take off the non-permitted item. In the event that an item to change into is not available, parents/guardians may be asked to bring the student a change of clothes. Please see the full Code of Conduct (page 11) for how dress code infractions will be managed.

TRANSPORTATION

The Board of Education shall transport eligible pupils to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq. and Board policy. The Board will provide transportation to and from school for public school pupils less than remote from their school in grades PK through 8 who live more than two miles from the school they attend. All students riding district transportation are required to follow the transportation code of conduct linked here: Transportation Code of Conduct

Bus passes are mailed home prior to the start of the school year and can also be accessed through the parent portal. You may contact the main office or the district's transportation secretary: Jennifer Jackson, 856-783-0276 Ext: 3203 or visit the district's transportation regarding any questions or concerns: Transportation

TECHNOLOGY (Personal devices)

Grade PK – Grade 8: Students may not have any personal electronic devices (cell phones, smart watch communication apps, AirPods, etc.) visible and in use during the school day. This protocol begins at the first bell and ends after a student has been dismissed for the day- either through walking, parent pick-up, or bus. Students will be asked ONE TIME in a school day to put their electronic device away which means cellular communication devices must be placed in their backpack or locker. Electronic devices should remain out of sight and in backpacks and/or lockers during the school day. Please let your children know, after requesting one time for an electronic device to be deactivated or put away, the electronic device will be confiscated by an administrator. Phones will then be secured in the main office and released ONLY to an adult. Electronic devices will not be returned to a child – only an adult.

Refusing to surrender an electronic device to an administrator will be considered insubordination. If as a parent you do not wish to engage in this process, you must keep all electronic devices at home. If you allow your child to bring an electronic device into school, you are agreeing to follow our protocol.

Students may not use their personal electronic devices to randomly record or photograph other students during the school day. ANY student who chooses to video record or photograph during the school day – including but not limited to inappropriate student behavior for the purpose of personal entertainment, humiliation, bullying, or harassment will be disciplined in accordance with the Code of Conduct. Furthermore, any student SHARING photographs/videos of other students for the purposes of bullying, harassment, humiliation, etc. will be addressed in the same manner. Sharing photos and videos causes significant harm to others.

Please see the full Code of Conduct (page 11) for how personal electronic device infractions will be managed.

TECHNOLOGY (School-issued devices)

Students in grade 4-5 will have access to school-issued Chromebooks for work completion throughout the school day. For students in grades 4, Chromebooks will remain on school property. For students in grade 5, Chromebooks will be permitted to travel between home and school each day starting midyear. Prior to taking home a Chromebook, the parent and student technology agreement must be signed and returned to school. All students using school-issued devices are responsible for adhering to the district's acceptable use policy. The technology handbooks here linked here:

Technology Handbook- English Technology Handbook- Spanish

STUDENT IDS

As a part of school district safety measures, all students in grades 4-12 are required to wear their school-issued student id card around their neck on a school-issued lanyard throughout the school day. The student id protocol allows for the easy identification of students during any emergency situation, and has a scanning feature for students to sign into school when late, receive their school lunch, etc. If your child loses their school-issued id or lanyard, please contact the main office for a replacement as soon as possible.

Supervision at Dismissal

Per Board Policy #8601, any parent or legal guardian of a student attending a district-operated school or program in grades Kindergarten to four, where the student is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the student to walk home after dismissal unless the student is released to the parent or legal guardian or escort designated by the parent or legal guardian. You will receive a letter and sign-up form

from your child's school in September. Please contact the school main office with any questions on this program.

STUDENT CODE OF CONDUCT

School Five follows a school-wide positive behavior support and intervention system (PBSIS) known as *Cubs' Pride*. *Cubs' Pride* is a framework that establishes, teaches, and promotes appropriate school-wide behavioral expectations. The *Cubs' Pride* guiding motto for all students ***is: "Be Kind", "Be Responsible", and "Be a Problem Solver"*** and it helps create a predictable and safe environment for all learners. In addition to interventions embedded in the *Cubs' Pride* system, the student code of conduct, guides the disciplinary measures implemented when students struggle to follow the school-wide behavior expectations. The full code of conduct is linked here: School Five Student Code of Conduct '26-'27

Harassment, Intimidation, and Bullying (HIB)

The Lindenwold Board of Education prohibits acts of harassment, intimidation or bullying of a student. The district Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. No pupil, staff member, vendor, volunteer or visitor shall commit an act of harassment, intimidation or bullying of any kind against any member of the school community.

Families, staff members, students, and community members can report an incident of HIB using the Stop-It App (https://appweb.stopitsolutions.com/login), by calling our main office, or sending an email to Mrs. Amber Callow, Principal at agresik-callow@lindenwold.k12.nj.us , the Superintendent of Schools, Dr. Kristin O'Neil at koneil@lindenwold.k12.nj.us, and the School Five Anti-Bullying Specialist: Ms. Jennifer Bailey: jbailey@lindenwold.k12.nj.us .

All information regarding HIB, including a printable reporting form, can be accessed via the District's website: Harassment, Intimidation, and Bullying Policy (HIB)

FOOD SERVICES

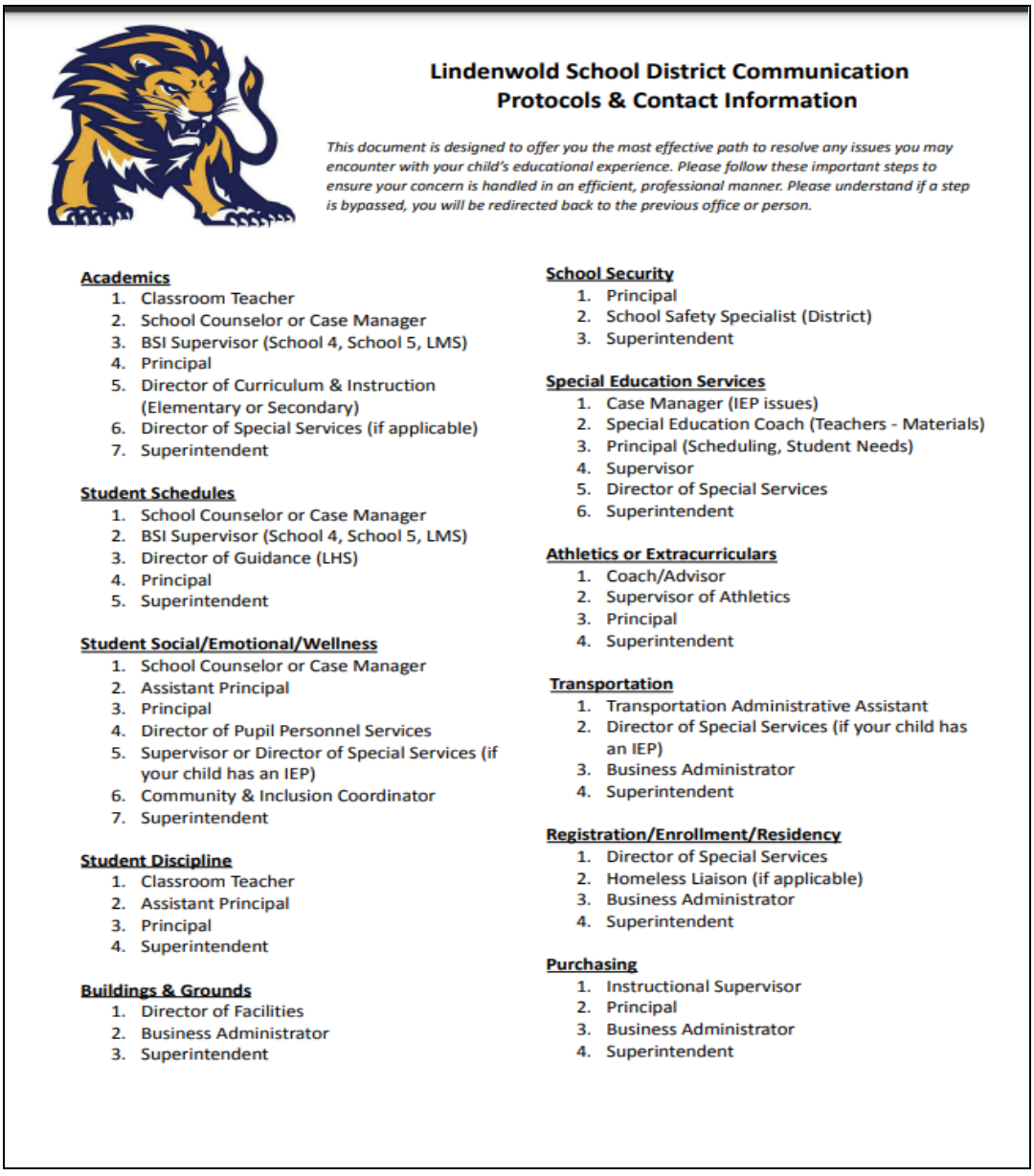
The Lindenwold Public School District offers healthy and delicious breakfast and lunch options every day. Lindenwold Public School District participates in the National School Lunch Program and all menu items are in compliance with the standards set forth by the USDA Food and Nutrition Service. Please visit *this link* to access our daily menus as well as the ingredient and nutrition information for all meals.

Starting in September 2026, through the USDA Community Eligibility Program (CEP) breakfast and lunch meals are free for all students; however, completing a Household Meal Application may qualify your family for additional benefits including: summer EBT grocery benefits, other state/federal assistance programs, and additional educational funding for our schools.

All families who think they may be eligible for free or reduced lunch must submit a new meal application *per household* each year if you have not already received a direct certification letter. Meal applications and the portal for paid lunch are available on the district's food services website: Food Services

Meal Program Letter and Application- English Meal Program Letter and Application- Spanish

District Communication Protocols



Lindenwold School District Communication Protocols & Contact Information

This document is designed to offer you the most effective path to resolve any issues you may encounter with your child's educational experience. Please follow these important steps to ensure your concern is handled in an efficient, professional manner. Please understand if a step is bypassed, you will be redirected back to the previous office or person.

Academics
1. Classroom Teacher
2. School Counselor or Case Manager
3. BSI Supervisor (School 4, School 5, LMS)
4. Principal
5. Director of Curriculum & Instruction (Elementary or Secondary)
6. Director of Special Services (if applicable)
7. Superintendent

Student Schedules
1. School Counselor or Case Manager
2. BSI Supervisor (School 4, School 5, LMS)
3. Director of Guidance (LHS)
4. Principal
5. Superintendent

Student Social/Emotional/Wellness
1. School Counselor or Case Manager
2. Assistant Principal
3. Principal
4. Director of Pupil Personnel Services
5. Supervisor or Director of Special Services (if your child has an IEP)
6. Community & Inclusion Coordinator
7. Superintendent

Student Discipline
1. Classroom Teacher
2. Assistant Principal
3. Principal
4. Superintendent

Buildings & Grounds
1. Director of Facilities
2. Business Administrator
3. Superintendent

School Security
1. Principal
2. School Safety Specialist (District)
3. Superintendent

Special Education Services
1. Case Manager (IEP issues)
2. Special Education Coach (Teachers - Materials)
3. Principal (Scheduling, Student Needs)
4. Supervisor
5. Director of Special Services
6. Superintendent

Athletics or Extracurriculars
1. Coach/Advisor
2. Supervisor of Athletics
3. Principal
4. Superintendent

Transportation
1. Transportation Administrative Assistant
2. Director of Special Services (if your child has an IEP)
3. Business Administrator
4. Superintendent

Registration/Enrollment/Residency
1. Director of Special Services
2. Homeless Liaison (if applicable)
3. Business Administrator
4. Superintendent

Purchasing
1. Instructional Supervisor
2. Principal
3. Business Administrator
4. Superintendent