

**School Supervision Plan**  
**2022-2023**

**James Monroe Elementary School**  
**7 Sharp Road**  
**Edison, NJ 08837**  
**732-452-2970**



**Principal Cynthia Tufaro**  
**Assistant Principal Margaret Callahan**

# **SCHOOL PROCEDURES AND SUPERVISION PLAN**

## **READ CAREFULLY**

### **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 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.

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



**GRADUATION DATE  
Class of 2023:  
JUNE 20, 2023**

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)

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			

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

**PARENT/TEACHER CONFERENCES**  
**PS-5 Schools will be on single-session days for conferences.**

Preschool and Elementary Schools  
 November 15<sup>th</sup>, November 29<sup>th</sup>, and December 1<sup>st</sup>

Middle Schools  
 November 17<sup>th</sup> and February 16<sup>th</sup>

High Schools  
 December 13<sup>th</sup>

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

182 - INSTRUCTIONAL DAYS - STUDENTS  
 184 - WORKING DAYS - STAFF

## **ARRIVAL SUPERVISION**

- Teachers supervise the children at 8:45 outside on the identified blacktop locations. **Do not send your children to school before 8:45 as there will not be supervision before that time.** Please ensure that your children are dressed appropriately for the weather as they will be waiting outside to enter.
- Students will go directly to their classroom. Teachers will greet students in their classrooms at 8:55.
- Students arriving by bus will exit the bus and will either line up with their class outside or enter through their grade level door assignments (see below) depending on their arrival time.
- All SC students will enter through the K doors and go to their classroom. SC paras will meet the children in the classrooms at 8:45. SC paras will assist in front of the school with the buses and help children get safely to the classroom.
- **Children who do not arrive on time will be considered tardy after 9:00. A parent must sign-in tardy students outside of the building by the main entrance on the pink forms and the child will be met by a staff member.**
- On days when the weather is inclement, or when the temperature is below freezing, students will be permitted to line up in the hallways by their classroom doors.

## **ARRIVAL PROCEDURES FOR WALKERS**

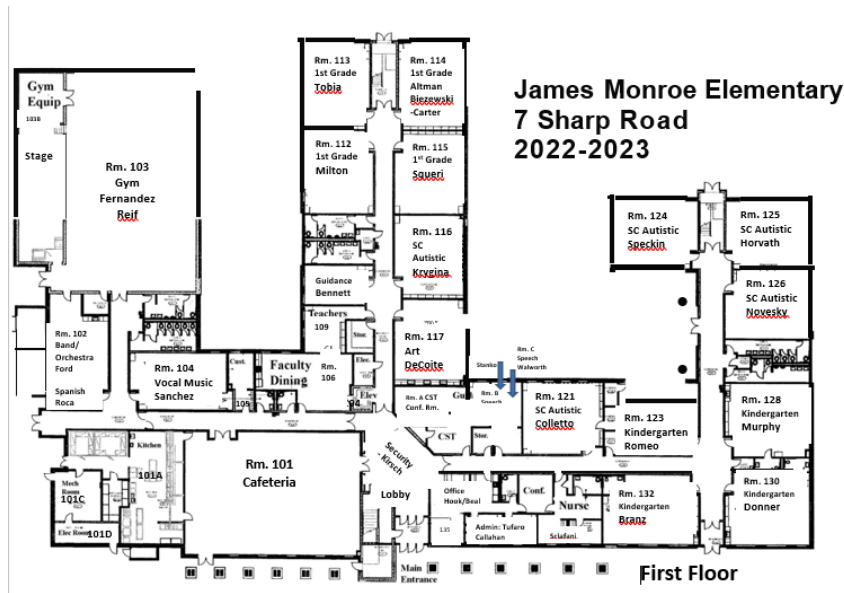
For those of you who are unaware of the physical layout at 7 Sharp Rd., there is **no vehicle access to either the school property or Sharp Rd.** Cones will be in place at its entrance. If you are driving your child, cars must be parked offsite, and children may either walk independently or be accompanied to the lineup areas.

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 and students should not arrive before 8:45 AM. Once on the school property, sidewalks must be used at all times.

Parents will wait behind the line-up area, not with the children in line.

See the Arrival Map below.

# ARRIVAL MAP



Parental drop off.  
Please wait here.

Black top area 1  
(parking lot)  
  
1st  
2nd  
3rd

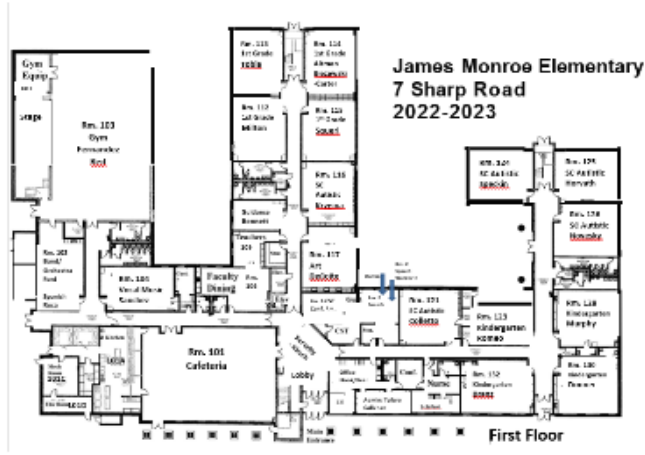
Blacktop- playground  
area  
(closest to back of the  
school)  
4th & 5th Grade Line-up

Blacktop - Playground  
Area  
(by K & SCA Doors)  
  
K Line-up

Parental drop-off  
Please wait here.

# 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. Dismissal will be staggered by sections and exit through the designated doors:



Parental Pick-up  
Please wait here.

Blacktop Area 1  
(parking lot)  
  
1st  
2nd  
3rd

Blacktop - Playground  
Area  
(closest to the back of the  
school)  
4th  
5th

Blacktop - Playground  
Area  
Kindergarten

Parental Pick-up  
Please wait here.

## **BUS DISMISSAL SUPERVISION**

- 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 and 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 students 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 their assigned bus home. Notes may also be emailed to both the teacher & office at [evelyn.hook@edison.k12.nj](mailto:evelyn.hook@edison.k12.nj) before 11:30am.

## **LUNCH AND RECESS SUPERVISION**

- Maschio's is our food service provider. Information for menus, diets and ordering can be found in this [letter](#).
- Breakfast is free and lunch is \$3.00 to all students or students may bring lunch from home.
- Breakfast can be ordered monthly.
- Parents can add money to an account on [myschoolbucks.com](http://myschoolbucks.com).
- Students will be able to receive their breakfast upon arrival and eat in their classroom.
- Lunch menus are available on the [website](#). Each classroom is assigned a lunch aide to monitor their safety while at recess and to support with eating and ordering lunch.
- The lunch schedule is as follows:
  - First Lunch - Kindergarten and Grade 1
  - Second Lunch - Grades 2 and 4 and SC1, SC2, SC3
  - Third Lunch - Grades 3 and 5 and SC4, SC5
- Students will be seated at assigned tables in the cafeteria.
- All classes are scheduled for 20 minutes of recess and will follow a rotation schedule for blacktop and playground equipment.
- Indoor recess will occur on inclement weather days and when the temperature reaches freezing (feels like 32 degrees). Students will need to dress appropriately.
- Snacks are available twice a week and cost \$.75.

## **EARLY DISMISSAL DAYS**

- On early dismissals, the elementary school day ends at 1:30PM and there will be no classes in the afternoon.
- Please see the school calendar in our handbook and on p. 2 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 early dismissal day, latchkey 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.

## **DELAYED OPENING DAYS**

- On delayed openings, the school day begins at 10:30AM. The building will open 10 minutes before the start of the school day.
- A message will be sent out to all families via email, phone call and text message. The notice will also be posted on the website and Parent Portal.
- Buses will run on a delayed schedule. Be at the bus stop 45 minutes before school starts.
- If the closing is due to inclement weather or any other emergency situation, latchkey will **not** be held.

## **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. Absences may also be reported through Parent Portal. Assignments will be posted on either Google Classroom (grade 3-5) or Seesaw (grade K-2) or contact your child's teacher for missed work. Please call the school first to make sure there is a need to make the trip to school.

If your child is unable to participate in the learning of the day due to illness or other reasons, you must notify the school and provide any documentation with a request for an excused absence.

**As per BOE Policy #5200**, when absent, students enrolled in the elementary schools must present a written excuse signed by their parent/guardian on the day they return to school stating the reasons for their absence with a doctor's note. **VACATIONS OR FAMILY TRAVEL WHILE SCHOOL IS IN SESSION SHALL NOT BE CONSIDERED LEGAL OR LEGITIMATE REASONS FOR ABSENCE, GRADES K-12.**

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

## **BLACKBOARD**

Edison utilizes a telephone 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 in [Parent Portal](#) 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 or make a 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. LOU KIRSH**

James Monroe maintains a full-time security guard who ensures the school's safety and is a visible member of our school community. He reports to the principal. His responsibilities include:

- 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 there will be two afternoon programs offered from 12:45-3:00 and 3:00-6:00 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.

The Metuchen YMCA also offers a wrap-around program for Kindergarten students and childcare services for grades 1-5. Please contact Gabriella St.Fleur, Childcare Director, 732-548-2044, [gabriella.stfleur@ymcaofmewsa.org](mailto:gabriella.stfleur@ymcaofmewsa.org).



## **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 used for visitors. All visitors will be asked to identify themselves on the closed circuit TV, and will only be permitted to enter through the first door. Please ring the buzzer, identify yourself and the reason for your visit. Upon hearing the click, open the door, and you will be greeted by a school staff member. Be prepared to show a photo identification.

## **VISITOR MANAGEMENT SYSTEM**

James Monroe utilizes a visitor management system. This 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 are visiting the school for an extended period, 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 leave items on the table located outside the main entrance and inform the main office by ringing the bell. Please place any items (eg. chromebooks, lunch, instruments, etc.) on this table. It is your responsibility to make sure the item is labeled with your child's name AND homeroom teacher before dropping it off. Office staff will ensure everything labeled appropriately will be delivered.

Any medication or items to be dropped off for the nurse will require a scheduled appointment. Please email Mrs. Sclafani to arrange an appointment. ([kathleen.sclafani@edison.k12.nj.us](mailto:kathleen.sclafani@edison.k12.nj.us))

## **EARLY RELEASE**

If your child needs to be released from school early due to illness or for personal reasons, your signature is required in the **Sign Out Log** which will be located at the main entrance of the building. A staff member will escort your child to meet you at the door. If you are called to pick-up your child for illness, a designated adult should be sent to the school to pick-up your child within 30 minutes.

## **PARKING**

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