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MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS

LINCROFT ELEMENTARY SCHOOL
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Steven Graziano
 Principal
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September 2016

WELCOME BACK! I hope you enjoyed the summer and are ready for a new school year. The first day of school for students is **September 8, 2016**. This letter provides an overview of important information. Thank you in advance for your cooperation in ensuring all procedures are followed and required paperwork is completed. Designated Fridays are *School Spirit* days, please refer to the school calendar for more information.

Communication – Please visit the school website for the following: updated school calendar, staff roster with email addresses and extensions, district contacts regarding Chain of Command, district calendar. Email is our preferred method of communication. A phone call or note to school can be avoided by visiting our school website. Regular notices are not sent home, but rather posted on our school website either on the home page or the Leopard’s Roar. **Our primary means of communication is our website and email group. If you need to change your address, phone number, emergency contacts or email, please email our secretaries Mrs. Rebelo or Mrs. Alfier immediately.**

Orientation/First Day of School – BRAND NEW Kindergarten Student Orientation will be held on September 6, 2016 from 1:00-1:30PM. The orientation for NEW students in grades 1-5 will be on September 6, 2016 from 12:15-12:45PM. Parents and students of Kindergarten and NEW students in grades 1-5 are welcome! On the first day of school September 8, 2016, Kindergarten students will report to The Leopard's Den (All Purpose Room) between 8:40 - 8:55 AM. Grades 1-5 students will go directly to their new classrooms. Staff will be in the halls to assist any new students as well as returning students. After the first day, K-5 students will enter via the main doors beginning at 8:40 AM and go directly to their classrooms. The school day is from 8:55 AM to 3:00 PM. Staff will line the halls to assist. Please visit our website for the *Suggested Supply Lists*. I recommend students begin taking the bus the first day. Please be patient with transportation as kinks need to be ironed out. If you have questions, email Mrs. Vining in Transportation at ViningB@middletownk12.org and DavisM@middletownk12.org

Arrival Procedures – Supervision on school grounds begins at 8:40 AM with the main doors opening. *Please understand that we are not able to supervise your children until the 8:40 AM bell rings. We do our best to ensure our school clock is synchronized with the proper time for which the bell will ring. If our crossing guard informs you that our bell has not rung, we are asking that you respect his word for the safety of your children and not release your child or children until the bell has rung and my staff will come out to supervise.* **Students arriving after 8:55 AM will be marked tardy.** Any child transported by a parent must be dropped off next door at the Little League field and utilize the crosswalk. **ONLY busses are to use the horseshoe driveway. Children must stay in the car until it arrives near the yellow poles.** Adults getting out of the car cause the line to move slowly. Please do not park on the side by the pine trees before the yellow poles. Cars that park along the yellow curbs can be towed. In an emergency, Police, Fire and EMS vehicles need access to the building and this cannot happen when cars park in Fire Lanes.

REMIND:

Every school year **ALL** families must sign up to receive important text messages via the REMIND APP, we would appreciate it if you could do so as soon as possible. Remind is an alternate means of communication that you would receive via a text message. It will not be the sole means of communications to you, but used on occasion in conjunction with other means of communication.

The directions are as follows:

Remind Text Messaging—Each school in the District has a separate account with a distinct Class Code assigned to their Remind text messaging system. Therefore, each parent/guardian must sign up to Remind separately for each school your children attend. If you have children in more than one school, you will have to repeat the directions below, texting the Class Code provided by each of your children’s building principals.

1. Text the class code below to **81010**. If you have trouble texting 81010 try texting to (848) 200-1228.
2. Class Code for **Lincroft School Families 16-17 School Year: @7hfgd**
3. Within a few minutes you will receive a confirmation text.
4. Reply to the message from the Remind team with your first and last name. The school will send a test text to you on September 30th at 4:00PM. The message will read, “Test text via REMIND system.”

PHONE BLASTS:

Just a reminder to all parents, when you receive a phone blast during the school day, please make a note to LISTEN to the voicemail first before you call the school office to find out what the voicemail was about. This ties up the school phone lines. Thank you for your cooperation in this matter.

Attendance – In case of an absence, a call to the school between 8:00 AM and 9:00 AM is required. Please select the attendance option when calling the school. Excusable absences are: extended illness accompanied by a doctor's note, observance of designated religious holidays, necessity of appearing in court and death in the family. **Parents/guardians are notified in writing if their child accrues excessive absences. A child who is out because of illness for one day should spend the day recuperating; work is not provided.** If a child is out two or more days due to illness, work will be provided upon request in the morning and can be picked up at the end of the school day. **Work is not provided in advance for any student who is absent due to vacation. Students who arrive tardy to school must be in by 10:30 AM in order not to be marked absent. Students must also be present in school from 8:55 – 1:30 PM in order not to be marked absent.**

Dismissal Procedures – All students receive bussing. If your child is **NOT GOING HOME ON THE BUS**, you **MUST** write a note to the teacher in the morning. Indicate if they are pickups (and the person picking them up), aftercare, leaving school early (**plan to do so by 2:30 PM**), etc. Do not call the Main Office unless it is an emergency. You may write one note in September if arrangements remain the same all year, however if dismissal for your child changes, please write the teacher a note. Students are dismissed at 3:00 PM with those being picked up exiting first. Parents waiting for their children should stand in the patio area. Kindergarten parents must use Door #5. Bus students will be dismissed from their classroom. **Between 2:45 PM and 3:15 PM, cars are not permitted to stop or park in front of the building. You may not retrieve items left in the classroom after 3:15 PM.**

Before/Aftercare – The Community YMCA offers the Y Kids Program at Lincroft School. Hours are from 7:00 AM until 8:40 AM and dismissal until 6:00 PM. Information may be obtained by calling 732-566-9266. Students in the program should report directly to The Leopard's Den (All-Purpose Room) when they arrive or are being picked up (Door #4). **At no time may students or parents in the program go to the classrooms. If your child is in this program and there are changes to their normal schedule you must notify the YMCA and the school office.**

Responsibility – All students are to bring in their own lunch, homework, instrument, lunch money, etc. Instilling responsibility at a young age will help students have the tools necessary for a successful future.

Parent Teacher Association (PTA) – Families are encouraged to join and actively participate in the PTA. Our PTA's efforts greatly benefit our school. Information will go home the first day of school. Please see the PTA website which can be accessed through the Lincroft School Website (on the right hand side of the home page).

Footwear and Dress Code –. Student attire should be reasonably neat, clean, and appropriate for the scheduled activities of the day. In hot weather, shorts of a reasonable length are permitted. Shirts must be worn and the shirt must meet the pants. Spaghetti straps are not appropriate for school. For safety reasons, students are not to wear clogs, open sandals, shoes with an open back, high platform shoes, Heelys or sneaker/skate conversions. Injury and medical bills may be avoided by wearing sneakers or other footwear to school that are laced and fit properly. For physical education days, sneakers should be worn. All personal belongings should be labeled. Lost and Found is located in the Main Office. **Parents will be called for a change of clothes if their child comes to school dressed inappropriately.**

Visitors – Visitors must ring bell and follow the directions on the sign outside above the doorbell. After you are buzzed in, visitors must sign in, give a valid reason for entering the building and get a visitor badge from the office. When leaving visitors must return to the office to sign out. **Under no circumstances are visitors to go to any other classroom other than the classroom they are scheduled to go to. Parents cannot visit other classrooms.**

Specials and Curriculum – Specials run on a Monday through Friday schedule; the schedule is posted on our website. Students have 40 minutes of Art, Music, Health, Physical Education and Spanish.

Nutrition, Snacks and Water Bottles – As per district guidelines, all elementary schools will be following the same procedure for the 2016-2017 school year. No food is to be brought into the building that does not meet the **Healthy State Nutritional Guidelines**. These guidelines will be spelled out clearly on the district website. To support the district procedures, **there will NOT be any food brought into the school for students' birthdays. Students' birthdays will not be celebrated in the classrooms.** All birthdays will be recognized daily via an announcement. To view the Middletown Township BOE Nutrition Policy and Foods of Minimal Nutritional Value, visit our district website and click on the "What's For Lunch" tab found on our district Home Page. Please review the items listed and contact Nurse Andril with questions. Students in Grades K-5 may have a healthy working snack daily, depending on their scheduled lunch. Students may not share snacks. At the teacher's discretion, students may be permitted to have a water bottle. The allergy table in the lunchroom is reserved for the students who are in allergy classrooms and bring in food containing peanut butter or nuts.

Lunch and Allergies – Visit our website for lunch menus and pricing. Please make sure you use the elementary menu marked for **Lincroft School** on the district website. It is preferred for parents to pay for lunches online through the Payforit program, however payments can be sent into school. You may credit your account online using the Payforit program at Payforit.net...link is on school website. Once you have created the Payforit account, you can view your account balance online. **Checks can still be sent in and must be payable to Middletown BOE Cafeteria Account** for the **EXACT** amount. The checks must be placed in an envelope with your child's name, teacher and indication if you are purchasing lunch, milk or water. **Lunch is available on the first day of school.** Please check the district website each month for the monthly elementary school menu. The 2016-2017 lunch prices are **\$2.85 per day or \$14.25 per week.** Many students have life threatening allergies, especially to **peanuts and tree nuts.** If your child is in one of these identified classrooms please view the allergy classrooms on our website. **Your cooperation is appreciated.**

Health – Any immunization or changes in health status should be reported to Nurse Andril. When a child has a contagious illness, a doctor's note is required to return to school. We must be notified of strep throat, pink eye, etc. **All children are required to have submitted a record of completed immunizations and a physical examination by a doctor before your child begins school.**

Celebrations – Teachers must have adequate time to teach and students to learn. To support the district procedures, we will continue to not have food brought into the school for students' birthdays. Students' birthdays will not be celebrated in the classroom, **this includes non-food GOODY BAGS as well.** See above for details concerning the monthly birthday celebration with Mr. Graziano. Special holiday classroom celebrations will be limited to **3** per class, one being the end of the year celebration and 2 others of the teacher's choice during the school year. Please keep in mind any food items brought to those classroom celebrations must adhere to the **Healthy State Nutritional Guidelines; sugar cannot be the first ingredient in any food item brought in to school (including icing on any food item).** **Please adhere to the Lincroft School Approved Food list attached and also on the school website. Also email the menu to Mrs. Andril and Mr. Graziano for approval at least one week before the celebration.**

Bus Rules and Regulations – Students have a signed copy on file. The *Parent/Student Handbook* which can be found on the district website has a copy included for reference. Consequences include suspension from the bus. Food is not permitted on the bus.

Media Permission Form and Lincroft School Website Permission Form – Students have on file a signed copy. Your permission remains in effect for the duration of your child's years in Middletown unless a change is requested. **The forms include permission for school based events such as the Yearbook, Variety Show DVD, Website Photos etc.**

ONLINE Applications

Free & Reduced Lunch – If you are a parent who wishes to apply for Free & Reduced lunches for your child/children, you must go on the **district website** as follows:

- Website home page scroll down on the right under QUICK LINKS. Click for 'Free and Reduced Meal Online Application 2016-2017.'
- Website home page top right corner click "Lunch Menus" on left hand side of page click 'Free and Reduced Meal Information and Application.'
- Online Application - <http://fronline.middletownk12.org/sdms2/>
- Go to New User Registration to register and submit your application.

District Chromebook Agreement Form – Grades 3-5 ONLY

All parents must make sure they go on the district website to submit an electronic signature on the revised district [Chromebook Agreement Form](#). It is located on the DISTRICT website, go to [Chromebook Handbook for Parents](#) on the district website on the home page upper right hand corner. Before a Chromebook will be issued to your student(s) this year. **It is the parent/guardian & student responsibility to read and understand the rules and guidelines/expectations regarding our Chromebook initiative.**

New Parent Coffee – September 14 @ 6:30PM

PTA Meeting – September 14 @ 7:00PM

Back to School Night – September 20, 2016 - This evening provides parents the opportunity to meet their child's teacher in a group setting. Each teacher will review curriculum, procedures, etc. This evening is NOT for individual conferences. More information will be available soon.

The schedule is:

* 6:30pm - 7:00pm – First Session (K-2)

* 7:05pm – 7:35pm – Second Session (K-5)

* 7:40pm – 8:10pm – Third Session (3-5)

The three sessions will be as follows: The first session will be for grades kindergarten through second beginning at 6:30 PM and the second session is for all grades Kindergarten through fifth beginning at 7:05 PM and the third session is for grades third through fifth beginning at 7:40 PM.

I look forward to a very rewarding and successful school year!



Steven Graziano
Principal