



COLUMBUS SCHOOL
1 CARTERET AVENUE
CARTERET, NEW JERSEY 07008

Tel: (732) 541-8960 Ext.2002 Fax: (732) 541-4245

STEPHEN V. PETERS
PRINCIPAL

MAYLING CARDENAS
VICE PRINCIPAL

Greetings Columbus School Families:

Welcome back! We hope you are having a wonderful summer break! We are certainly looking forward to an exceptional 2018-19 school year, as we partner with you to provide your child with an excellent educational experience!

In order to ensure an effective and safe school year for your child, please read and adhere to the following guidelines and general information.

PLEASE REMEMBER TO UPDATE YOUR EMERGENCY INFORMATION VIA THE PARENT PORTAL THROUGH THE DISTRICT WEBSITE: <http://www.carteretschools.org/> and also the lunch application. This must be done for each current year.

Quick Links

[Student Portal ****NEW****](#)

[Parent Portal](#)

[Lunch Application](#)

[Lunch Payment System](#)

Any change in a student's dismissal procedures on a given day must be indicated in writing and sent to your child's teacher, as well as, the main office. **THIS PROCEDURE SHOULD ONLY OCCUR FOR AN EMERGENCY SITUATION.** If you are making permanent changes to your student's' dismissal information this must also be done through the parent portal on the district website.

OFFICE NOTIFICATION:

1. **WHEN YOUR CHILD IS ABSENT** - Please dial **732-541-8960**, **press 5** for Columbus School then **#1** for the absentee line. This recording is available 24 hours a day; please leave child's name, teacher and date of absence. Calls will be made to you to verify unreported absences. This is critical so that the school/parents can work together to ensure the whereabouts and safety of each child. When your child returns from an absence, a note from the parent is to be sent to the student's teacher.

MEDICAL ISSUES

1. If there are any medical issues regarding your child, be sure to inform the School Nurse.
2. Parents **MUST** provide a signed doctor's note (giving name of medication and dosage) and parental note in order for our Nurse to give your child any medication.
3. Students are **NOT** allowed to bring any kind of medication to school.
4. When a child returns to school following an illness, please provide a doctor's note.

SCHOOL PROCEDURES

****PLEASE NOTE****

- **Birthday parties: Edible treats and snacks will no longer be permitted for birthdays. If you choose to do so, you may send goodie bags with non-edible items such as pencils, erasers, small toys, etc. (no candy permitted). You may also donate a book to your child's library in your child's name. I thank you in advance for your cooperation.**

1. **The Breakfast Program begins at 8:00 A.M. and ends at 8:25 A.M. STUDENTS will not be permitted to arrive for the breakfast program earlier than 8:00 A.M. as there is NO SUPERVISION, other than Before/Aftercare which is a paid program.**

2. **School begins at 8:30 A.M. Please note there is No adult supervision on school grounds prior to 8:30 A.M., therefore, students are not to arrive at school earlier than 8:30 A.M. Homeroom begins promptly at 8:35 a.m. Students who arrive after this time are considered late and must receive a late pass from the security desk before going to homeroom.**

3. **STUDENT ARRIVAL – ALL PRE-K STUDENTS are to report to Doors #4 and #5 on Carteret Ave. Kindergarten students will enter the playground and enter the Multipurpose Room through Door #7. Grades 1 thru 5 line up on the playground on the first day of school.** Thereafter, students in grades 1 thru 5 will enter the school through the playground, line up with their class and then enter the building and line up outside their classroom.

4. **ALL SCHOOL VISITORS NEED TO ENTER THE SCHOOL THROUGH THE HIGH STREET DOOR AND THEY MUST REPORT TO THE MAIN OFFICE FOR A HALLWAY PASS.**

5. It is suggested that you put your child's name inside coat, backpack, and lunch box, should they get lost.

6. Be sure LUNCH MONEY is placed in a sealed envelope with your child's name, teacher's name, grade, and room number on it. NEVER send your child to school with a large sum of MONEY or expensive jewelry, etc.

7. **PLEASE DO NOT SEND** your child to school with FIDGET SPINNERS, ELECTRONIC GAMES, SMARTWATCHES, POKEMON CARDS, GAME CARDS or a SKATEBOARD, BICYCLE/SCOOTER. Please note, **MOBILE PHONES MUST BE TURNED OFF and kept in their backpack while students are on campus.**

8. **HATS or OTHER HEADWEAR are NOT** to be worn inside the building.

9. **Students in grades K thru 5 are dismissed each day at 2:50 P.M.** Students in PreK are dismissed each day at 2:40 P.M. It is important that each parent or guardian pick-up his or her child promptly at the close of the school day at the designated location on the grounds:

1. Pre-K - DOORS #7 (on Carteret Avenue)
2. Kindergarten – To be assigned by teacher.
3. 1st GRADE DOOR #4 and #5
4. 2nd GRADE DOOR #8.
5. 3rd and 4th GRADES DOOR #12
6. 5th GRADE DOOR #8
7. Bus students will line up on High Street door before boarding the bus.

10. **STUDENTS MUST BE PICKED UP ON TIME EVERYDAY.** School teachers and officials cannot be expected to care for children beyond the specific hours of the school day. The Principal or Vice Principal may contact the Local Police Department or Division of Youth and Family Services with respect to any child who is not picked up by his or her parent or guardian.

11. To ensure the safety of our students, parents and older siblings **MUST WAIT OUTSIDE** for the children. No one will be permitted to wait inside the building.

12. **NO PARKING** is allowed in the front of the school on both High Street and Carteret Avenue.

DISCIPLINE POLICY

1. Realizing that positive approaches to acceptable behavior are usually more effective and always more desirable, it is however, sometimes necessary to penalize students for violations of school regulations to ensure the good of the school and to teach consequences of disruptive behaviors.
2. The penalties for students who engage in inappropriate and disruptive behavior shall include, but not be limited to, an assigned after school detention or a suspension which would temporarily remove a student from the school environment.

LUNCHROOM EXPECTATIONS & PROCEDURES

1. Students enter the Multi-Purpose Room under the direct supervision of their teacher and sit **ONLY** at the assigned table (s).

2. Students are expected to sit at their assigned table at all times EXCEPT when getting food and clearing his/her own area (placing all trash and recyclable in the proper container) or being assigned to another table by an administrator.
3. Students are NOT to wander about the lunchroom. Students will WALK AT ALL TIMES WITH NO RUNNING PERMITTED! FOOD IS NOT TO BE TAKEN OUT OF THE LUNCHROOM.
4. ACCEPTABLE LUNCHROOM BEHAVIORS INCLUDE:
 - a) Students will sit with their class
 - b) Talking in a quiet, respectful voice
 - c) There is to be NO shouting, yelling, or screaming.
 - d) FOOD IS NEVER TO BE THROWN BY ANY STUDENT AT ANY TIME.
 - e) NEVER punch, kick, or hit another student in any manner (in an attempt that would cause harm to another child.
 - f) Running on the PLAYGROUND can be dangerous. Students should WALK, NOT RUN.
5. THERE WILL BE FOUR LUNCHES AT COLUMBUS SCHOOL to alleviate congestion.

NOTICES/REPORT CARDS

1. **NOTICES ARE CONSTANTLY SENT HOME FROM THE OFFICE** with your child. Please be sure to check your child's folder, planner and backpack daily to effectively communicate with the teacher and the school.
2. Report Cards are issued four (4) times during the school year and are accessible through the Parent Portal on the district website and the Carteret Public Schools mobile app. No paper copies will be distributed to students or families. As the parent/guardian, you will have 24/7 access to your child's grades via the Parent Portal.

HOW TO HELP YOUR CHILD PREPARE FOR SCHOOL

1. Talk about school with your child. Discuss happy experiences that are waiting for him or her.
2. Listen to your child. Discuss concerns that he or she expresses. Encourage your child and be reassuring.
3. Provide a work and study area for your child. This area should be a private place away from distractions.
4. Establish a communication link with the teacher so that you are always informed about your child's progress.
5. Become an active member of the Parents Organization and help it to work for all Children.

WHAT YOUR CHILD SHOULD KNOW

Independence and self-reliance are important qualities for school-aged children. Your child should be able to:

1. State his or her name and address.
2. Take off and put on his or her own clothing: boots should be large enough to slip on and off easily, shoelaces should be securely tied, buttons and zippers should be easy to use, and clothing should be comfortable and appropriate for school and the weather.
3. Recognize his or her own clothing: It is helpful if everything that will be removed (hats, gloves, coats, etc.) is labeled with the child's name.
4. Go to the toilet without help.
5. Handle objects and return them properly.
6. Follow instructions given by an adult.
7. Stay with a group of children without Mommy and Daddy.
8. Rely on being picked up on time by someone he or she knows and who is also on the emergency contact sheet.

WHAT YOU SHOULD KNOW ABOUT THE SCHOOL

1. The entrance and exits used by the children.
2. Please be on time for the beginning of the school session. This will help to develop the importance of school and your child's habits of punctuality.
3. Read all the notices and bulletins that are sent home by the school. Promptly return the ones that require signature.
4. If your child is fearful about school, play a "pretend" game with him or her to bring some familiarity to a new situation.
5. Listen to what your child has to say about school. Do not force the conversation, but be attentive when your child is ready to share the experience.
6. Praise the work your child brings home.

We look forward to collaborating with you to ensure your child has an educationally and socially rich 2018 - 2019 school year!

In partnership,

Stephen V. Peters

Stephen V. Peters, Principal