

**James Monroe Elementary School
Parent Guide
Phase I - Remote Only**



2020-2021

**James Monroe Elementary School
7 Sharp Road
Edison, New Jersey
732-452-2970**

www.edison.k12.nj.us

Twitter: @MonroeOwls

James Monroe School
7 Sharp Rd.
Edison, NJ 08837

(732) 452-2970
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Mrs. Cynthia Tufaro
Principal

Mrs. Margaret Callahan
Assistant Principal

Edison Board of Education
312 Pierson Ave., Edison, NJ 08837 (732) 452-4900

Mission Statement

The mission of the Public Schools of Edison Township is to ensure that all students achieve at the highest level of academic success. The district, in partnership with the community, will provide a safe, supportive learning environment, which promotes self-worth and encourages productive contributions to a diverse and constantly evolving global society.

Ralph Errico – President
Falguni Patel – Vice President

Carol Bodofsky
Yunxia “Yuna” Chen
Elizabeth Conway

Beth Moroney
Xiaohan “Shannon” Peng
Shivi Prasad-Madhukar

Jerry Shi

Central Administration

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Daniel P. Michaud	Business Administrator	732-452-4965
	Board Secretary	
Baninder Mahabir	Chief Academic Officer C&I, Pre-K-5	732-452-4951
Gail Pawlikowski	Chief Academic Officer C&I, Grades 6-12	732-452-4951
Christopher Conklin	Assistant Superintendent, Special Services	732-452-4948
Maritza Mosley-Aviles	Elementary Supervisor	732-452-4932
Celeste Bonura	Supervisor of Special Education	732-452-4924
Ralph Barca	Director of Technology	732-452-4949
William Kolibas	Director of Plant, Operations, Maintenance	732-452-4550

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A Message from Principal Cyndi Tufaro

Although we know this school year will be like no other, the James Monroe faculty and staff are committed to providing your children with the best and safest possible academic experience.

Whether students are learning in-person or virtually from the comfort of their homes, assistant principal Mrs. Maggie Callahan and I think of your children as our own. As accessible and approachable school leaders, our goal is to provide clear and consistent communication to families within the school-community, developing a relationship that allows for a collaborative educational partnership.

Students are welcomed into the school building or their virtual classrooms each morning through daily meetings with their teachers that foster relationships, develop trust, establish purpose and set a positive tone for the school day. Our staff participated in Responsive Classroom Training, a student-centered social and emotional learning approach to teaching. It is comprised of a set of research and evidence-based practices designed to create safe, joyful and engaging classrooms and school communities for students and faculty. The training reflects our school's commitment to professional growth and learning.

Our kindergarten through fifth-grade classrooms, which include in-class resources and self-contained settings for our special education population, afford students opportunities throughout the instructional day to use crucial skills such as communication, critical thinking, collaboration and creativity. Whether virtually or in-person, teachers plan lessons based on our district's rigorous curriculum, which is aligned with the New Jersey Student Learning Standards and meets the needs of all students through ongoing performance data, professional development and staff collaboration. Our staff communicates regularly with students and their families through the use of online platforms such as Google Classroom or SeeSaw, and sets clear expectations for each class through online meetings, live lessons, recorded lessons and daily agendas.

Opportunities for social and emotional learning are woven throughout the school day with purposeful read-alouds of culturally responsive texts and lessons that promote understanding, acceptance, resilience and empathy. Our school's diverse and inclusive population is the key to its success. The Monroe Motto – “Be Respectful, Try Your Best and Choose Kindness” – serves as our guiding principle. We view each day as an opportunity to grow and learn from one another. Our students receive support and guidance from school counselors, a school nurse, child study team members and Rutgers PATH counselors.

We develop strong leadership opportunities through peer mentoring and a range of activities for the students to explore their interests and engage in meaningful ways to serve our community through extracurricular activities, a school play, student-run school store and clubs. Although they may look different this year, we anticipate nurturing these experiences and discovering new ways to deliver these important outlets.

All parents and legal guardians are encouraged to become active members of the Parent Teacher Organization (PTO). We recognize the uncertainty of these trying times and want to assure you that the James Monroe community is here to assist you in any way.

Best wishes for a safe and successful school year!

Mrs. Cyndi Tufaro

2020–2021 School Calendar

Delayed Openings/1:30 Dismissals/school closings

Tuesday	September	2	Kindergarten Orientation
Wednesday	September	3	First Day of School
Monday	September	7	Schools Closed - Labor Day
Monday	September	28	Schools Closed - Yom Kippur
Wednesday	October	7	1:30 Dismissal - Professional Development Day
Monday	November	2-6	Schools Closed, Fall Recess
Thursday	November	12	1:30 Dismissal – Parent/Teacher Conferences*
Friday	November	13	Last Day of MP1
Wednesday	November	18	1:30 Dismissal – Parent/Teacher Conferences*
Wednesday	November	25	1:30 Dismissal
Thursday	November	26	Schools Closed - Thanksgiving Recess
Friday	November	27	Schools Closed – Thanksgiving Recess
Wednesday	December	2	1:30 Dismissal - Professional Development Day
Monday	December	23	1:30 Dismissal
Tuesday	December	24	Schools Closed through January 1
Thursday	January	4	School Reopens
Wednesday	January	13	1:30 Dismissal - Professional Development Day
Monday	January	18	Schools Closed – Martin Luther King’s Birthday
Wednesday	February	3	1:30 Dismissal - Professional Development Day
Friday	February	12	Schools Closed - Lunar New Year
Monday	February	15	Schools Closed - Presidents’ Day
Wednesday	March	3	1:30 Dismissal - Professional Development Day
Thursday	March	11	1:30 Dismissal – Parent/Teacher Conferences*
Thursday	March	18	1:30 Dismissal - Parent/Teacher Conferences*
Monday	March	29-3 1	Schools Closed - Spring Break
Monday	April	1-2	Schools Closed - Easter Recess
Monday	April	5	Schools Reopen
Wednesday	April	14	1:30 Dismissal - Professional Development Day
Thursday	May	13	Schools Closed - Eid
Monday	May	31	Schools Closed – Memorial Day
Tuesday	June	21	1:30 Dismissal
Wednesday	June	22	1:30 Dismissal – Last Day of School

Don't forget to show your Monroe pride by wearing school colors every Friday!

Tentative Calendar of Events

A monthly calendar will be shared with the school community which will include holidays, days off, school events, themed days, important academic dates and PTO meetings. Due to the pandemic, we are prevented from holding our traditional school gatherings, but we will find unique ways to support and bring the community together throughout the year. An email will be sent home at the beginning of each month with the calendar attached.

Calendar

PUBLIC SCHOOLS OF EDISON TOWNSHIP SCHOOL CALENDAR - 2020-2021 183 INSTRUCTIONAL DAYS



GRADUATION DATE
Class of 2021:
JUNE 22, 2021

SEPTEMBER 2020							19 DAYS
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

OCTOBER 2020							21 DAYS
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

NOVEMBER 2020							14 DAYS
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

DECEMBER 2020							17 DAYS
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

JANUARY 2021							19 DAYS
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

MARKING PERIOD END DATES	
MP 1	NOVEMBER 13, 2020
MP 2	JANUARY 29, 2021
MP 3	APRIL 14, 2021
MP 4	JUNE 22, 2021

KEY	
	SCHOOL CLOSED
	EARLY DISMISSAL
	END OF MARKING PERIOD
	STAFF PROFESSIONAL DEVELOPMENT DAY
	NO SCHOOL FOR STUDENTS STAFF REPORT - NO SCHOOL FOR STUDENTS
	SINGLE SESSION DAY STUDENTS STAFF PROFESSIONAL DEVELOPMENT (STAFF DISMISSAL - TIMES SAME AS FULL DAY)

SEPTEMBER		
Tues.,	SEPT. 1	Staff Report to School
Wed.,	SEPT. 2	SCHOOLS OPEN (PS - 12)
Mon.,	SEPT. 7	Labor Day
Mon.,	SEPT. 28	Yom Kippur
OCTOBER		
Wed.,	OCT. 7	Single Session Day/ Professional Development
Thurs.,	OCT. 22	Staff Professional Day/ No School for Students
NOVEMBER		
Mon.,	NOV. 2 -	Fall Recess -
Wed.,	NOV. 4	Fall Recess
Thurs.,	NOV. 5 -	Teacher's Convention -
Fri.,	NOV. 6	Teacher's Convention
Thurs.,	NOV. 26 -	Thanksgiving Recess -
Fri.,	NOV. 27	Thanksgiving Recess
DECEMBER		
Wed.,	DEC. 2	Single Session Day Professional Development
Thurs.,	DEC. 24 -	Winter Break -
Thurs.,	DEC. 31	Winter Break
JANUARY		
Fri.,	JAN. 1	New Year's Day
Wed.,	JAN. 13	Single Session Day Professional Development
Mon.,	JAN. 18	Martin Luther King's Birthday
FEBRUARY		
Wed.,	FEB. 3	Single Session Day Professional Development
Fri.,	FEB. 12	Lunar New Year
Mon.,	FEB. 15	Presidents' Day
MARCH		
Wed.,	MARCH 3	Single Session Day Professional Development
Mon.,	MARCH 29 -	Spring Break -
Wed.,	MARCH 31	Spring Break
APRIL		
Thurs.,	APRIL 1 -	Spring Break
Fri.,	APRIL 2	Spring Break
Wed.,	APRIL 14	Single Session Day Professional Development
MAY		
Thurs.,	MAY 13	Eid
Mon.,	MAY 31	Memorial Day
JUNE		
Tues.,	JUNE 22	Last Day of School

FEBRUARY 2021							18 DAYS
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28							

MARCH 2021							20 DAYS
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

APRIL 2021							20 DAYS
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

MAY 2021							19 DAYS
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JUNE 2021							16 DAYS
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

PARENT/TEACHER CONFERENCES

PS-5 Schools will be on single-session days for conferences.

Preschool and Elementary Schools
November 12th and 18th
March 11th and March 18th

Middle Schools
November 19th, December 10th
and February 18th

High Schools
December 1st

There are three emergency days built into the calendar, which, if taken, will not be necessary to make up in order to meet the 180-day student year. If an additional emergency closing day is needed, it shall be taken from 3/29, 3/30, 3/31, 4/1, 5/13, 5/31

183 - INSTRUCTIONAL DAYS - STUDENTS
185 - WORKING DAYS - STAFF

Adopted: March 23, 2020
Revised: July 20, 2020

Marking Period Schedule

Marking Period	Dates	Report Cards
Marking Period 1	September 2, 2020 – November 13, 2020	Grades 2 - 5
Marking Period 2	November 16, 2020 – January 29, 2021	Grades K - 5
Marking Period 3	February 1, 2021 – April 14, 2021	Grades 1 - 5
Marking Period 4	April 15, 2021 – June 22, 2021	Grades K - 5

Parent Teacher Conferences

Thursday, November 12, 2020 – Night Conferences

Wednesday, November 18, 2020 – Night Conferences

Thursday, March 11, 2021 – Night Conferences

Thursday, March 18, 2021 – Night Conferences

Attendance Policy/Homework Requests

If your child will not be attending remote learning, parents must phone or email the school by 10:00 AM on the day their child is absent. Press 1 to report the absence, leaving the name, grade/teacher, and reason. You may request any homework by contacting your child's teacher through email.

As per BOE Policy #5113, when absent, students enrolled in the elementary and middle schools must present a written excuse from their parent/guardian on the day they return to school. Please email the child's teacher and attendance secretary, vera.beal@edison.k12.nj.us. **VACATIONS OR FAMILY TRAVEL WHILE SCHOOL IS IN SESSION SHALL NOT BE CONSIDERED LEGAL OR LEGITIMATE REASONS FOR ABSENCE, GRADE K-12.**

The Board recognizes the following as the only legitimate cause for absence from school: personal illness, attendance required in court, or other reasons with prior approval from the principal. In addition, any student who is absent 10 days within any school year may be subjected to administrative review by the principal before the student can be considered for promotion. Updated policies will be forthcoming.

Parent Custody Issues

If there are issues involving custody, whether legal or personal in nature, make sure the office is provided appropriate documentation. If you are not the primary residence of the child but would like copies of all school notifications, please send a letter of request to the office.

Contact Information

VERY IMPORTANT!

NOTIFY THE SCHOOL OFFICE IMMEDIATELY IF YOUR HOME, CELL OR WORK PHONE NUMBER OR EMAIL IS CHANGED OR DISCONNECTED. PLEASE BE CERTAIN THE SCHOOL CAN CALL AN ALTERNATE NUMBER OF SOMEONE NEARBY IN ANY EMERGENCY

Remote Learning Plan - Grades 1 - 5



Elementary School Elementary School Grades 1-5 Grades 1-5 Full Remote Full Remote

Monday - Friday	
<i>Morning Meeting - All Students Join</i>	9:00 a.m. - 9:20 a.m.
<i>Period 1</i>	9:20 a.m. - 9:50 a.m.
<i>Period 2</i>	9:50 a.m. - 10:20 a.m.
Break	10:20 a.m. - 10:25 a.m.
<i>Period 3</i>	10:25 a.m. - 10:55 a.m.
<i>Period 4</i>	10:55 a.m. - 11:25 a.m.
Break	11:25 a.m. - 11:30 a.m.
<i>Period 5</i>	11:30 a.m. - 12:00 p.m.
<i>Period 6</i>	12:00 p.m. - 12:30 p.m.
Closing Circle	12:30 p.m. - 12:45 p.m.
Lunch and 15 minute prep. for homeroom teachers	12:45 p.m. - 1:45 p.m.
<i>Small Group</i>	1:45 p.m. - 2:05 p.m.
<i>Small Group</i>	2:10 p.m. - 2:30 p.m.
<i>Small Group</i>	2:35 p.m. - 3:05 p.m.
<i>Small Group</i>	3:10 p.m. - 3:30 p.m.



Lincoln School



Washington School



James Madison
Intermediate School



Benjamin Franklin School



John Marshall School



Menlo Park School



James Monroe School



Lindeneau School



Woodbrook School



Martin Luther King



James Madison Primary

Remote Learning Plan - Kindergarten



Elementary School Kindergarten Full Remote

Monday - Friday			
Kindergarten - A.M.		Kindergarten - P.M.	
<i>Morning Meeting</i>	9:00 a.m. - 9:20 a.m.	<i>Afternoon Meeting</i>	1:00 p.m. - 1:20 p.m.
<i>Brain Break</i>	9:20 a.m. - 9:25 a.m.	<i>Brain Break</i>	1:20 p.m. - 1:25 p.m.
<i>Period 1</i>	9:25 a.m. - 9:45 a.m.	<i>Period 1</i>	1:25 p.m. - 1:45 p.m.
<i>Brain Break</i>	9:45 a.m. - 9:50 a.m.	<i>Brain Break</i>	1:45 p.m. - 1:50 p.m.
<i>Period 2</i>	9:50 a.m. - 10:10 a.m.	<i>Period 2</i>	1:50 p.m. - 2:10 p.m.
<i>Brain Break</i>	10:10 a.m. - 10:15 a.m.	<i>Brain Break</i>	2:10 p.m. - 2:15 p.m.
<i>Period 3</i>	10:15 a.m. - 10:35 a.m.	<i>Period 3</i>	2:15 p.m. - 2:35 p.m.
<i>Small Group/Independent</i>	10:35 a.m. - 11:30 a.m.	<i>Small Group/Independent</i>	2:35 p.m. - 3:30 p.m.



Lincoln School



Washington School



James Madison
Intermediate School



Benjamin Franklin School



John Marshall School



Merlo Park School



James Monroe School



Lindeneau School



Woodbrook School



Martin Luther King



James Madison Primary

Synchronous vs Asynchronous Learning

In the spring students participated primarily in asynchronous learning, starting in September they will spend a majority of their time learning synchronously or in live sessions with their teacher and classmates. Below explains the difference between synchronous and asynchronous learning. The schedule on the previous page provides the times for students synchronous learning activities.

@Caitlin_Tucker
CaitlinTucker.com
CaitlinTucker.Teachable.com

Synchronous Learning Activities



Build Community + Relationships



Lead Interactive Modeling Sessions



Differentiate Instruction for Small Groups



Personalize Instruction + Provide 1:1 Coaching



Guide Practice + Application



Facilitate Real-time Conversations



Foster Collaboration Among Students



Real-time Feedback on Work In Progress

@Caitlin_Tucker
CaitlinTucker.com
CaitlinTucker.Teachable.com

Asynchronous Learning Activities



Read + Take Notes



Watch Video-based Instruction



Listen to Podcasts



Explore Teacher-curated Resources



Engage in Online Discussions



Practice + Review



Research + Explore



Reflect + Document Learning

Asynchronous Learning	Synchronous Learning
Occurring at different times and in different places (e.g., students working at home).	Occurring at the same time and in the same place (e.g., students working in the classroom or meeting online for a video conference session).
Students can access content, resources, activities at any time, and from anywhere.	Students can access content, resources, and activities at a specific time and location.
Students can control the time, place, and pace of their learning.	Students <i>may</i> have some control over the pace of their learning, but they do not control the time or the place.
Students work independently to complete assignments and tasks.	Students have access to teacher and peer support while completing assignments

Visitors

Security Guard - Mr. Kirsh

James Monroe has a full-time security guard who will ensure the school's safety and be a visible member of our school community. He will report to the principal and can be found at the main entrance of the building and around the property of the building. His responsibilities include:

- visitor screening
- patrolling the grounds both inside and outside
- checking all doors
- observing arrival, recess and dismissal
- assisting with all safety drill

Visitors

In order to ensure the safety of staff working in the building and to follow all social distance protocols, school doors will continue to be locked to those who are outside. The front entrance will be the only one used for visitors. It will be monitored by closed circuit TV and thermal scanner. Visitors will need to identify themselves before being admitted to the building. Please ring the buzzer, identify yourself and the reason for your visit. Upon hearing the click, open the door, proceed immediately to the security guard or office. Be prepared to show a photo identification. All visitors must wear a mask.

Visitor Management System

The visitor management system has been implemented to assist all visitors with the sign in and sign out process. Please be prepared to present identification when being checked into the building. A name tag will be generated to grant access to the visitor's destination.

It is BOE policy that all visitors who enter the building during school hours check in using the visitor management system. **NO ONE** is permitted to go to a child's classroom, nurse's office, library or anywhere in the building unless you first report to the office. This policy is necessary for the children's protection and safety. It is also important to limit interruptions to learning. If you expect to be in the school for more than a few minutes, you will be given a visitor's pass.

Dropping Off Items

Parents or guardians dropping anything off any items must continue to use the main entrance, identify themselves and the purpose of their visit.

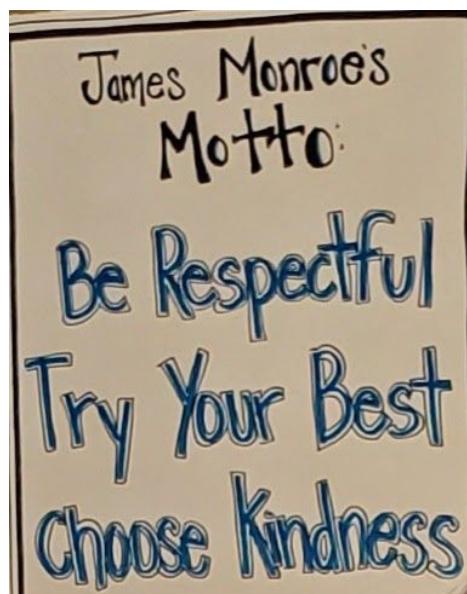
Please place any items on the table located outside the front entrance which is protected by the building overhang. Make sure the item is labeled with your child's name AND homeroom teacher. Once you have placed the labeled item on the table, the office staff will ensure everything labeled is delivered to its proper destination.

Parking

If you are coming to the school for any reason during the day, be mindful that handicap spaces are for those with appropriate credentials. **Do not park along the curb in the circle that is reserved for emergency vehicles.**

James Monroe Motto

The following principles serve as the school's expectations for student behaviors. The Monroe Motto was created by students and represents each classroom's agreed upon rules. These statements can apply to all circumstances and we hope you use them in your home as well.



Remote Learning Contract

In order for this to be successful, we need your help! Here's what you can do to help:

- Monitor my child's attendance by ensuring their participation within in-person and virtual instruction to the greatest extent possible.
- Ensure that my child engages in learning activities daily.
- Communicate needs to school staff that inhibit participation in daily learning.
- Respect the privacy and confidentiality necessary to create a thriving classroom learning environment.
- Actively support the privacy and confidentiality of all students by:
 - Never recording video conferencing engagements, meetings, discussions, lessons, small groups, etc.
 - Never posting images to social media of students other than your own child(ren) nor staff.
- Ensure to every extent possible my child understands and follows the previous statements.

Harassment, Intimidation, and Bullying

Edison Township Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act, or any electronic communication that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristics; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or

emotional safety and well-being or for reasons relating to the safety and wellbeing of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property. Please see the following for more information or contact District Anti-Bullying Coordinator Roseann Walker: roseann.carusowalker@edison.k12.nj.us 732-452-490 or James Monroe's Anti-Bullying Coordinator, Erin Bennett: erin.bennett@edison.k12.nj.us.

[Expectations for Pupil Conduct Board Policy #5500](#)

[Harassment, Intimidation and Bullying \(HIB\) Board Policy #5512](#)

[Cyber-Bullying Board Policy #5512.02](#)

Communication

Blackboard

Edison utilizes a telephone message service called *Blackboard*. This site enables us to personally communicate with parents about emergency situations, school events and important issues impacting students via email, text message and telephone. Please be sure to update your child's emergency information and telephone numbers during the school year through the Parent Portal or by calling the main office at 732-452-2970.

Parent Portal

The [Genesis Parent Web Access Tool](#), or "Parent Portal" provides parents with the ability to view real-time information from a safe read-only login. Depending on the school and grade level, access to the Parent Portal gives information through the district website to your child's records for the current school year. Parents can securely monitor their child's progress by retrieving grades, assignments and reports. If you do not already have access and wish to utilize the benefits of the parent portal, please go to the Site Shortcuts on the Edison Township Public Schools Website and complete the Parent Portal Registration Form.

If you require further assistance, email: Genesis.parent@edison.k12.nj.us or call 732-452-4574 between the hours of 8:00AM-4:00PM.

Phone System

The number for James Monroe is 732-452-2970. There is now a menu option system in place. To reach specific personnel, leave a message, or find out school closing information, simply press the designated number below:

- #1 Report an absence/request homework
- #2 Nurse's Office – Mrs. Sclafani
- #3 Guidance Office – Mrs. Bennett
- #4 Transportation
- #5 Enrollment Center
- #6 Child Study Team
- #7 Cafeteria/Chartwells
- #8 Main Office

Newsletter – Mrs. Tufaro and Mrs. Callahan, Editor

Our school publishes a monthly newsletter called the **James Monroe Report** which will be accessible only on our website <https://mon.edison.k12.nj.us/>. Current issues and upcoming events are described in each issue. It also includes a monthly calendar (which will be sent home) and an update on district policies.

Conferences with Teachers and Principal

If you would like a conference with a teacher or the principal, it is important that you call the office or email the person with whom you would like to make an appointment so that time can be set aside for a conference. Often parents come in or call without an appointment and are disappointed because the teacher or principal may not be able to speak with them due to prior commitments.

Conferences with your child's teacher will be on **November 12 & 18, and March 11 & 18**. You will be notified as to the date and time. The school will be on a 1:30 dismissal day schedule on parent-teacher conference days.

Technology

Technology allows us to expand our teaching styles and is a vehicle for our students to be actively engaged. The district provides each student and teacher with a device. Chromebooks and iPads along with the district provided online resources, site licenses and student accounts support exciting and engaging remote instruction.

Parents are encouraged to purchase insurance or will assume personal responsibility for any damage. The procedures and information and other district links pertaining to technology can be found on the Edison Public Schools website under the [Department of Technology](#).

Your child will need to know their username and password which will be provided by their teacher. Once logged in, access will be granted to key platforms such as Seesaw for K-2 and Google Classroom for grades 3-5 to help students to engage in remote learning. Classlink is an online platform that houses all links in one convenient place. All live streamed lessons use Google Meets or Google Chat features. Please review the Google Meet Tips infographic for strategies to support your child while learning remotely.



Assessments

Please read below to learn more about how your child’s teacher will be conducting on-going assessments during remote learning to help him or her plan instruction that is meaningful and best suited for your child.

In the first month of school, your child's teacher will be embarking on some assessments. This is what we do in a traditional model of schooling also.

Assessments are the basis of our lesson plans. As we assess students, we understand what your child specifically needs. It allows us to set goals for your children both long term and short. It helps our planning for both small group and whole group lessons. It also changes the content of any adaptive programs we use, for example Study Island, and Exact Path. The assignments your child receives are determined by the assessment given in these platforms.

This is why it is absolutely critical that your child complete any assessments, tests or quizzes on their own. We understand the desire to help our children to excel, but by allowing them to do assessments on their own without your help allows us to do this for the **long term!**

Grading during Remote Instruction

Students will be receiving grades in grades 2-5 as they would if they were in person. The Genesis parent portal will be used for this purpose.

In grades Kindergarten and grade 1, report cards will include the regular indicators of progress as they would in a traditional year.

In accordance with BOE Procedure 6147.1, students shall be graded on the basis of their achievement in the program(s) approved by the board. They shall be given the opportunity to progress through the educational program at their level of ability. All factors pertinent to achievement shall be considered when assigning grades.

INDICATORS

The following indicators are used in varying content areas for all K-1students. These are not to be equated to the letter grades A-F. These indicators show developmental growth, not mastery of content area material. Indicators shall not be averaged.

1	Progressing only with on-going support
2	Progressing toward independent understanding of skill or concept with some support
3	Developing independent understanding of skill or concept
4	Demonstrating independent understanding of skill or concept
N	Needs improvement (absence of an “N” indicates satisfactory progress)
N/A	Does not apply at this time

These indicators are utilized in the following ways at each grade level:

- **Kindergarten:** All content areas for marking periods 2, 4
- **1st Grade:** All content areas for marking periods 2, 3, 4

2nd – 5th Grades: All Content Areas – ELA, Math, Science, Social Studies

Grade	Proficiency Rank	Numerical Value
A+		97-100
A	Outstanding	93-96
A-		90-92
B+		87-89
B	Good	83-86
B-		80-82
C+		77-79
C	Satisfactory	73-76
C-		70-72
D	Poor	65-69
F	Unsatisfactory	0-64

Special Subjects 1st – 4th Grades: Physical Education, Music, Visual Arts:

GRADING SCALE	
O	Outstanding
S	Satisfactory
N	Needs Improvement

Special Subjects 5th Grade receives letter grades as listed above. Physical Education is graded for marking periods 1, 2, 3, 4. Music and Visual Arts are graded for marking periods 2 and 4.

An announcement will be made when report cards are available online after each marking period.

Be sure to print out the final report card before June 30th. As of July 1st the Parent Portal closes down for the summer.

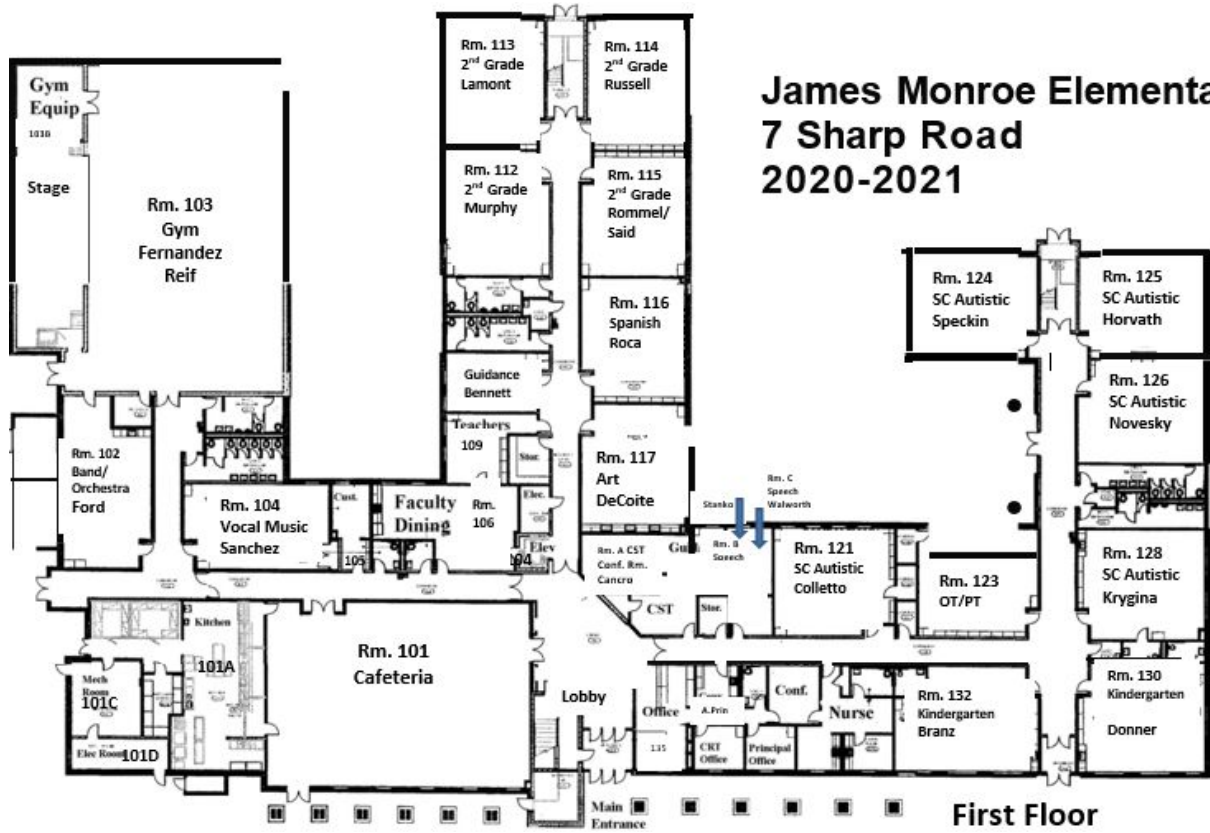
Responsive Classroom

The Responsive Classroom approach is an exciting method the James Monroe staff will continue to implement remotely and is student centered, focusing on building relationships, and the social and emotional learning of our students. It is our belief that in order for our students to be successful, both in and out of school, they should be spending time learning important skills such as respect, empathy, and responsibility.

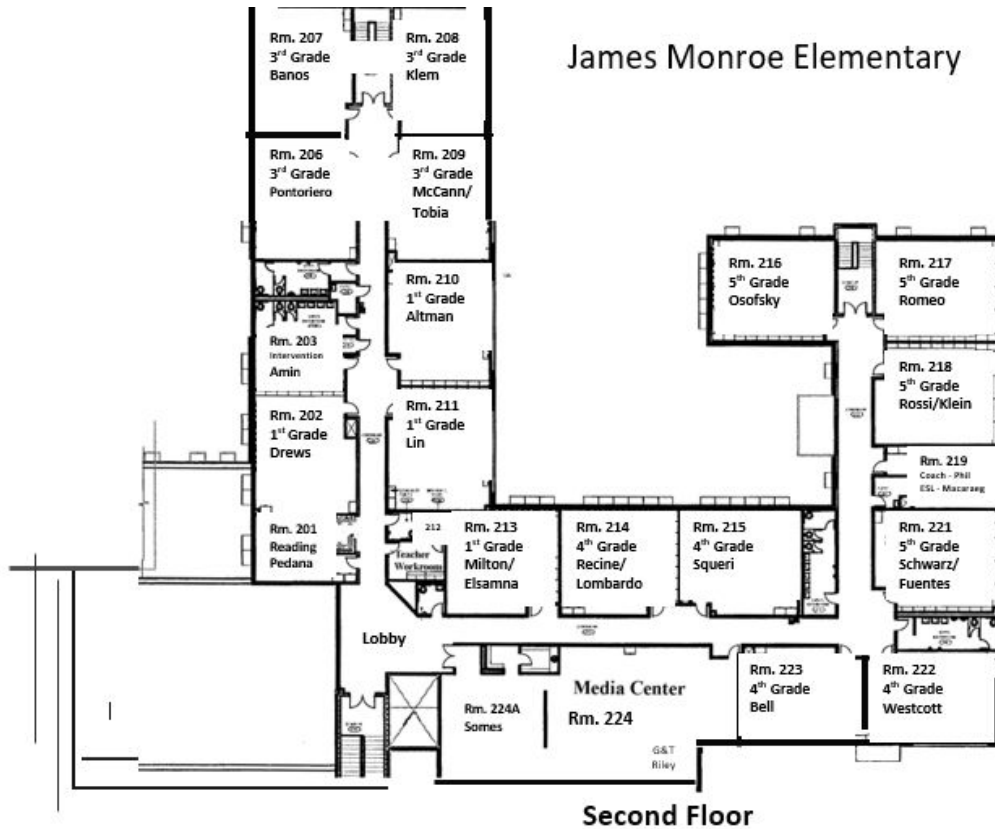
There are years of research that proves that this approach not only enhances interactions between students and their peers, but also increases academic achievement and provides our students with a higher quality of instruction. Overall, our teachers will be creating safe environments- starting with Morning Meeting, Interactive Modeling, and Closing Circles, throughout their day.

If you have any further questions, or would like more information on *Responsive Classroom*, please feel free to visit their website at www.responsiveclassroom.org.

Floor Plan - First Floor



Second Floor



Staff Roster 2020-21

NAME	GR/SUBJ.	ROOM NO.	DAYS ASSIGNED
Cyndi Tufaro	Principal	Office	1-5
Margaret Callahan	Assistant Principal	Office	
Evelyn Hook	Secretary	Office	1-5
Vera Beal	Secretary	Office	1-5
Kathleen Sclafani	Nurse	Health Cntr	1-5
Kathleen Phil	Instructional Coach	219	
Erin Bennett	Guidance	110	1-5
Lou Kirsh	Security Guard	118	1-5
Amy Donner	K-1 AM/PM	130	1-5
Kristen Branz	K-2 AM/PM	132	1-5
Maureen Speckin	SC1 (K-2) Autistic (OAR01)	124	1-5
Kelly Horvath	SC2 (K-2) Autistic (OAR02)	125	1-5
Jamierose Novesky	SC3 (K-2) Autistic (OAR03)	126	1-5
Alona Krygina	SC4 (K-2) Autistic (OAR04)	128	1-5
Kerri Colletto	SC7 (3-5) Autistic (AI01)	121	1-5
Linda Milton Susan Elsamna*	1-1	213	1-5
Kristen Drews	1-2	202	1-5
Jennifer Altman	1-3	210	1-5
Stephanie Lin	1-4	211	1-5
Jennifer Rommel Claudine Said	2-1	115	1-5
Joy Russell	2-2	114	1-5
Taryn Lamont	2-3	113	1-5
Corie Murphy	2-4	112	1-5
Stephanie McCann Morgan Tobia*	3-1	209	1-5
Olivia Klem	3-2	208	1-5
Rosalind Pontoriero	3-3	206	1-5
Colleen Banos	3-4	207	1-5
Elizabeth Recine Katie Lombardo	4-1	214	1-5
Cheryl Bell	4-2	223	1-5
Theresa Westcott	4-3	222	1-5
Monica Squeri	4-4	215	1-5
Rochelle Schwarz Amy Fuentes	5-1	221	1-5
Nero Rossi Renee Klein*	5-2	218	1-5
Lisa Romeo	5-3	217	1-5
Mark Osofsky	5-4	216	1-5
Kelly Pedana	Reading Specialist	201	1-5
Hetal Amin	Interventionist	203	1-5
Jocelyn Macaraeg	ELL	219	1-5 AM
Laura Stanko	Speech	118B	1-5

Mary Walworth	Speech	118C	1-5
Lori DeCoite	Art (.1)	117	1,2PM,3,4,5
Cindy Reif	Phys. Ed.	GYM (103)	1,2,4PM,5
Michael Fernandez	Phys. Ed.	GYM	1-5
Meagan Sanchez	Voc Music	104	2-5
Amanda Casto	Voc Music	102	3
Maria Ford	Instrumental	102	TBD
Lydia Roca	Spanish	219	1-4
Margarita Alexiou	Spanish	219	1
Krisitne Riley	Gifted & Talented	Media Center	1 & 2
Erin Somes	Library Aide	224	1-5
Uzma Athir	Para Pro-Autistic		1-5
Dawn Chessere	Para Pro-Autistic		1-5
Rashmi Deshpande	Para Pro-Autistic		1-5
Rochelle Fox	Para Pro-Autistic		1-5
Thomas Giddes	Para Pro-Autistic		1-5
Sophia Mauro	Para Pro-Autistic		1-5
Francine Pychewicz	Para Pro-Autistic		1-5
Ayesha Rizwan	Para Pro-Autistic		1-5
Kelly Rodriguez	Para Pro-Autistic		1-5
Mary Sutherland	Para Pro-Autistic		1-5
Maritza Mosley-Aviles	Supervisor	Ed. Ctr.	
Celeste Bonura	S.E. Supervisor	Ed. Ctr.	
Olivia Cancro	Psychologist	103	
Thomas Varga	Facilities' Manager		1-5
Wayne Tichenor	Custodian		1-5
Joseph Palachko	Custodian		1-5
Donna Wytko	Custodian		1-5
James Barber	Custodian		1-5
Kim Ferdinand	Lunch Aide		1-5
Terry Gaynor	Lunch Aide		1-5
Janet Hancock	Lunch Aide		1-5
Gary Hom	Lunch Aide		1-5
Debra Lagrasso	Lunch Aide		1-5
Phyllis Levins	Lunch Aide		1-5
Emilia Martinez	Lunch Aide		1-5
Deepa Ramthirthkar	Lunch Aide		1-5
Pascal Rivera	Lunch Aide		1-5
Afshan Sana	Lunch Aide		1-5
Magdalena Santiago	Lunch Aide		1-5
Claribel Shubick	Lunch Aide		1-5

Message From The School Nurse Mrs. Sclafani

The School Nurse - maintains medical records for each student. Parents/guardians must inform the nurse promptly of any special health problems and should feel free to contact the nurse if they have questions or would like to schedule a confidential appointment. The school nurse must have a student's **Medical Emergency Contact Form and Immunization Record** as well as the most **updated Physical Examination**. A student will be excluded from school if they are not in compliance with vaccination requirements and if such proof is not provided to the school.

Reasons for an absence from school:

Should your child have symptoms preventing them from participating in remote learning, it is recommended that you call in to report an absence.

1. **FEVER of 100°F or more.**
2. **Vomiting and/or diarrhea** during the night or in the morning
3. **Heavy coughing, nasal discharge or a loose, frothy cough** from an upper respiratory infection
4. **Severe headache**
5. **Stomach cramps**
6. **Undiagnosed rash** - not seen by a doctor and no known cause.
7. **Red or swollen eyes**

If you have any questions or concerns regarding COVID-19 or if your child has any special needs, as a result of an injury or an accident, please contact Mrs.Sclafani.

Good health practices begin at home. Providing and modeling the following teach children to learn life-long practices for health and success:

- Hygiene and handwashing habits
- Wearing a mask in public places
- Starting the day with a nutritious breakfast before they come to school.
- Bathing or showering every day to keep them clean and healthy.
- Daily washing of clothes, hair and skin is recommended.
- Establishing an early bedtime routine, such as providing a quiet environment with
- Reading preceded by a warm bath.
- Discouraging TV and video games before bed.
- Dressing children appropriately for the weather. Wearing clothes in layers will help the child to take off or add clothes if the classroom is too hot or cold.

Curriculum & Instruction

The district curriculum is aligned with the New Jersey Student Learning Standards. For a detailed look at English Language Arts, Mathematics, and Science, please visit the district website at www.edison.k12.nj.us under Curriculum.

Special Programs & Instruction

Reading Specialist Mrs. Kelly Pedana

Interventionist Mrs. Hetal Amin

The school's reading specialist and interventionist facilitate the implementation of targeted, research-based programs within the school to support the established language arts/literacy & mathematics curriculum.

Their role encompasses but is not limited to the following:

- Work cooperatively with teachers and other specialists to provide a program of on-going direct instruction to students identified for targeted intervention and instruction
- Assist in the diagnosis of strengths and weaknesses of individual students and groups of students
- Confer with teachers and other personnel regarding all elements of targeted, research-based programs, especially regarding appropriate strategies for student improvement
- Maintain appropriate assessment records to support achievement of students, coordinating data with ongoing classroom assessment
- Serve as a resource person on the building level I&RS and Rtl committees
- Help families promote literacy and mathematics at home

English as a Second Language - Ms. Jocelyn Magaraeg

This year we are welcoming an ESL teacher into our building. ESL teachers support what the homeroom teacher is doing by focusing on language skills. During remote learning, the teacher will virtually meet with students for about 30 minutes everyday at a separate time from their homeroom class. This will provide students individualized support in their English language development.

Counseling and Anti-Bullying Specialist - Mrs. Erin Bennett

The counseling program at James Monroe is designed to meet the needs of all of our students throughout the year. A variety of student support services are offered in order to benefit the students academic, social and emotional well-being. The counseling services include short-term individual counseling, group counseling, classroom guidance lessons, crisis intervention, and consultations with parents and teachers.

Parents, teachers and students can initiate counseling services. If you have questions or concerns, please feel free to contact Mrs. Bennett. It is imperative that we work together to find a solution to your particular child's situation. If you would like more information regarding the school counseling program and services that are provided please call 732-452-2970 x5. She can also be contacted via email at erin.bennett@edison.k12.nj.us, and looks forward to working with you and your child.

Intervention & Referral Service Committee (I&RS)

The I&RS Committee is a school-based problem solving group that is designed to provide strategies to teachers and offer assistance to students who are experiencing academic, social, and emotional difficulty in school. The

committee includes: the principal, a member of the child study team, school nurse, reading specialist, interventionist, guidance counselor, special education teacher and the classroom teacher.

The committee meets monthly via video conference to discuss students who are referred by either their classroom teacher or parent. The primary role of the committee is to help students receive the assistance they need within the regular education program setting. An intervention plan is developed and put into place for a period of time. If the interventions are not successful, the committee may recommend referral to the child study team.

Response to Intervention

Response to Intervention (RtI) is a multi-tiered problem solving approach that identifies general education students struggling to achieve benchmarks with their grade-level peers. The RtI model is being implemented in grades 1 - 5. RtI includes the following four components: criteria for determining the levels of intervention, types of interventions and materials, amount and nature of student performance, data to be collected and the frequency of progress monitoring.

By identifying students early using a universal screener, teachers can provide appropriate interventions to meet each student's specific needs. Students who continue to struggle will receive more intensive instruction in a smaller group setting beyond the core instructional block. Parents will receive written notification when the student requires an intervention beyond that provided to all students in the general education classroom.

The Child Study Team - Ms. Olivia Cancro, School Psychologist

The child study team consists of a school psychologist, social worker, and a learning disabilities teacher consultant. The team will review the referral to decide whether an evaluation is necessary. Your written permission is required before the first assessment of the evaluation by the child study team can begin.

Once your consent is given the team will gather information on your child's physical health, social and emotional well-being, and academic and cognitive abilities. This will be done through observations by each member of the child study team, educational and psychological tests, and interviews with your child's teachers and you, the parents. Next, you will be invited to a meeting to have the evaluations explained by the child study team. If your child meets the eligibility requirements for classification, and Individualized Education Program (IEP) will be developed.

What is an IEP?

The individualized education program is the "road map" to your child's special education. It is both a process and a product. The IEP is the primary mechanism for parental participation in the special education cycle. The IEP serves as a written agreement between the local school districts and the parents to provide required services. If your child meets the eligibility requirements for classification, an IEP will be developed.

The IEP or detailed personalized written plan allows the educators and you to plan and monitor your child's program and progress. A parent must sign the IEP that is developed for the child in order for the school district to start the child in the program as designed in the IEP.

Special Education

James Monroe is an inclusive community, and all classified students are integrated in every way possible. Most of our learners are part of in-class settings, where the general and special education teachers work as a team

for the entire school day. We also have five self-contained autistic classrooms, each with a teacher and a combination of paraprofessionals utilized to best meet the needs of each child in the environment. They are a welcome addition to this building, and all of us on staff have learned so much from these educators and students.

Related Services

Related Services refers to a variety of educational services that may be provided to students with a disability as part of their special education program. Related services are listed in the IEP, or 504 Plan, including the amount of time per week the child will receive each related service, and the expected length of time that will be required. Some of the related services your child may receive are:

- speech and language therapy
- counseling services
- occupational and physical therapy
- adaptive physical education
- transportation

Gifted and Talented - Mrs. Kristine Reily

Students identified as Gifted and Talented in grades Kindergarten through grade two are provided the opportunity to participate in an Inquiry Challenge Project. Students in grades three through five benefit from working with Gifted and Talented faculty who will push-in to their regular classroom and offer opportunities to participate in the creative design process and research topics that extend the science curriculum.

Physical Education - Mr. Michael Fernandez & Mrs. Cynthia Reif

Gym classes will be meeting remotely, please adhere to the following expectations for safety.

1. All students must wear SNEAKERS!
2. Ensure there is plenty of space around you and avoid areas with sharp corners. If possible, bring your device or directions outside to complete the activities.
3. NO JEWELRY is to be worn during class due to safety reasons. The best procedure to follow is not to wear jewelry on the day that Physical Education is scheduled.
4. APPROPRIATE CLOTHING MUST BE WORN. Clothes which are comfortable and permit freedom of movement are necessary for participation in our activities. Girls are reminded that skirts and dresses are not appropriate unless a pair of shorts are worn underneath.
5. Please write a note if you find it necessary to have your child excused from class. The note will exclude your child from all physical activity for no more than 2 days. If your child needs to be excused for more than 2 days, a doctor's note is needed and should be emailed to the physical education teachers and the school nurse.

Library - Mrs. Erin Somes

All students K-5 will visit the library virtually each week for a visit with their library aide Mrs. Erin Somes, who will conduct read alouds and discuss interesting and relevant topics related to curriculum. She will also share a google classroom with a bank of resources and activities for students to explore on their own time.

Instrumental & Orchestra Music - Mrs. Maria Ford

The instrumental music program is open to students in grades 4&5. Lessons on flute, clarinet, saxophone, trumpet, trombone, baritone and drums are offered, as well as the violin, viola, and cello. Ms. Ford takes students weekly during regular class time for remote lessons.

Chorus - Mrs. Meagan Sanchez

We are excited to welcome Mrs. Sanchez to our school and look forward to her creative energy and talent! In addition to the weekly music lessons built into the curriculum, students in grades 4 & 5 who meet singing readiness requirements have the opportunity to perform in the chorus. This group, under the direction of Ms. Sanchez, will meet virtually to learn songs.

Clubs

James Monroe is proud to offer several clubs throughout the year for grades 1-5 although we are unsure what they will look like at this point. Please look for more information to come about the various virtual school clubs which run from October - May. A flier will go home to register your child to participate and the meeting dates.

Birthdays

Children's birthdays will be celebrated with a song and parents may choose to join an online video conference and read a short story/picture book at a time prearranged with the teacher and/or drop off a book donation for the classroom library with your child's name, and a short dedication statement on the inside cover of the book.

Parent Teacher Conferences

PTO Mission

The mission of the PTO is threefold:

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children; and
- To assist parents in developing skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

2019-20 PTO Officers may be contacted at:

monroeowlspto@gmail.com

<https://www.facebook.com/JamesMonroeElementaryPTO/>

The Objectives of the PTO are:

- To promote the welfare of children and youth in home, school, community, and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education

PTO Membership

Membership is open to all interested adults. Remember that all who are interested in helping may join...grandparents, aunts, uncles, friends, etc. From the membership fee about half is retained by the James Monroe PTO to be used for the many activities enjoyed by the children.

PTO Meetings

PTO meetings will be held virtually through video conferencing and are open to all concerned individuals. They usually take place on the second Tuesday every other month, unless otherwise stated in the school

calendar. Business is conducted by having the executive committee, and the chairperson of each standing committee make a report. While everyone is welcome, only members have voting rights. The PTO will hear the concerns of anyone attending the meeting, but if a subject requires significant attention, it is suggested that you bring it up first with the appropriate committee. Unlike other PTOs, we consider all meetings to be general PTO meetings.

Volunteering

The PTO only works through the efforts of concerned parents, teachers, grandparents, and other individuals that volunteer their time to make James Monroe Elementary a better school. Regardless of the amount of time you have available, or your specific situation, there are ways through which you can contribute to the PTO. If you would like to volunteer in any way, please contact any of the PTO officers or the chairperson of the committee that interests you.

Board of Education Policies

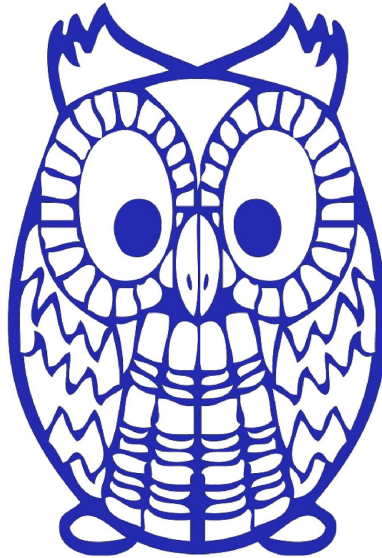
The Public Schools of Edison Township continue to provide a challenging and comprehensive education for all of its students. On its website (www.edison.k12.nj.us), you can find more information about each of the schools, the curriculum, and district services.

Of particular interest is the page highlighting some of the major policies that guide the BOE, central administration, and all members of this community. Listed below are those policies which are presented in full:

- [Admissions](#)
- [At-Risk and No Child Left Behind \(NCLB\)/Title 1](#)
- [Attendance](#)
- [Conduct and Discipline](#)
- [Commencement Activities](#)
- [Crisis Intervention](#)
- [Dress Code](#)
- [Drugs and Alcohol](#)
- [Equal Opportunity/Non-Discrimination/Sexual Harassment](#)
- [Edison Township Board of Education Family Leave and Medical Leave Policy - Policy 4151.2/4251.2](#)
- [Gifts, Grants, \[Naming Rights and Foundation\]](#)
- [Graduation Requirements - Policy 6146](#)
- [Immunizations](#)
- [Lesson Plans - Policy 6143.1](#)
- [Local Wellness/School Nutrition - Policy 3542.1](#)
- [Nepotism - Policy 4112.8](#)
- [No Child Left Behind \(NCLB\) Complaints](#)
- [Non-Residents -](#)
- [Pupil Grievance](#)
- [Pupil Records](#)
- [Pupil Safety](#)
- [Physical Examination of Students](#)
- [Promotion/Retention\[/Acceleration\]](#)
- [Reimbursement of Travel-Related Expenses](#)
- [School Nutrition](#)

- School Activity Funds - Policy 3453
- Smoking Prohibition
- Student and Employee use of Electronic Communication Devices
- Suspension and Expulsion
- Technology
 - Policy: School Sponsored Publications - Acceptable use of Technology
 - Procedure: School Sponsored Publications - Acceptable Use of Technology
- Transportation
- Vandalism/Violence

www.edison.k12.nj.us



James Monroe Mission Statement

WE **EMPOWER**, **ENCOURAGE** AND **EMBRACE** EVERYONE!

James Monroe School **empowers** students and teachers to persevere through inquiry in a collaborative and creative environment.

We **encourage** an appreciation of differences, foster empathy and learn from our mistakes.

Achievements are **embraced**, as we strive to succeed along our paths of learning, giving one another a reason to smile.