

Dear Lincoln Bassett Community School Parents and Guardians,

It is my hope that this letter finds you and your family well and you are enjoying the summer. To help you begin planning and preparing for a successful **2021-2022** school year, I am sending this letter containing many important dates and protocols. **Please be mindful that some things are subject to change as conditions change based on mandates from the Connecticut State Department of Education (CSDE) and New Haven Public School Superintendent, Dr. Ilene Tracey. You will be informed of all updates and changes via our school's website, <http://www.lbcnewhaven.com/>**

In order to maintain an environment that is as clean and sanitary as possible for all students and staff, we have made several changes to how the school functions. These changes are based on the guidelines set forth by the Connecticut State Department of Education (CSDE) and New Haven Public School Superintendent, Dr. Ilene Tracey. We truly appreciate your cooperation.

First Days of School

<u>Grade</u>	<u>Date</u>	<u>Dismissal</u>
K - 6	Monday, August 30th	2:50
Pre K & Head Start (Preschool students with last names beginning with A-L)	Wednesday, September 8th	2:50
Pre K & Head Start (Preschool students with last names beginning with M-Z)	Thursday, September 9th	2:50
ALL PreK & Head Start Students	Friday, September, 10th	2:50

Orientations

Parent(s)/Guardian(s) must view the following orientation:

- Orientation is virtual. You may view the orientation from the district's website at NHPS.net.
- LBCS will host virtual grade level orientations. Please see the dates, times and link for your child's orientation.

<u>Grades</u>	<u>Orientation Date</u>	<u>Orientation Time & Link</u>
Preschool	Wednesday, September 1st	10:00 am - 11:00 am Join Zoom Meeting https://us02web.zoom.us/j/84497511843?pwd=TGZ3MzZZbEovRmxaZDh6SGsydjVEUT09 Meeting ID: 844 9751 1843 Passcode: X69JcP *Link Will be posted to the LBCS Website*
Kindergarten - 6	Tuesday, August 17th	4:00 pm - 5:00 pm Join Zoom Meeting https://us02web.zoom.us/j/89618848287?pwd=bm9jcTVvZ3pQMldic1FTYUdTT29nQT09 Meeting ID: 896 1884 8287 Passcode: 4ywbHV *Link Will be posted to the LBCS Website*
PreK - 6	<u>Meet & Greet BBQ</u> Friday, August 27th Meet your child's teacher and receive orientation information	11:00 - 1:00 BBQ will take place in the field/playground

School Hours

- 8:35 - 2:50 (Regular School Days)
- 8:35 - 12:50 (Early Dismissal, ½ Days)
- School doors open at 8:20

School Uniforms

Lincoln Bassett Community School will continue to be a uniform school. As we continue to establish excellence as a school, our uniforms play an important part in the process. Students are expected to wear school uniforms from the very first day of school, until the last day of school. Any non-uniform days will be announced in advance. We are asking and expecting parent(s)/guardian(s) to help promote our goal of 100% uniform compliance as follows:

Lincoln Bassett Community School Uniform

Polo or Dress Shirts:

K - 2nd Grade Students (Lower School):

Navy tops/Khaki bottoms

3rd - 6th Grade Students (Upper School):

Light blue tops/Khaki bottoms

During the winter months, students may wear a navy blue vest, sweater or fleece.

Arrival to School: School begins promptly at 8:35 (Pre-K / Head Start - 6th Grade)

Please **do not** drop off your students prior to 8:20 a.m. as there is no one present to supervise students. **If you arrive prior to 8:20, you must wait with your child.**

Students enter the building through the front doors at 8:20 am. **A student will be considered tardy if he/she arrives after 8:45 am.** It is critical for student success that he/she is present for the entire academic day.

Before and After School Programming

There will be no **Before School** programming this school year. As the year progresses, we may be offering **Extended Day** programs for your child. **Extended Day will be provided if funding is available.**

Safety Policy

You have entrusted your child to our care and we take that very seriously. Please go directly to the main office when you enter our building to sign-in. **Absolutely no** parent/guardian will be allowed to enter a classroom without a visitor pass from the main office. ***All classroom visitation is postponed until further notice.***

Dismissal

Parents and guardians are asked to wait in pick up locations for students to be signed out with the teacher.

- **Kindergarten - 2nd grade will dismiss from the Bassett Street/Auditorium side of the building**
- **3rd - 6th Grade will dismiss from the front/main entrance**

Early Dismissal

It is important that students are present for the entire academic day. However, in the instance that an early dismissal is needed, a note **MUST** be sent to school in the morning to indicate the reason for pick up, the time, and who will be picking the child up from school. Phone calls/texts and walk-ins for early dismissal will **ONLY** be considered in extreme cases and will require administrative approval.

Drop-off Protocol

To ensure the safety of all students, parents/guardians are not permitted to walk students to the classroom or interrupt the academic day. If you need to speak with a staff member, kindly leave a message with our clerks in the main office.

Pick-Up Authorization

Again, it is our duty to keep your child safe. Students may **only** be released to individuals stated on his/her emergency form. Authorization is only given to individuals 18 years of age and older and who show a valid picture I.D.

Breakfast & Lunch

Breakfast is served daily from 8:20 – 8:40 am at no cost to students. If your child is late to school, this poses a disruption that delays the prompt start of our academic school day. Please be sure your child arrives at school on time. Lunch is served daily at no cost to students. A monthly menu is sent home with students and it is also available on-line at www.nhps.net.

Healthy Lunch Policy

Students are expected to perform at their very best both academically and socially. In order for this to occur, students need to be fueled with healthy foods and drinks. **Please refrain from sending students to school with chips, candy, sugary drinks, donuts, etc.** Our lunch monitors make sure students are making healthy choices and any of these foods or drinks will be returned home with your child at the end of the day.

Homework Policy:

As an extension of the learning that occurs during the school day, your child is expected to complete homework nightly. This provides your child with reinforcement, practice and/or enrichment. Homework is a very important component of the learning process and aids in developing organization and responsibility. Homework will be factored into all content grades.

Nurse Practitioner

We are scheduled to have a full time Pediatric Nurse Practitioner on site. This decreases the amount of time students miss school. **You are encouraged to sign your child up with the School-based Health Clinic for physicals, immunizations, and prescriptions for common illnesses.**

Transportation

All bus operations are handled by the Transportation Department (stops & schedules). Lincoln Bassett Community School does not handle any bus scheduling issues. Please address specific transportation questions and requests to the following:

NHPS Transportation Department - (203) 946-8418

First Student Bus Service - (203) 772-0626

First Student Van Service - (203) 787-7433

Students should be at their bus stop 10 minutes before the scheduled stop time. Buses are considered "on time" if they arrive 10 minutes before or 10 minutes after the scheduled stop time.

All Kindergarten, First, and Second grade students MUST be met at the bus stop by an adult. Older students attending NHPS do not have this requirement. If an adult is not at the bus stop, the student will be returned back to school by the bus driver.

- The first return to the school will result in a warning.
- A second return to school will result in a 3 day loss of bus transportation.
- A third return to school may result in a recommendation to terminate bus privileges for the remainder of the year.

Transportation Disciplinary Procedures Regarding Behavior:

- Verbal Warning (either by bus driver or administration)
- Written Warning (either by bus driver or administration)
- Suspension from bus:
 - 1st Suspension not to exceed 3 days
 - 2nd Suspension not to exceed 10 days
 - 3rd Suspension may exceed 10 school days **or** may result in loss of transportation for the remainder of the school year.

Volunteers (We are suspending the use of volunteers until COVID-19 is behind us.)

As a community school, it is our mission to create a strong home-to-school connection. We highly recommend parents/guardians volunteer during the school day. Please contact the **NHPS Volunteer Office at (475)220-1373** for more information.

Communication

We will be communicating with parents in a variety of ways:

- Monthly newsletters
 - Check your child's book bag daily
- Our website: <http://www.lbcnewhaven.com/>
- ParentLink
- Text message
- PowerSchool

If any of your demographic information has changed regarding address and/or phone numbers, please notify the school immediately so that we can contact you regarding your child or in case of an emergency. If your address and/or phone numbers have changed, please make every effort to come to school and fill out a new emergency form.

In Closing

It is our hope that receiving this information now will help you plan ahead so that we can work together to ensure a smooth opening to the 2021-2022 school year. At the Virtual Orientation session (nhps.net) and during the opening days of school, you will receive additional information that will help you and your child be well prepared to meet great success this school year.

Respectfully,

Rosalind Garcia
Principal