



## LINCOLN MIDDLE SCHOOL HAWTHORNE, NEW JERSEY

Dear Parent(s)/Guardian(s):

I hope everyone is having a happy, healthy and relaxing summer.

**School opens on Wednesday, September 6, 2017.**

**On September 6, the sixth graders will report to school at 8:00 a.m.** Sixth grade bus students will be picked up at their regular time. **The seventh and eighth grade students will start school at 9:30 a.m.** Seventh and eighth grade bus students will be picked up 90 minutes later than their normal pick-up time. This special schedule will give the incoming sixth-grade students an opportunity to get acquainted with their teachers, program, and the building. **Under no circumstances will seventh and eighth grade students be allowed to enter the building prior to 9:30 a.m.**

On opening day, we ask that all sixth grade students enter the building at 8:00 a.m. from the north playground and report to the cafeteria. Class schedules and locker assignments will be distributed in homeroom. Students will receive information regarding procedures and will have an opportunity to ask questions during an extended homeroom period.

**The cafeteria food program will begin on Wednesday, September 6, 2017. Students may bring their own lunch or buy a school lunch starting the first day.**

You will be provided with a printout of the information that is currently in Realtime. We are asking that you sign and return the form by September 11<sup>th</sup> to your child's homeroom teacher confirming that you have logged into Parent Portal and that the information in there is accurate. Please make sure to include in Parent Portal at least two (2) additional emergency contacts, doctor's and dentist's information and health insurance information.

This year we will be utilizing the Parent Portal for you to review and acknowledge a variety of important documents. The LMS Handbook, Internet User Agreement, Hawthorne Board of Education Policies, Media Release, LMS Traffic Pattern, and Student Accident Insurance documents will need to be reviewed and acknowledged on the Parent Portal. In addition to these documents being displayed on the Parent Portal, they will be available for viewing on the LMS website.

Once your documents have been acknowledged, you will be able to access your child's schedule beginning on August 18<sup>th</sup>. In addition, a supply list will be posted on the LMS website so you may buy your school supplies in advance. Each teacher has put together an individual list of supplies they are requesting for their class.

Please be sure to review with your child the Lincoln Middle School Student and Parent Handbook. The handbook provides information regarding behavior and discipline policies, dress code, locks and lockers, attendance, calling in an absence and other important information pertaining to Lincoln Middle School. We appreciate your help as parents in discussing these policies and procedures with your child in a positive and supportive manner.

When logging into the Parent Portal for the first time, a popup screen will appear so that you can acknowledge these documents prior to accessing any other information on the Parent Portal.

If you are able to log into the Parent Portal and a popup screen does not appear, please click on the "Documents" tab on the bottom left hand dash board and click each document to acknowledge.

We have many new updates to both our facilities and programs at Lincoln Middle School. This school year all students will have the option to explore Spanish or Italian as their world language choice. Newly installed lockers await our seventh graders which were purchased by our LMS PTO. We anxiously await the arrival of the LMS students on September 6<sup>th</sup> and are looking forward to a successful 2017-2018 school year.

**PARENT ORIENTATION NIGHT is scheduled for Monday,  
September 18<sup>th</sup> at 7:00 p.m.**

Sincerely,

Erin Devor  
Principal

*Preparing the leaders of tomorrow by empowering them today.*