



Lyncrest School

“Where Every Student is a Star!”

Student/Parent Handbook 2023-2024

SCHOOL HOURS

GRADES K-4

8:35 a.m. - 3:00 p.m.

Late Bell 8:40 a.m. & 12:36 p.m.

A Letter from the Principal

Dear Parents,

The enclosed information has been prepared to acquaint you with the operation of our school, which should be helpful during the school year. Included are copies of school regulations and other information with which we hope you will become familiar.

Lyncrest is your school! Learn as much as you can about our curricula, our programs, and the activities that your children experience during the day. We encourage you to:

1. Attend as many school programs as you can during the year.
2. Become active in the P.T.O. Attend meetings and participate in their activities.
3. Keep in contact with your child's teachers. Appointments may be made directly by parents and teachers. Please email your teacher to set up an appointment or call the school directly.

We ask for your support and help. The school and home must work together to provide maximum opportunities for growth and development of your child. Best wishes for a rewarding school year.



Kelly Diee
Principal



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MISSION, VISION, AND VALUES

Lyncrest School

Where every student is a star!



Mission

It is the mission of Lyncrest School to provide a positive and nurturing learning environment, one which develops strong character and ensures social, emotional and intellectual growth for each and every student. Through collaboration with staff, parents, and community, our goal is to inspire students to develop lifelong learning skills and become responsible citizens.



Vision

Every student is striving to achieve his or her potential in an engaging, inspiring, and appropriate learning environment. The Lyncrest School experience provides a solid foundation, enabling each student to flourish as a lifelong learner.



Values

In coming to this school, each parent, student, and staff member shall uphold the values of the school which include:

Collaboration

We will work together towards shared goals.

Integrity

We will choose our thoughts and actions based on values rather than personal gain.

Pride

We will be proud of our efforts and accomplishments.

Respect

We will celebrate our diverse population and treat everyone with dignity.

Responsibility

We will be trustworthy, reliable and accountable for our words and actions.

DAILY PROCEDURES AND COMMUNICATIONS

Arrival at School

Children are not to arrive in the morning earlier than ten (10) minutes before classes begin. This is a Board of Education regulation. It is your responsibility to time your children's departure so that they arrive at the proper time. The school is not responsible for children who arrive too early.

If your child is in school for the morning session, but will not return after lunch, please call the school by 12:45 p.m. to explain the reason for the afternoon absence. We want to be sure that your child is safe either in school or at home.

Parking

Please be advised that no cars should be entering or exiting on Lori Lane each day. There is a sign reminding you of this at the intersection of Lori Lane and Morlot Avenue. Please park on the side streets and walk to drop off and pick up your child.

In addition, please do not drop children off on Morlot Avenue, adjacent to the playground. The street is not a drop off area. Police will ticket drivers who stop illegally on Morlot Avenue.

These safety procedures are followed each day to maintain a safe walking environment for students at Lyncrest.

Dismissal

The students are dismissed at 3:00pm. Teachers are on duty during pick up from 3:00-3:10pm. Students who are not picked up will be brought to the main office to call home. If your child walks home, he/she must leave school grounds and report home immediately after dismissal.

Lateness

If a child is late (8:41am), he/she must report to the office for a late slip. A parent must accompany the child to the main office for safety purposes. If arriving later than 9:00 a.m. and needing to order lunch, that request must be made by phone prior to 9:00 a.m. to office personnel.

Student Absences

If your child will be absent, please call the office (201) 794-5555 ext. 3699 or enter the absence on Genesis. Our attendance line is open twenty four hours a day. You may call in an absence at any time. When leaving your message if you

would like homework, please leave your request as well as who will take the work home. If we have not heard from you, we will phone you to indicate that your child did not arrive at school. If we have not had any communication with a parent or guardian we are required to notify the Fair Lawn Police Department.

Per Fair Lawn's Board of Education district policy, a child is permitted to have fourteen (14) unexcused absences. Only [religious holidays](#), documented by the NJDOE, and Bring Your Child to Work Day are considered excused. Although the policy considers all other absences unexcused, we do document all verified absences. Verified absences include illness, death of a family member and/or injury.

Red Flag Days

On inclement weather days, when it is too cold, rainy or snowy for children to line up outside, a red flag is displayed at the front entrance and end of the school on Morlot Ave. The red flag indicates that children may enter the building at 8:25 a.m. They should enter the building through the FRONT DOOR and go directly to the All-purpose Room to line up with their class. A teacher on duty will meet them at the door to be sure they go directly to the gym. Parents should not enter the building on Red Flag days unless they have official business.

School Closing

In the event of a severe storm or other emergency, a special announcement will be made via School Messenger between 6:00 a.m. and 8:00 a.m. Each household receives a recorded call from the Superintendent with emergency information.

The following stations/social media outlets will also alert you to school closings/delayed opening:

Television: WCBS-TV 2, FOX 5 NY, WABC 7-TV, and News 12 New Jersey

Website: www.fairlawnschools.org

Social Media: Facebook: Fair Lawn Public School District, Instagram: @FairLawnSchools and Twitter: @FairLawnSchools

PLEASE DO NOT CALL THE BOARD OF EDUCATION OFFICE OR THE POLICE DEPARTMENT FOR THIS INFORMATION! In the event that you do not receive a call, you should contact the Main Office to ensure that your personal information is up to date.

In the event of a delayed opening of school, you will be notified through "School Messenger." Students arrive at school by 10:10 a.m. on delayed openings.

During inclement weather, (e.g., snow) it may be necessary to close school early. The decision is made by the Superintendent of Schools. Those children who have permission to leave will be dismissed at the time designated by the Superintendent. The other children will be kept until the parent or designated adult comes to school and signs the child out. Aftercare staff will still be in session to assist in emergency situations as needed.

School Calendar and Closing Signal

Please post the calendar card in a convenient place or check the district website, which can be accessed [here](#). It contains important information concerning the school calendar and emergency closings

The district also has a “School Messenger” system where announcements will be made.

School Messenger/School Webpage

School Messenger has been implemented to serve as an online communication system. This online tool provides communication among parents, students, teachers and the school. School calendar items, lunch menus, information about emergency school closing, academics, guidance and other school news can be found on our [school webpage](#). Information about each of your child’s classes is also accessible. Please contact the school webmaster (ltenney@fairlawnschools.org) if you need further information or assistance.

Change of Address or Phone Number

You will need to update your address with the Community School. However, please inform the office of any change in address or phone number any time throughout the year.

Withdrawing

If you find it necessary to withdraw your child during the school year, please call the school secretary 201-794-5555 x3600 to arrange for a transfer card.

SCHOOL POLICIES

No Bullying Policy

The district has adopted an “Anti-Bullying Policy” (5131.1) that is supported by Lyncrest. A safe and civil environment in school is necessary for students to learn. Bullying or any disruptive behavior will not be tolerated. For more information on the district’s anti-bullying policy please click [here](#).

Bicycles

Children may use bicycles if they obey bicycle regulations. The bike rack is located on the Morlot blacktop. All riders must wear a helmet. Persistent violators of safety rules will have the privilege of riding to and from school taken away. Please complete the attached [form](#) and return to the main office if you would like your child to ride their bicycle.

Bicycles may not be ridden on school grounds, sidewalks, and paths. Riding double is illegal. The school cannot accept responsibility for the damage or loss of bicycles brought to school. Bicycles should be locked in the bike rack. If your child rides home, he/she must leave school grounds and report home immediately after dismissal.

Visitors/ Drop Off Bin

Visitors are required to report to the Main Office to sign in and receive a visitor's pass. Please be prepared to present your ID to the office staff. You will be required to sign-out prior to leaving. Please use the entrance by the office and ring the bell to announce your arrival. NO ONE SHOULD GO DIRECTLY TO A CLASSROOM OR ONTO THE PLAYGROUND AT ANY TIME DURING THE SCHOOL DAY. The Main Office is open from 8:00 a.m. to 4:00 p.m. each day.

No Pets Please

While many of us enjoy family pets, we discourage bringing any animals onto school property. Some children have allergies or are fearful of animals. Student safety is important. Please cooperate in helping keep our school grounds clean and safe.

Field Trips

Children are sometimes taken on field trips in order to provide outside educational experiences. The individual classroom teacher supervises these trips. When such trips are taken, you will be asked to sign a permission slip. Arrangements are made for children without permission slips to remain in school with another class.

Contacting Classroom Teachers

Classroom teachers are available through email or phone. Parents may call the main office to leave a message for a teacher at any time. Children may use the phone with the permission of the teacher in the case of an emergency. If you send your child to school with a cell phone, it may only be used after school. It should remain in their locker and turned off. Any cell phones used during the day will be brought to the principal's office and must be picked up by a parent.

Classroom Parties

The Department of Education has limited the distribution of sugary snack foods for parties. Class parents should limit holiday and end of year celebrations to a simple, healthy snack. The school wide end of the year celebration takes place on the last day of school with our DJ and pizza lunch.

Birthdays

We recognize the importance of each child celebrating their birthday at school. However, due to allergies and the DOE's restrictions on snacks, we do not allow students to bring in food for their birthdays. Instead, students are encouraged to donate a book to the classroom library or bring a small goodie bag in for each classmate. Teachers will not be able to distribute baked goods or cupcakes during class time, and if sent in, they will be sent back home with your child.

Birthday party invitations may only be distributed in class if there is one for each student in the classroom. Parents are encouraged to use the school directory to mail or email invitations outside of school.

LUNCH AND PLAYGROUND RULES

Our lunchroom also serves as our gym and our auditorium. It is imperative that we receive complete cooperation from our children during the lunch and recreation period. The following rules will be strictly enforced to ensure a pleasant and safe environment for all students.

- Students will be escorted to the Multi-purpose Room or outdoor tents by their classroom teacher or aide.
- Students will enter, take seats, and exit quietly.
- Normal conversational tones and good table manners should be used at all times. It is common courtesy and expected that each child leaves his/her place at the table neat and clean.
- All food is to be eaten in the Multi-purpose Room.
- Students are expected to listen and be attentive to instructions from the lunchroom supervisor and lunchroom aides.
- On the days that students go outside for the play period, they are expected to bring clothing appropriate to the weather conditions.
- Students will not be allowed to leave the Multi-purpose Room unless they receive permission from the lunchroom supervisor or lunchroom aide. This also includes using the bathroom.
- Students will be dismissed by table after the lunch period is concluded and their table is checked and cleaned to the satisfaction of the lunchroom supervisor.
- Students must remain in the designated play areas. Students are not allowed to roam around outside or enter the building at lunchtime.
- No candy or gum chewing is allowed on the playground.
- Rough games such as keep-away, tackle football etc. are not permitted due to possible injury.

While lunch is a time for students to relax and enjoy themselves, there are expectations in regard to proper manners and behavior. Please support our efforts in meeting this goal.

For safety, please do not send any glass containers to school whether in lunch bags or otherwise. Also, please be certain that your child brings plastic silverware, cups, etc. with his/her lunch.

STUDENT EXPECTATIONS

Proper Care of School Property

Textbooks, workbooks, and equipment are provided by the Board of Education. Children are expected to exercise care in the handling of all materials. Fines may be levied when books and other materials are lost, destroyed or damaged. Unreturned library books will result in the final report card being held in the Main Office until all fines are satisfied.

Physical Education

All children taking physical education must wear sneakers for safety reasons. Dangling jewelry must be removed during physical education classes or other periods of active physical activity.

Instrumental Music

Starting in 4th grade, students have the opportunity to select one band or orchestra instrument as an additional elective. Enrollment is encouraged for all, but not at the expense of academic success.

Lessons are held in small group settings, once a week as a rotating pull out lesson. Each student should not miss the same class more than once each month.

If a child forgets his/her instrument, he/she should check with the office before their lesson to see if it has been dropped off. (The office does not call the classroom and interrupt instruction.)

GRADES, TESTING, AND END OF YEAR AWARDS

Report Cards and Grades

Report cards are distributed three times each school year in grades K-4. Dates are set each year for parent conferences. This does not preclude having other meetings during the course of the school year as needed.

Standardized Tests

Parents are notified when tests are to be given. These test results are sent home as soon as possible. Parents may arrange to have a conference to discuss these tests at any time. Both state tests (NJSLA 3 and 4) and district testing (LinkIt! and CoGAT) occur during the academic year. In addition, teachers assess learning through portfolios, reading assessments, and content-based testing.

For more information on the District curriculum, click [here](#).

For more information about district testing, click [here](#).

Fourth Grade Student Awards

Students who excel in academics, character, athletics, or other special areas are recognized at our Awards Assembly for students in June.

PARENT TEACHER ORGANIZATION (PTO)

Please look for the monthly school calendar that is posted on Peachjar at the beginning of each month. It contains the many activities planned each month by both the school and PTO.

[Peachjar](#) will be utilized to distribute all flyers from the school and PTO.

The Lyncrest Parent Teacher Organization (PTO) sponsors a number of activities and programs. Consult your PTO flyer to learn the details of these programs or visit their website [here](#). The PTO also encourages you to join their Facebook group, Lyncrest PTO and Instagram. You may also check our school website regularly for updates [here](#).

Special Programs and Events

Cultural enrichment programs, supported by the Lyncrest PTO, vary from year to year. These may include special science presentations, musical groups, plays, etc. In addition, our students take part in musical programs and a Band/String Concert. The Concerts are held at the school during the day and parents are invited to attend.

Other activities include our Halloween Dress-Up Day, Spirit Days (when students wear school colors or school shirts), Field Day, Fourth Grade Moving Up and the Awards Assembly.

LOST AND FOUND

A Lost and Found box is maintained in the hallway. Parents and children should frequently check this box for lost or misplaced articles. Jewelry, glasses and cell phones are held in the Main Office. Unclaimed clothing is donated at the end of the year. PLEASE CHECK THIS BOX OFTEN!

Student Clothing

Please mark all articles of clothing, school bags, snack bags etc., clearly with your child's name and grade. Articles so marked, when brought to the Main Office, can be returned to your child.

INFORMATION FROM THE HEALTH OFFICE

Emergency Contacts

Occasionally when a child becomes ill at school, we are unable to contact his or her parents by telephone. Emergency contacts and other information are now on the parent portal. Please list two neighbors, friends, or relatives who live in Fair Lawn or a neighboring town, and who are available during the day to provide transportation for sick children. Be sure to inform these people that you have listed their names.

Medication

All medication is to be administered in the school health office. A physician's written order and a signed parental consent form must be on file for any medication to be given during school hours. Please see the school nurse for forms.

Rashes

A child with a skin rash is required to have a physician's note stating that he/she is not contagious prior to returning to school.

Casts, Immobilizers, and Crutches

For your child's safety, a physician's order detailing restrictions and accommodations should be given to the school nurse. No child should return to school with crutches, casts or immobilizers without visiting the nurse first.

Absences

Please contact the school office or teacher if your child will be absent. Children should remain home if they have had a fever, vomited or experienced diarrhea in the past 24 hours. Children who have a positive strep throat culture must remain at home until after the results are known. If results are positive your child must be on medication for 24 hours and fever free before returning to school.