

John Marshall Elementary School Family and Student Handbook 2023 - 2024

Where the Magic Begins



**John Marshall Elementary School
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732-650-5370**

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PRINCIPAL'S MESSAGE



John Marshall is a "magical" place to learn. Our motto, "The Magic of Learning," exemplifies academic and social development. The administration, faculty, and staff work collaboratively and cooperatively to create a school community which fosters a love of learning. Our diverse school community enables our students to appreciate and learn from their peers.

At John Marshall, we pride ourselves in offering differentiated instruction in all subjects and grade levels. We believe that all children can and will learn to the best of their ability. The Collaborative Classroom reading program provides students with the necessary skills to improve their literacy abilities. It also enables our students to make connections to all subject areas and strengthen their ability to read non-fiction texts. In Kindergarten through Fifth grade the students use Investigations 3 Common Core for math. The students are challenged on a daily basis and use a lot of hands-on manipulatives to support their individual needs.

Our Media Center is a phenomenal resource to enhance our students' knowledge in all subject areas. Our Media Center offers computers and a large screen television to view current events. The faculty is enthusiastic about incorporating all of this technology into their instruction. Kindergarten uses i-Pads in the classrooms and grades First through Fifth use Chromebooks.

Student Device Insurance is offered online and I strongly encourage you to purchase it if possible. Parents are responsible for any damage to district-issued devices. Fines will be assessed accordingly if insurance is not purchased.

<https://www.edison.k12.nj.us/departments/it-department/student-device-insurance-information>

<https://gpo.worthavegroup.com/edisonps>

As Principal, I am pleased to inform our parents of the many clubs we offer to meet the diverse learning needs of our student body.

John Marshall School holds Parent University meetings in which we target different grade levels to help the parents support their children. Numerous strategies are introduced so parents can be hands-on at home and help their children be successful in school.

We have an active Parent Teacher Organization (PTO) and encourage all parents to join. The PTO sponsors monthly school stores during lunch time. Our fundraisers pay for assembly programs throughout the year. Please take an active role in your child's school and become involved in the PTO.

PRINCIPAL'S MISSION



As the principal of John Marshall Elementary School my mission is to promote the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing, and sustaining a school culture and instructional program that is conducive to student learning and staff development.
- Ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.
- Collaborating with family and community members, responding to diverse community interests and needs, and mobilizing community resources.
- Acting with integrity and fairness, and in an ethical manner.
- Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.



At John Marshall Elementary School our CHARACTER COUNTS!

CARING

John Marshall students show concern for others, including those who they may not consider to be their “good” friends. They offer help and assistance to others without complaint and without seeking reward. They do things for others, often without being asked. They make the school a friendly and warm place to be and always make others feel welcome.

RESPECTFUL

John Marshall students treat others with courtesy and consideration. They have good manners, say “please” and “thank you,” and are friendly and polite to everyone, regardless of whom they meet. They treat others the way they themselves would like to be treated.

FAIR

John Marshall students use good judgment in dealing with people and situations. They do not allow others’ opinions to bias their thinking, and they listen to others’ feelings with an open heart. They are just, reasonable, and impartial in their actions toward others, using the tools of conflict resolution to solve problems.

RESPONSIBLE

John Marshall students get to school on time, ready to learn. They are prepared with appropriate learning materials and completed homework. They exercise good study skills and work habits, and they manage their time thoughtfully. They understand what their duties are, both in the classroom and at home, and they carry them out dependably.

HONEST

John Marshall students are sincere, trustworthy and loyal. They tell the truth. If they may have made a mistake, they admit it, take the consequence, and move on. They avoid cheating, lying, and stealing at all times.

GOOD CITIZENS

John Marshall students are proud to be members of their country, their township, and their school community. They show respect for national symbols, such as the flag and the National Anthem. They volunteer to make their class, their town, and John Marshall School become a better place.



Regular Session Times

Grades K-5:
8:55 am- 3:30 pm

Delayed Opening

Grades K-5:
10:30 am- 3:30 pm

Single Session/Early Dismissal

Grades K-5:
8:55 am-1:30 pm

SCHOOL PROCEDURES

2023-2024 Edison Public Schools School Calendar

Please refer to the [district school calendar](#) for pertinent information.

Arrival

Students may enter the building at **8:45 am** and report to their classroom where they will line up in the hallway.

Parent/Guardian Visiting Information

Please remember when volunteering or attending any program/event at John Marshall School, siblings will **NOT** be permitted in the building. Parents must turn off cell phones upon entering the school as they are disruptive.

Early Dismissal/Delayed Opening

Notification of **early closings and delayed openings** will be announced on radio stations WCTC – 1450, WERA – 1590, and NJ 101.5 FM, starting at 6:00 AM and continuing at intervals thereafter. You can also watch your local cable station, **channel 118** for delayed openings and closings. The district web-site is www.edison.k12.nj.us where you can find this pertinent information. Please listen to one of these stations for information. **PLEASE DO NOT CALL THE RADIO STATIONS OR THE SCHOOL.** If you call the Superintendent's Office you will receive a recorded message.

On **delayed opening days**, elementary school classes will begin at 10:30 AM. Buses will run normally and will pick students up approximately one hour later than the usual pick up time.

PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY IF YOUR HOME OR WORK PHONE NUMBER IS CHANGED OR DISCONNECTED. PLEASE MAKE SURE THAT THE SCHOOL CAN CALL AN ALTERNATE NUMBER OF SOMEONE NEARBY IN ANY EMERGENCY. BLACKBOARD WILL BE INITIATED FOR ANY EARLY CLOSINGS OR EMERGENCIES.

Parking and Drop-Off/Pickup



To ensure the safety of our students, all parents are reminded to follow the procedures for dropping off and picking up. All parents are to enter the drop off zone and follow the designated route. **PARENTS MAY NOT GET OUT OF THEIR VEHICLES AT ANYTIME!** Teachers will be in the parking lot directing traffic to help ensure safety.

School doors will be locked to all those who are outside. The front doors will be the only entrance for visitors. It will be monitored by closed circuit TV, and visitors will need to provide identification before being admitted into the building.

NO ONE is permitted to go to a child's classroom, nurse's office, library or anywhere else in the building unless they report to the Security Desk first. This policy is necessary for the protection and safety of the children. Everyone who enters the building will be issued a visitor's badge. Picture identification will be required.

Student Early Dismissal

Parents who wish to have a child dismissed before regular school dismissal time must report to the **Main Office** and sign their child out before 3:15 P.M.

General Information

It is requested that doctor appointments, dentist appointments, recreational lessons, and vacations, necessitating release time from school, be held to a minimum. If such appointments or trips cannot be scheduled at any other time, a formal request for early dismissal must be made through the Main Office.

General Rules:

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


Buses

Bus pick-up is approximately 30-45 minutes before school begins. Specific time varies with the particular stop on each route.

If your child does not follow the following guidelines it may result in being removed from the bus.

Students are to sit calmly at all times on the bus. They are to fasten their seat belts and keep them fastened throughout the entire ride as this is a true safety concern. Please reinforce this with your children. Students are not permitted to ride home on another bus to accompany their friends. Bus passes will be checked periodically throughout the school year. Please be aware that children will not be dropped off without an adult being present at the bus stop.

Attendance



In compliance with state compulsory attendance laws, and to ensure learning, all students are expected to be present in school or attend remotely if applicable on every school day. Understanding that due to illness, and planned or unplanned family matters, students will invariably miss school on occasion; students are reminded of their responsibility to attend school as often as possible for the reasons stated above.

Students are also expected to report to school on or before the scheduled starting times. Students that are habitually tardy to school will also be referred to the school Intervention and Referral Team to determine appropriate interventions, and the school attendance investigator to determine if legal action is warranted. (See Discipline policy).

If a student is absent and you would like to obtain work, parents must call the office in the morning to report the absence and make the request. Also, due to time constraints, such work would not be available until the end of the school day for pickup or release to a sibling, neighbor or friend.

Please read the Attendance Policy/Procedures on the Edison District website. You must call the school if your child is going to be absent, (732) 650-5370 or post it in the Parent Portal in Genesis. .

Press prompt #1 for the ATTENDANCE MAILBOX.

Discipline



Students are expected to demonstrate safe and respectful behavior to all members of the school community at all times while on school property or during school hours (including their commute to and from school). Students are also expected to demonstrate positive school character as outlined by our “**Character Counts**” initiative. Students who do not comply with such are subject to the consequences included in the district discipline policy listed on the district website.

Attire



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 “good taste” and 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 a responsibility for the development of positive attitudes and values within a safe environment. Keeping this and safety issues in mind, **flip flops, short shorts, and inappropriate or revealing tops** are not permitted in school. Students cannot wear hoods or hats on their heads during school hours.

A.B.C. (After Before School Child Care) Program

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

A morning program is offered from 7:00 A.M. until 8:45 A.M., and an afternoon program is offered from 3:30 P.M. until 6:00 P.M. Notices are sent home each year listing the cost for each session. For additional information, contact the Recreation Department daily from 8:30 A.M. until 4:30 P.M. at 732-248-7310. **There is no before school care on delayed opening days, or after-school care on emergency early closings.**



Breakfast

Breakfast will be free to all of our learners for the 23-24 school year.

Lunch

Lunch will be available for purchase (\$3.50) during the 2023-2024 school year. Students may bring their own lunch; however, we ask that it does not contain anything breakable e.g. glass. **There will be no cost for students who have been approved for reduced/free meals. Parents/Guardians must complete the Free and Reduced Form every school year which is subject to approval.**

Healthy Schools

The state's healthy school initiative continues to encourage good nutrition for our children. **The state policy stipulates that no food product that has sugar as its first ingredient be served to the students.** We encourage you to consider this policy as you prepare your child's lunch and snack for the day.

Birthdays

Invitations cannot be distributed anywhere on school premises unless your child's whole class is invited.

Kindly email your child's teacher to read a book to the class to celebrate your child's birthday. **Birthday goodies/treats are not allowed in class.** The office will announce your child's birthday and they will be given a certificate and pencil in celebration of this day. If your child's birthday is during the summer months, please email the teacher for a day to recognize this important event.

Lost and Found



The Lost and Found is located in the Cafeteria. If a student misplaces an item they may ask to check the items in the Lost and Found bin.

All clothing and personal items appropriate for school **should be labeled** with the student's name and homeroom.

Electronic Devices and Toys

No fidget spinners or any other devices will be allowed in school without appropriate documentation from a doctor, stated in an IEP or 504 Plan.

Please note that at no time will students be permitted to bring toys, collectible cards, electronic devices, such as electronic toys, radios, etc. to school. If any such items are discovered, they will be confiscated by the office immediately. The office will arrange for the items to be picked up by the student's parents. If a cell phone is brought to school it must be turned off and is not allowed on until your child leaves school. Cell phones are not permitted on the school bus or taken outside at lunch. If this occurs, the cell phone will be taken away and not given back until a parent or guardian picks it up in the Principal's Office. Please remember the school is not responsible for any lost cell phones. It is highly recommended that all cell phones be left at home.

Back to School Nights: September 12 & 14, 2023

Back to School Night is an activity designed for parents to obtain a general overview of the organizational culture of the school and their child's individual classroom, as well as to experience what a day in your child's classroom is like. **It is not a time for parent-teacher conferencing.** During individual teacher presentations the following information will be shared:

- Personal Introduction
- Curriculum i.e.: Collaborative Classroom, Investigations
- Key Instructional Strategies i.e.: manipulatives in mathematics
- Classroom Policies and Procedures
- Homework Policy
- Assessment: Grading/Report Cards/Portfolios/Standardized Tests
- Academic & Behavioral Expectations
- Parent Communication



Parent/Teacher Conferences



Parents are encouraged to attend conferences with teachers, guidance and/or the principal as they deem necessary, but advanced notice must be provided, or do so during the two scheduled time periods in November and March.

If you would like to conference with a teacher or the principal at a time other than the designated conference dates, call the office or the teacher to make an appointment, or send in a note with your child asking the teacher to contact you to set up a time to meet. Please make sure you provide the correct information for the teacher to do so. Although the principal may not be able to meet with you due to prior commitments, you may stop by the school without an appointment to meet

with her. We ask you not to do this with teachers to ensure that they have enough time to properly prepare themselves for any concerns that you may have.

Report Cards

Parents/Guardians will be able to log into the Parent Portal to obtain their child's report card. If the Parent/Guardian has not signed up for the Parent Portal, a paper record will be sent home.

[Parent Portal FAQ](https://www.edison.k12.nj.us/parents/parent-portal-faq-page) <https://www.edison.k12.nj.us/parents/parent-portal-faq-page>
[Parent Portal User Manual](#)

https://resources.finalsite.net/images/v1577384579/edisonk12njus/vogncp1kihyezttvtxq/parent_access_manual-Fall2017-v4.pdf

Progress Reports

Each marking period Progress Reports will be sent home if a teacher feels that your child is having difficulty in a subject area.

Homework

Homework helps to reinforce specific skills in the classroom curriculum.

Homework can be used to:

- ◆ Develop responsibility and good study habits
- ◆ Encourage growth of the individual student to his or her full potential
- ◆ Enhance communication skills
- ◆ Apply knowledge to real-life situations in a meaningful way
- ◆ Logically connect or challenge facts and ideas
- ◆ Provide each student an opportunity to develop independent judgment
- ◆ Think critically and problem solve

The assignment of homework serves several purposes. It provides opportunities for students to reinforce and practice newly acquired skills or apply recent learning to real-life situations. Homework may also consist of assignments that help students prepare for class participation. Extended homework assignments provide students the opportunity to apply time management and organization skills in order to monitor and complete the assignment within the allotted time frame.

Parent support of homework is an extremely important factor toward building positive attitudes and successful study habits. Parent interest in schoolwork reflects their belief that what their child is doing is important and that school is a family priority. It is evident that student, teacher, and parent needs and expectations vary. Therefore, flexibility must exist in the assignment of homework. Time requirements are difficult to establish because of the wide variation of reading and work speeds.



STATE ASSESSMENTS

The NJSLA states high quality assessments will allow parents and educators to see how children are progressing in school and whether they are on track for postsecondary success. The NJSLA assessment also provides teachers with the ability to identify students who may be falling behind and need extra help. NJSLA Spring 2024: Grades 3-5: TBD.

Special Programs and Electives

ESL Program - Mrs. Rondinone and Mrs. Rossiter

Students who are eligible for English as a Second Language will receive services from our ESL teachers. Teachers will pull students out of class or push in to support the learner's needs.

Gifted and Talented

We have a pull out gifted and talented program for grades 3-5. Students in grade K-2 are identified and given the opportunity to work on higher level projects at home if they meet the criteria. Children are assessed by multiple measures to be selected for this program.

Character Education - Ms. Rodriguez



Character Education is the development of knowledge, skills, and abilities that enable our children to make informed choices. The Six Pillars of Character Education in the "Character Counts" program are trustworthiness, respect, fairness, citizenship, responsibility, and caring. Activities throughout the year will be designed to help children learn to think critically so they can evaluate their own decisions and attitudes. We will focus on different pillars by reading books, finding character traits in literature, social studies, science, etc., and by encouraging children to show that they are using a particular trait in their everyday activities.

Instrumental Music and Band - Ms. Ford



The Instrumental Music and Band Programs are open to students in grades 4 and 5. Students may rent instruments from the approved school provider or obtain their own instrument. Lessons are offered free of charge during the school day on a rotating pull out schedule. Students who successfully participate in the lesson program are invited to join the school band. The band practices weekly during the school day in preparation for the spring concert. Any student who hopes to play in the Middle School Band should begin instruction at the elementary level.

Orchestra/Strings - Mr. Panov



The Strings Program is open to students in Grade 4 and 5. Lessons are provided once a week on the violin, viola, and cello. These lessons are offered free of charge, during the school day, on a rotating pull out schedule. The Strings students perform in concerts.

Chorus/ Music - Mrs. Grimshaw and Mrs. Horvat



The John Marshall School Chorus is a performing group that promotes teamwork, provides a sense of belonging, extends an arm of service to the community, raises school spirit, and is fun! Students are given the opportunity to apply concepts learned in their vocal music class. The chorus meets weekly to prepare for the spring concert. Any 4th or 5th grader can join. With great direction and strict rules, the high quality of performance has been maintained and the choir continues to be recognized for its positive role in our school community.

Art - Mrs. Heck and Ms. Ballo

The students will be exposed to different artists and techniques. Numerous visual aids and technology will be incorporated through lessons.

Spanish - Mrs. Ventura and Ms. Lincuiz

Our students love to speak Spanish in Grades one through five. The students are introduced to a new language through music, games, art and visual aids.

Physical Education - Mr. Gerba, Mrs. McGuigan, Ms. Smith, Mr. Schaber and Mr. Belfiore

Appropriate Footwear- Sneakers must be worn to participate in Physical Education classes. They must be a traditional enclosed sneaker, (no strap on the back holding the sneaker on) and must be relatively flat. Slip on sneakers, (open back) will not be allowed. Sneakers with shoelaces, Velcro straps or other straps across the front are fine. Parents, for children who do not know how to tie their own sneakers, please double knot them before they leave for school. On inclement weather days, have children wear their boots to school and change into their sneakers when they get to their homeroom. Please refer to the Physical Education Policy that must be completed online.

Appropriate Clothing- Students should wear play clothes on gym days. At all times girls should wear pants, shorts or skorts - whichever is weather appropriate. Gym classes will go outside until the weather gets very cold, so please send your child with a jacket. We understand that on special days, such as Picture Day, children will be dressed up so have them bring sneakers to school.

Jewelry- Please leave all jewelry home on gym days. This includes watches, bracelets, necklaces, earrings, etc. It must be removed for safety reasons, and when the children take it off for gym, it sometimes falls on the floor and gets lost. If your child has just had his/her ears pierced, tiny posts are acceptable.

Illness/Medical Conditions- If your child is recovering from a cold or any other illness such as the flu, and you do not want them to participate in gym class, please write a note.

Eye Glasses- If your child does not need to wear his/her glasses for gym, we prefer that they are taken off for safety reasons. If it is necessary that glasses be worn, the parent or guardian must write a note reflecting that need.

Doctor's Note Required- If your child has been under a **doctor's care** for some medical reason such as pneumonia, tonsillectomy, broken arm, sprains, etc., **your child must have a doctor's note stating when he/she can return to the gym program.**

STUDENT COUNCIL


The Student Council consists of a group of elected students voted into office by their peers. The Student Council sponsors many activities, fundraisers, and performs community services throughout the year fostered from students' ideas. The Student Council members create a sense of responsibility and caring, and believe that everyone's ideas count and attend meetings and report information back to their fellow students.

COMMUNITY HELPERS

The students at John Marshall School help create and maintain a safe environment, both inside and outside of the school building. The community helpers are responsible for modeling appropriate behavior to their peers. They assist with buses and help out throughout the school. This year our community helpers will assist other students at lunch and be positive role models for the other students at John Marshall. All of our students understand how important it is to be a good citizen.

DISTRICT SERVICES

SCHOOL NURSE – Mrs. DeCarvalho



The school nurse operates the health clinic. As well as handling all school medical emergencies and health concerns, she administers medications, conducts various health screenings throughout the school year, such as height, weight, blood pressure, vision, hearing and scoliosis at specific grade levels.

Medication shall be administered only upon the written order of a licensed physician, and a written request from the parent. The order from the physician must include the diagnosis, dosage of medication, and time it is to be given. **All medications must be sent to the nurse in a labeled prescription bottle.** The parent request shall give permission to administer the medication and shall release the school of all liability. These requirements also apply to any over-the-counter medication, such as Tylenol, Advil, etc.

If you have any health questions or concerns or if your child has any special health/dietary needs, please contact the nurse's office at (732) 650-5370 or email Mrs. DeCarvalho at briana.decarvalho@edison.k12.nj.us

Speech - Mrs. Connors



The purpose of the speech and language program is to remediate deficits in speech and language that adversely affect a student's educational performance. These deficits must not be related to dialect, cultural differences, or influence from a foreign language. Therapy is provided in the areas of articulation, language, fluency, and voice. Children who receive therapy are classified as, "Eligible for Speech-Language Services" or any one of the classifications for students in need of special education.

Guidance - Ms. Rodriguez



The guidance department consists of a certified guidance counselor. As well as counseling students, the guidance counselor assists the principal with student discipline, and the teachers with managing student behavior. The guidance counselor also presents mini lessons to students on bully prevention, harassment, and tolerance, and counsel's staff and parents of students experiencing academic, social, or emotional difficulty.

Counseling is provided on a full time basis. Immediate concerns are addressed and dealt with on a short-term and long-term basis. If you wish to receive counseling services for your child or for yourself to assist you in dealing with your child, please call the guidance office at (732) 650-5370, and make an appointment to meet with the counselor, **Ms. Rodriguez**, or email your child's classroom teacher.

Child Study Team - Mrs. Elsamna

The school child study team is a part of the Division of Pupil-Special Services. It consists of a school social worker, school psychologist, and learning disabilities teacher consultant. The team has the following primary responsibilities: evaluate students that have been referred to them for having potential disabilities, and case-manage programs for students that have been identified as needing special services. Team members may also work with students with disabilities, as well as their parents, and teachers. If your child meets the eligibility requirements for special services, an Individualized Education Program (IEP) will be developed.

What is an IEP?



The Individualized Education Program (IEP) is the "road map" to your child's 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

Intervention and Referral System



The Intervention and Referral System (I&RS) is a state mandated pre-referral committee that is designed to provide assistance to students experiencing academic, social, and emotional difficulty in school. The committee consists of the principal, school nurse, guidance counselor, reading specialist, interventionist, child study team member and a teacher. The I&RS committee meets monthly to discuss students that are referred by either their classroom teacher or parent. During meetings the committee brainstorms with the classroom teacher, and parent (if requested), and then implements classroom, building and district strategies, not excluding retention, or referral to the child study team for evaluation.

Response To Intervention (RTI) - Mrs. Cauterucci, Mrs. Gluchowski and Mrs. Monether

Mrs. Cauterucci is our Reading Specialist who services our children needing support in Language Arts. Mrs. Gluchowski and Mrs. Monether, our Interventionists, serve children needing support in Mathematics or Language Arts.



The Response to Intervention Program is a service that is provided to the students of Edison Township for extra help in Language Arts Literacy and/or Mathematics. This additional support is provided during the school day. Children are identified by several criteria and are serviced by the Reading Specialist and Interventionists in a small group setting either in the classroom or on a pull out basis.

Parent-Teacher Organization (PTO) Membership

If you have any questions please feel free to drop off a note into the PTO mailbox.

Membership is open to all interested adults. The cost of membership is \$12.00 per family. Remember that all who are interested in helping may join...grandparents, aunts, uncles, friends, etc. Please get involved!!!!!!!!!! We need your help to make each day special at John Marshall School. Your children are only young once.



Media and Publications

School Website - Visit the John Marshall website at <https://mar.edison.k12.nj.us/>

Channel 118 - The Edison School Network is on Channel 118. This TV channel broadcasts information about all the schools in Edison Township and lists important dates and information according to school. It also broadcasts various events which may have occurred in the schools of Edison, as well as the Board of Education Meetings.

Please remember to go to the John Marshall School website to find all pertinent information.