

Linden Public Schools

## School No. 4

# Back To School Guide

2024-2025



**Dr. Suzanne Olivero, Principal**

**Mrs. Rosalia Kolibas, Vice Principal**

**(908) 486-3286**

**\*This is a fluid document. At any point information can change, which will be communicated to parents as applicable.**

**\*Please refer to the Linden Public Schools Elementary Handbook for additional district-specific policies and procedures.**

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## Principal's Message

Greetings to our parents and families! As the new school year approaches, we would like to continue to work together to provide meaningful educational opportunities to our students. It is imperative that collectively, we continue to support each other. Your cooperation with and support of all district and school policies are paramount to ensure the health and safety of all students, faculty and staff. With your help, we will maintain the excellence of our instructional program and continue to strive for the achievement of our students.

## Emergency Contact Information

It is of the utmost importance that we have current parent/guardian and emergency contact information. If any of your information changes throughout the year, you must notify the school as soon as possible. This is our only means by which we can communicate with you at a moment's notice. An Emergency Contact Report has been mailed home. Please review and edit the information directly on the form and return it to school as soon as possible.

## Academic Plan

The first day of school for all elementary students is **Thursday, September 5, 2024.** School begins at 8:25 a.m. and concludes at 3:00 p.m. Doors will open for students eating breakfast at 8:00 a.m. Those students are to enter through Door #1. Remaining students will be granted entry into the building at 8:10 a.m. **Please be aware that there is no supervision on school grounds prior to doors opening. Students will not be granted early access into the building, even in inclement weather.** The district does offer a Before Care program for a fee.

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A school and Specials calendar will be provided on the first day of school. Third through fifth grade will continue to follow a departmentalized learning model for the core subjects.

\*Parents and students are encouraged to reach out to their teachers for support if needed via Class Dojo or email.

### **First Day Procedures**

All parents will receive communication mailed home which includes their child's teacher, drop off procedures, along with other pertinent information. Please note, aside from Pre-K and Kindergarten parents allowed to enter for orientation, no other parents will be granted entry into the building.

**Details pertaining to our first day procedures have been mailed home.**

### **School Supply Lists**

A **suggested** supply list is found on our school's website. These materials will support your child's learning. Please label your child's personal belongings. **Pre-K and Kindergarten students must keep a spare set of clothing in their classroom.**

### **Health Screening**

If your child is sick, please keep them home and contact the school nurse or main office. **If you are contacted by the school nurse due to illness, it is CRUCIAL that you arrange for the prompt pick up of your child.**

### **Breakfast and Lunch**

The 2024-2025 Electronic Free/Reduced Meal Applications are available online as of 8/10/24. In addition, parents can prepay for meals online using a credit card, debit card, or checking account via *My School Bucks*. There are links under the Parents tab of the Linden Public Schools website at [www.lindenps.org](http://www.lindenps.org). The website to complete a lunch application is

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<http://www.schoollunchapp.com>. Families are only required to complete one application per household for ALL students enrolled in the district. **IN ORDER TO BE ELIGIBLE, YOU MUST REAPPLY EVERY YEAR.** Please contact the school should you need assistance with completing the application.

**Student Price List:**

Regular Lunch	\$3.00
Regular Breakfast	\$1.55
Milk (pint)	\$1.00

**No cash payments will be accepted in the cafeteria at the register during the breakfast or lunch periods. If a student intends on making a purchase in the cafeteria, they must remit the cash/check/money order to the cafeteria first thing in the morning, prior to the beginning of the lunch period. Also, please note that NO CHANGE WILL BE GIVEN. Whatever is sent will be applied in total on an individual student's account.**

**Student Beverages**

**You are encouraged to send your child to school with water each day.** Juice, soda, coffee and/or energy drinks will not be permitted. We are pleased to announce that there are two water bottle filling stations students may use this year.

**Before Care/After Care**

Linden Public Schools has a before and after care program for a fee. The program runs with a limited capacity, and registration is first come, first served. To register, please contact Mrs. Fran Czylek at 908-486-2800 ext. 8410 or [fczylek@lindenps.org](mailto:fczylek@lindenps.org).

**Student Drop-Off Procedures**

School begins promptly at 8:25 a.m. **Students will not be granted entry into the building prior to 8:10 a.m., regardless of the weather.** All classes will be assigned to

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specific doors for entry. While it may be more convenient to drop multiple children at the same door, we respectfully request each student to report to their designated door. Parents and guardians are encouraged to plan and allow for more time for student drop off in order to ensure a prompt arrival at school. Your child's assigned drop-off door is noted below.

**Please note that the rear parking lot will be closed to vehicular traffic during student drop off and dismissal. The security gate will be closed between the hours of 8:00 a.m.-8:30 a.m. and 2:45 p.m.-3:10 p.m. PLEASE DO NOT OPEN THE GATE.**

### Student Entry Door Assignments:

**Door 1: 2<sup>nd</sup> grade**

**Door 2: Pre-K, First Grade**

**Door 3 & 4: Kindergarten**

**Door 6: 3rd-5th grade**

**IN ORDER TO ENSURE THE SAFETY OF ALL STUDENTS AND STAFF, IT IS IMPERATIVE THAT YOU ADHERE TO THIS PROCEDURE. STUDENTS ATTEMPTING TO ENTER THROUGH THE INCORRECT DOOR WILL BE REDIRECTED TO THEIR ASSIGNED DOOR.**

### Tardy Students

Please make every effort to arrive at school on time, as tardiness disrupts the educational process. Instruction begins promptly at 8:25 a.m. Any student who is not in their homeroom by 8:25 a.m. will be considered tardy. **All tardy students (PK-5) must enter through Door #1 in order to obtain a tardy slip.**

### Student Dismissal Procedures

**The school day concludes promptly at 3:00 p.m.** All classes will be assigned to specific doors for dismissal. Older siblings may not pick up younger siblings at their classrooms prior to dismissal. They must exit the building with their class, then pick up their sibling at

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their dismissal door. Children must be picked up immediately upon the conclusion of each school day. Please refrain from calling your child out of the line and allow the teacher to dismiss the students individually. This is also not the time to engage in conferences with the teacher as he/she needs to focus on dismissing the class.

In order to stress the importance of timely pickups, please understand that, if you repeatedly fail to pick up your child(ren) accordingly, we will be forced to contact the appropriate and necessary authorities (i.e., Linden Police Department or DCP&P).

A dismissal form will be sent home with your child. This form will also be posted on the school's website. Please fill it out and return it to school on the first day. Additionally, please make sure your child's teacher is aware of how your child will get home on the first day of school. Please note that your child will NOT be released to anyone NOT listed on the form. **Any changes that need to be made must be done in writing.**

### **Dismissal Door Assignments:**

**Door #1: Ms. Superior**

**Door #2: Pre-K, Mrs. Kosten, Ms. Vernick**

**Door #3: Mr. Majano**

**Door #4: Ms. Wilkie and Mrs. Fischer**

**Door #5: 5th Grade**

**Door #6: 3rd and 4th Grade**

**Door #12: Ms. Cioffi and Ms. Schweikardt**

**Door #13: Ms. Ventura**

### **School Security**

#### **Visitation Policy**

We strongly recommend the use of phone and video conferences, as well as email if you need to contact a staff member. To ensure the safety of students and staff, visitors will only

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be allowed to enter the building in the event of **emergencies or scheduled appointments**. For more information, we encourage you to refer to the Linden Public Schools School Entry Protocol. This can be found on our school website.

As per Board Policy, all school visitors will be required to sign-in when entering a school building an Electronic Visitor Management System. Each visitor will be required to present valid identification that includes the visitor's name, address and date of birth. This information will be entered or scanned into the EVMS and will be used to check a visitor's background against the database for known offenders (Megan's Law) to determine if the visitor should be permitted to enter the building per the district's policy. In the event the check determines the visitor can enter the school building, the visitor will be provided a visitor pass that must be displayed at all times while visiting the school. The visitor will be required to return the visitor badge and sign-out of the school building when leaving.

### **Birthday/Holiday Celebrations**

We do not celebrate individual student birthdays in school with parties and cupcakes and/or food items. Holiday classroom parties and PTO sponsored events are permissible and will be handled separately.

### **Technology**

All students in Pre-K through 5th grade have been provided with iPads. Students will be sent home with their iPads daily. They are expected to return to school with them fully charged (with charger as well) and ready to use the following day.

Parents are STRONGLY encouraged to enroll in the district Tech Care accidental coverage program for the iPads. The fee is \$50 per year and will cover damages (cracked screens, water damage) that may occur. Otherwise, you will be responsible for paying the full cost. Please log on to [www.myschoolbucks.com](http://www.myschoolbucks.com) to create an account if you do not already have one. All payments for Tech Care must be made online. If you have any questions about the

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enrollment process, please contact LaTonya Brown in the Technology Department at [lbrown@lindenps.org](mailto:lbrown@lindenps.org) or (908) 587-3263 ext. 8345.

Please note that a change has been made to the Tech Care Coverage. Tech Care will cover **ONLY 1 damaged device per year**. If your iPad is damaged more than once in a school year, the 2<sup>nd</sup> device will cost \$190.82 even with Tech Care. Without Tech Care coverage, damaged iPads will cost \$190.82. **Damaged iPads will not be replaced until full payment is received.**

Please contact the LPS Help Desk (908) 747-4001 for assistance with your child's district-issued iPad.

### Teacher Communication

Parents are encouraged to maintain contact with their child's teacher via email, phone, or Class Dojo. Impromptu visits to the school to speak to your child's teacher will not be granted. A staff directory with email addresses is attached.

**\*It is EXTREMELY important that the Dismissal Permission Slip and Emergency Contact Report are completed and turned in ASAP.**

Making the aforementioned procedures part of your family's routine throughout the year will benefit the School 4 community as a whole. As always, our goal is to have each child reach their full academic potential. Please know our students' health and safety will always be our focus. Should you have any questions, feel free to email me at [solivero@lindenps.org](mailto:solivero@lindenps.org) or contact the school.

Sincerely,

Dr. Suzanne Olivero  
Principal

**\*SAVE THE DATE: BACK TO SCHOOL NIGHT IS MONDAY, SEPTEMBER 23<sup>rd</sup> !**

**2024-2025**



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## Teacher Email Directory

### Pre-K

email: .....@lindenps.org

Rm 27	Kristen Panzino	kpanzino@
Rm 29	Dawn O'Grady	dogrady@
Rm 30	Anna Hamilton	ahamilton@

### Kindergarten

Rm 21	Ashley Fischer	afischer@
Rm 23	Sarah Wilkie	swilkie@
Rm 25	Arnold Lopez-Majano	alopez-majano@

### 1<sup>st</sup> Grade

Rm 01	Brooke Vernick	bvernick@
Rm 04	Nancy Kosten	nkosten@
Rm 05	Genevieve Superior	gsuperior@
Rm 28	Ophelia Chiles	ochiles@

### 2<sup>nd</sup> Grade

Rm 03	Michele Schweikardt	mschweikardt@
Rm 06	Jaylene Ventura	jventura@
Rm 07	Maria Cioffi	mcioffi@
Rm 28	Ophelia Chiles	ochiles@

### 3<sup>rd</sup> Grade

Rm 13	Antoinette Carothers	acarothers@
Rm 14	Sarah Phillips	sphillips@
Rm 15	Ashley Rakow	arakow@
Rm 26	Jennifer Phalon	jphalon@

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#### **4<sup>th</sup> Grade**

Rm 10	Danielle Piscino	dpiscino@
Rm 11	Marilyn Hernandez	mhernandez@
Rm 12	Karen Taylor	ktaylor-peeples@
Rm 28	Jennifer Phalon	jphalon@

#### **5<sup>th</sup> Grade**

**email: .....@lindenps.org**

Rm 16	Felisha Blount	fblount@
Rm 17	Patrica Higgins	phiggins@
Rm 19	Stefanie Makowsky	smakowsky@
Rm 20	Nicole Attanasio	nattanasio@

#### **Specials and Support**

**email: .....@lindenps.org**

Art	Catherine Vincent	cvincent@
Music	Sarah Walton	swalton@
Spanish	Ana Techera-Duarte	atechera-duarte@
Inst. Music	Katherine Thode	kthode@
Math Coach	Frank Minniti	fminniti@
ELA Coach	Lisa Capanna	lcapanna@
ESL	Kevin Ross	kross@
ESL	Regina Luke	rluke@
Bilingual	Abigail Santiago	asantiago@
P.E.	Francine Kreisberg	fkreisberg@
	Ryan Sawchuck	rsawchuck@
Technology	Mitchell Gorbunoff	mgorbunoff@
G&T	Vivian Pupo	vpupo@
Title One	Laura Brunton	lbrunton@
	Rasheeda Dort	rdort@

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**Remedial Reading**

**Maria Grillo**

**mgrillo@**

**Patricia Kowalski**

**pkowalski@**

**Speech**

**Marybeth Kniazuk**

**mkniazuk@**

**Social Worker Tanaea Johnson**

**tjohnson@**

**Nurse**

**Digna Aguirre**

**daguirre@**

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## School No. 4 Time Schedule

For your convenience, please find below the School No. 4 time schedule. Please make arrangements for an alternate pick-up plan in cases of early dismissals, emergency closings, and any other unforeseen circumstances that may affect your ability to pick up your child on time. Be sure the adults that you may use in times of emergency or such circumstances are listed on the emergency form as well as the dismissal form for your child.

<b>Door 1 Opens for Breakfast Students Only</b>	<b>8:00 a.m.</b>
<b>All Doors Open for Class (all students report)</b>	<b>8:10 a.m.</b>
<b>Class Begins</b>	<b>8:25 a.m.</b>
<b>Students Considered Tardy</b>	<b>8:26 a.m.</b>
<b>Classes Dismissed</b>	<b>3:00 p.m.</b>
<b>Delayed Opening Start Time</b>	<b>10:25 a.m.</b> <b>(Breakfast canceled in the event of a delayed opening)</b>
<b>Early Dismissal Without Lunch Served</b>	<b>12:25 p.m.</b>
<b>Early Dismissal With Lunch Served</b>	<b>12:55 p.m.</b>

**Good attendance and timely arrival to school is essential. Every minute of instruction counts. It is imperative parents and students alike make every effort to arrive on time each and every day!**