

# Martin Luther King Elementary Parent and Student Handbook

**“Put Your Best **P.A.W.** Forward!”**



**2020-21**

**Martin Luther King Elementary  
285 Tingley Lane  
Edison, New Jersey 08820  
732-452-2980**

**[www.edison.k12.nj.us](http://www.edison.k12.nj.us)**

**Twitter: @mlk\_elementary**

**Regina Arnold, Principal  
Jennifer Fischer, Asst. Principal**

## *A Message from Principal Regina Arnold*

Dear Students and Parents,

Welcome to Martin Luther King Elementary School. Our school is committed to creating a positive learning environment where students are academically and socially successful. As part of our school goal, we are revamping Positive Behavior Interventions and Supports, a nationally validated framework for creating a positive school climate.

At Martin Luther King Elementary School we refer to this approach as “Put your Best Paw Forward!” Positive Behavior Interventions and Supports framework is associated with increases in positive student outcomes (e.g., increase in instructional time) and decreases conduct infractions as measured by office conduct referral and suspension data. In New Jersey consistent high fidelity implementation of PBSIS has resulted in an average of 21% decrease in referrals to the office for conduct infractions and 30% average decrease in out of school suspensions.

Through a collaborative team process, we have determined that “Put your Best Paw Forward!” is a priority at Martin Luther King Elementary School. Only through consistent and genuine implementation of the practices described will we be able to achieve the types of positive outcomes we want to see at MLK Elementary School.

I look forward to our continued work together and welcome your input and involvement. I invite you to email me at [regina.arnold@edison.k12.nj.us](mailto:regina.arnold@edison.k12.nj.us) to discuss your suggestions and provide feedback.

Thank you for your commitment to our students and for working as part of an educational team to continue to make Martin Luther King Elementary School the best it can be.

Sincerely,

Regina Arnold  
Principal

**MARTIN LUTHER KING ELEMENTARY SCHOOL                      2020-2021 STAFF ROSTER**

| <b>Staff Member</b>      | <b>Grade</b>      | <b>Room</b> | <b>Staff Member</b>       | <b>Grade</b>             | <b>Room</b> |
|--------------------------|-------------------|-------------|---------------------------|--------------------------|-------------|
| Regina Arnold            | Principal         | Office      | <b>Spec. Ed. Staff</b>    |                          |             |
| Jennifer Fischer         | Asst. Principal   | Office      | Angulo, Richard           | KARIO1 (3 – 5)           | 121         |
| Telson, Shelley          | Head Secretary    | Office      | Aziz, Saeeda              | ICR-Gr. 3                | 14          |
| Roach, Joni              | Secretary III B   | Office      | Battagliola, Rebecca      | KAR01 S/C Aut. #1        | 124         |
|                          |                   |             | Gilbert, Rebecca          | ICR-Gr.2                 | 9           |
| Meisner, Cindy           | Nurse             | Office      | Gibilisco, Deborah        | ICR—Gr. 1                | 4           |
| Nunziata, Melanie        | Guidance          | 108         | Jackson, Cheryl           | ICR—Gr. 4                | 128         |
|                          |                   |             | Marcus, Jack              | KAR03 S/C Aut #3         | 127         |
| Squillace, Susanne       | K0K01 am/pm       | 125         | Shah, Boskie              | ICR-Gr.5                 | 137         |
| Lubonski, Sherrie        | K0K02 am/pm       | 131         | Zeh, Cynthia              | KAR02 S/C Aut # 2        | 122         |
|                          |                   |             | <b>Specialists</b>        |                          |             |
| Nigro, Natalie           | K0101             | 5           | Campbell, Sarah           | ESL                      | 148A        |
| Schimpf, Chelsea         | K0102             | 8           | Scharf, Caroline          | Speech                   | 110         |
| D'Amico, Laurette        | K0103             | 6           | Walworth, Mary            | Speech                   | 110         |
| Win-Lee, Thu             | K0104             | 7           | Wojcik, Kelly             | Instructional Coach      |             |
| Melissa Northup          | K0105             | 4           | Zebrowski, Alicia         | Teacher of Deaf          | 148A        |
|                          |                   |             | Bailey, Jacqueline (Shay) | Teacher of Deaf          | 148A        |
| Vogel, Ruth              | K0201             | 9           | <b>Interventionists</b>   |                          |             |
| Gadson Jackson, Kim      | K0202             | 10          | Yannuzzi, Valerie         | Reading Specialist       | 114         |
| Tufte, Karen             | K0203             | 1           | Roldan, Lila              | G & T                    | 112/113     |
| Halkiadakis, Vassie      | K0204             | 2           | Cairolis, Erica           | District Interventionist | 135A        |
| Baez, Vanessa            | K0205             | 11          | <b>Paraprofessionals</b>  |                          |             |
|                          |                   |             | Ford, Catherine           | Para                     | 127         |
| Williams, Joelle         | K0301             | 17          | Greenstein, Victoria      | Para                     | 122         |
| Figueredo, Ashley        | K0302             | 13          | Hamid, Naheeda            | Para                     | 121         |
| Sandler, Paula           | K0303             | 16          | Krishnan, Malini          | Para                     | 127         |
| Vallely, Roseanne        | K0304             | 12          | Pradhan, Chandana         | Para                     | 121         |
| Levy, Brenna             | K0305             | 14          | Varma, Sabeena            | Para                     | 124         |
|                          |                   |             | <b>Library Aide</b>       |                          |             |
| Saraiya, Monica          | K0401             | 128         | Rothchild, Donna          | Library Aide             | Library     |
| Ramirez, Amanda          | K0402             | 130         | <b>Custodial Staff</b>    |                          |             |
| Vilensky, Deborah        | K0403             | 147         | Bowler, Bryan (Jr.)       | Head Custodian           | 118         |
| Cervelli, Michele        | K0404             | 146         | Keri, Christopher         | Custodian                | 118         |
| De Zaio, Lauren          | K0405             | 15          | Gotz, Jeffrey             | Custodian                | 118         |
|                          |                   |             | Nick Pizzaia              | Custodian                | 118         |
| Luckenbaugh, Pam         | K0501             | 153         | <b>Lunch Aides</b>        |                          |             |
| Fava, Maureen            | K0502             | 135         | Budhram, Satie            | Mansuri, Sugra           |             |
| Cardoso, Stephanie       | K0503             | 102         | Dillon, Susan             | Mughal, Husna            |             |
| Rawson, Victoria         | K0504             | 103         | Doshi, Jackie             | Nordhausen, Susan        |             |
| Thompson, Jennifer       | K0505             | 137         | Garg, Priyanka            | Patel, Maya              |             |
| Thuring, Shannon         | K0506             | 152         | Kareem, Selina            | Rao, Ranjana             |             |
|                          |                   |             | Karne, Suchitra           | Wechsler, Jane           |             |
| <b>Specials Teachers</b> |                   |             | Knotts, Jackie            | Wilcoff, Renee           |             |
| DiDomenico, Dina         | Phys. Ed. 1       | Gym         | Lopez, Susan              | Zeinoun, Guadalupe       |             |
| Montagna, John           | Phys. Ed. 2       | Gym         | <b>Child Study Team</b>   |                          |             |
| Krihak, Kari Ann         | Art               | 143         | Hines, Alison             | LTDC                     | 111         |
| Roberts, Eden            | Vocal Music       | 142         | Danik, Lai                | Psychologist             | 111         |
| Wojcik, Kim              | Instr./Band       | 144         | Pires, Ana                | Social Worker            | 111         |
| Mosley, Remoh            | Strings/Orchestra | 144         | <b>Security</b>           |                          |             |
| Dziuban, Alison          | World Language    | 121/cart    | Officer Gregory Williams  | Security                 | Lobby       |

**SCHOOL SCHEDULE**

School Arrival Starts at 8:45 AM

Bus pick-up is approximately 45 minutes before school begins. Specific times vary with the particular stop on each route.

|                                       | <b>Kindergarten AM</b> | <b>Kindergarten PM</b> | <b>Grades 1-5</b> |
|---------------------------------------|------------------------|------------------------|-------------------|
| <b>Regular School Hours</b>           | 8:55 AM -11:30 AM      | 12:55 PM - 3:30 PM     | 8:55 AM- 3:30 PM  |
| <b>Delayed Opening</b>                | 10:30 AM- 12:30 PM     | 1:30 PM - 3:30 PM      | 10:30 AM- 3:30 PM |
| <b>Single Session/Early Dismissal</b> | 8:55 AM- 11:00 AM      | 11:30 AM- 1:30 PM      | 8:55 AM- 1:30 PM  |

**Please make every effort to help students to arrive on time each day. Frequent tardiness will interfere with student achievement.**

**Marking Periods**

No. 1 – September 3, 2020 – November 13, 2020

No. 2 – November 16, 2020 – January 29, 2021

No. 3 – February 1, 2021 – April 14, 2021

No. 4 – April 15, 2021 – June 22, 2021

**BACK TO SCHOOL NIGHTS**

Virtual September 15th, Grades 4-5

Virtual September 16th, Grades 1-3

**PARENT TEACHER CONFERENCES**

November 12th and 18th, 2020

December 2nd

March 11th and 18th, 2021

## TENTATIVE CALENDAR OF EVENTS

|                  |        |  |
|------------------|--------|--|
| <b>SEPTEMBER</b> | 3      | FIRST DAY OF SCHOOL                            |
|                  | 15     | VIRTUAL BACK TO SCHOOL NIGHT GRADES 4TH-5TH    |
|                  | 16     | VIRTUAL BACK TO SCHOOL NIGHT GRADES 1ST-3RD    |
|                  | 28     | SCHOOL CLOSED-ROSH HASHANAH                    |
| <b>OCTOBER</b>   | 7      | EARLY DISMISSAL STAFF PROFESSIONAL DEVELOPMENT |
| <b>NOVEMBER</b>  | 2-6    | SCHOOL CLOSED - FALL RECESS                    |
|                  | 12     | PARENT/ TEACHER CONFERENCES                    |
|                  | 13     | END OF MARKING PERIOD 1                        |
|                  | 16     | SCHOOL CLOSED-DIWALI                           |
|                  | 18     | DISMISSAL- PARENT/ TEACHER CONFERENCES         |
|                  | 25     | 1:30 DISMISSAL THANKSGIVING BREAK              |
|                  | 26-27  | THANKSGIVING BREAK- NO SCHOOL                  |
| <b>DECEMBER</b>  | 2      | 1:30 DISMISSAL- STAFF PROFESSIONAL DEVELOPMENT |
|                  | 3      | PARENT/TEACHER CONFERENCES                     |
|                  | 23     | 1:30 DISMISSAL WINTER BREAK                    |
|                  | 24- 31 | WINTER BREAK                                   |
| <b>JANUARY</b>   | 1      | NEW YEAR'S DAY - NO SCHOOL                     |
|                  | 13     | 1:30 DISMISSAL -STAFF PROFESSIONAL DEVELOPMENT |
|                  | 18     | MARTIN LUTHER KING DAY - SCHOOL CLOSED         |
|                  | 29     | END OF 2ND MARKING PERIOD                      |

**FEBRUARY**

|    |   |
|----|---|
| 3  | 1:30 DISMISSAL - STAFF PROFESSIONAL DEVELOPMENT |
| 12 | LUNAR NEW YEAR                                  |
| 15 | PRESIDENTS' DAY SCHOOL CLOSED                   |

**MARCH**

|       |   |
|-------|---|
| 3     | 1:30 DISMISSAL - STAFF PROFESSIONAL DEVELOPMENT |
| 11    | 1:30 DISMISSAL - PARENT / TEACHER CONFERENCES   |
| 18    | 1:30 DISMISSAL - PARENT / TEACHER CONFERENCES   |
| 29-31 | SPRING BREAK SCHOOL CLOSED                      |

**APRIL**

|     |   |
|-----|---|
| 1-2 | SPRING BREAK SCHOOL CLOSED                      |
| 14  | END OF 3RD MARKING PERIOD                       |
| 14  | 1:30 DISMISSAL - STAFF PROFESSIONAL DEVELOPMENT |

**MAY**

|     |                             |
|-----|-----------------------------|
| 3-7 | TEACHER APPRECIATION WEEK   |
| 13  | EID - SCHOOL CLOSED         |
| 31  | SCHOOL CLOSED- MEMORIAL DAY |

**JUNE**

|    |                                     |
|----|-------------------------------------|
| 21 | 1:30 DISMISSAL                      |
| 22 | 1:30 DISMISSAL & LAST DAY OF SCHOOL |

## **SCHOOL PROCEDURES**

### **COMMUNICATIONS**

Schools shall distribute information pertaining to student safety, including arrival and dismissal procedures to each student to bring home in the fall of every school year.

Schools will distribute or post on the district website a school calendar of scheduled school closings and early dismissals. In addition to the monthly calendar, schools will utilize Blackboard, the automated telephone relay system to send notices for scheduled half days and school closings.

The Township of Edison Public Schools has daily access to the ESN network, Channel 118 on the local cable station. All emergency information including but not limited to early dismissal, delayed openings, and school closings is posted on Channel 118.

In the case of an emergency early dismissal or closing, the Blackboard telephone relay system will be used to contact the parents/guardians of every student to inform them of the need for an emergency early dismissal or school closing and to make sure students will be supervised at the time of the dismissal.

### **BLACKBOARD**

Edison utilizes a telephone, text, app and email message service called *Blackboard*. This site has enabled us to personally communicate with parents about emergency situations, school events and important issues impacting your child. Please be sure to update your child's emergency information and telephone numbers during the school year.

### **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](mailto:Genesis.parent@edison.k12.nj.us) or call 732-452-4574 between the hours of 8:00AM-4:00PM.

## **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.

**VERY IMPORTANT**

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

## **Communicating with Staff**

All staff members are accessible via email, phone or in person conference. In order to set up a meeting with any staff member, please email the staff member directly using their district email address. The following can help you in determining who to speak to depending on the situation:

| <b>Situation</b>  | <b>Person to Contact</b>   |
|---|--|
| Issue with homework, assignments, grades, conflict with another student in the class, change in dismissal | Homeroom Teacher(s)<br>Teacher Email:<br>firstname.lastname@edison.k12.nj.us   |
| Conflict between students   | Melanie Nunziata, School Counselor<br><a href="mailto:melanie.nunziata@edison.k12.nj.us">melanie.nunziata@edison.k12.nj.us</a> or<br>(732) 452-2980 ext. 66003 |
| General School Questions  | Shelley Telson or Joni Roach, School Secretaries<br>(732) 452-2980   |

The Administration at MLK firmly believes in building a strong connection between school and home. Please do not hesitate to contact the Principal or Assistant Principal. There is an open door policy.

**Principal:** Regina Arnold- [regina.arnold@edison.k12.nj.us](mailto:regina.arnold@edison.k12.nj.us)



**Asst. Principal:** Jennifer Fischer - [jennifer.fischer@edison.k12.nj.us](mailto:jennifer.fischer@edison.k12.nj.us)

### Arrival & Dismissal Procedures

#### ARRIVAL FOR ALL STUDENTS

Arrival time for **all** students is from **8:45 – 8:55 AM**. School starts promptly at 8:55 AM. Parents are not permitted to drop off their children at school until 8:45 AM.

#### **Bus Students:**

Students arriving from a bus are dropped off in the parking lot of the school and enter the front door by the main office.

#### **Drop Off and Walkers:**

Students that are driven to school by their parents are to be dropped off at the Kiss and Drop Area. All students will enter the building through the door near the library and wait outside their classroom door under the supervision of teachers on duty.

#### **Edison Recreation Before-Care:**

Escort and sign your child into the building with a before-care member of the personnel.

At 8:45 AM all Edison Recreation Before-Care students are dismissed to line up adjacent to their classrooms.

#### KINDERGARTEN ARRIVAL

##### **A.M. SESSION:**

Arrival time for students is from **8:45 – 8:55 a.m.** School starts promptly at 8:55 AM. **Parents are not permitted to drop off their children at school until 8:45 a.m.**

##### **P.M. SESSION:**

Arrival time for students for the PM session is **12:55 p.m.** Parents are not permitted to drop off their children at school until 12:55 p.m.

#### KINDERGARTEN DISMISSAL

##### **A.M. SESSION:**

Dismissal time for students is **11:30 a.m.** **Bus** students will be dismissed through the school's main front entrance. **Walkers** will be dismissed to parents at the front door. Please wait beyond the cones along Tingley Avenue.

##### **P.M. SESSION:**

Dismissal time for students is **3:30 p.m.** **Walkers** will be dismissed to parents at the front door. Please wait beyond the cones along Tingley Avenue. Students taking bus transportation will be escorted to their bus.

#### FIRST GRADE DISMISSAL

Dismissal time for students is **3:30 p.m.** **All walkers will be dismissed out the third grade doorway**

**SECOND GRADE DISMISSAL**

Dismissal time for students is 3:30 p.m. All walkers will exit by the Main Office

**THIRD GRADE DISMISSAL**

Dismissal time for students is 3:30 p.m. All walkers will exit out the third grade doorways.

**FOURTH GRADE/FIFTH GRADE**

Dismissal time for students is 3:30 p.m. All walkers will exit the door near the library.

All students taking bus transportation (K-5) will be escorted to their bus.

All students that are participating in the Edison Township After-Care program will proceed to the assigned room for the program after dismissal.

**Dismissal Exit Areas**



**Tingley Avenue**

## **ATTENDANCE**

In compliance with state compulsory attendance laws, and to ensure learning, all students are expected to be present in school on every school day. Understanding that due to illness, and planned or unplanned family matters, students will invariably miss school on occasion; however, students are reminded of their responsibility to attend school as often as possible for the reasons stated above. Students are also expected to report to school on or before the scheduled starting times. Students that are habitually tardy to school will also be referred to the school Intervention and Referral Team to determine appropriate interventions, and the school attendance investigator to determine if legal action is warranted.

Regular attendance in school is essential to student growth and learning. Frequent absences will interfere with student achievement.

The Board of Education attendance policy requires:

1. A phone call must be made by parent/guardian to the school on each day of absence **NO LATER THAN 9:30AM (732-452-2980 press 1 for the absence mailbox).**
2. A written note must be sent in with your child upon return to school after an absence stating the reason for absence. Three days or more requires a doctor's note. The note should state the dates and reason of the absence. **Please do not take lengthy vacations while school is in session. Please be mindful of this if considering a trip during the school year as these absences are unexcused.**

Please review the attendance policy at:

<http://www.edison.k12.nj.us/cms/lib2/NJ01001623/Centricity/Domain/36/5200%20-%20Attendance.pdf>

## **VISITORS**

In order to ensure the safety of all our children, school doors will continue to be locked to those who are outside. The front entrance will be the only one for visitors. It will be monitored by closed circuit TV, and 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, proceeding immediately to the office. Be prepared to show a photo identification.

It is BOE policy that **all** visitors who enter the building during school hours sign the Visitor's Log located in the Main Entrance. **No one** is permitted to go to a child's classroom, nurse's office, library or anywhere else in the building unless you report to the Main Office first and are escorted to the destination. This policy is necessary for the children's protection and safety. If you expect to be in the school for more than a few minutes, you will be given a visitor's pass.

If you need to take your child out of school due to illness or for personal reasons, your signature is required in the sign-out log, which is located in the Main Office.

Children may only be picked up by parents/guardians or by a written note approving a pick-up. Please make sure any other adults authorized to pick-up your children are listed on your Emergency Information Form and come with a photo ID.

### **PICKING UP STUDENTS**

Children may only be picked up by parents/guardians unless a written note is sent in approving a change in the pick-up procedure. This note must indicate the full names of the person picking up the child. Everyone must present a picture ID. Please indicate on your Emergency Information Form who is authorized to pick-up your children.

#### **General Rules:**

- 1. A picture ID will be required from anyone picking up a child.**
- 2. No child will be released to any individual under 18 years of age.**
- 3. A child will not be released to anyone other than a parent/guardian or an individual listed on the emergency form without written consent from the parent/guardian.**
- 4. A note to the teacher stating the child's first and last name, pick up time, day and the name of the person who will be picking the child up is required and must be sent to school on the day the child is to be picked up.**

### **SECURITY GUARD - OFFICER WILLIAMS**

Our full time armed security guard, Officer Williams ensures the school's safety and is a visible member of our school community. His responsibilities include but not limited to:

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

### **A.B.C. (AFTER-BEFORE SCHOOL CHILD CARE)**

The Edison Recreation Department, in cooperation with the Edison Board of Education, offers an after-before school child care program for children in grades K-5. This program provides an alternative for the child of working parents. The program follows the school year calendar; when the school is open, the program will be in session.

A morning program is offered from 7:00 AM until 8:45 AM and an afternoon program is offered from 3:30 PM until 6:00 PM. Notices are sent home each year listing the cost for each session. For additional information, contact the Recreation Department at 732-248-7310 daily from 8:00 AM until 4:40 PM.

### THE SCHOOL NURSE: MRS. MEISNER

**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 at enrollment**. 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.

If a student becomes ill during the school day, they will be given immediate attention. Students should not personally call home if they feel ill; they should report to the school nurse. The nurse or a school staff member will contact the parents/guardians if their child is too ill to return to class.

### School Administration of Medication

Edison Township School District permits the school nurse to administer medications to students provided that:

- a) Parents/Guardians provide to the school nurse a completed medication administration form **HS Form #7A** completed by the student's physician and signed by the parent/guardian.

For allergies requiring Epinephrine auto-injectors, as EpiPen or Auvi-Q, for example – A Severe Allergy Treatment Plan **HS Form #30A** must be completed by student's physician and signed by parent/guardian. The same applies with student's taking Asthma medications and the Asthma Treatment Plan;

**All forms are available from the school nurse, or online at the Edison Township Public Schools website under the pull down menu's of "Departments" → "Health Services" → "District Forms"**

(Be sure to print out ALL required pages and complete them all)

- b) Parents/Guardians submit a new medication administration form following any changes to the student's medication;
- c) Parents/Guardians provide to the school nurse the medication in the original, pharmacy labeled container, and this container is clearly labeled with the student's name, physician's name, medication name, dosage, and frequency of administration, **(STUDENTS ARE NOT PERMITTED TO TRANSPORT MEDICATIONS)**; and
- d) Parents/Guardians submit a new medication authorization form each school year.

The parent request for medication administration, shall give permission to the Certified School Nurse to administer the medication and release the school of all liability. These requirements also apply to all over-the-counter medications such as Tylenol, Advil, etc., cough/cold, allergy medications, and eye drops. No cough drops will be allowed in school.

### **Reasons to keep your child home from school**

In the interest of your child's health and the prevention of illness spread, it is suggested that you keep your child home if he/she has the following systems:

1. **FEVER of 100°F or more.**  
Students are **Not permitted in school** until 24 hours fever-free without fever reducing medications. **\*\* THERE ARE NO EXCEPTIONS TO THIS POLICY \*\***
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 your child is sent to school not feeling well, you will receive a call right away to pick up the student to take the child home or to the doctor. Please have a back-up plan for these circumstances. If you are at work, someone must be able to pick up the ill student in less than an hour for their comfort and safety, as well as for the continuous flow of other students requiring care and first aid. The person picking up should be listed as an emergency contact.

If you have any questions or concerns or if your child has any special needs, as a result of an injury or an accident, please contact Mrs. Meisner (732-452-2980 ext. 66004 or press #2).

## SCHOOL RULES

IT IS THE RESPONSIBILITY OF ALL STUDENTS TO BE SAFE, KIND, RESPONSIBLE AND RESPECTFUL

### GENERAL RULES

1. Be courteous and respectful to others.
2. Be on time for school. First bell rings at 8:55. Homeroom starts promptly at 9:00 AM. Any student who arrives after 9:00 AM must be signed in by a parent/guardian in the main office.
3. Students returning to the building after 3:45 PM should be accompanied by an adult and report directly to the office as all classrooms are locked.
4. **No electronic handheld devices, skateboards, rollerblades or trading card games and/or sports equipment are to be brought to school. If this rule is disregarded, your property may be held until June.**
5. Chewing gum is not permitted on school property.
6. For safety reasons, flip-flops and cleats are NOT to be worn to school.
7. Students who are going home by a different means must bring a signed note from a parent. If this is not done, the student MUST go home as they normally would.

### INDOOR RULES

1. No running anywhere in the school building. Walk quietly in the hallways.
2. Please be careful to respect student work displayed in the hallways, especially when lining up.
3. Caps or hats are to be worn outside only before and after school hours.
4. During assemblies, students are expected to exit and enter the gym in an orderly fashion, and be attentive at all times.

### OUTDOOR RULES

1. Walk on the sidewalk, not on the curbing or the grass.

2. Snowballs are not permitted to be made or thrown on school grounds.
3. Use good sense and practice safety at all times. Go to the nearest adult for help if you need assistance.

### **Bus Rules**

1. **Students are expected to remain seated, in assigned seats, and with seatbelts buckled at all times.**
2. Make sure to be at the designated bus stop at the appropriate time.  
Buses are unloaded at 8:45 AM.
3. Younger children are to be occupying the seats toward the front of the bus.
4. Students must go to their designated bus stop for the morning and afternoon rides. You may only ride the bus to which you are assigned.
5. Bus students who are going home by a different means must bring a signed note from a parent. If this is not done, the student **MUST** ride the bus home.
6. Be respectful and courteous to the bus driver and others. Never push or run to and from the bus.
7. At the end of the day, enter the gym quietly, proceed to your bus lines, and listen attentively for your bus to be called.

### **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 characteristic; 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](mailto:roseann.carusowalker@edison.k12.nj.us) 732-452-490 or Melanie Nunziata MLK's Anti-Bullying Coordinator, [melanie.nunziata@edison.k12.nj.us](mailto:melanie.nunziata@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](#)

#### LUNCH

The Board of Education has entered into a food service contract with a company called Chartwells. The cost for lunch is \$2.75. You may purchase milk, if you bring your lunch, for .50¢. Please make checks or money order payable to the Edison Township Board of Education Cafeteria Account. **All money/checks must be put in an envelope labeled LUNCH, along with your child's first and last name, teacher's name and the amount enclosed.** Also, for your convenience you may pay online at [www.MySchoolBucks.com](http://www.MySchoolBucks.com) you will need your child's Student ID#. We encourage you to pay in advance online (instead of sending cash on a daily basis) to expedite the lunch lines. Your child will be able to select their choice of lunch as they proceed through the cafeteria line.

In addition to a hot meal, there will also be 2 cold items available on a daily basis. Milk (white and chocolate) and various, healthy snacks can be purchased a-la-carte.

We strongly suggest that extra lunch money be kept on your child's school account in the event they forget to bring their lunch or lunch money to school. If a child has forgotten their lunch and/or do not have payment, your child will be expected to bring in the \$2.75 the next day.

**Lunch is scheduled as follows: Grades 1, 2 & 3  
Grades 4 & 5**

**12:15 – 1:00  
1:05 – 1:50**

**LOST & FOUND**

Please put an identification label on all outer clothing, including caps, hats, sweaters, raincoats, as well as lunch boxes, eyeglass cases, etc. Be sure to put the label on the **inside** so that your child's name is not visible to a stranger. Each year many unclaimed, unmarked items are given to charity or thrown away. If your child has lost something at school, they should check the "lost and found" in the front hallway.

**PHONE POLICY**

In order to ensure children's safety, cell phones are permitted both to and from school. However, cell phones are not to be used during school hours.

- Cell phones must be kept in the student's backpack during school hours.
- Students riding the bus must leave phones in their backpacks. They may take it out if called or texted by a parent, but under no circumstances use it to take pictures.
- Any student who violates this procedure will have their cell phone taken away. Cell phones will not be returned to that student until parents come in for a meeting with the Principal and teacher. The student will no longer be allowed to have a cell phone in school.

Please remember, for any emergency situation during the day, the office and classroom teachers should be emailed immediately, as well as calling the office.

**ELECTRONIC DEVICES**

**Please be aware that students are prohibited from using electronic devices of any kind including cell phones, beepers, paging devices and toys during school hours.**

**BIRTHDAYS**

Due to the high incidence of allergies, and in light of the BOE Nutrition Policy #5140,  
**Birthday celebrations will no longer include food/drinks/snacks.**

Children's birthdays will be celebrated with a song and parents may choose to come in and read a short story/picture book at a time prearranged with the teacher and/or send in a book for the classroom library with your child's name, and a short dedication statement on the inside cover of the book.

**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](http://www.edison.k12.nj.us) under Curriculum on the District Services drop-down menu.

### **GRADING**

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-1 students. 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
- **1<sup>st</sup> Grade:** All content areas for marking periods 2, 3, 4

**2<sup>nd</sup> – 5<sup>th</sup> Grades: All Content Areas – ELA, Math, Science, Social Studies**

| <b>Grade</b> | <b>Proficiency Rank</b> | <b>Numerical Value</b> |
|--------------|-------------------------|------------------------|
| 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 1<sup>st</sup> – 4<sup>th</sup> Grades: Physical Education, Music, Visual Arts:**

#### **GRADING SCALE**

|   |                   |
|---|-------------------|
| O | Outstanding       |
| S | Satisfactory      |
| N | Needs Improvement |

**Special Subjects 5<sup>th</sup> 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.**

## **SPECIAL PROGRAMS & SERVICES**

### **READING SPECIALIST MRS. YANNUZZI**

### **District INTERVENTIONIST MRS. CAIROLI**

The reading specialist and math interventionist facilitate the implementation of targeted, research-based programs within the school to support the established language arts/literacy and mathematics curriculum, including instructing students and serving as a coaching resource for the staff.

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 RTI committees

### **COUNSELING AND ANTI-BULLYING SPECIALIST - Ms. NUNZIATA**

The counseling program at MLK 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 Ms. Nunziata. It is imperative that we work together to find a solution to your particular child's situation.

### **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, reading specialist, math interventionist, guidance counselor, special education teacher and the classroom teacher.

The committee meets monthly 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 2- 5. First Grade is addressed later in the year to account for developmental growth. 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**

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.

### **SPECIAL EDUCATION**

Martin Luther King 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 four 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.

### **GIFTED AND TALENTED**

Students in grades three through five benefit from working with Gifted and Talented faculty in smaller class sizes outside the general education classroom. They utilize a problem-based learning approach

to math while addressing the New Jersey Student Learning Standards. Two units of STEM (Science, Technology, Engineering, and Math) experiences provide opportunities to participate in the creative design process and research topics that extend the science curriculum. Finally, aligning itself with the NJSLs for English Language Arts Literacy, a unit on Poetry Appreciation has been added that challenges students to read and comprehend poems in an advanced grade text complexity band proficiently.

## **PARENT TEACHER ASSOCIATION**

### **PTA MISSION**

The mission of the PTA 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;
- 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.

### **2020-21 PTA Officers may be contacted at:**

President, Rene' Murphy: [rene.murphy@mlkedison.org](mailto:rene.murphy@mlkedison.org)

Vice President 1, Lavina Khiani: [lavina.khiani@mlkedison.org](mailto:lavina.khiani@mlkedison.org)

Vice President 2, Dimple Shah: [Dimple.shah@mlkedison.org](mailto:Dimple.shah@mlkedison.org)

Treasurer, Varsha Manjrekar: [ptatreasurer@mlkedison.org](mailto:ptatreasurer@mlkedison.org)

Recording Secretary, Bhuvana Kumaraswami: [bhuvana.kumaraswami@mlkedison.org](mailto:bhuvana.kumaraswami@mlkedison.org)

Corresponding Secretary, Deepika Vikas: [deepika.vikas@mlkedison.org](mailto:deepika.vikas@mlkedison.org)

PTA General Mailbox: [mlkpta@mlkedison.org](mailto:mlkpta@mlkedison.org)

### **THE OBJECTIVES OF THE PTA 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

### **PTA 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 which covers National, State & Local PTA membership about half is retained by the MLK PTA to be used for the many activities enjoyed by the children.

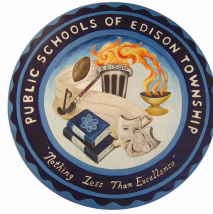
### **PTA MEETINGS**

PTA meetings are open to all concerned individuals. They usually take place on the second Monday of the 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 PTA 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 PTAs, we consider all meetings to be general PTA meetings.

**VOLUNTEERING**

The PTA only works through the efforts of concerned parents, teachers, grandparents, and other individuals that volunteer their time to make Martin Luther King 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 PTA. If you would like to volunteer in any way, please visit the PTA website [www.mlkedison.org](http://www.mlkedison.org) to signup or contact the PTA at [mlkpta@mlkedison.org](mailto:mlkpta@mlkedison.org).



# Public Schools of Edison Township

312 PIERSON AVENUE \* EDISON, NEW JERSEY 08837  
 TELEPHONE (732) 452-4900 FAX (732) 452-4993

**Bernard F. Bragen, Jr., Ed.D.**  
 Superintendent of Schools

**Daniel P. Michaud**  
 Business Administrator /Board Secretary

## SUN SAFETY AND PROTECTION

The Board of Education (along with the U.S. Centers for Disease Control and Prevention, among other organizations) recognizes that continuous exposure to the sun's ultraviolet (UV) radiation can increase the risk of skin cancer. Acknowledging that students spend a significant amount of time in the sun during school hours and after school in sports and recreation programs, the Board of Education recommends that schools take measures to protect student health to ensure the safe implementation of N.J.A.C. 6A:26-6 and N.J.A.C. 5:23. All students should possess the knowledge, attitudes, and skills necessary to protect their skin from harmful sun exposure and thereby help to prevent skin cancer. The Board further recognizes that skin cancer prevention is important for all school workers, particularly for those who spend significant portions of their day in the sun. Finally, the Board acknowledges the essential role of family and community involvement in the school sun safety program.

## SUN SAFETY EDUCATION

The school district and its schools shall provide opportunities to educate students on sun safety at every grade level, pre-kindergarten through grade twelve. These opportunities may include students' sun safety behavior when they are outdoors, be based on theories and methods proven effective by published research, and be consistent with the state's/district's health education standards/guidelines/framework. Sun safety education shall be designed to help students acquire:

1. Knowledge about the harmful effects of the sun and ways to protect the skin; and
2. Sun-safe skills, including the correct use of protective clothing, hats, sunglasses, sunscreen, and lip balm, as well as seeking shade and limiting sun exposure when possible and practical, during the hours of peak sun intensity.



Activities shall be developmentally appropriate, active, engaging, and emphasize the positive benefits of sun safety. The program shall encourage families as partners in their children's education.

Sun safety education shall be closely coordinated with other sun safety efforts, such as projects to increase the amount of shade on the school campus. In addition, sun safety concepts may be integrated into subject areas such as science, geography, and mathematics.

## **OUTDOOR ACTIVITIES AND THE SCHOOL ENVIRONMENT**

The school district/schools shall consider creating, implementing, and monitoring safety measures such as protective clothing, hats, sunglasses, sunscreen, lip balm, and access to shaded areas on the school campus. These measures shall contain ways to encourage students to seek shaded areas for outdoor

activities and limit sun exposure, when possible, and practical, during the hours of peak sun intensity. During the time span of March 1 to October 31, the school(s) shall optimize shade options for students and personnel and shall encourage the utilization of existing shaded or indoor areas for congregation and recreation. Measures may contain the following elements:

1. Ways to encourage students to wear protective clothing while outdoors;
2. Ways to encourage students to wear hats that protect the face, neck, and ears whenever they are outside.
3. Ways, such as working with families and the community, to ensure that students have access to and use an SPF 15 (or higher) broad-spectrum, water-resistant sunscreen or lotion and lip balm;
4. Ways to encourage or allow students to apply sunscreen and lip balm before school and before outdoor activities with consideration to sunscreen sensitivities and allergies; and

In addition, all new school construction or renovation projects may include a plan to provide shade for areas where students and staff congregate, such as playgrounds, sports fields, lunch areas, and waiting areas.

## **FAMILY AND COMMUNITY INVOLVEMENT**

The school district/schools shall work with families and the community to support and supplement sun safety efforts at the school. Families may be provided with information about:

1. The causes of skin cancer and the ways that it can be prevented;
2. The school sun safety program;
3. Sunscreen sensitivity and allergies;
4. The importance of children wearing hats to prevent overexposure to the sun, but not sharing hats, which can spread head lice;
5. Ways that families can reinforce the school-based sun safety program with activities at home; and
6. Ways that families can become involved with and support the sun safety school program.

School instructional staff shall collaborate with agencies and groups conducting sun safety education and activities in the community to send consistent messages to students and their families.

## **EVALUATION**

Schools shall evaluate and revise sun safety programs, and address identified shade needs, annually.

