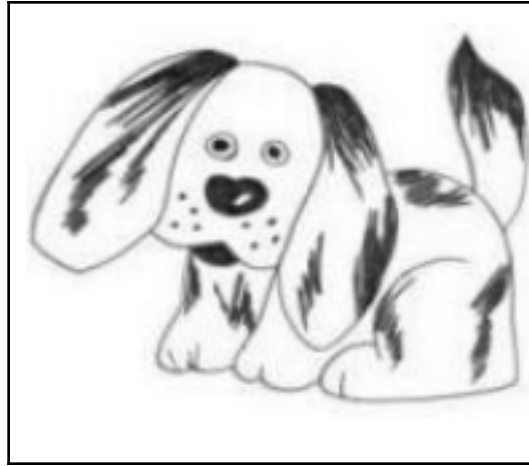


Menlo Park Elementary School



“Where Children Flourish and Grow”

Family Handbook 2023-2024

Please note, weekly updates will be provided on Sunday evenings via email through Men S'more.

Menlo Park Elementary School

155 Monroe Ave.

Edison, NJ 08820

732-452-2910

men.edison.k12.nj.us

Michael Duggan, Principal

Dena Feldman, Assistant Principal

Lurdes Luis, Secretary

Carmen Bova, Secretary

Maureen Fischetti, Nurse

Mitchell Albanese, Guidance Counselor

Welcome to Menlo Park Elementary School

A Message from Building Administration

“Never believe that a few caring people can't change the world. For, indeed, that's all who ever have.” Margaret Mead

Menlo Park School has a long history of providing students with an excellent education. So many people have contributed to this great school and although we may not know them personally or even know them by face, we can feel what they have done. We can feel the spirit of Menlo and recognize its importance. Menlo Park School is a special place where students have been challenged to learn, reflect and think for over 50 years. Staff, parents and students have partnered in ways both large and small to support our most important mission. Help our youngest community members learn the necessary skills to become productive citizens. To think that when this school first opened in 1963, many of our Edison roads were unpaved, automobiles were not required to have seat belts, and Metro Park was a farm. Fast forward to 2015; every student has a digital device and most adults can't function without their cell phone. Look how far we have come. This is an exciting time in our history. Our children regardless of their gender, religion or culture have more opportunities today than ever before. Our children are learning in ways that we could not have imagined only a few short years ago. With how quickly things change it is hard to imagine what it may be like 50 years from now. Although change can sometimes feel scary or overwhelming, the core of it represents growth. In order to grow, things have to change. Fifty years ago was a different time full of different challenges, but our predecessors worked hard to make this school special. They felt scared at times and overwhelmed and they persevered and created this amazing school. We know very little about what the next fifty years may bring, but we do know this, our primary mission will remain the same, which is to help our children become reflective thinkers and responsible citizens.

SCHOOL HOURS

	SCHOOL HOURS	Grades K - 5
Regular Day	8:55 AM – 3:30 PM	8:55 AM– 3:30 PM
Single Session	8:55 AM– 1:30 PM	8:55 AM– 1:30 PM
Delayed Opening	10:30 AM– 3:30 PM	10:30 AM – 3:30 PM

Single Session Days:

October 4

November 22

December 6 & 22

January 10

February 7

March 6

April 17 & 22

June 20 & 21

EMERGENCY SCHOOL CLOSINGS OR DELAYED OPENING

In case of inclement weather or any other type of emergency where there is a need for early dismissal, every attempt will be made to contact parents via the automated telephone system. Please make sure you continue to keep the school updated on any changes in your contact numbers. The information will also be posted via the following outlets:

Radio: WCTC 1450AM, WNJO 94.5FM

Television WNBC Channel 4, FOX Channel 5, Local Cable Channel 118

Internet: District Website www.edison.k12.nj.us

Please do not call the school to inquire about an early closing on inclement weather days. When school closes early due to weather, all after school activities including ABC (through Edison Rec) clubs, and night events are also canceled. Please make sure your child knows exactly what to do on early dismissal days, especially if they usually go to ABC.

STUDENT ARRIVAL AND DISMISSAL

ARRIVAL – Starting at 8:45 AM

Teachers are on post starting at 8:45. For the safety of your child, please do not have children waiting on school property unattended. Students arrive to school in either of the following five categories:

1. Walk – students must use crosswalks and walk on sidewalks on their way to school.
2. Bike – students must wear a helmet, walk their bike in crosswalks and on Menlo's sidewalks and lock their bike to the bike rack.
3. Park & Walk – Parents/Guardian can park on any of the surrounding streets (except Monroe Ave in front of school and Jamaica Ave on the school side). Using the crosswalks, students and their parents can cross the streets to walk to the school.
4. Drop Off – Cars will pull directly into the front of the school and pull all the way up to drop off your child. For the safety of your child, they must exit on the passenger side. To keep the line moving, the child needs to be able to exit the car independently and quickly. The parents/guardians stay in the car. Please follow the directions of the teachers who are supervising the drop off.
5. Bus – Students who take the bus should be at the bus stop at least an hour prior to school starting.

Students will enter the building in either of the following locations only:

Kindergarten Walkers: Door #1 or Door #20

1st & 2nd Grade Walkers and Drop Off: Door #1

3rd – 5th Grade Walkers and Drop Off: Door #2

1st – 5th Grade Bussers: Door 7, 9 & 15

TARDINESS

The Drop-Off and all doors will be closed and locked at 9:00 AM according to the school clock. Once the doors are closed, students need to be signed into school by a parent/guardian. Please note that excessive lateness may result in a meeting with the principal/assistant principal.

DISMISSAL

Students who attend ABC or Our Saviors will be dismissed directly to Staff from those organizations. Students who take the bus will be dismissed from their classes as the buses arrive. Students who walk or get picked up will be dismissed from the following doors:

Kindergarten: Door #20

1st and 2nd Grade: Door #16

3rd Grade: Door #2

4th Grade: Door #2

5th Grade: Door #3

For the safety of your child, please make sure you have a designated meeting area and that anyone who is responsible for picking up your child knows exactly where that spot is located. Staff members are on post until 3:45. Any student not supervised by a parent by 3:45 will report to the main office.

If you need to pick-up your child early, please do so by 3:00pm. Please make sure to notify your child's teacher and the office of the early pick-up time and the reason for the early dismissal. We will not be able to accommodate early pick-up after that time.

CHANGE IN DISMISSAL

The school needs to be notified in writing whenever a student changes his/her daily routine; (i.e. whether child is not going to latchkey or YMCA, walking instead of arriving by car, not taking the bus, going home for lunch, going to someone else's home after school, someone else other than a parent/guardian picking up the student). We require the following information:

- Child's first & last name
- Teacher's name
- Phone # where you can be reached
- Your first and last name
- Date of change
- And the change that is occurring. (From what typical procedure to what change in procedure.) - Remember – Children MUST go home on their assigned bus. They MAY NOT ride on a friend's bus for any reason.

AFTER-BEFORE CARE OPTIONS FOR MENLO PARK FAMILIES

Edison Recreation Department

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 is a township program not run by the school, but held in Menlo Park School. For additional information, contact the Edison Recreation Department at (732)248-7310.

YMCA - Our Saviors

The YMCA – Our Saviors is located directly across the street from Menlo Park School. Staff from Our Saviors walk the students to and from school. This is a separate program that is not run by the school. For additional information, contact the YMCA – Our Saviors at (732) 548-0523.

PLAYGROUND

Menlo Park is fortunate to have two playgrounds on the property for the children to enjoy. For the safety of the child, there must be adult supervision when the children are playing on the equipment before and after school. Students are not allowed to stay on school property to play either on the playground or on the fields without being supervised by a parent/guardian. Parents/Guardians need to be present on the playground; sitting in cars or giving permission for your child to stay without your presence is not allowed. The playground is closed if it is wet or if the ground is snow covered.

STUDENT ABSENCES

Please review the Attendance Policy on the district website (www.edison.k12.nj.us). The Board of Education Policy requires:

1. A phone call must be made by parent/guardian to the school on the day of absence NO LATER THAN 9:30 AM.
2. A written note must be sent in with your child upon return to school after an absence. The note should state the dates and reason of the absence.

An automated phone call will be made to the home of a child who is absent if a call is not received on each day of the absence and will continue to call until the absence has ended. You will help us tremendously if you would kindly remember to call. When you call the main number you will be prompted to press “one” to report an absence. Our main number is 732-452-2910.

If you would like to request work for your child, please call the office by 10:00 AM. This will allow the teachers time to prepare the work. Please pick up the work by 3:00 PM that day.

Please do not take lengthy vacations while school is in session.

VISITORS TO THE SCHOOL

Safety is a top priority at Menlo Park School. All school doors are locked during school hours. Parents and visitors can only enter the building through Door #1, which is next to the Main Office. Prior to opening the door, please ring the button under the speaker located to the right of the door. When the door clicks, please open the door and proceed directly to the Security Guard to be checked in using our Visitor Management System. Visitors are encouraged to bring a Drivers License or other official identification.

Parents/Guardians/Visitors are not allowed to go to any classroom, Nurse’s Office, Guidance Office or anywhere in the building without going to the Security Guard first. Visitors staying for a duration of time will be issued a visitor’s pass which must be clearly visible while in the building.

SICK POLICY

Our goal is to promote the good health of the children in our care, take steps to prevent the spread of infection, and take appropriate action when a child becomes ill.

COOPERATION FROM PARENTS/GUARDIANS IS REQUESTED

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF:

- 1. Child has a temperature of 100+ degrees within the past 24 hours. Students must be without fever for 24 hours WITHOUT fever-reducing medication (Tylenol/ Advil) before returning to school. NEVER GIVE MEDICATION FOR FEVER BEFORE SENDING A SICK CHILD TO SCHOOL
- 2. There is an unexplained rash on the child’s face or body. Consult a healthcare provider for diagnosis.
- 3. Child complains of headache, fever, upset stomach, vomits or generally does not look/feel well.
- 4. If your child vomits before school, please keep him/her at home. If the child vomits during school hours the child will be sent home.
- 5. Child has severe cold symptoms
- 6.

Safeguarding the health of the school population is a JOINT RESPONSIBILITY of the home and the school. If your child is sick, it is appropriate that he/she not come to school and the absence is excused.

Thank you for your cooperation in keeping our children healthy.

COMMUNICATIONS

COMMUNICATING WITH STAFF

All staff members are accessible via phone, email or in person conference. In order to set up a meeting with any Menlo 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	
Issue with homework, assignments, grades, conflict	Homeroom Teacher(s)
with another student in the class	Teacher Email: firstname.lastname@edison.k12.nj.us

Conflict between students Mitchell Albanese, Guidance Counselor
mitchell.albanese@edison.k12.nj.us or (732) 452-2910 ext. 6712

Attendance, Lunch Money, Change in Dismissal,
General School Questions

Lurdes Luis or Carmen Bova, Secretaries
lurdes.amado-luis@edison.k12.nj.us
carmen.bova@edison.k12.nj.us

732-452-2910

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

Principal: Michael Duggan – michael.duggan@edison.k12.nj.us

Assistant Principal: Dena Feldman – dena.feldman@edison.k12.nj.us

COMMUNICATING WITH YOUR CHILD DURING THE SCHOOL DAY

You may send a message to your child by calling the main office and speaking to the secretary. Your child will also be permitted to use the office phone should s/he need to speak with you. Students are not allowed to call or accept calls on their cell phone during the day. Cell phones must remain off and in the child's backpack during the school day. The school is not responsible for damaged or stolen cell phones brought to school.

There should not be email communication between the child and parents during the school day unless directed to do so by the teacher. If a student is not feeling well, forgot something or needs to talk to their parent, they must follow established protocols by going either to the school nurse or the main office. If necessary, the school nurse or secretaries will call the parent.

SCHOOL NOTICES

Menlo Park is making an effort to reduce the amount of paper that comes home on a weekly basis. Any papers sent home will be in the child's Take Home Folder provided by the PTO. This folder should be checked and emptied on a weekly basis. In addition, we send out a Weekly Warm-Up on Sunday evenings with the upcoming week's events. This will be sent to your email address on file.

BREAKFAST

Maschio's offers breakfast to the students. The cost of breakfast is \$1.00. A menu can be found on the school website or by clicking [here](#).

LUNCH

Menlo Park has three lunch periods that are 45 minutes long for students in grades 1 through 5. Students will spend half the time eating and the other half playing at recess. During this time, the students are supervised by lunch aides. Students are not allowed to share or trade lunches/snacks/drinks with their friends. The lunch times are as follows:

Grades 4, 5, M1, L3: 11:36am - 12:21pm
Grades 2, 3, L2, L4, M2: 12:23pm - 1:08pm
Grade K, 1, L1: 1:10pm - 1:55pm

BRING LUNCH FROM HOME

Students do not have the ability to refrigerate or heat lunch. Please do not send anything in glass containers. If a student forgot their lunch, they should go to the main office where the secretaries can call home. If a lunch cannot be brought in, the student will be provided a lunch by Maschio's based on availability.

BUYING LUNCH

Students have the option of purchasing lunch and snacks from Maschio's on a daily basis. Lunch is ordered the same day, during morning homeroom. Lunch will be \$3.00 per day for all students for the 2023-2024 school year. Snacks may be purchased separately. The lunch menu can be found on the school website or by clicking [here](#).

BIRTHDAY

As per district policy, birthday celebrations do not include food/drinks/snacks. To celebrate your child's birthday, you may choose to come in and read a short story/picture book at a time prearranged with the teacher. Another way to celebrate your child's birthday could be to 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.

STUDENT PROGRESS REPORTING AND ASSESSMENTS

Parents/Guardians will be updated on their child's progress through communication with the teachers, Parent Portal, bi-annual Parent Teacher Conferences and trimester Report Cards. Students in grades K - 3 are provided with a Standards-Based Report Card and students in Grades 4 - 5 will receive traditional grades. Your child's teacher will share more about this.

Please refer to the [district calendar](#) for dates of Parent Teacher Conferences and Report Card distribution. For information to register for Parent Portal, please click [here](#).

Throughout the year, students will be assessed on a regular basis. The assessments provide the teacher valuable information to provide individualized instruction to your child based on their specific needs. In addition to classroom and district assessments, students in Grades 3- 5 will also take the NJSLA assessment on

their district issued Chromebook.

HOMEWORK

Students are expected to complete homework assigned and hand it in the following day. We encourage parents to check these assignments (and Assignment pads) each night to make sure the work is completed. Many teachers will also have homework posted on their website/blog. Students are responsible for having the necessary books and supplies for completing homework when they leave each day. To foster responsibility, students are not allowed to return to school after hours to get things they forget. If a student is sent home sick, the student will receive work already covered that day. Additional assignments can be requested the following day if the absence is to be extended. You must call the office by 10:00AM to request the homework. A student taking a vacation while school is in session will receive make-up work upon their return. Work will not be given before leaving, as per Board of Education policy.

DRESS CODE

Students are expected to dress in clothing and footwear that allows them 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 PE and recess throughout the winter.
- 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. Children are not allowed to wear flip flops, shoes with wheels or high heels. Children wearing inappropriate footwear will not be permitted to use playground equipment, participate in PE, or run during recess.

DISCIPLINE

Students are expected to conduct themselves in a manner that creates a safe, orderly environment for themselves and others. To support this, we promote Positive Behavior Supports in School (PBSIS). Students exhibit behaviors where they are respectful, responsible, kind and safe. We celebrate students who show these behaviors by providing Mighty Mutts tickets, monthly rewards, and students being selected to have lunch with the principals. However, when a student acts in a way unsupported by the Pillars of Character, strategies will be employed to allow the student to learn from his/her mistake.

Teachers and students will work together to create the classroom rules. If the classroom strategies employed by the teacher in the classroom to encourage appropriate behavior are not enough to bring about a positive change in attitude or behavior, the student will be referred to the guidance counselor, assistant principal or principal. Students who do not comply with school rules are subject to discipline measures as outlined in the District Code of Conduct.

CHARACTER EDUCATION

TRUSTWORTHINESS

- ✓ Tell the truth.
- ✓ Be reliable – do what you say you will do.
- ✓ Have the courage to do the right thing.
- ✓ Be loyal – stand by your family and friends.
- ✓ Be accountable for your choices.

RESPECT

- ✓ Treat others with respect.
- ✓ Be tolerant of differences.
- ✓ Use appropriate language.
- ✓ Deal peacefully with disagreements.

RESPONSIBILITY

- ✓ Do what you are supposed to do.
- ✓ Keep trying!
- ✓ Always do your best.
- ✓ Think before you act.

FAIRNESS

- ✓ Play by the rules.
- ✓ Take turns and share.
- ✓ Be open-minded – listen to others.
- ✓ Avoid blaming others
- ✓ Use conflict resolution strategies.

CARING

- ✓ Be kind.
- ✓ Show you care.
- ✓ Express gratitude.
- ✓ Forgive.
- ✓ Help people – without being asked.

CITIZENSHIP

- ✓ Be a good neighbor.
- ✓ Obey laws.
- ✓ Respect authority.
- ✓ Cooperate.
- ✓ Protect the environment.
- ✓ Reduce, Reuse, Recycle.

PARENT TEACHER ORGANIZATION - PTO

Families are strongly encouraged to join Menlo Park's PTO. Through membership drives and fundraisers, the PTO is able to fund various school events like assemblies, movie nights, and class trips. The PTO depends on volunteers to work in conjunction with the Menlo Staff to create unforgettable experiences for the students.

Public Schools of Edison Township

312 PIERSON AVENUE * EDISON, NEW JERSEY 08837

TELEPHONE (732) 452-4900 FAX (732) 452-4993

Edward Aldarelli, Ed.D Superintendent of Schools

Jonathon Toth Business Administrator / Board Secretary

SUN SAFETY AND PROTECTION

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

SUN SAFETY EDUCATION

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

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

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

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

areas such as science, geography, and mathematics.

OUTDOOR ACTIVITIES AND THE SCHOOL ENVIRONMENT

The school district/schools shall consider creating, implementing, and monitoring safety measures such as protective clothing, hats, sunglasses, sunscreen, lip balm, and access to shaded areas on the school campus. These measures shall contain ways to encourage students to seek shaded areas for outdoor activities and limit sun exposure, when possible, and practical, during the hours of peak sun intensity. During the time span of March 1 to October 31, the school(s) shall optimize shade options for students and personnel and shall encourage the utilization of existing shaded or indoor areas for congregation and recreation. Measures may contain the following elements:

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

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

FAMILY AND COMMUNITY INVOLVEMENT

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

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

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

EVALUATION

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



2023-2024



K	K-1	Ms. Jean Pagdonsolan	1	ICR
	K-2	Mrs. Erin Seamster	3	
	K-3	Mrs. Kristen Calenda	4	ESL
	K-4	Mrs. Kelly Guno	5	ESL
	K-5	Ms. Diane Mosko	7	
	K-6	Ms. Amanda Melendez	9	
1st	1-1	Ms. Janine Fekete	12	
	1-2	Mrs. Julie Giuffrida	18	ESL
	1-3	Mrs. Sunny Zapotichny	16	ESL
	1-4	Ms. Tina LoCasto	11	ICR
	1-5	Ms. Diane Taylor	14	
	1-6	Ms. Meghan Wright	13	
2nd	2-1	Mrs. Jennifer Oshinski	15	ESL
	2-2	Ms. Felicia D'Aronzo	17	
	2-3	Mrs. Kimberly DeLuca	20	
	2-4	Mrs. Jaime Furst	19	ICR
	2-5	Mrs. Rosemarie Triolo	23	ESL
3rd	3-1	Ms. Cheri Lee-Garcia	40	
	3-2	Mrs. Nadia Tariq	41	ESL
	3-3	Mrs. Briana Caden	38	ICR
	3-4	Mrs. Amanda Mullin	45	
	3-5	Mrs. Melanie Boguszewski	43	ESL
	3-6	Mrs. Sophia Jennings	44	
4th	4-1	Ms. Brielle Sadowski	31	
	4-2	Mrs. Beth Greenblatt	26	ICR
	4-3	Mr. Justin Lewinski	27	
	4-4	Mrs. Mary Cassidy	29	
	4-5	Ms.	28	
	4-6	Mr. Vincent Crincoli	25	ESL
	4-7	Mrs. Caillean Donahue	30	ESL
5th	5-1	Mrs. Lauren Kregeloh	46	
	5-2	Mrs. Elizabeth Snee	49	ESL
	5-3	Mrs. Therese Blair	51	ESL
	5-4	Mrs. Kristian McGowan	50	
	5-5	Mrs. Sarah Becker	48	ICR
	5-6	Mrs. Michele Silecki	52	ICR
Paras		Mrs. Rubina Durani	2	
		Mrs. Kalpana Padhy	2	
		Mrs. Manju Rawat	2	
		Mrs. Hema Antony	10	
		Mrs. Seema Rathi	32	
		Mrs. Sangita Sridhar	32	
		Mrs. Maya Patel	33	
		Mrs. Garima Tripathi	33	
		Mrs. Zinnat Sultana	34	
		Ms. Katrina Wheeler	34	
		Mrs. Kendall Mellinger	35	
		Mrs. Monika Singh	35	
Security		Mr. William Biedermann		

Spec Ed.	ICR	Mrs. Dawn Rodrigues	1	
	ICR	Victoria Buffalino	11	
	ICR	Ms. Brittany Stickle	19	
	ICR	Ms. Lisa Hamilton	52	
	ICR	Mrs. Ashley Birmingham	26	
	ICR	Ms. Christina Wilson	48	
	ICR	Miss Emily Soto	38	
	M-1	Ms. Mallory Kilroy	2	
	M-2	Ms. Christina Gonzalez	10	
	LLD-1	Ms. Amber Ferrante	34	
	LLD-2	Ms. Megan Gallagher	33	
	LLD-3	Mr. Andrew Dulina	35	
	LLD-4	Ms. Shannon Lauder	32	
ESL	ESL	Mrs. Jill Burton	8	
	ESL	Mr. Harvey Lobo-Chan	8	
Speech	Speech	Ms. Gina Bellanca	42	
	Speech	Mrs. Gina Sackaroff	42	
Specials	Art	Mrs. Kristin Benavides	53	
	Art	Mrs. Jennifer Nordensvan	24	
	Art	Mrs. Jamie Wolenter	53	
	Mu	Mrs. Diane Ruiz	36	
	Mu	Mr. Joseph Sosa	53	
	Mu	Mrs. Charlotte Zheng	53	
	PE	Mr. James McCarthy	Gym	
	PE	Mrs. Marissa McIntyre	Gym	
	PE	Ms. Gabriella Smith	Gym	
	Spanish	Ms. Cleis Murillo	39	
	Spanish	Mr. Miguel Ballon	53	
	Spanish	Jessica Bazan	53	
	Inst.	Pamela Ferrali	M,T,W	
	Strings	Molly Bischoff	W,Th,F	
Interven	R.S.	Mrs. Kimberly Labanich	47	
	M.S.	Mrs. Michele Myers	47	
	G.T.	Mrs. Amy Marzano	Media	
Support	Guid.	Mr. Mitchell Albanese	103	
	LIB.	Mrs. Catherine Meyrowitz	6	
	Nurse	Mrs. Maureen Fischetti	215	
District	CST	Ms. Renee Klein	104	
District	Coach	Tracy Christiani	47	
District	Behavior			
District	PATH	Mrs. Jasmin Durant		
Cust.	Cust.	Mr. Joseph Cowan	6705	
	Cust.	Mr. Richard Shields		
	Cust.	Mr. Eric Krzyzanowski		
	Cust.	Ms. Georganne Benanti		
	Cust.	Mr. Nicholas Torres		

PROCEDURE

EDISON BOARD OF EDUCATION
EDISON, NEW JERSEY

FILE CODE: 5131

Pupils

CONDUCT / DISCIPLINE ELEMENTARY SCHOOL DISCIPLINE CODE

CATEGORY	FIRST ACTION	SECOND ACTION	THIRD ACTION	FOURTH ACTION	FIFTH AND SUBSEQUENT ACTIONS
A. Attendance	See Attendance Policy and Procedure #5113				
B. Tardiness	<p>Five occasions:</p> <p>Parent contact</p>	<p>Ten occasions:</p> <p>Letter to parents from building Principal and Parent Conference with Principal/Guidance Counselor to develop strategy for prompt arrival to school.</p>	<p>Fifteen occasions:</p> <p>Mandatory parent conference with principal and attendance officer.</p> <p>Possible referral to Superintendent for further action.</p> <p>Referral to I&RS Committee to develop interventions.</p>		
C. Truancy	<p>Zero grades</p> <p>1-3 Administrative Lunch Detentions</p> <p>Parent Contact</p>	<p>Zero grades</p> <p>3-5 Administrative Lunch Detentions</p> <p>Parent conference with principal/guidance counselor</p>	<p>Zero grades</p> <p>6-10 Administrative Lunch Detentions or In-School Suspension</p> <p>Mandatory parent conference with principal and attendance investigator</p> <p>Referral to I&RS Committee to discuss interventions.</p>		

PROCEDURE

EDISON BOARD OF EDUCATION
EDISON, NEW JERSEY

FILE CODE: 5131

Pupils

CATEGORY	FIRST ACTION	SECOND ACTION	THIRD ACTION	FOURTH ACTION	FIFTH AND SUBSEQUENT ACTIONS
D. Cutting or Leaving Class or Assigned Location Detention Without Permission	1-3 Lunch detentions Parent contact	3-5 Lunch detentions Mandatory parent conference with Principal and Guidance Counselor	In-school suspension Mandatory Parent conference with Principal and Guidance Counselor	1 to 3 days Out of School Suspension. Mandatory readmission conference with Principal and Guidance Counselor. Referral to I&RS Committee to develop interventions.	
E. Cheating	"F" for assignment. Principal and parent notification by teacher. Guidance Counselor intervention (counseling).	"F" for assignment. 1-3 Administrative lunch detentions. Mandatory parent conference with principal/guidance counselor.	"F" for assignment. 3-5 Administrative lunch detentions. Mandatory parent conference with principal/guidance counselor. Referral to I&RS Committee to develop interventions.	"F" for assignment. 6-10 Administrative lunch detentions. Mandatory parent conference with principal	

PROCEDURE

EDISON BOARD OF EDUCATION
EDISON, NEW JERSEY

FILE CODE: 5131

Pupils

CATEGORY	FIRST ACTION	SECOND ACTION	THIRD ACTION	FOURTH ACTION	FIFTH AND SUBSEQUENT ACTIONS
<p>F. Inappropriate Conduct (Behavior includes, but is not limited to:</p> <ul style="list-style-type: none"> - Slamming objects or doors, - Inappropriate dress - Littering - Playing or possession of radios, game boys, playing cards, trading cards, Yu-gi-oh cards, etc. - Using vulgar/profane or obscene language - Violating classroom rules - Public displays of affection.) 	<p>Teacher and or Guidance Counselor/Principal warning</p> <p>Parent contact</p>	<p>1-3 Administrative lunch detentions.</p> <p>Parent contact.</p>	<p>3-5 Administrative lunch detentions.</p> <p>Mandatory parent conference with principal/guidance counselor.</p>	<p>Indefinite Administrative lunch detentions.</p> <p>In-School and/or Out of School Suspension</p> <p>Mandatory parent conference with principal.</p> <p>Referral to I&RS Committee to discuss interventions.</p>	
<p>G. Inappropriate Lunch/Recess Behavior; (Behavior includes, but is not limited to:</p> <ul style="list-style-type: none"> - Running - Throwing food - Not cleaning up garbage and food waste 	<p>Lunch aide intervention</p> <p>Lunch aide notifies classroom teacher who imposes consequence.</p>	<p>1-3 Administrative lunch detentions.</p> <p>Parent contact.</p> <p>Guidance counselor and student conference.</p>	<p>3-5 Administrative lunch detentions.</p> <p>Parent conference.</p> <p>Guidance counselor and student conference.</p>	<p>6-10 Lunch detentions or In-School Suspension</p> <p>Mandatory parent conference with principal.</p> <p>Referral to I&RS Committee to discuss interventions.</p>	

PROCEDURE

EDISON BOARD OF EDUCATION
EDISON, NEW JERSEY

FILE CODE: 5131

Pupils

CATEGORY	FIRST ACTION	SECOND ACTION	THIRD ACTION	FOURTH ACTION	FIFTH AND SUBSEQUENT ACTIONS
H. Willful Disobedience (Behavior includes, but is not limited to: - Disrespect to staff - Argumentative and/or Belligerent behavior)	1-3 Administrative lunch detentions Parent contact	3-5 Administrative lunch detentions Mandatory parent conference with principal/guidance counselor	6-10 Administrative lunch detention or In-School Suspension Mandatory parent conference with principal. Referral to I&RS Committee to discuss interventions.	Out of School Suspension. Mandatory readmission conference with principal and possible central administrator. Referral to I&RS Committee to discuss interventions.	
I. Hazardous/Unsafe Behavior (Behavior includes, but is not limited to: - Rough/horse play - Running - Pushing/showing - Crowd loitering - Violation of school safety procedures, in class, hall or bus - Misuse of spray products - Possession/use of headphones, electronic games, toys, cell phone, matches and lighters, etc. - Throwing rocks, sticks, ice balls, snow balls, etc.)	1-3 Administrative lunch detentions Parent contact	3-5 Administrative lunch detentions Parent contact	6-10 Administrative lunch detention or In School Suspension Mandatory parent conference with Principal/Guidance counselor.	In School and/or Out of School Suspension for 1 to 3 days. Mandatory readmission conference with principal. Referral to I&RS Committee to discuss interventions.	

PROCEDURE

EDISON BOARD OF EDUCATION
EDISON, NEW JERSEY

FILE CODE: 5131

Pupils

CATEGORY	FIRST ACTION	SECOND ACTION	THIRD ACTION	FOURTH ACTION	FIFTH AND SUBSEQUENT ACTIONS
J. Fighting/Violence (Behavior includes, but is not limited to: - Punching - Slapping - Biting - Kicking - Wrestling)	(Given age of student and degree of severity) In School and/or Out of School Suspension for 1-2 days. Mandatory readmission conference with principal. Guidance counselor intervention.	(Given age of student and degree of severity) 2-4 days Out of School Suspension Mandatory readmission conference with principal. Guidance counselor intervention/	(Given age of student and degree of severity) 3-4 days Out of School Suspension Mandatory readmission conference with principal. Guidance counselor intervention.	(Given age of student and degree of severity) 4 days Out of School Suspension. Referral to Superintendent for possible extension to 10 Out of School suspension days. Mandatory Administrative conference with principal and central administrator. Referral to I&RS Committee to develop interventions.	
K. Theft/Vandalism/ Destruction of Property (school, staff, or student)	(Given age of student and degree of severity) 1-5 Administrative lunch detentions and/or In or Out of School Suspension Parent conference with guidance counselor/ principal Guidance counselor intervention Possible police report.	(Given age of student and degree of severity) In School Suspension or 1-2 days Out of School Suspension Mandatory parent conference with principal Possible police report.	(Given age of student and degree of severity) 2-4 Out of School Suspension days Mandatory readmission conference Possible police report.	(Given age of student and degree of severity) 4 days Out of School Suspension Referral to Superintendent for possible extension to 10 Out of School Suspension days Mandatory Administrative Hearing with principal and central administrator Referral to I&RS Committee to discuss interventions Possible police report.	

PROCEDURE

EDISON BOARD OF EDUCATION
EDISON, NEW JERSEY

FILE CODE: 5131

Pupils

CATEGORY	FIRST ACTION	SECOND ACTION	THIRD ACTION	FOURTH ACTION	FIFTH AND SUBSEQUENT ACTIONS
L. Terroristic Threat	<p>(Given age of student and degree of severity)</p> <p>1-5 Administrative lunch detention and/or In or Out of School Suspension for 1-2 days</p> <p>Mandatory parent conference with guidance counselor/principal</p> <p>Guidance counselor intervention (counseling)</p> <p>Police complaint or report.</p>	<p>(Given age of student and degree of severity)</p> <p>1-3 days Out of School Suspension</p> <p>Mandatory Readmission conference with principal</p> <p>Guidance Counselor intervention (counseling)</p> <p>Police complaint</p>	<p>(Given age of student and degree of severity)</p> <p>3-4 days Out of School Suspension</p> <p>Mandatory Readmission conference with principal</p> <p>Guidance Counselor intervention</p> <p>CIT referral and interventions</p> <p>Police complaint</p>	<p>(Given age of student and degree of severity)</p> <p>4 days Out of School Suspension</p> <p>Referral to Superintendent for possible extension to 10 Out of School suspension days</p> <p>Mandatory Administrative Hearing with principal and central administrator</p> <p>Referral to I&RS Committee to discuss interventions</p> <p>Police complaint</p>	

PROCEDURE

EDISON BOARD OF EDUCATION
EDISON, NEW JERSEY

FILE CODE: 5131

Pupils

CATEGORY	FIRST ACTION	SECOND ACTION	THIRD ACTION	FOURTH ACTION	FIFTH AND SUBSEQUENT ACTIONS
M. Bullying/Teasing/ Harassment (Sexual/Bias/Racial), including the use of electronic communication devices and/or the computer to harass, bully, or intimidate ("cyber-bullying") (BOE Policies 4111.1/4211.1 and 5145.7)	<p>(Given age of student and degree of severity)</p> <p>1-5 Administrative lunch detention and/or In or Out of School Suspension for 1-2 days</p> <p>Mandatory Parent conference with guidance counselor/principal</p> <p>Guidance counselor intervention (counseling)</p> <p>Police report or complaint</p>	<p>(Given age of student and degree of severity)</p> <p>2-3 days Out of School Suspension</p> <p>Mandatory readmission, conference with principal</p> <p>Guidance counselor intervention (counseling)</p> <p>Police complaint</p>	<p>(Given age of student and degree of severity)</p> <p>3-4 days Out of School Suspension</p> <p>Mandatory Readmission conference with principal</p> <p>Guidance Counselor intervention</p> <p>CIT referral and interventions (counseling)</p> <p>Police complaint</p>	<p>(Given age of student and degree of severity)</p> <p>4 days Out of School Suspension</p> <p>Referral to Superintendent for possible extension to 10 Out of School suspension days</p> <p>Mandatory Administrative Hearing with principal and central administrator</p> <p>Referral to I&RS Committee to develop interventions</p> <p>Police complaint</p>	

PROCEDURE

EDISON BOARD OF EDUCATION
EDISON, NEW JERSEY

FILE CODE: 5131

Pupils

CATEGORY	FIRST ACTION	SECOND ACTION	THIRD ACTION	FOURTH ACTION	FIFTH AND SUBSEQUENT ACTIONS
N. Possession of Weapon or Toy Weapon (used in a threatening manner)	<p>(Given age of student and degree of severity)</p> <p>In or Out of School Suspension for 1-2 days</p> <p>Mandatory parent conference with guidance counselor/principal</p> <p>Guidance counselor intervention (counseling)</p> <p>Police report or complaint</p>	<p>(Given age of student and degree of severity)</p> <p>2-3 days Out of School Suspension</p> <p>Mandatory readmission conference with principal</p> <p>Guidance counselor intervention (counseling)</p> <p>Police complaint</p>	<p>(Given age of student and degree of severity)</p> <p>3-4 days Out of School Suspension</p> <p>Mandatory Readmission conference with principal</p> <p>Guidance Counselor intervention</p> <p>CIT referral and interventions (counseling)</p> <p>Police complaint</p>	<p>(Given age of student and degree of severity)</p> <p>4 days Out of School Suspension</p> <p>Referral to Superintendent for possible extension to 10 Out of School suspension days</p> <p>Mandatory Administrative Hearing with principal and central administrator</p> <p>Referral to I&RS Committee to develop interventions</p> <p>Police complaint</p>	
O. Inappropriate/ Unsafe Bus Behavior	<p>Safety patrol coordinator/guidance counselor/principal warning and/or 1-3 Administrative lunch detentions</p> <p>Parent contact.</p>	<p>3-5 Administrative lunch detentions and/or In School Suspension</p> <p>Parent conference with guidance counselor/principal</p>	<p>Suspension of bus privilege for a period of time determined by Principal and/or In or Out of School Suspension</p> <p>Parent conference with principal</p>	<p>Referral to Superintendent to suspend bus privileges for the remainder of school year and/or 1-4 days of Out of School Suspension</p> <p>Mandatory conference with parent-principal and transportation director/central administrator.</p>	

PROCEDURE

EDISON BOARD OF EDUCATION
EDISON, NEW JERSEY

FILE CODE: 5131

Pupils

CATEGORY	FIRST ACTION	SECOND ACTION	THIRD ACTION	FOURTH ACTION	FIFTH AND SUBSEQUENT ACTIONS
P. Assault with a weapon	<p>Any student who commits an assault upon a Board member or employee or another student, with a weapon, on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program pending a suspension or expulsion hearing before the Board. The student must be placed in an alternative educational placement pending a Board hearing to determine the student's guilt.</p> <p>a. "Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury.</p> <p>b. Students so removed, other than students with disabilities, shall be removed from the school's general education program for a period not exceeding one calendar year. (N.J.A.C. 18A:37-8)</p> <p>c. The principal or his or her designee shall:</p> <ul style="list-style-type: none"> (i) Remove the student; (ii) Isolate the student and place the student under the supervision of school staff until such time as the parent or law enforcement official takes custody of the student; (iii) Immediately report the removal of the student to the Superintendent; (iv) Notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice; and (v) Notify the student's parent of the following information: <ul style="list-style-type: none"> • The removal action; • The law enforcement notification; • The change of custody, if it occurs; and • The student's due process rights (including a disabled student's due process rights, as applicable). <p>d. The Board must conduct a hearing within 30 days of the student's removal to determine whether the student committed the assault with a weapon. If found "not guilty" by the Board, the student must be returned to the regular education program. The Board's determination must be made within five days of the hearing.</p> <p>e. The Superintendent may modify the removal on a case-by-case basis. The Superintendent shall make the final determination on whether the general education student is prepared to return to the general education program or whether the student shall remain in an alternative education program or receive home or other out-of-school instruction based on the following criteria:</p> <ul style="list-style-type: none"> • The nature and severity of the offense; • The Board's removal decision; • The results of any relevant testing, assessments or evaluation of the student; and • The recommendation of the principal or director of the alternative program or home or other out-of-school instruction program in which the student has been placed. 				

PROCEDURE

EDISON BOARD OF EDUCATION
EDISON, NEW JERSEY

FILE CODE: 5131

Pupils

- NOTE:** 1. The discipline for identified students with disabilities must conform to the rules and regulations outlined in N.J.A.C. 6A:14-1 et seq. and the procedures established for the Public Schools of Edison Township.
2. With the approval of the superintendent, the administration reserves the right not to invoke the use of this code in the disposition of those referrals which warrant special consideration. The administration also recognizes its responsibility and right to take reasonable and necessary disciplinary action for student behavior and/or conduct that is not specified in this code but is judged inappropriate. The student discipline code extends to all school-related functions both on and off school property and is also in effect while students are enroute to and from school.
3. The discipline for identified students with disabilities must conform to the rules and regulations outlined in NJAC 6:28-2 and the procedures established for the Edison Township Public Schools.
4. School authorities have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function, that is consistent with the Board's code of student conduct.

Date Revised: 3/6/03
Date Revised: 9/4/03
Date Revised: 1/5/05
Date Revised: 4/28/05
Date Revised: 5/12/05

Date Revised: 10/22/07