

**James Monroe Elementary School
Parent Handbook**



2022-2023

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
www.edison.k12.nj.us

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.

Douglas Schneider – President
Shivi Prasad-Madhukar – Vice President

Dr. Kevin Hajduk
Mohin Patel
Brian Rivera

Biral Patel
Xiaohan “Shannon” Peng
Jingwei “Jerry” Shi
Virginia White

Central Administration

Bernard F. Bragen Jr., Ed.D	Superintendent	732-452-4963
	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
Thomas Toohey	Assistant Superintendent, Special Services	732-452-4948
Maritza Mosley-Aviles	Elementary Supervisor	732-452-4932
Kate Gousman	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

Table of Contents

[Principal's Message](#)
[School Closing/Delayed Opening](#)
[Tentative Calendar of Events](#)
[School Schedule](#)
[Marking Period Schedule](#)
[Parent Teacher Conferences](#)
[State Testing Dates](#)
[School Procedures](#)
 [Masks](#)
 [Arrival Procedures/ Dismissal Procedures](#)
 [Bus Dismissal Procedures](#)
 [Attendance Policy/Homework Requests](#)
 [Blackboard/Parent Portal](#)
 [Parent Custody Issues](#)
[Contact Information](#)
[Security Guard](#)
[A.B.C. After-before School Child Care](#)
[Visitors/Visitor Management System](#)
[Dropping Off Items](#)
[Early Release](#)
[Parking](#)
[James Monroe Motto](#)
[School Rules/Student Expectations](#)
[Harassment, Intimidation, And Bullying](#)
[Dress Code](#)
[Lunch](#)
[Phone Policy/Electronic Devices](#)
[Technology/Assessments](#)
[Grading](#)
[Responsive Classroom](#)
[School Floor Plan](#)
[Staff](#)
[Message From The School Nurse](#)
[Reading & Math Specialists](#)
[English as a Second Language](#)
[Counseling](#)
[Intervention & Referral Service Committee \(I&RS\)](#)
[Response To Intervention](#)
[The Child Study Team/What Is An IEP?](#)
[Special Education/Related Services](#)
[Gifted And Talented](#)
[Physical Education](#)
[Library](#)
[Instrumental Band & Orchestra/Chorus](#)
[School Activities](#)
[Field Trips/Chaperones](#)
[Parent Teacher Organization \(PTO\)](#)
[BOE Policies](#)

A Message from Principal Cyndi Tufaro and Assistant Principal Maggie Callahan

We are excited for another new year to begin and to welcome new and familiar faces through our doors!

The James Monroe administrative team thinks 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 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 and fostering strong relationships with our students.

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, 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. As this year unfolds, we anticipate nurturing these experiences and discovering exciting ways to deliver these important outlets.

All parents and legal guardians are encouraged to become active members of the Parent Teacher Organization (PTO). We are hopeful that you will be able to join us at our future events and want to assure you that the James Monroe community is here to assist you in any way. Don't hesitate to contact us for assistance.

Best wishes for a safe and successful school year!

2022-2023 School Calendar
Delayed Openings/1:30 Dismissals/school closings

Wednesday	September	6	First Day of School
Monday	September	26-27	Schools Closed- Rosh Hashanah
Monday	October	5	Schools Closed- Yom Kippur
Wednesday	October	12	1:30 Dismissal - Staff Professional Development Day
Monday	October	24	Schools Closed- Diwali
Monday	November	4	Last day of MP1
Tuesday	November	8	No School- Staff Professional development Day
Thursday	November	10-11	Schools Closed-Teacher's Convention
Tuesday	November	15	1:30 Dismissal Parent Teacher Conferences
Wednesday	November	23	1:30 Dismissal
Thursday	November	24-25	Schools Closed - Thanksgiving Recess
Tuesday	November	29	1:30 Dismissal Parent Teacher Conference
Thursday	December	1	1:30 Dismissal Parent Teacher Conferences
Wednesday	December	17	1:30 Dismissal - Professional Development Day
Friday	December	23	1:30 Dismissal
Monday	December	26	Schools Closed through January 1
Monday	January	2	School Reopens
Wednesday	January	11	1:30 Dismissal - Professional Development Day
Monday	January	16	Schools Closed – Martin Luther King's Birthday
Friday	January	27	Last Day of MP2
Tuesday	February	1	1:30 Dismissal- Professional Development Day
Monday	February	20	Schools Closed - Presidents' Day
Wednesday	March	1	1:30 Dismissal - Professional Development Day
Thursday	March	23	1:30 Dismissal Parent Teacher Conferences
Tuesday	March	28	1:30 Dismissal Parent Teacher Conferences
Thursday	March	30	1:30 Dismissal Parent Teacher Conferences
Monday	April	3-7	Schools Closed- Spring Recess
Tuesday	April	11	Last Day of MP3
Wednesday	April	12	1:30 Dismissal- Professional Development Day
Friday	April	21	School Closed - EID
Monday	May	29	Schools Closed – Memorial Day
Friday	June	16	1:30 Dismissal
Monday	June	19	No School - Juneteenth
Tuesday	June	20	1:30 Dismissal - Last Day of School

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. An email will be sent home at the beginning of each month with the calendar attached. Please reference the district school year calendar.

PUBLIC SCHOOLS OF EDISON TOWNSHIP SCHOOL CALENDAR - 2022-23 182 INSTRUCTIONAL DAYS

SEPTEMBER 2022 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	

OCTOBER 2022 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					

NOVEMBER 2022 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			

DECEMBER 2022 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 2023 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				

MARKING PERIOD END DATES	
MP 1	NOVEMBER 4, 2022
MP 2	JANUARY 27, 2023
MP 3	APRIL 11, 2023
MP 4	JUNE 20, 2023

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)



GRADUATION DATE Class of 2023: JUNE 20, 2023

SEPTEMBER

Thurs.,	SEPT. 1	Staff Report
Mon.,	SEPT. 5	Labor Day
Tues.,	SEPT. 6	SCHOOLS OPEN (PS – 12)
Mon.,	SEPT. 26	Rosh Hashanah
Tues.,	SEPT. 27	Rosh Hashanah

OCTOBER

Wed.,	OCT. 5	Yom Kippur
Wed.,	OCT. 19	Single Session Day/ Professional Development
Mon.,	OCT. 24	Diwali

NOVEMBER

Tues.,	NOV. 8	Staff Professional Development Day/ No School for Students
Thurs.,	NOV. 10	Teacher's Convention
Fri.,	NOV. 11	Teacher's Convention
Thurs.,	NOV. 24	Thanksgiving
Fri.,	NOV. 25	Recess

DECEMBER

Wed.,	DEC. 7	Single Session Day/ Professional Development
Mon.,	DEC. 26	Winter Break
Fri.,	DEC. 30	Winter Break

JANUARY

Wed.,	JAN. 11	Single Session Day/ Professional Development
Mon.,	JAN. 16	Martin Luther King's Birthday

FEBRUARY

Wed.,	FEB. 1	Single Session Day/ Professional Development
Mon.,	FEB. 20	Presidents' Day

MARCH

Wed.,	MARCH 1	Single Session Day/ Professional Development
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APRIL

Mon., -	APRIL 3	Spring Break
Fri.,	APRIL 7	Spring Break
Wed.,	APRIL 12	Single Session Day/ Professional Development
Fri.,	APRIL 21	EID

MAY

Mon.,	MAY 29	Memorial Day
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JUNE

Mon.,	JUNE 19	Juneteenth
Tues.,	JUNE 20	Last Day of School

FEBRUARY 2023 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				

MARCH 2023 23 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 2023 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						

MAY 2023 22 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 2023 13 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 15th, November 29th, and
December 1st

Middle Schools
November 17th and February 16th

High Schools
December 13th

There are two 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 additional emergency closing days are needed, it shall be taken on: 4/3, 4/4, 4/5

Adopted: March 23, 2020
Revised: August 23, 2022

Board of Education Meetings 7:00PM –
 9/15/22-JPS, 10/18/22-EHS, 11/22/22-JPS, 12/20/22-EHS

School Schedule

Bus pick-up is approximately 30 minutes before school begins. Specific time varies with the particular stop on each route. Please check with [transportation](#) and review your child's bus pass in Parent Portal for more information regarding bus pickup times and locations.

Regular Hours Gr. K-5 8:55 AM - 3:30 PM

Delayed Openings Gr. K-5 10:30 AM - 3:30 PM

1:30 Dismissal Gr. K-5 8:55 AM - 1:30 PM

Marking Period – Report Card Schedule

Grades K - 2		Grades 3 - 5	
Trimester	Dates	Marking Period	Dates
1st Trimester	December 9th, 2022	Marking Period 1	November 28, 2022
2nd Trimester	March 14th, 2022	Marking Period 2	February 16, 2023
3rd Trimester	June 21st, 2022	Marking Period 3	April 26, 2023
		Marking Period 4	June 21, 2023

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

Parent Teacher Conferences

Fall Dates:

Tuesday, November 15th - Evening Conferences
 Tuesday, November 29- Afternoon Conferences
 Thursday, December 1st - Evening Conferences

Spring Dates:

Thursday, March 23rd - Evening Conferences
 Tuesday, March 28th - Afternoon Conferences
 Thursday, March 30th - Evening Conferences

School operates on a 1:30pm dismissal schedule on conference days

STATE ASSESSMENT INFORMATION
Start Strong Assessment: Grades 4 and 5 only
September 13th and 14th

The Start Strong assessment will be administered again this fall. The Start Strong assessments are intentionally brief, designed to maximize instructional time and quickly provide critical data to teachers and school leaders. These assessments provide schools and districts the flexibility to address students' unique needs at the beginning of the school year.

The Start Strong assessments:

- Are based on a subset of prioritized prior-year academic standards;
- Are available in ELA grades 4-10, Mathematics grades 4-8, Algebra I, Geometry and Algebra II, and in Science grades 6, 9, and 12;
- Can be administered in approximately 45-60 minutes;
- Will provide immediate results to educators through the assessment platform; and
- Will include the same accessibility features and accommodations as the NJSLA, including forms in Spanish and Text to Speech (TTS).

The Start Strong assessments utilize three performance levels ("Strong Support May Be Needed"; "Some Support May Be Needed"; and "Less Support May Be Needed") to aid educators and families in making decisions about the types of support that students may need. The reports will be available to educators immediately after students complete the assessment. The assessments are not meant to replace any preferred assessment strategies being used locally but can be used to complement existing efforts to gather standards-based data (local benchmarks, writing samples, assignments, homework, etc.) at the beginning of the school year.

NJSLA

During Spring 2022, students in grades 3 through 5 take the NJSLA. NJSLA (New Jersey Student Learning Assessment) assesses the students based on the Common Core State Standards (CCSS). Edison's curriculum covers standards under the CCSS to continue providing the best education for students. – NJSLA ELA AND MATH (Grades 3-5) – NJSLA SCIENCE (Grade 5 only)

NJSLA Testing Dates: May 8th-12th (grades 3-5)
5th grade ONLY- May 15 and 16 for science testing

It is imperative that students are present. Please avoid scheduling vacations during the testing weeks.

School Procedures and Supervision Plan

READ CAREFULLY

PAGES 9 THROUGH 12 CONTAIN VITAL INFORMATION ABOUT ARRIVAL AND DISMISSAL PROCEDURES, AS WELL AS HOW YOUR CHILD IS SUPERVISED THROUGHOUT THE DAY.

Parent Notification

By April, the Township of Edison Board of Education adopts the school calendar for the next school year and distributes it to each student to bring home. This calendar clearly states scheduled school closings and early dismissals for the next school year.

The Township of Edison Public Schools will post the school year calendar on the district's Website: <http://www.edison.k12.nj.us>. In addition, each residential household receives a district/township calendar of events in late August. These calendars clearly state scheduled school closings and early dismissals.

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. High schools shall obtain and verify with parents/guardians permission for students to be on an early release schedule.

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 Black Board, 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 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.

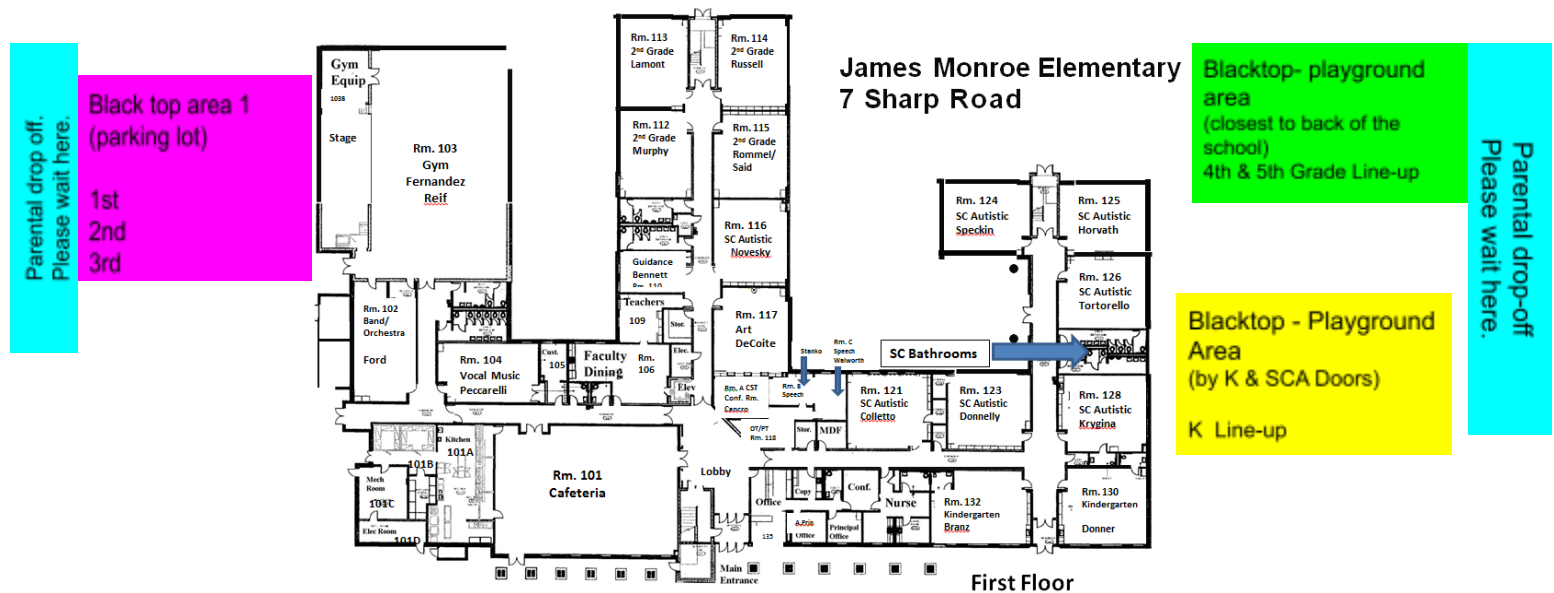
In the case of an emergency early dismissal or closing, the Black Board telephone relay system will be used to contact the parents/guardians of every student to inform them of the need for an emergency early dismissal or school closing and to make sure students will be supervised at the time of the dismissal.

Masks:

Currently masks are no longer mandated in schools. Should that change throughout the school year, parents will be notified. Masks continue to remain optional for staff and students.

The best way to access the building is to park or walk from Montview Rd. and take the pedestrian path behind the school to the lineup areas. Staff is on duty at 8:45 AM. **There is NO supervision outside before that time.** Once on the school property, sidewalks must be used at all times. Dogs, or pets of any kind, are not permitted on school grounds during arrival and dismissal, unless they are a service animal.

ARRIVAL MAP

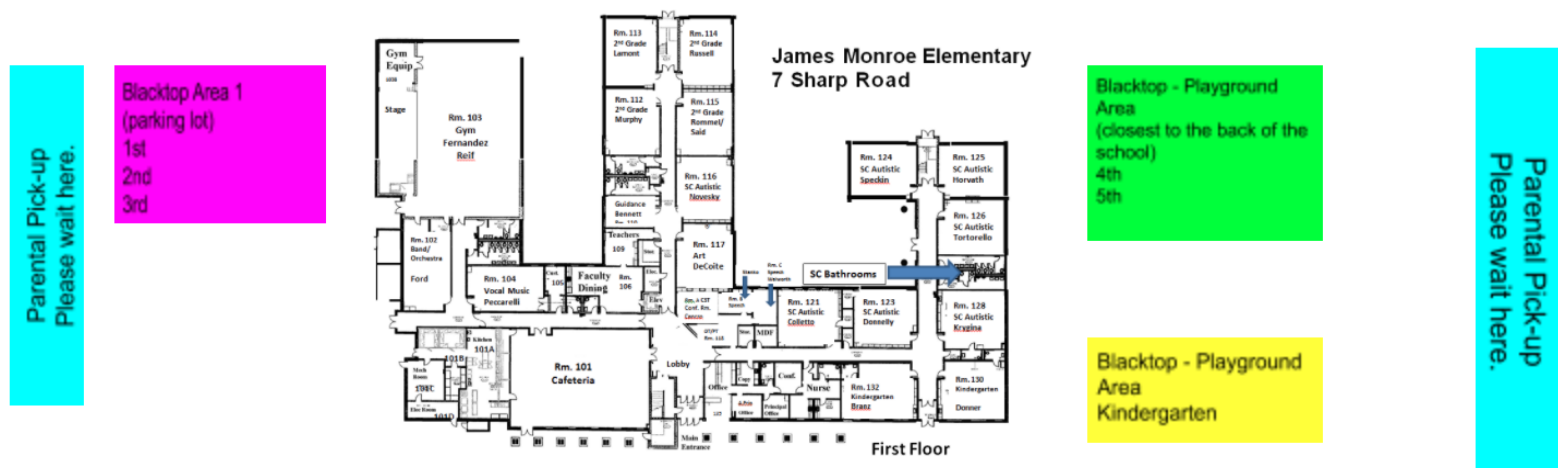


- Walkers will line up in their designated grade level area outside of the building and line up by homeroom section beginning at **8:45 AM**. All students enter the building at 8:53 AM
 - Grades 1 and 2 enter through the side doors (door #6), grade 3 will enter through the back door (door #9).
 - Kindergarten enters through the K doors (door #12). Grade 4 and 5 students will enter through the back door near the playground (door #11).
- **Do not send your children to school before 8:45am as there will not be supervision before that time.**
- At 8:45am, bus students are dismissed from the buses to their designated grade level area outside of the building or the inside in the case of inclement weather; where students line up by class section.
- SC students go directly to their classrooms. All buses will be dismissed from the circle.
- Safety Patrols are assigned to each class to assist the students into the building and to their assigned classrooms.
- **Children not arriving on time (after 9:00am) must be signed in by an adult at the main entrance. This will result in a Tardy.**

DISMISSAL PROCEDURES FOR WALKERS

All parents/guardians are to be at the designated exit to meet their children. Buses will be dismissed first, all other students will be walked out by their homeroom teacher through the designated doors:

Back of Building



Front of Building

All parents/guardians are to be at the designated exit to meet their children. Buses will be dismissed first, then siblings to the youngest child's classroom only if they exit from a different door, followed by all walkers. Dismissal will be staggered by grade level at their identified exits:

Grades 1, 2, 3 - Parking lot blacktop

Grades K, SCA, 4, 5 - Blacktop playground area

Parents should gather in designated pick up areas and provide ample space near exits to allow an area for teachers to dismiss students.

Bus Dismissal Procedures

- Students using bus transportation will line up in their grade's hallway until their bus is called. They will be monitored by staff and safety patrols.
- When their bus arrives, students will be escorted outside by a safety patrol and staff. Kindergarten students go on the bus first.
- Students are expected to remain seated, in assigned seats, with seat belts buckled at all times.
- Students must go to their designated bus stop for the morning and afternoon rides. Students may only ride the bus to which they are assigned.
- Bus students who are going home by a different means must bring a signed note (**no post-it notes** please) from a parent. If this is not done, the students **MUST** ride the bus to which they are assigned home. You can also email both the teacher & office at evelyn.hook@edison.k12.nj.us by 12PM.

Delayed Opening

On **Delayed Opening (10:30)** days, elementary school classes will begin as follows:

Grades K-5: 10:30 AM – 3:30 PM

On delayed opening days, elementary school classes will begin at 10:30 AM. Buses will pick up students at approximately 10:00 AM.

For more bussing information on inclement weather delays, you may contact the transportation department at 732-452-4560.

1:30 Dismissal Days

- On 1:30 dismissals, the elementary school day ends at 1:30PM.
- Please see the [school calendar](#) in our handbook for those days that are scheduled.
- In the event of an emergency closing, Blackboard will be utilized to notify families via email, phone call, text message and the portal.
- If it is a scheduled day, latchkey (ABC) will take place.
- If the closing is due to inclement weather or any other emergency situation, latchkey will **not** be held.
- In either case, buses will run, and students will be dismissed following the listed procedures.

Attendance Policy/Homework Requests

Parents must phone 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 also leave your request for any homework. Assignments can be picked up after 2:00 PM. Please call the school first to make sure there is a need to make the trip to school.

As per [BOE Policy #5200](#), when absent, students enrolled in the elementary and middle schools must present a valid reason, on the day of the absence, or school administration will contact the parental guardian. Students should bring in a note or doctor's notes on their next present day.

“In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence”

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.

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. 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 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.

Contact Information

VERY IMPORTANT

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

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 in the main entrance 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

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 alternative care for children 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 9:00 AM and an afternoon program is offered from 3:30 PM until 6:00 PM. It is housed in the cafeteria. 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.

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. We welcome parents to join us for numerous school activities; however, **we do not permit siblings in school during school hours**, even to parties or celebrations. We will be continuing to limit visitors to the building.

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. 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 once students have entered the building for the start of the day must continue to use the main entrance, identify themselves and the purpose of their visit.

Please place any items (eg. chromebooks, lunch, instruments, etc.) on the table located outside the front entrance which is protected by the building overhang. **Make sure the item is clearly 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 the student.

Early Release

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 kept on the table by the main entrance. It is your responsibility to inform the teacher or office in advance if this is a scheduled early release and to provide any doctor's notes for the absence to be excused.

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. **Parking is not permitted along the curb in the circle. It 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.



School Rules

**IT IS THE RESPONSIBILITY OF ALL STUDENTS TO HELP MAKE JAMES MONROE SCHOOL A PLACE WHERE
KINDNESS AND MANNERS MATTER**

General Rules

1. Be courteous and respectful to others.
2. Be on time for school. First bell rings at 8:53 AM. The school day starts promptly at 9:00 AM. Any student who arrives after 9:00 AM must be signed in by a parent/guardian at the main entrance.
3. Students walk in the building (not attempting to run or jump up steps) as they enter, exit and transition throughout the building.
4. Students will be allowed to enter the building after the first bell, at 8:55 AM and will report directly to their homeroom.
5. **No electronic handheld devices (cell phones, smart watches), 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.**
6. Chewing gum is not permitted on school property.
7. For safety reasons, flip-flops or croc shoes are NOT to be worn to school.
8. **BIRTHDAY INVITATIONS MAY ONLY BE DISTRIBUTED IN CLASS IF EVERYONE IS INVITED.**
9. "Manners and Kindness Matter" at all times. Say "Hello" and "Goodbye" to all adults you encounter at arrival and dismissal.

Indoor Rules

1. 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. No jumping, running and stepping over backpacks or any other personal items placed in the line-up area.
2. Walk on the sidewalk, not on the curbing or the grass.
3. Snowballs are not permitted to be made or thrown on school grounds.
4. Use good sense and practice safety at all times. Go to the nearest adult for help if you need assistance.

Lunchtime Rules

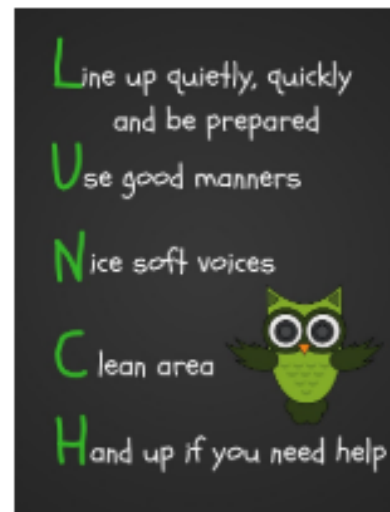
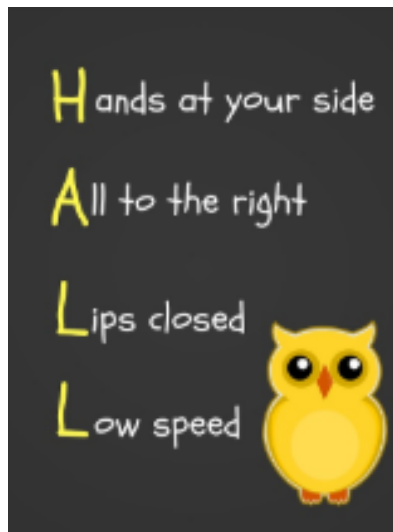
1. Time passing in the hallways is quiet because there are other classes working.
2. Respect everyone's personal space and remain in designated eating areas and sit appropriately while eating. Raise your hand in order to be able to leave the table for any reason.
3. Always use inside, quiet voices in the lunchroom, and listen to the lunch aides.
4. Lunch aides will tell students where playing is permitted.
5. Students are responsible for the choices they make, and all must ensure that lunch is a pleasurable experience for everyone.

Bus Rules

1. **Students are expected to remain seated, in assigned seats, and with seat belts buckled at all times.**
2. Be at the designated bus stop at the appropriate time. Buses are unloaded at 8:45 AM. Students will join their class lines on the designated side of the building.
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. Students 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, students proceed to their bus, using the main entrance or cafeteria doors.

Student Expectations

These posters are displayed around the school and use positive language to reinforce student behavior.



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](#)

Lunch

Check out the daily menu [HERE](#)



**Welcome Back to School
2022-2023**

Healthy Meals Grow *Healthy Kids!*

Edison Township Elementary Schools

Did you know your child's school lunch includes a wide variety of fruits, vegetables, and whole grain-rich foods? Maschio's school lunches have less saturated fat and sodium than other lunches and contain zero trans fat. Our meal portions are designed for your child's age and we offer a wide variety of healthy options like fat-free and low-fat milk. We take great pride in being able to offer your children healthier food choices so that they can fuel their bodies to get them through the school day and beyond!

View your menu: <https://edisontps.nutrislice.com/menu>

Register for an online payment account: <https://www.myschoolbucks.com/>

Cash and check payments are also accepted for meals. For checks, please include your payment form and make check payable to: Edison Township Public Schools

Breakfast Begins: September 7, 2022 **Student Breakfast: \$.00**

Lunch Begins: September 6, 2022 **Student Lunch: \$3.00**

All lunches include grains/breads, meat/meat alternative, fruit/juice/vegetable, and refreshing milk. Students must choose at least 3 items. Make sure 1 is a fruit, 100% fruit juice, or vegetable!

Contact Information

If you have any questions, concerns or suggestions, please contact

Armida Caldwell, Food Service Director acaldwell@maschiofood.com

You can learn more about Maschio's by visiting www.maschiofood.com

If you would like to contact our corporate office please call (973) 598-0005 or email us at comments@maschiofood.com

We look forward to a GREAT year!

FOOD ALLERGIES?
Please call us at (973) 598-0005 to speak to one of Maschio's Registered Dietitian Nutritionists.

FOLLOW US:
[@MASCHIOFOOD](#)
🐦 📷 📺

Healthy meals grow
healthy kids!

Maschio's Food Services, Inc.
"MASCHIO'S IS AN EQUAL OPPORTUNITY PROVIDER."

If you have any questions or concerns regarding the lunch program, please contact Ms. Beal, Vera.Beal@edison.k12.nj.us or Armida Caldwell of Maschio's Food Service at acaldwell@maschiofood.com.

Breakfast Procedures:

- A monthly menu should be completed and sent to the office for students interested in ordering lunch.
- Breakfast is delivered to the classrooms each morning.
- Students who ordered will be provided an opportunity to eat at their seats.

Lunch Procedures:

- Lunch is ordered each morning in homeroom. Students should be familiar with the daily menu which is available online or sent home each month.
- Students will be walked to the main lobby by their teacher and may enter the cafeteria to their assigned table. Students apply hand sanitizer. All students will sit facing one direction.
- Students attending recess first should be met by their lunch aide in the lobby and escorted out the appropriate doors.
- Before proceeding to the lunch counter, the students are lined up for milk or lunch purchases. Anyone who is not buying lunch remains seated at their table, once they arrive inside the cafeteria.
- Students should remain seated and raise their hands to alert the lunch aide of any needs.
- There will be one call for snacks AFTER students are finished being served lunch on Tuesday and Thursday.
- Students are responsible for keeping the floor neat and throwing away any garbage.
- Once lunch is finished, students line up next to their table. Lunch aides are responsible for wiping down the tables and benches.

Dress Code

Numerous viewpoints exist regarding the extent to which student dress should be regulated. It is generally felt that the school has a responsibility to assist students in developing an understanding of what constitutes acceptable practice in this area. It is also recognized that this responsibility cannot rest with the school alone. As with many aspects of our society, the home and other community agencies, along with the school, must assume responsibility for the development of positive attitudes and values within a safe environment. Students are expected to dress in clothing and footwear that allows them the freedom to play and learn. Clothing that fits properly, and footwear that is solid, will help to keep the children safe in the classroom and on the playground.

- Coats, hats, and gloves should be worn in cold weather. The children will go outside for Physical Education and recess throughout the winter. Hats are for outdoors only.
- Tank tops must have wide straps. Spaghetti straps or halter tops may only be worn underneath another shirt. - Please be sure that all language on clothing is appropriate.
- Footwear should be sturdy and have a back to them. Children are not allowed to wear flip flops, crocs, slippers, shoes with wheels or high heels. Children wearing inappropriate footwear will not be permitted to participate in Physical Education that day and that could impact their grade for the marking period.
- Fanny packs must be stored in the classroom closet during the school day. Students will not be allowed to wear fanny packs during school hours.

Communication

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/Maschio's Food Service
- #8 Main Office

Communicating with Staff

All staff members are accessible via school phone, email or in-person conference. In order to set up a meeting with any James Monroe staff member, please call the main office or 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:

Situation	Person to Contact
An issue with homework, assignments, grades, conflict with another student in the class	Homeroom Teacher(s) Teacher Email: firstname.lastname@edison.k12.nj.us
Conflict between students; social emotional concerns, I&RS, 504s, 6th Grade elective selection	Mrs. Erin Bennett, School Counselor erin.bennett@edison.k12.nj.us (732) 452-2970 ext. or Press 3
Attendance, Lunch Money, Change in Dismissal, General School Questions	Ms. Vera Beal or Ms. Evelyn Hook, secretaries vera.beal@edison.k12.nj.us or evelyn.hook@edison.k12.nj.us (732) 452-2970

The Administration at James Monroe firmly believes in building a strong connection between school and home. Please do not hesitate to contact the Principal or Assistant Principal.

Principal: Cynthia Tufaro – cynthia.tufaro@edison.k12.nj.us

Assistant Principal: Margaret Callahan - Margaret.Callahan@edison.k12.nj.us

Newsletter – Mrs. Tufaro and Mrs. Callahan, Editor

Our school publishes a monthly newsletter called the **James Monroe Report** which will be accessible on our website <https://mon.edison.k12.nj.us/> and will be emailed via the Blackboard system each month. 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.

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 cafeteria.

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.

Parents must sign a copy of the [James Monroe Cell Phone Policy](#) giving their child permission to have a cell phone.

- Cell phones must be kept in the children’s backpack throughout the day. They will be collected by teachers at the start of the school day and returned at dismissal if needed.
- 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, smart watches, beepers, paging devices, video games and toys during school hours.

Technology

Technology allows us to expand our teaching styles and is a vehicle for our students to be actively engaged. James Monroe students in grades 1 - 5 are each assigned a Chromebook. The Chromebooks along with the district provided online resources, site licenses and student accounts support exciting and engaging instruction. Kindergarten students utilize iPads. Students are permitted to take their device home to complete assignments and research projects on an as needed basis.

Parents will be asked to sign a form to either purchase insurance or 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](#).

Important Links

[Help Desk Ticket](#)

[Device Insurance](#)

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.

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. Assessments will be scheduled at the beginning of the school year and periodically throughout.

Assessment	Grade Levels	Subjects	Frequency
Exact Path	District Benchmark Grades 1 - 5	Reading and Math	2 times a year
Writing Benchmark	Writing Assessment Grades K - 5	Writing performance	2 times a year
LinkIt	District Benchmark Grades 2 - 5	Reading and Math	3 times a year
Start Strong	State Assessment Grades 4 and 5	Reading and Math	1 time a year (fall)
NJSLA	State Assessment Grades 3 - 5	Reading, Math Science (grade 5 only)	1 time a year (spring)
Renzulli	Grades 3-5	Creativity	1 time a year (fall)
Kindergarten/1st grade	Portfolio Assessment	Reading, phonics, math	ongoing
All Grade Levels	Unit Tests and PBA	Science, Math and SS	ongoing

GRADES K-2

Students in grades K-2 are being assessed by their teacher using instruments which chart their developmental growth in becoming a reader, becoming a writer, and becoming a mathematician. These assessments, which have been integrated into the classroom activities, provide specific information about skill/concept mastery over time in these critical areas. There is no separate testing schedule as this is an ongoing process.

GRADES 3, 4, & 5

Students in grades 3-5 are being assessed by their teacher using instruments which chart their reading and writing development and math skills. These assessments, which have been integrated into the classroom activities, provide specific information about skill/concept mastery over time in these critical areas. The students also participate in problem-based assessments which involve multiple subjects, critical thinking and collaboration.

Grading

In accordance with BOE Procedure #2624, 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.

Grades K-2 - Standards Based Report Card - Trimesters

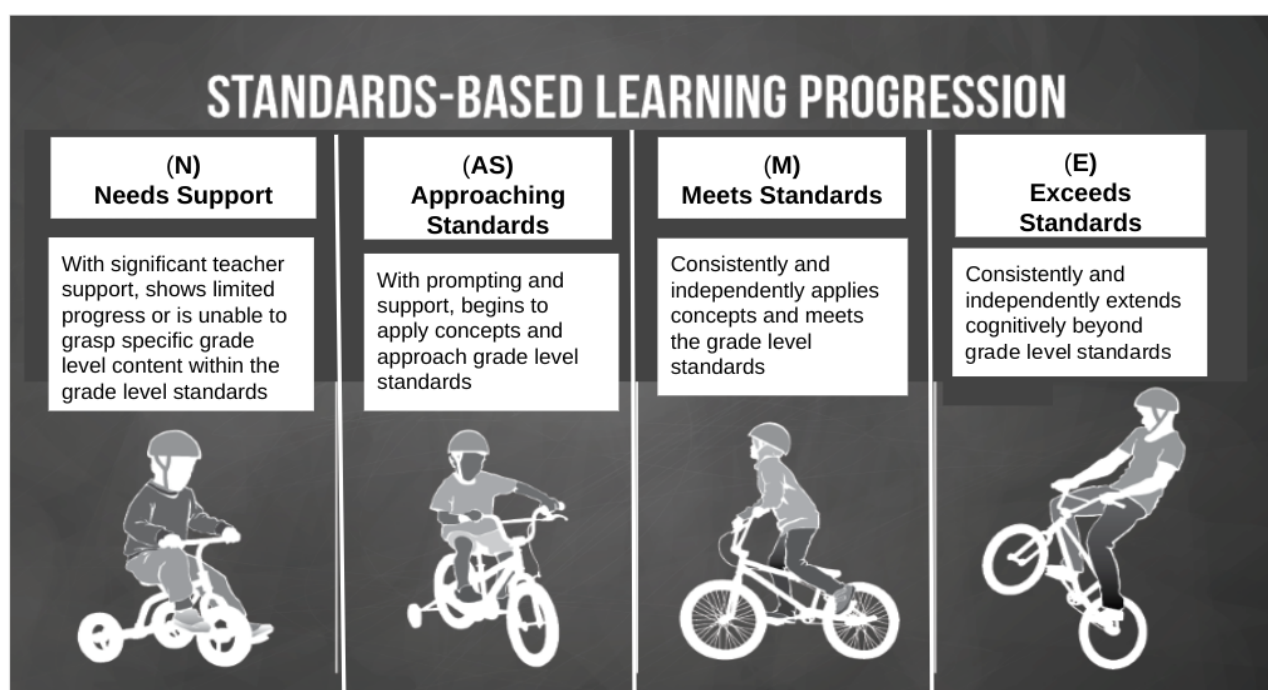
Standards Based Report Card

- Each subject is divided into important skills and standards aligned with the NJSL (New Jersey Student Learning Standards)
- Developmentally appropriate and provide a clear picture of your child's progress
- Grading is based on mastery of skills
- Consistent expectations across schools and classrooms

Evidence of Learning/Assessments will include:

- Classwork, quizzes and skills assessments (Graded using the progress indicators N, AS, M, E)
- Program-Specific Assessments such as Phonics First, Investigations, etc. which will be graded using the progress indicators N, AS, M, E
- Observation Notes Based on Authentic Assessments
- Individual Student Conferencing Notes based on One-on-One Instruction

Teachers will use the rubrics specific to that standard throughout trimesters to determine proficiency in that specific skill. The rubrics explain expectations for the given standard. Moving through the trimesters, concepts increase in difficulty as the year progresses.



Grades 3rd - 5th - Letter Grades - 4 Marking Periods

3rd – 5th Grades: All Content Areas – ELA, Math, Science, Social Studies

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

Special Subjects 3rd – 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.

For grades 3rd - 5th -

- 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.

Progress Reports are sent home mid marking period to maintain open lines of communication about your child's performance.

Report Cards

Report cards will be available in Parent Portal approximately one week following the end of marking period or trimester (grades k-2 and pilot 3rd grade classes).

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

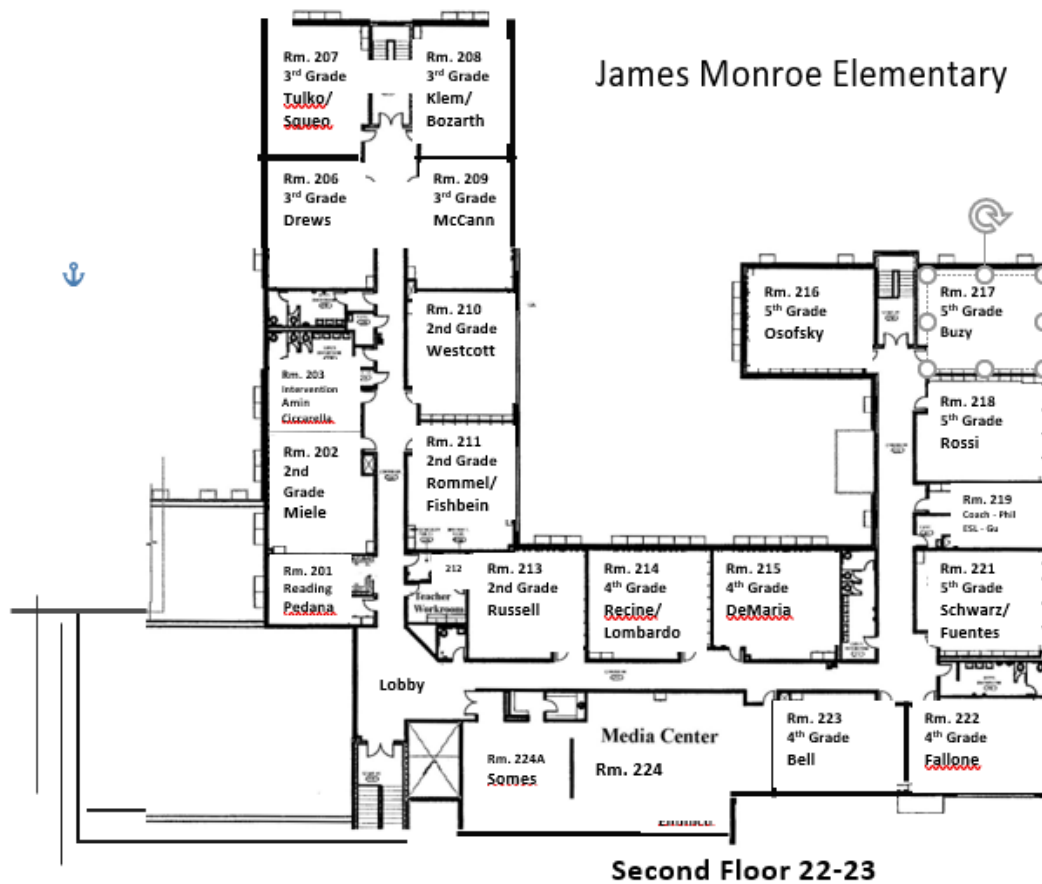
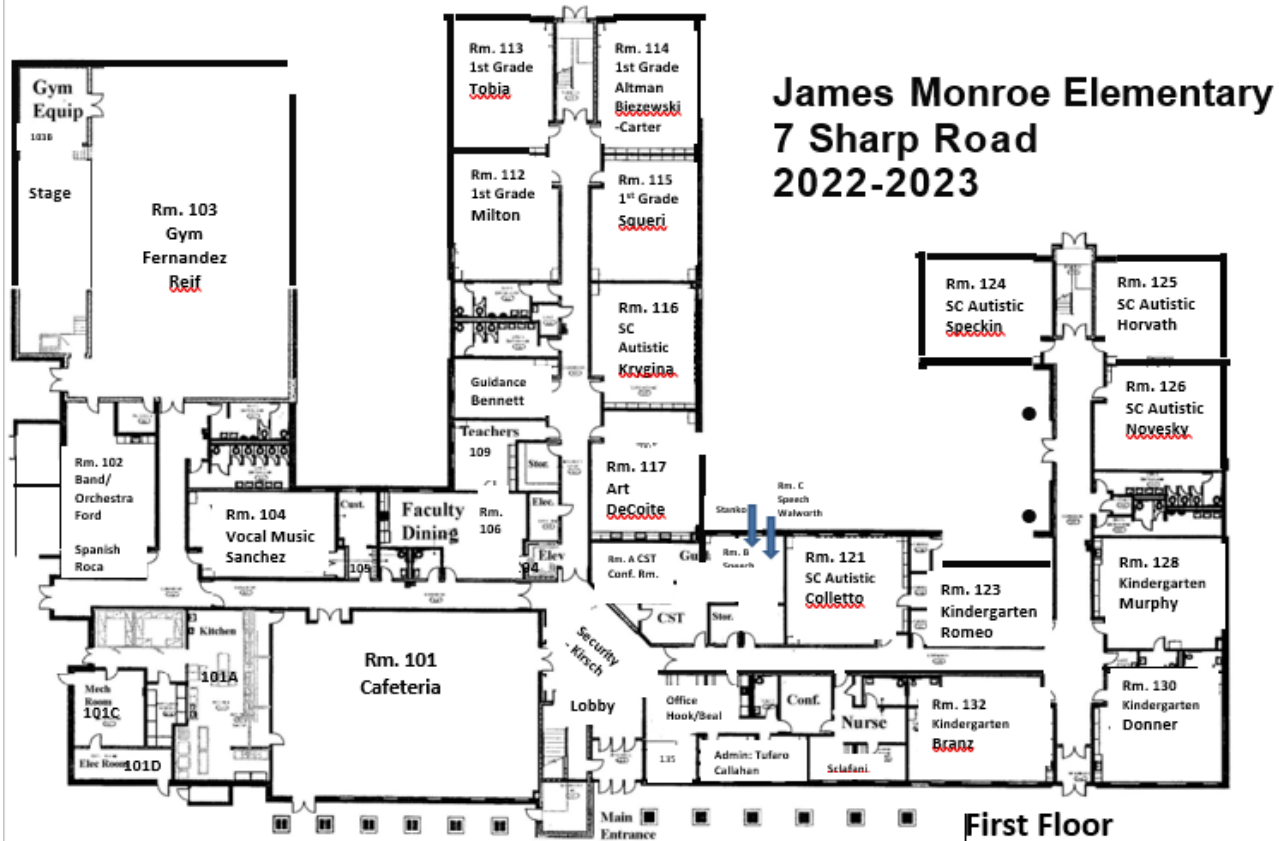
Responsive Classroom

The Responsive Classroom is a method of positive-based, student centered classroom approaches that the James Monroe staff utilizes. This approach focuses on building relationships, positive classroom community 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.

School Floor Plan



James Monroe Staff Roster 2022-2023

NAME	GR/SUBJ.	ROOM NO.
Cynthia Tufaro	Principal	Office
Margaret Callahan	Assistant Principal	Office
Evelyn Hook	Secretary	Office *500
Vera Beal	Secretary	Office *502
Kathleen Sclafani	Nurse	Health Cntr
TBD	Instructional Coach	219
Erin Bennett	Guidance	110
Louis Kirsh	Officer	main hall
Amy Donner	K-1	130
Kristen Branz	K-2	132
Corie Murphy/ TBD*	K-3	128
Lisa Romeo	K-4	123
Maureen Speckin	SC1 (K-2) Autistic (OAR01)	124
Kelly Horvath	SC2 (1-3) Autistic (OAR02)	125
Jamierose Novesky	SC3 (1-3) Autistic (OAR03)	126
Alona Krygina	SC4 (2-4) Autistic (OAR04)	116
Kerri Colletto	SC5 (3-5) Autistic (AI01)	121
Jennifer Altman/ Brianna Biezewski-Carter*	1-1	114
Morgan Tobia	1-2	113
Linda Milton	1-3	112
Monica Squeri	1-4	115
Jennifer Rommel/ Brianna Fishbein*	2-1	211
Joy Russell	2-2	213
Theresa Westcott	2-3	210
Jessica Miele	2-4	202
Olivia Klem/ Samantha Bozarth*	3-1	208
Stephanie McCann	3-2	209
Kristen Drews	3-3	206
Ashley Tulko/ Richard Squeo*	3-4	207
Elizabeth Recine/ Katie Lombardo*	4-1	214
Cheryl Bell	4-2	223
Madison DeMaria	4-3	215
Gianna Fallone	4-4	222
Rochelle Schwarz/ Amy Fuentes*	5-1	221
Ned Rossi	5-2	218
Danielle Buzy	5-3	217
Mark Osofsky	5-4	216

* Denotes Special Education Teacher

Kelly Pedana	Reading Specialist	201
Hetal Amin	Interventionist	203
Linda Gu	ELL	219
Linda Ciccarella	Interventionist	203
Jill Emmich	G&T	Media
Laura Stanko	Speech	118B
Mary Walworth	Speech	118C
Lori DeCoite	Art	117
Cindy Reif	Phys. Ed.	GYM 103
Michael Fernandez	Phys. Ed.	GYM 103
Meagan Sanchez	Voc Music	104
Maria Ford	Instrumental/Strings	102
Lydia Roca	Spanish	102
Erin Somes	Library Aide	224
Uzma Athir	Para SC	125
Dawn Chessere	Para SC	124
Thomas Giddes	Para SC	121
Francine Pychewicz	Para SC	128
Barkha Kapoor	Para SC	125
Kelly Rodriguez	Para SC	126
Aruna Vegesana	Para SC	116
Sujata Madan	Para SC	114
Kate Gousman	Special Ed. Supervisor	Ed. Ctr.
Dr. Melissa Luis	Psychologist	118
Thomas Varga	Facilities' Manager	Cust. Office
Wayne Tichenor	Custodian	
Joseph Palachko	Custodian	
Anthony Natale	Custodian	
James Barber	Custodian	
Carla Costa	Lunch Aide	Caf
Carol Bundschuh	Lunch Aide	Caf
Kim Ferdinand	Lunch Aide	Caf
Michele Hedges	Lunch Aide	Caf
Christina Osaidacz	Lunch Aide	Caf
Uma Nayakam	Lunch Aide	Caf
Surekhaben Shah	Lunch Aide	Caf
Pryianka Suskar	Lunch Aide	Caf
Mahoganie Butler	Lunch Aide	Caf
Gary Hom	Lunch Aide	Caf

Health & Safety

Nurse Kathleen 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 and exam 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 expected that you call in to report each absence and inform your student's teacher. A doctor's note is needed to excuse absences.

1. **FEVER of 100°F or more orally or 100.4°F by a forehead thermometer.**
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**

A Temperature of 100°F orally or 100.4°F forehead is considered a fever and requires exclusion from school.

PLEASE DO NOT MEDICATE TO SEND YOUR CHILD TO SCHOOL

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 and provide physician documentation including anticipated date of return to normal activities. Your student will be evaluated by Mrs. Sclafani the morning of their return, before being cleared to the classroom.

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.

Health Office Procedures

CDC does not currently recommend screening all students grades K-12 be conducted by schools. **Students who are sick should not attend school.**

- Parents who are dropping off any medications, should schedule an appointment with the nurse in advance and will be met outside to review medications. All visitors will ring the bell to announce their arrival.
- Parents are instructed not to send students to school when sick or showing any signs or symptoms. Students and staff with the following symptoms will be excluded from school:
 - **At least two of the following symptoms:** fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose; OR
 - **At least one of the following symptoms:** cough, shortness of breath, difficulty breathing, new olfactory disorder, new taste disorder.

Ill students having met criteria for pickup to go home and/or referral to their healthcare provider will be picked up by a parent/guardian WITHIN 30 minutes.

- Parent/guardian/emergency contact must notify main office on arrival to parking lot
 - Students will be released to parent/guardian/emergency contact via designated school exit. Security guard will accompany the student to the exit.
 - Parents must present identification before student is released by security guard
 - All students who are symptomatic with COVID-19 or any potential virus will be advised to seek medical care.
 - Parents need to provide updates of healthcare provider's findings on their child's diagnosis via email/telephone to the school nurse.
 - The nurse will guide parent & family members on care of household per CDC and NJDOH guidelines.
 - Questions regarding returning to school should be jointly decided in consultation with parents or caregivers, school personnel, and the student's healthcare provider.
- 911 will be called in emergency situations.

Communication with school

Parents should inform the school if their child is showing any symptoms of illness and keep them home from school. Anyone with symptoms should contact their physician for a health evaluation.

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 the 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 [James Monroe website](#).

Go to Health 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.

Special Programs & Instruction

Reading Specialist Mrs. Kelly Pedana

Interventionists Mrs. Hetal Amin & Mrs. Linda Ciccarella

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. Linda Gu

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 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 (Rtl) is a multi-tiered problem solving approach that identifies general education students struggling to achieve benchmarks with their grade-level peers. The Rtl model is being implemented in grades 1 - 5. Rtl 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 - School Psychologist - Dr. Melissa Luis

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. Jill Emmich

Identified students in grades three through five will meet with the Gifted and Talented teacher weekly to participate in problem-based learning activities. All 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, engage in critical thinking activities and research topics that extend the curriculum.

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

1. All students must wear SNEAKERS!
2. Physical Education will take place outside weather permitting. Students should be dressed appropriately for outdoor education. Students can remove masks while outside.
3. Masks will be worn for all indoor instruction which will be performed at a light or moderate level.
4. 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.
5. 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.
6. 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 visit the school library with their teacher one day each week. While there, students will be able to return their book(s) and have an opportunity to choose and sign books for their reading pleasure and/or class assignments. Our library aide, Mrs. Erin Somes, 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.

Students in grades K-5, who have been absent, may visit the library upon their return to school to return their book and exchange for a new one.

Makerspace - Lightbulb Lab

A portion of our library is dedicated to resources for hands-on inquiry based learning, called a makerspace. Classrooms will have scheduled visits about twice a month to interact with the bins of supplies, robots, challenge tasks and to investigate wonderings.

SCHOOL ACTIVITIES

Student Council - Mr. Mark Osofsky

Student Council is an intricate part of James Monroe School. Officers and homeroom representatives are elected each year by our students in grades 2-5. However, all students within our school can be actively involved. Student Council instills many valuable “life lessons”, which are accomplished through community service projects, fundraisers, and by attending meetings and reporting the information to their fellow students.

The Student Council has been instrumental in spearheading food drives and collecting items for the animal shelter, as well as fundraisers for Robert Wood Johnson Children’s Hospital. The philosophy of Student Council creates a sense of responsibility, caring, sharing, and helping others for everyone at James Monroe.

Safety Patrols - Mrs. Cindy Reif

The Safety Patrols assist with bus departures at the crosswalks, in hallways and classrooms.

Responsible and dependable fifth graders are given the opportunity to help establish and maintain a safe school environment. Safeties not only enforce the rules, but set an example for other students to follow. They have specific rules/guidelines they are to follow. This agreement is signed off on by the patrol, their parent/guardian and the advisors. Monthly meetings take place with the advisors to discuss all questions and concerns.

School Play - Mrs. Meagan Sanchez & Mrs. Lisa Romeo

Since 2006, James Monroe School has sponsored a school play. Students will have the opportunity to be introduced to theater and performance. The children will be part of a full stage production that includes learning songs, dances, performing a part, stage direction and set production. No experience is necessary, just an interest in the dramatic arts.

Instrumental & Orchestra Music - Ms. 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 lessons. The band and orchestra perform at the winter and spring concerts. Special procedures will be put into place to ensure safety while instruments are in use.

Chorus - Mrs. Meagan Sanchez

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, performs in the winter and spring concerts. Special procedures will be put into place to ensure safety while children are singing.

School Store

The school store is a service provided to the students, staff, and parents. Miss Speckin and Ms. Horvath will coordinate volunteers from our Self-Contained Classrooms to sell items on the 4th week of the month (check the calendar for changes). Purchases can be made during the two lunch periods. Items for sale include pens, pencils, rulers, paper, portfolios, erasers, crayons, glue, and some novelty items. Prices range from \$.25 to \$2.00.

Clubs

James Monroe is proud to offer several clubs throughout the year for grades 1-5. Please look for more information about the various school clubs which run from October - May. A flier will go home to register your child to participate and the meeting dates. Parents will need to provide transportation for any clubs that are before or after school.

Birthdays

Due to the high incidence of allergies, and in light of the BOE Nutrition Policy #8505, **birthday celebrations will no longer include food/drinks/snacks.**

Children's birthdays will be celebrated with a song and parents may donate a 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.

Birthday invitations for off-site parties can only be given out at school (including playground area) if all members of the class are invited.

SPECIAL GRADE LEVEL EVENTS

FIELD TRIPS

Thanks to the generous fundraising capabilities of our PTO and the school play, each grade level participates in a learning experience beyond the classroom that becomes an extraordinary lifetime memory. For Kdg., this activity takes place in the building. Grades 1 - 5 travel to a destination that is aligned with the district curriculum and the New Jersey Student Learning Standards.

Chaperones

To assist in making field trips a well-organized, thoroughly enjoyable experience, teachers request the assistance of parent chaperones. Before signing up, it is important that these volunteers are fully aware of their responsibilities, which include but are not limited to the following:

- Chaperones will be given information/instruction/guidelines from the teacher. They must familiarize themselves with the schedule for the whole field trip and make sure they adhere to the listed times.
- Chaperones will be assigned small groups of students for whom they will be responsible. They must know the whereabouts of each child at all times. Children must never go anywhere unsupervised, including the restrooms. The chaperones will stay with the same group of students throughout the entire field trip.
- On the day of the trip, chaperones will be given a list of students for whom they will be held responsible. The teacher in charge will maintain emergency information for all students on the trip. Familiarize yourself with each child's name.
- If possible, buddy students up and do frequent head counts.
- Give your cell number to the teacher in charge for easy communication.
- If lunch or snacks are eaten at the field trip site, make sure students clean up any litter they have left in their eating area.
- All school rules are in effect on field trips. If a student is behaving inappropriately, calmly try to redirect him. If this does not work, or a child becomes particularly difficult to handle, contact the teacher immediately.
- Help students navigate the environment in a safe manner. For example, climbing a tree is never an acceptable or appropriate action.

- Chaperones must make certain all group members arrive back to the bus for departure time as well as remove all belongings from the vehicle upon their return to school.

Student Behavior Expectations on Field Trips

Students are expected to be respectful at all times to adults and children alike. They are expected to:

- Speak in calm, quiet voices.
- Move at an appropriate pace.
- Take turns speaking or participating in activities that are designed for one student at a time.
- Listen when others are talking and respond respectfully.
- Follow teacher/chaperone directions.
- Keep track of their belongings.
- Take care of the environment they are visiting.
- Be inclusive with each other.
- Complete any assigned tasks.

Class Parties

We will be holding three class parties this year which will take place on the following dates:

Halloween Party: Monday, October 31st

Winter Holiday Party: Friday, December 23rd (1:30 Dismissal Day)

End of the Year Party: Last week of school

At Back to School Night, homeroom teachers will seek parental volunteers who will facilitate the party, games and activities.

Food Policy for classroom celebrations:

In an effort to provide our students with a safe and healthy environment, please follow the guidelines listed below when sending in any food snack to be shared in your child's classroom (i.e. classroom celebrations other than birthday parties). All items should be individually packaged.

All food and beverage items listing sugar, in any form, as the first ingredient and all forms of candy are not permitted.

Snack Recommendations

Fresh fruit Vegetables Whole grain snacks, crackers, baked crackers Fish crackers Pretzels Fruit bars (as long as the first ingredient is not sugar) 100% fruit juice Gram Crackers	Cheese and crackers String cheese Yogurt Pudding cups Ice Cream Cups Muffins Apple sauce
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No homemade or store bought cupcakes due to sugar content.

Field Day

Field Day is usually held in May. Grade levels are each assigned a color to wear to show unity. Field Day is held rain or shine. Some of the activities include: scooters, basketball, parachute, games, arts and crafts. The children spend a certain amount of time at each event with their class and teacher. Of course, with any type of activity such as Field Day, many volunteers are needed to make it a successful day for the children.

Parent Teacher Organization

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.

2022-23 PTO Officers may be contacted at:

monroeowlspto@gmail.com

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

Instagram - MonroeOwlsPTO

PTO Executive Board Members:

Melissa Crisostomo, President

Shefali Patel, Vice President

Nicole Stewart, Treasurer

Nancy Capasso-Lee, Fundraising Chair

Emanuela Nolli, Secretary

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.

PTO EVENTS

Here are a few highlights of some of the very special and fun family events that the PTO hosts for the community:

Harvest Eve is one of James Monroe School's most popular family events. It offers all kinds of games, face painting, sand art and other crafts for the children. We are very excited to have Harvest Eve back at James Monroe School.

Our terrific 5th graders help with many of the activities, but this event requires many adult volunteers as well. Harvest Eve information will be sent home with your child at the beginning of the school year. Watch for it and please sign up to help. You will be glad you did!

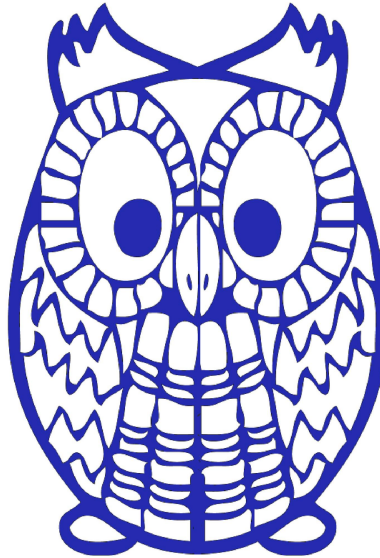
The Color Fun Run is usually held the first weekend in June, brings family, friends and teachers together for a kaleidoscope of fun each spring! It is also a creative, colorful fundraising activity that includes a course laid out around the school grounds with 3 to 5 color stations set up with color powder that will be thrown on the participants as they run through the color station.

Family Fun Nights are PTO/School-sponsored events that provide time for families to come together and socialize in a fun way. Harvest Eve will kick off this year's gatherings. Look for more information about other family events like our Ice Cream Social, Holiday Solstice and Movie Nights.

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.



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.