



Prepare • Empower • Inspire



LINCOLN ANNEX SCHOOL
STUDENT HANDBOOK
2017-2018

165 Somerset Street
New Brunswick, New Jersey, 08903
(732) 745-5300 Ext. 6200

Sally Dobson, Principal
Michael Chiodo, Vice-Principal

Main Office: Exts. 6204 and 6205

Nurse: Ext. 6211

Principal: Ext. 6201

Vice Principal: Ext. 6202

School Counselor: Ext. 6216

Fax: (732) 448-1080

To report absences, please call 732-745-5300, Extensions 6204 or 6205 by 9:00 AM.
Upon return to school, every student MUST bring a note to school explaining their absence.

Website: <http://lna.nbpschools.net/>

INTRODUCTION

The policies and the procedures contained in this handbook are the result of a concentrated effort on the part of the faculty, parents and administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and in becoming an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in a democracy. Students are taught to develop and accept the responsibilities and obligations of good citizenship, which will help you to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus, find those things within our school which will prepare you to live a better life and take your place in this complex society. ***Remember that your success in this school will be directly proportional to your efforts.***

ATTENDANCE

Students are required by law to be present for school 180 days of the year. Absenteeism will be strictly monitored. ***Please call 732-745-5300 extensions 6204 and 6205 to report absences by 9:00 AM. Upon returning to school, every student MUST bring a note to school explaining their absence.*** Students who are absent more than 10% of the time will be required to show medical reasons for their absences. A student who is absent more than 18 days per year without medical documentation can be retained in their present grade. Listed below are legal excuses for absences from school:

1. Personal illness – the school may require the certificate of a doctor if deemed advisable.
2. Quarantine in the home – absence arising from this condition is limited to the length for quarantine as fixed by the proper official.
3. Death of relative – the absence arising from this condition is limited to three days, unless reasonable cause may be shown by parent or guardian for a longer absence.
4. Observance of religious holiday - any student of any religion shall be excused if the absence was for the purpose of observing a religious holiday consistent with his creed or belief.
5. Any other reason must be excused by the school prior to absence.

TARDINESS

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. The teacher will confer with the student after class or after school concerning tardiness. After the third tardy to class, the teacher will refer the student to the school administration. The administrator will counsel the student and notify the parent. Administrative detentions will be issued at the discretion of the principal. For safety reasons, students are **not permitted to arrive at school before 8:00 AM**. When arriving to school, students may enter the building from Division Street and Hardenberg Street, and will be directed to either the cafeteria or gymnasium. **Students need to be in the school cafeteria or gymnasium by 8:40 AM**. Teachers pick their classes up from the gym and cafeteria by 8:50 at the latest. **After 9:30 AM**, the entrances from Division Street and Hardenberg Street will be closed and a parent or guardian **must** use the Somerset Street entrance to bring his/her child to the office and sign the child in.

Lincoln Annex School Dismissal Procedures

Regular Dismissal 3:15 PM

Early Closing Day: 1:40 PM Dismissal

Upper Building	
Ground Floor	Exit through the door at the end of the hallway to exit behind the building.
2nd and 3rd Floors	Descend the staircase at the back of the building and exit the side door to exit behind the building.
Lower Building	
Basement Level	Exit through the doors at the back of the building and ascend the outer stairs to street level on Hardenberg Street.
2nd Floor	Exit directly to the breezeway to proceed to Division Street
3rd Floor	Descend the Stairs on the Somerset Side, walk through the gym, and exit through the breezeway to proceed to Division Street.

- 4th - 5th Grade, and Gifted & Talented Students are dismissed on the Hardenberg Street side of the building.
- 6th and 7th Grade Students are dismissed on the Division Street side of the building.

GOING TO SCHOOL AND GOING HOME SAFELY

Students must cross at the corners where crossing guards are stationed. Students may not leave school grounds once they arrive. They must stay on the sidewalks, and avoid contact with strangers and go directly home after school.

Students who come to school on the school bus must return home on the school bus unless a written note from the parent is provided. Written permission is required for any changes to regular dismissal procedure. Students who demonstrate inappropriate behavior on the school bus and/or line up for dismissal may be denied use of the school bus. Parents must complete a dismissal form for all students and update as needed.

PLEASE respect the following procedures if picking your child up by car:

- Please pull your vehicle up to the curb on the street alongside the building .
- If you must park across the street from the building, please get out of your car, and cross over to the sidewalk alongside the building to meet your child. Then please escort your child to your parked car. Please do not remain inside your vehicle and motion for your child to cross the street to meet you!
- Please DO NOT DOUBLE PARK under any circumstances! If necessary, park further away and walk to meet your child.

Please work together with us to keep all Lincoln Annex students safe! Thank you for your anticipated cooperation.

EARLY DISMISSAL

Early dismissal from school will not be granted without a written note from parents. Children will not be surrendered to any stranger or relative without permission of the parent. Please come to the office when picking up your child. He/she will be called from class at that time.

EARLY PICKUP

Early pickups are permitted until 2:55 PM. Parents/Guardians must sign the Visitors' Book and go to the main office to request student(s). Parents/Guardians must sign out student(s). If early pick up is due to medical/dental appointments, a note should be provided. In order to receive credit for the day, students must be in school at least four (4) hours.

BREAKFAST PROGRAM

Breakfast is served in the classroom each morning when students arrive to their homerooms.

LUNCH PROGRAM

Students have several lunch choices. They may eat lunch in school by either bringing a lunch from home or eating a hot lunch provided at school. This year, there is no charge for lunches provided by the school.

CAFETERIA RULES

1. Walk to all areas in the lunchroom.
2. Form a single line to get lunch.
3. Speak at an appropriate level and tone at the lunch table.
4. Practice good table manners – no throwing, reaching, grabbing food, or talking with food in your mouth.
5. Follow the directions of the lunch aides, security and teachers.
6. Permission to leave the cafeteria to use the lavatory should be requested from the school lunch aides, security or teachers.
7. Board games are provided on inclement weather days. It is the student's responsibility to take care of the games.
8. Soda, candy, glass bottles and gum are not permitted.
9. Pupils who do not follow lunch rules or who disrupt the lunch program will be removed from the lunchroom.

FIRE DRILLS AND LOCKDOWN DRILLS

Fire Drills and Lockdown Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students should refrain from noise and remain outside the building until a signal is given to return. Remember these basic rules:

1. Walk.
2. Move quickly and quietly.
3. No talking.

LOCKDOWN DRILLS

When a lockdown is called, all students **must move away from doors and windows** and remain silent. If you are in the restroom, remain in a bathroom stall with your feet on the toilet. If you are in the hall, go to the nearest classroom or office.

ASSEMBLY

1. Enter the auditorium and remain quiet during the performance.
2. Be considerate to others. Remain seated.
3. Be a good listener; do not talk, laugh, sing, etc., except when it is part of the performance.

Parents are always welcome to assembly programs.

DISCIPLINE

One of the most important lessons education should teach is positive social behavior. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will help you function productively in a variety of social settings.

The Board of Education has adopted a policy for pupil behavior and discipline procedures in the New Brunswick Public Schools. Pupils are expected to conduct themselves properly and safely, and show respect for each other and their teachers. Parents of pupils who do not conduct themselves properly in school will be called to the school for a conference with the teacher and/or administrator to help solve the problems involved. Pupils who continue to be disrespectful, disruptive or who get into fights may be suspended. School lockers, book bags, etc. are subject to administrative search when deemed necessary to enforce school rules.

Public School Law 18A:37-1 Submission of Pupils to Authority. Pupils in the public school shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

ADMINISTRATIVE FORMS OF DISCIPLINE

1. Verbal reprimand.
2. Notifying parent of student's misconduct (by phone, email or letter).
3. Detention AM or PM.
4. Temporary separation from peers.
5. Special assignments, i.e. academic and/or reasonable work details.
6. Behavioral contracts.
7. Conference with parents.
8. Temporary withdrawal of school privileges.
9. Extended separation from peers.
10. Extended loss of school privileges.

GROUNDS FOR SUSPENSION/EXPULSION

Suspension offenses include, but are not limited to:

1. Continued willful disobedience or open disobedience or open persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior which is harmful to welfare and safety.
4. Use of profanity to a staff member.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

ELECTRONIC DEVICES

The use of any device not directly involved in the educational process such as, but not limited to, a cell phone, video game, or i-Pod, will not be permitted in the building. These devices will be confiscated, given to an administrator and only returned to a parent or guardian. ***If a student uses a cell phone (call and/or text, taking pictures, checking messages or the internet, etc.) during the school day on school grounds, the phone will be confiscated and not returned until a parent comes in to pick it up.***

SMOKING

The use and/or possession of tobacco or tobacco products are prohibited and any student who violates this rule is subject to the provisions of the Student Discipline and Conduct Code. The rules apply on the way to and from school, during lunch, at school activities and during the school day.

DRUGS AND ALCOHOL ABUSE

Any student who intentionally sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics, or alcohol in or on school property, including busses, shall be expelled from school and reported to the appropriate law enforcement agencies for possible legal action.

WEAPONS AND FIREARMS POLICY

The Board of Education believes that all pupils and staff have the right to a safe educational environment. In this interest it takes a strong stand against the possession of weapons on school property or at school sponsored activities. Weapons of any type are strictly prohibited on school premises or at any Board-approved activity.

Definition:

1. Weapons – Anything readily capable of lethal use or of inflicting bodily injury except a “firearm” as defined by N.J.S.A 2C:39-1f. “Weapons” includes, but is not limited to dangerous knives, instruments intended to inflict harm.

Components that can be readily assembled into a weapon, explosive devices, imitation firearms, stun guns, and all other items enumerated in N.J.S.A. 2C:39-1r, except a "firearm" as defined by N.J.S.A 2C:39-1f.

2. Removal – The exclusion of a pupil from the regular education program in the school in which the pupil was assigned and the assignment of the pupil to an alternative education school or program for at least one (1) calendar year following a proper hearing conducted by the Board of Education.
3. Suspension – A temporary expulsion from school following due process procedures.
4. Expulsion – A permanent exclusion from school which denies a pupil the free, thorough and efficient public education provided by the public school district in which the pupil resides, based on specific conditions and following due process procedures, including a hearing by the Board of Education.

CHANGE OF PHONE NUMBER AND ADDRESS

All students **must** report any changes of addresses or telephone numbers. All parents should have a number where they may be reached in case of emergency.

ACADEMIC RULES

Students must have their books in school for class each day. Each student is expected to do his/her work in class each day. Each student is required to complete all written assignments correctly and neatly and return them on the required day.

HONOR ROLL

The Lincoln Annex School Honor Roll reflects achievement by students in both academic and learning and social characteristics. Students must meet the following criteria in order to be placed on the honor roll.

Principal's Honor Roll – All A's in all subjects.

Honor Roll – All A's and/or B's in all subjects.

REPORT CARDS/PARENT CONFERENCES

Report cards are sent home to parents. Parent-Teacher Conferences are scheduled midway through each marking period. **School is dismissed at 1:40 PM on scheduled conference dates.** If you wish to speak with your child's teacher at any other time, call the school office to make an appointment which will be convenient for you and the teacher. Parent/teacher conference dates:

October 2017: 25, 26 and 27
January 2018: 17, 18 and 19
March 2018: 14, 15 and 16

Conferences scheduled on Wednesdays are held from **2:00 PM to 3:15 PM (afternoon session) and from 6:00 PM to 8:00 PM (evening session)**. Conferences scheduled for Thursdays and Fridays are held from 2:00 PM to 3:15 PM only.

HOMEWORK

Homework is required by Board of Education policy and is given to students on a regular basis. Its main purpose is to reinforce the skills that were developed during the school day and to foster responsibility in a child.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be handled with care and kept clean. Please be sure your name, grade, and school are written on the book label in case the book is misplaced. You will be required to pay for lost or damaged books. Textbooks must be covered.

STUDENT EVALUATIONS.STANDARDIZED TESTS

The *Partnership for Assessment of Readiness for College and Careers* (PARCC) will be administered to students in grades 3, 4, 5, 6, 7 and 8.

STUDENT INSURANCE

Accident insurance for students will be available during the first two months of school. Please check the Lincoln Annex School website, or pick up a form in our main office.

STUDENT ACTIVITIES

Students at Lincoln Annex School have many opportunities to participate in school activities and enrich their educational experiences. Listed below are only some of the activities:

Yearbook, Student Council, Instrumental Music (grades 4-8), YSS After School Program (**6 years and older**), StepUp Leadership, Untagged Gents, Ladies of Vision, and Rutgers Future Scholars.

LINCOLN SCHOOL/LINCOLN ANNEX PTO

The Lincoln Annex School PTO is an active volunteer organization. Service to the children and the school has been and continues to be a hallmark of the PTO. Besides serving as an advocate for children, the PTO recognizes the need for parent educational programs devoted to child development and family life. Monthly meetings have a variety of purposes, and we encourage all parents and teachers to not only join the PTO, but to become active members so as to ensure the students of Lincoln Annex School will have the best possible advantages in their educational endeavors.

BIRTHDAY CELEBRATIONS

Students in grades 3 through grades 5 may celebrate their birthdays. In-school celebrations will take place the last fifteen minutes of the school day. In-school birthday celebrations will not be held for students in grades 6-7.

HEALTH CARE

All illnesses or injuries during school hours will be referred to the nurse. In the event of an illness requiring the child's dismissal from school, the parents or a responsible party designated by them will be notified by the nurse or principal to come for the child as quickly as possible. It is against school policy for a child to use a personal cell phone to call home and ask to be picked up from school. **Infractions to this policy will cause the phone to be held by school administration until the last school day.**

HEALTH SERVICES

The school nurse provides direct health service for the pupils and assumes basic health safety responsibilities. She assists the Pupil Assistance Committee in the evaluation process of pupils and arranges for special health, dental, medical, or any other referrals. Yearly screenings are done in the following areas: height, weight, blood pressure, and dental. Biannual screenings are done in the following areas: vision, hearing, and scoliosis. Each child who is enrolled in school has a permanent health cumulative file. In order to be enrolled in school, a child must have a physical on file and the following immunizations:

1. DPT series then Tdap at age 11
2. Polio vaccine series
3. Two MMR vaccines after the age of 1
4. Hepatitis B vaccine series
5. Varicella vaccine after the age of 1
6. Meningococcal vaccine at age 11

You will be asked to provide a telephone number where you can be reached during the day in case your child becomes ill in school. If your child contracts a contagious disease, please notify the school nurse at 732-745-5300 Extension 6211 so she may monitor other students in the class.

EMERGENCY SCHOOL CLOSING/DELAYED OPENING

The New Brunswick School District is now registered with NIXLE. Please register to receive notifications about School Closings, delayed openings, etc. at <http://local.nixle.com/new-brunswick-public-schools>
In the event that the New Brunswick Public Schools are closed due to emergency conditions, radio announcements will also be made as follows:

<u>Radio Station</u>	<u>Announcement Schedule:</u>
WCTC 1450 AM	5:45 & 8:45 am
WMGQ 98.3 FM	5:45 & 8:45 am
NJ 101.5 FM	5:45 & 8:45 am

The radio stations have requested that you please refrain from calling for information as these calls tie up the lines. The school requests that you please listen to the radio station, register for NIXLE, or check the district website (www.nbps.k12.nj.us) for school closing or delayed school opening. **PLEASE DO NOT CALL THE SCHOOL OFFICE.**

DELAYED SCHOOL OPENING

If it appears that early morning weather conditions make it advisable to delay the opening of schools, all schools will open 1½ hours (10:20 am) later than usual and all morning pupil transportation will be delayed for 1½ hours.

The radio stations listed above will announce delayed openings. **Students should arrive no earlier than 10:10.**

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TELEPHONE

Students **will not** use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class **only** in the case of an emergency.

SCHOOL SCHEDULE

8:40 AM Pupils line up with their class in the cafeteria/gym.

8:50 AM Teachers take their students to class.

9:00 AM Students are late.
Instruction begins.

11:10 AM First lunch period

11:50 AM Second lunch period

12:30 PM Third lunch period

3:15 PM School day ends – pupils are dismissed.

Early Closing Day: 1:40 PM Dismissal

ARRIVAL AT SCHOOL

For safety reasons, students are **not permitted** to arrive at school before 8:00 AM.

LOST AND FOUND

Articles found in and around the school should be turned into the main office where the owners may identify and claim it.

SCHOOL BOARD POLICY

ALL SCHOOL BOARD POLICIES ARE ON FILE ON THE DISTRICT WEBSITE AND ARE AVAILABLE FOR REVIEW.

PHYSICAL EDUCATION

Students must wear sneakers in order to participate in gym class.

UNIFORM DRESS CODE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

Boys Polo shirts (3 buttons/long or short sleeve)
Light blue, Dark Blue, yellow, white

Navy blue or khaki pants (no jeans)

Girls Polo shirts (3 buttons/long or short sleeve)
Light blue, Dark Blue, yellow, white

Navy blue or khaki dress, pants, skirts or Jumpers

Hot Weather:

Navy blue/khaki shorts, polo shirts

SHORTS MUST REACH TO THE KNEES.

The following types of attire are **not appropriate in school** and **are against the policy of the Board of Education of the New Brunswick Public Schools**:

1. Pants worn below the waist line (no sagging);
2. Exposed underwear;
3. Any shirt or top that exposes any part of the bellybutton, stomach or chest;
4. Skin tight fitting clothes (such as skinny, tight, stretch pants);
5. Dresses or skirts more than four inches above the knees;
6. Open-toe shoes, sandals and slippers (flip flops) are not permitted. Students must wear appropriate, ***closed***, comfortable shoes.
7. Outerwear, hats of any kind, or bandanas.

Further, please remember that **hooded sweatshirts are not to be worn inside the school building**. They may, of course, be worn to and from school and while on the playground. Students are encouraged to bring a sweater or hoodless sweatshirt to wear while inside the building if they wish to.