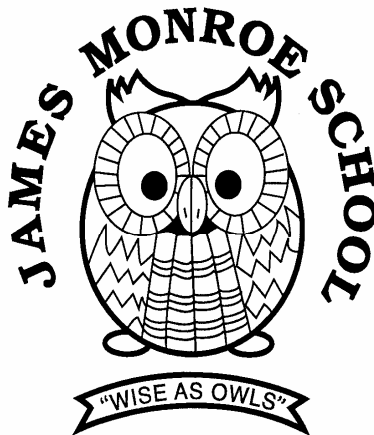


# *The Communicator*

**PARENT'S GUIDE  
2011 - 2012**



James Monroe School  
7 Sharp Road  
Edison, NJ 08837  
(732) 452-2970  
<http://edison.k12.nj.us>

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Mrs. Lynda Zapotichny  
Principal

Edison Board of Education  
312 Pierson Ave., Edison, NJ 08837 (732) 452-4900

### Mission Statement

The mission of the Public Schools of Edison Township is to ensure that all students achieve at the highest level of academic success. The district, in partnership with the community, will provide a safe, supportive learning environment, which promotes self-worth and encourages productive contributions to a diverse and constantly evolving global society.

Gene Maeroff – President  
Veena Iyler – Vice President

Deborah A. Anes  
David J. Dickinson  
Joseph Romano

Lori A. Bonderowitz  
Frank Heelan  
Sapana Shah

Theresa E. Ward

### Central Administration

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Daniel P. Michaud	Business Administrator	732-452-4965
	Board Secretary	
Margaret DeLuca	Assistant Superintendent, Curriculum & Instruction, Grades 6-12	732-452-4951
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Mary Mavroudas	Elementary Supervisor	732-452-4932
Christopher Conklin	Assistant Superintendent, Special Services	732-452-4948
Linda Gelfand	Supervisor of Special Education	732-452-4943
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Paul Jenney, Jr.	Supervisor of Facilities	732-452-4550

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## PRINCIPAL'S MESSAGE

Dear Parents/Guardians:

2011-2012 appears to be the year technology finally arrived in the Edison Public Schools. Interactive whiteboards, called Prometheans, are now in place in every classroom grades 1-5. In addition, Smart boards, which were in other rooms, are now housed in each of the Kindergartens, ensuring a totally interactive school community. The Kindergarten rooms will also share the use of a Smart Table, which allows small groups of children to work cooperatively on some piece of technology-based learning.

In readying for this transition, many of the James Monroe staff members gave up time over the summer to attend classes in better utilizing this resource in their daily lesson planning and instruction. You will be able to gain some insight into their use when you attend **Back to School Night on Tuesday, September 13<sup>th</sup>**. All classroom teachers will be incorporating these interactive boards into their presentations that evening.

Enrollment has been steadily climbing since the start of August. However, due to the addition of another fifth grade section, we have thus far managed to maintain small class sizes in all grade levels. At this moment in time, only two classrooms have an enrollment of 20, and all other sections ranging in size from 15 to 19.

In an effort to be more conscientious about the environment, James Monroe will be saving trees by cutting back drastically on our use of paper. I am directing your attention to the district website ([www.edison.k12.nj.us](http://www.edison.k12.nj.us)). There you can find all the necessary updated information about the district and any of the 17 schools that comprise it. When you reach the website, simply go to the drop-down menu on the top left side of the page and scroll down to James Monroe. It will take you to our homepage where you will find the monthly calendar and all pertinent information about our school. For example, if you want to know about classroom supplies, click on the **offices** tab, then **academics**. This will bring up a list of each grade level on the left-hand side of the screen. Simply select a specific grade level and the supply list will appear on the screen.

Additionally, I ask that you take the time to read through **The Communicator**, our school handbook. Access can be gained as well from the school's homepage. It contains important information, especially with respect to school procedures, protocols, and events.

Finally, please take the time to **READ** all of the information in this folder, and return the specific items requested. Put this file in a location that is easily accessible and use it as a reference. The more informed you are about our expectations, the less energy taken away from our primary focus, your child's education and well-being.

Sincerely,

Lynda Zapoticzny

**2011-2012 SCHOOL CALENDAR**  
**DELAYED OPENINGS/1:30 DISMISSALS/SCHOOL CLOSINGS**

WEDNESDAY	SEPTEMBER	7	First Day of School
THURSDAY	SEPTEMBER	29	Schools Closed
FRIDAY	SEPTEMBER	30	Schools Closed
WEDNESDAY	OCTOBER	26	Schools Closed Staff Inservice
MONDAY	NOVEMBER	7	Schools Closed through November 11 - Fall Recess
MONDAY	NOVEMBER	14	School Reopens
TUESDAY	NOVEMBER	15	1:30 Dismissal – Parent/Teacher Conferences *
THURSDAY	NOVEMBER	17	1:30 Dismissal – Parent/Teacher Conferences **
WEDNESDAY	NOVEMBER	23	1:30 Dismissal
THURSDAY	NOVEMBER	24	Schools Closed - Thanksgiving Recess
FRIDAY	NOVEMBER	25	Schools Closed – Thanksgiving Recess
TUESDAY	NOVEMBER	29	1:30 Dismissal – Parent/Teacher Conferences *
MONDAY	DECEMBER	26	Schools Closed through December 30 – Winter Recess
MONDAY	JANUARY	2	School Reopens
MONDAY	JANUARY	16	Schools Closed – Martin Luther King’s Birthday
MONDAY	JANUARY	31	1:30 Dismissal - Gr. K-8 Staff Inservice
TUESDAY	FEBRUARY	14	1:30 Dismissal – Parent/Teacher Conferences *
THURSDAY	FEBRUARY	16	1:30 Dismissal – Parent/Teacher Conferences **
THURSDAY	FEBRUARY	17	Schools Closed through February 20
TUESDAY	FEBRUARY	21	School Reopens 1:30 Dismissal – Parent/Teacher Conferences *
FRIDAY	APRIL	6	Schools Closed through April 13– Spring Recess
MONDAY	APRIL	16	School Reopens
MONDAY	MAY	28	Schools Closed – Memorial Day
TUESDAY	JUNE	19	1:30 Dismissal
WEDNESDAY	JUNE	20	1:30 Dismissal – Last Day of School

\* Parent Teacher Night Conferences

\*\* Parent Teacher Day Conferences

## TENTATIVE CALENDAR OF EVENTS

<b>September</b>	6	Kindergarten Meet & Greet 2:30 PM	
	7	First Day of School	
	13	PTA Mtg./Back to School Night 7-8:30 PM	
	23	Safety/Wellness 8:30 AM	
	23	4 <sup>th</sup> gr. Field Trip – Sandy Hook	
	26	PTA Fall Wrapping Paper fundraiser begins	
<b>October</b>	29-30	No School Fall Recess	
	6	Math Night 7:00 PM	
	11	PTA Mtg. 7:00 PM	
	14	Harvest Eve	
	14	PTA Fall Wrap Sale Ends	
	18	PTA Dine Out Night – What’s the Scoop	
	21	Safety/Wellness 8:30 AM	
	21	KDG. Pumpkin Patch	
	23	C.A.R.E. Walk	
	26	Schools Closed Professional Development Day	
	29	Halloween Parade 9:00 AM	
<b>November</b>		Halloween Parties 2:15-3:15 PM	
	2-4	Book Fair	
	3-4	Camp Bernie	
	7-11	No School Fall Recess	
	14-15	Camp Bernie	
	15	PTA Mtg. 7:00 PM	
	15, 17, 29	Parent Teacher Conferences – 1:30 Dismissal	
	16	PTA Dine Out Night – TBD	
	17	Gr. 3 Thanksgiving Feast	
	18	Safety/Wellness Mtg. 8:30 AM	
		End of 1 <sup>st</sup> Marking Period	
<b>December</b>	23	1:30 Dismissal	
	24-25	Thanksgiving Break – No School	
	1	Report Cards Go Home gr. 2-5	
	8-9	Holiday Boutique	
	8	Winter Concert 7:00 PM EHS	
	13	PTA Mtg. 7:00 PM	
	16	Safety/Wellness Mtg. 8:30 AM	
	23	Cultural Awareness Day; Class Parties 2:15-3:15 PM	
	26- Jan. 1	Winter Recess – No School	
	<b>January</b>	10	PTA Mtg. 7:00 PM
		16	MLK Birthday – No School
17		PTA Dine Out Night – What’s the Scoop	
20		Safety/Wellness 8:30 AM	
27		School Play 7:00 PM EHS	
<b>February</b>	28	PTA Satori Fundraiser (tent.)	
	1	End of 2 <sup>nd</sup> Marking Period	
	3	PTA Gertrude Hawk Candy Sale Begins	
	14	PTA Mtg 7:00 PM	
	14, 16, 21	Parent Teacher Conferences - 1:30 Dismissal	
	14-16	Book	
	16	Gr. 2 Hero Luncheon	
	17	Schools Closed – Professional Day	

## TENTATIVE CALENDAR OF EVENTS

<b>February (cont)</b>	20	Schools Closed – Presidents Day
	21	PTA Dine Out Night - TBD
	24	Safety/Wellness 8:30 AM
	27	PTA Gertrude Hawk Sale Ends PTA Kids Art Fundraiser Begins
<b>March</b>	2	Read Across America PTA Kids Art Fundraiser Ends
	8	Grade 5 Pancake Breakfast 9:15 AM
	13	PTA Mtg. 7:00 PM
<b>April</b>	16	Safety/Wellness 8:30 AM
	6-13	Schools Closed – Spring Break
	16	End of 3 <sup>rd</sup> Marking Period
	17	PTA Mtg. 7:00 PM
	20	Safety/Wellness Mtg. 8:30 AM
	27	1st Grade – Grandparents’ Luncheon Earth Day/Arbor Day Celebration
<b>May</b>	30	NJASK 5
	1-3	NJASK 5
	6-11	Teacher Appreciation Week
	7-11	<b>NJASK 3 (7-110), NJASK 4 (7-11)</b>
	11	3 <sup>rd</sup> Grade Trip to Ellis Island Kindergarten Tea 10:30/2:30 5 <sup>th</sup> Grade Dance 7:00 PM
	14	5 <sup>th</sup> Grade Trip to Philadelphia Grade 4 Luncheon 12:00 BOE Teacher Recognition 7:00PM JPS
	15	PTA Mtg. 6:30 PM PTA Dine Out Night – What’s the Scoop
	18	Safety/Wellness Mtg. 8:30 AM Field Day
	22	1 <sup>st</sup> Grade Dinosaurs
	23	Field Day (Rain Date)
	23	Spring Concert 7:00 PM EHS
<b>June</b>	28	Memorial Day – No School
	31	Grade 2 Gems
	1	5 <sup>th</sup> Grade Sports Day
	12	PTA Mtg. 7:00 PM
	15	Awards Assembly – AM End of Year Parties – 2:15-3:15 PM
	19	1:30 Dismissal Gr. 5 Celebration – 5:00 PM EHS
20	Last Day of School 1:30 Dismissal, Report Cards go Home Slide Show 12:30 PM	

**BOE Mtgs. 7:00PM** – 9/19 JPS, 10/10 EHS, 11/21 JPS, 12/19 EHS, 1/23 JPS,  
2/27 EHS, 3/26 JPS, 4/23 EHS, 5/14 JPS (Teacher Recognition)

**School Store** – 9/7, 9/21, 10/5, 10/19, 11/2, 11/16, 12/14, 1/4, 1/18, 2/1, 2/15, 3/7, 3/21, 4/4,  
4/18, 5/2, 5/16

**Silly Days** – 9/16, 10/14, 11/18 12/9, 1/13, 2/10, 3/16, 4/20, 5/25

## SCHOOL SCHEDULE

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

<b>Regular Hours Gr. 1-5</b>	9:00 AM	-	3:30 PM	
<b>Regular Hours Gr. K</b>	9:00 AM	-	11:30 AM	AM Session
	1:00 PM	-	3:30 PM	PM Session
<b>Delayed Openings Gr. 1-5</b>	10:30 AM	-	3:30 PM	
<b>Delayed Openings Gr. K</b>	10:30 AM	-	12:30 PM	AM Session
	1:30 PM	-	3:30 PM	PM Session
<b>1:30 Dismissal Gr. 1-5</b>	9:00 AM	-	1:30 PM	
<b>1:30 Dismissal Gr. K</b>	9:00 AM	-	11:00 AM	AM Session
	11:30 AM	-	1:30 PM	PM Session

## MARKING PERIOD – REPORT CARD SCHEDULE

### Marking Periods

No. 1 – September 7, 2011 – November 18, 2011

No. 2 – November 21, 2011 – February 1, 2012

No. 3 – February 2, 2012 – April 16, 2012

No. 4 – April 17, 2012 – June 20, 2012

### Report Card Distribution

Grades 2-5 December 1, 2011

Grades K-5 February 10, 2012

Grades 1-5 April 26, 2012

Grades K-5 June 20, 2012

## PARENT TEACHER CONFERENCES

Tuesday, November 15, 2011 – Night Conferences

Thursday, November 17, 2011 – Day Conferences

Tuesday, November 29, 2011 – Night Conferences

Tuesday, February 14, 2012 – Night Conferences

Thursday, February 16, 2012 – Day Conferences

Tuesday, February 21, 2012 – Night Conferences

## STATE TESTING DATES

NJASK Grade 5 April 30, 2012 – May 3, 2012

NJASK Grade 3 – May 7, 2012 – May 10, 2012

NJASK Grade 4 – May 7, 2012 – May 11, 2012

**SCHOOL PROCEDURES AND SUPERVISION PLAN**  
**READ CAREFULLY**

**PAGES 8 THROUGH 12 CONTAIN VITAL INFORMATION ABOUT ARRIVAL AND  
DISMISSAL PROCEDURES, AS WELL AS HOW YOUR CHILD IS SUPERVISED  
THROUGHOUT THE DAY.**

**PARENT NOTIFICATION**

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

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

Schools shall distribute information pertaining to student safety, including arrival and dismissal procedures to each student to bring home in the fall of every school year. High schools shall obtain and verify with parents/guardians permission for students to be on an early release schedule.

Schools will distribute or post on the district web-site a school calendar of scheduled school closings and early dismissals. In addition to the monthly calendar, schools will utilize School Messenger 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, as well as the district website.

The Township of Edison Public Schools will utilize local radio stations (NJ 101.5, WCTC 1450 AM, WNJO 94.5) to announce all emergency information including but not limited to delayed openings, school closings and early dismissals.

In the case of an emergency early dismissal or closing, the School Messenger 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.

**On delayed opening days, elementary school classes will begin at 10:30 AM. Buses will pick up students at approximately 10:00 AM. PM Kindergarten begins at 1:30 PM. Buses will pick up students at approximately 1:00 PM.**

## ARRIVAL SUPERVISION

- Teachers are out on the playground to supervise the children at 8:45 AM.
- All walkers are to arrive at school by utilizing either the pedestrian path or the sidewalk on Sharp Rd. In order to ensure everyone's safety, the Crossing Guard will keep the cones in position until 9:00AM.
- Students are not to enter the playground area before that time.
- Bus students are kept on the buses until 8:45, then dismissed to the appropriate blacktop area.
- Grades 1 to 5 (except those homerooms noted below), are lined up on the blacktop outside of the primary wing by homerooms.
- Kindergarten students line up on the blacktop area outside of their classrooms along with 1-1, 1-2, 2-4, 3-1, 3-3, 5-4.
- Safety Patrols are assigned to each class to assist the students into the building and to their assigned classrooms.
- All students should be in place when the first bell rings at 8:53 AM.
- **Children not arriving on time must be signed in by an adult in the main office.**
- On days when the weather is inclement, or when the temperature is below freezing, students will be permitted to line up inside the building. Students are to assemble at the place designated by the teacher and await the teachers' arrival. This procedure is necessary to ensure that teachers who are on duty may properly supervise the children. **Supervision is not provided before 8:45 a.m., therefore walkers are not to arrive before that time.**

## ARRIVAL PROCEDURE FOR SEVERE WEATHER DAYS

- Do not arrive **prior** to 8:45. The buses must occupy the front drive.
- Cars will be allowed to drive up to the front of the building at 8:45.
- Stay in a single file line, and wait for teacher direction.
- Do not pull up alongside another car, as this presents a safety hazard for all involved.
- When your car is situated in the front drop-off area, do not get out of your vehicle.
- Make sure your child(ren) is ready to leave the vehicle before your arrival, as someone will assist them out of the car.
- Once children are out, you will be allowed to proceed back down Sharp Rd.
- On these particular days, we strongly urge you to drive up to the front of the school. However, if you choose to walk, remain on the sidewalks at all times.

This protocol is in place during **severe weather conditions only (e.g. ice on sidewalks, torrential rain, etc)**. If the Crossing Guard has the cones out, we are following our usual arrival procedure.

## LUNCH & RECESS SUPERVISION

- Lunch is scheduled as follows:

Grades 1, 2, 3-1 & 3-2:	12:15-1:00
Grades 3-3, 3-4, 4, & 5:	1:02-1:47
- Lunch aides will meet students at classroom. If eating during the second half of the lunch period, students will proceed outside, weather permitting (this decision is made by the office).
- Before proceeding to cafeteria, entire lunch group is lined up as follows: drink only purchasers 1<sup>st</sup>, cold lunch next, and hot lunch last with choice A first. Anyone who is not buying belongs at the front of the line and proceeds directly to the lunch table.
- Students take ONLY what they ordered. NO SUBSTITUTES. Students who forgot to order the day before can get *only* PB&J (unless nut allergy). Kitchen Staff cannot make changes.
- There will be one call for snacks AFTER lunch students are finished being served.
- Students are responsible for keeping the floor neat and throwing away garbage.
- Lunch aides are responsible for wiping down tables after seating for their section.
- Lunch aides will supervise the playground area by circulating among them in order to provide adequate supervision. Pushing, shoving or any other rowdy behavior is not to be tolerated.
- Students are not permitted outside the designated playground area.
- If a student is injured, he/she must be sent to the nurse, accompanied by an aide or another student.
- At the bell, students are to be lined up and walk in an orderly fashion to their classroom.
- If eating in classrooms, Lunch aides make sure students eat at their desks, not other parts of the room.
- Each lunch aide will have one bathroom pass each for the boys and girls in her homeroom. These are to be kept on lanyards around her neck. Any student who needs to use the bathroom must take a bathroom pass from their lunch aide and give it back upon their return. No one will be permitted in the bathroom without one of these passes.

## BUS DISMISSAL SUPERVISION

- After walkers are dismissed, all bus students' grades 1-5 will be called to the All-Purpose Room to await the arrival of their bus.
- Students are to line up in the designated area for their route. Teachers on duty and safety patrols will assist.
- Kindergarten students will line up separately in the Kindergarten hallway, and wait with the safety patrols for their bus to arrive.
- When the bus arrives, students will be escorted outside by a safety patrol. Kindergarten students go on first.
- Students are expected to remain seated, in assigned seats, with seatbelts buckled at all times.
- Students must go to their designated bus stop for the morning and afternoon rides. You may only ride the bus to which you are assigned.
- Bus students who are going home by a different means must bring a signed note from a parent. If this is not done, the students MUST ride the bus home.

### **DISMISSAL SUPERVISION** (ABC Program)

- Once all walkers have been dismissed, all latchkey students' grades 1-5 will be called to the All-Purpose Room.
- Kindergarten students will be escorted by latchkey personnel to the All-Purpose Room.
- Latchkey will take attendance and check against the school daily attendance.
- If students are not attending latchkey, a note must be sent in advising the school and latchkey personnel of the change.

### **DISMISSAL SUPERVISION** (other than ABC & Bus Students)

- At 3:15, cones will be placed across the entrance to the school to prohibit vehicles from entering school property.
- At 3:30, all walkers grades 1-5 will be dismissed via the PA system through the front doors of the school.
- Kindergarten students, unless otherwise requested by a parent, will be dismissed via their classroom door.
- Staff members and safety patrols will be there to assist in this process.
- Parents may wait outside these areas for their child(ren).
- If all children have exited and your child has not, please ask a staff member for assistance.
- Any student who cannot find their parent is to report to the office, so that a family member can be notified.
- **No student will be allowed to go home with another parent or person unless the office has been notified in writing.**
- **NO ONE IS ALLOWED ON THE PLAYGROUND EQUIPMENT BEFORE OR AFTER SCHOOL WITHOUT PARENTAL SUPERVISION.**
- Once all students have been dismissed and all buses departed, the school doors will be closed and cones removed from the entryway.

### **1:30 PM DISMISSAL DAYS**

- On early dismissals, the elementary school day ends at 1:30PM.
- Please see the school calendar on page 4 for those days that are scheduled.
- Make sure your child(ren) is aware of their dismissal routine on these days.
- In the event of an emergency closing, School Messenger will be utilized to notify families.
- If it is a scheduled day, ABC program will take place.
- If the closing is due to inclement weather or any other emergency situation, ABC will not be held.
- In either case, buses will run, and walkers will be dismissed following the listed procedures.

### **SCHOOL MESSENGER**

Edison now utilizes a telephone message service called *School Messenger*. This enables us to personally communicate with parents about emergency situations, school events and important issues impacting your child. Please be sure to update your child's emergency information and telephone numbers during the school year.

## **PARENT CUSTODY ISSUES**

If there are issues involving custody, whether legal or personal in nature, make sure the office is provided appropriate documentation. If you are not the primary residence of the child but would like copies of all school notifications, please send a letter of request to the office.

## **ATTENDANCE POLICY/HOMEWORK REQUESTS**

Parents must phone the school by 10:00 AM on the day their child is absent. Press 1 to report the absence, leaving the name, grade/teacher, and reason. You may also leave your request for any homework or to order lunch for the next day at this time. Assignments can be picked up after 2:00 PM. Please call the school first to make sure there is a need to make the trip to school.

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

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

## **SCHOOL CLOSING/DELAYED OPENING PROCEDURES**

Notifications of early closings and delayed openings will be announced on radio stations **NJ 101.5 FM, WCTC 1450 AM, WNJO 94.5 FM, FOX Channel 5, WNBC Channel 4, NEWS 12 NJ Channel 12, LOCAL CABLE Channel 118, the School Messenger phone system, and on the BOE website <http://www.edison.k12.nj.us>** starting at 6 AM and continuing at intervals thereafter. Please listen to one of these stations for information. Calling the school number and prompting #2 on the menu will provide updated information.

On delayed opening days, elementary school classes will begin at 10:30 AM for grades 1-5 and AM Kindergarten. Buses will pick up students at approximately 10:00 AM. PM Kindergarten will start at 1:45 PM. Buses will pick up students at approximately 1:15 PM.

**VERY IMPORTANT**

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

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

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

A morning program is offered from 7:00 AM until 9:00 AM and an afternoon program is offered from 3:30 PM until 6:00 PM at James Monroe School. Notices are sent home each year listing the cost for each session. For additional information, contact the Recreation Department at 732-248-7310 daily from 8:00 AM until 4:40 PM.

### **VISITORS**

In order to ensure the safety of all our children, school doors will continue to be locked to those who are outside. The front entrance will be the only one for visitors. It will be monitored by closed circuit TV, and visitors will need to identify themselves before being admitted to the building. Please ring the buzzer and upon hearing the click, open the door, proceeding immediately to the office.

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

If you need to take your child out of school due to illness or for personal reasons, your signature is required in the Sign Out Log which is kept on the counter in the office.

### **PARKING**

For the safety of the students, cars are not permitted to drive into the school parking areas between 8:35-8:55 AM, 11:15-11:30 PM, and 3:20-3:50 PM. Please stay away from the corner of Hallo Street and Sharp Road during student arrival and departure times, as buses cannot maneuver the turn safely. Also, car congestion on Sharp Road results in a hazardous environment for the children.

**We encourage families to use the pedestrian path located on Montview Road and supervised both morning and afternoon by a staff member.** Please do not park on Harris Road as children enter and exit at that venue. The school office must be notified in writing if a special circumstance arises, so we can make the necessary arrangements.

## SCHOOL RULES

### **IT IS THE RESPONSIBILITY OF ALL STUDENTS TO HELP MAKE JAMES MONROE SCHOOL A PEACEFUL PLACE**

#### **GENERAL RULES**

1. Be courteous and respectful to others.
2. Be on time for school. Students should arrive no earlier than 8:45 AM, because there is no adult supervision until that time. They are expected to remain with their class line until it is time to enter the building at 8:55 AM. Homeroom begins at 9:00 AM. PM Kindergarten begins at 1:00 PM. Do not arrive at the Kindergarten doors before 12:50 PM as there is no adult supervision until that time.
3. During inclement weather, students will be allowed to enter the building no earlier than 8:45 AM and will line up outside of their classrooms.
4. Students returning to the building after 3:45 PM should be accompanied by an adult and report directly to the office as all classrooms are locked. **All classrooms are locked at 3:45 PM, students can not go back to classrooms for any reason after 3:45 PM.**
5. No electronic equipment (Game Boys, Walkmans, CD Players), skateboards, roller blades or trading card games are to be brought to school. If this rule is disregarded, your property may be held until June.
6. Chewing gum is not permitted on school property.
7. For safety reasons, no hee-lies or flip-flops are to be worn to school.
8. **BIRTHDAY INVITATIONS MAY ONLY BE DISTRIBUTED IN CLASS IF EVERYONE IS INVITED.**

#### **INDOOR RULES**

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

## **OUTDOOR RULES**

1. No jumping, running and stepping over backpacks or any other personal items placed in the line up area.
2. Walk on the sidewalk, not on the curbing or the grass.
3. Lunch aides will tell students where playing is permitted-based on grade level and condition of the grass.
4. When you arrive at school walk to your lineup area and talk quietly.
5. Do not bring balls or other playground equipment from home. Basketballs and other game balls are provided for each class at lunch time.
6. Snowballs are not permitted to be made or thrown on school grounds.
7. Use good sense and practice safety at all times. Go to the nearest adult for help if you need assistance.
8. **NO ONE IS ALLOWED ON THE PLAYGROUND EQUIPMENT BEFORE OR AFTER SCHOOL WITHOUT PARENTAL SUPERVISION.**

## **BUS RULES**

1. Students are expected to remain seated, in assigned seats, with seatbelts buckled at all times.
2. Students must go to their designated bus stop for the morning and afternoon rides. You may only ride the bus to which you are assigned.
3. Bus students who are going home by a different means must bring a signed note from a parent. If this is not done, the student **MUST** ride the bus home.

## **HARASSMENT, INTIMIDATION, AND BULLYING**

Edison Township Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

### **DRESS CODE**

Numerous viewpoints exist regarding the extent to which student dress should be regulated. It is generally felt that the school has a responsibility to assist students in developing an understanding of what constitutes "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.

## PHONE SYSTEM

The number for James Monroe is 732-452-2970. There is now a menu option system in place. To reach specific personnel, leave a message, or find out school closing information, simply press the designated number below:

- 1 Report an absence/request homework
- 2 School Closing Information
- 3 Upcoming School Events
- 4 School Nurse
- 5 Guidance Office
- 6 Child Study Team
- 7 Principal
- 8 Latchkey Program
- 9 All other

## LUNCH

The Board of Education has entered into a food service contract with a company called Chartwells. The cost for lunch is \$2.75. You may purchase milk, if you bring your lunch, for .50¢. Lunch tickets for the week or month can be purchased every Monday morning. Please pay for weekly or monthly tickets by check or money order payable to the Edison Township Board of Education. Also, for your convenience you may pay online at [www.mealpayplus.com](http://www.mealpayplus.com) you will need your child's Student ID#. We encourage the purchase of lunch tickets in advance (instead of sending cash on a daily basis) to expedite the lunch lines. Lunch is ordered one day in advance.

All meals will be prepared on a daily basis at a satellite school kitchen and delivered to James Monroe hot and ready to be served. Hot steam trays for serving the food will assure that the meals stay warm until the children are ready to eat. In addition to the hot meal, there will also be 2 cold items available on a daily basis. Milk (white and chocolate) and various, healthy snacks can be purchased a-la-carte.

We strongly suggest that extra lunch money be kept on your child's school account in the event they forget to bring their lunch or lunch money to school. If a child has forgotten their lunch, every effort will be made to contact the parent or other emergency number given to the school. If you cannot be reached, the food service provide will let your child choose from the lunch menu, and your child will be expected to bring in the \$2.75 the next day.

If your child has any problems with the lunch they purchased or if you have any questions or concerns regarding the lunch program, please contact Mrs. Cameron.

Lunch is scheduled as follows:	Grades 1, 2, 3-1 & 3-2	12:15 – 1:00
	Grades 3-3, 3-4, 4, & 5	1:02 – 1:47

### **NEWSLETTER – Mrs. Hook, Editor**

Our school publishes a monthly newsletter called the **James Monroe Report** which will be accessible only on our website <http://www.edison.k12.nj.us> and click on James Monroe School. Current issues and upcoming events are described in each issue. It also includes a monthly calendar (which will be sent home) and an update on district policies. Please send any information for publication to Mrs. Hook by the 16<sup>th</sup> of each month.

### **CONFERENCES WITH TEACHERS AND PRINCIPAL**

If you would like a conference with a teacher or the principal, it is important that you call the office to make an appointment so that time can be set aside for a conference. Often parents come in without an appointment and are disappointed because the teacher or principal may not be able to see them due to prior commitments.

Conferences with your child's teacher will be on **November 15, 17, & 29 and February 14, 16, & 21**. You will be notified by your child's teacher as to the date and time. The school will be on a 1:30 dismissal day on parent-teacher conference days.

### **LOST & FOUND**

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

### **ELECTRONIC DEVICES**

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

## ANNUAL ASSESSMENTS

There are several tests administered during the school year. Listed below is a description by grade level.

### **GRADES K-1**

Students in grades K-1 are being assessed by their teacher using three instruments which chart their developmental growth in becoming a reader, becoming a writer, and becoming a mathematician. This assessment, which has been integrated into the classroom activities, provides specific information about skill/concept mastery over time in these critical areas. There is no separate testing schedule as this is an ongoing process.

### **GRADES 3, 4, & 5**

Students in grades 3-5 are being assessed by their teacher using instruments which chart their reading and writing development. This assessment, which has been integrated into the classroom activities, provides specific information about skill/concept mastery over time in these critical areas.

These grade levels also participate in the New Jersey Assessment of Skills and Knowledge (NJASK) test conducted and developed by the New Jersey State Department of Education. Grade 5 will participate from April 30 – May 3, 2012. Grade 4 will participate from May 7-11, 2012. Grade 3 will participate from May 7-10, 2012. During this time, teachers will administer tests in language arts, literacy, mathematics, and science (grade 4). A test schedule will replace your child's regular program.

### **Grading**

In accordance with BOE Procedure 6147.1, students shall be graded on the basis of their achievement in the program(s) approved by the board. They shall be given the opportunity to progress through the educational program at their level of ability. All factors pertinent to achievement shall be considered when assigning grades.

The following indicators are used in varying content areas for all K through 5<sup>th</sup> Grades. These are not to be equated to the letter grades A-F. These indicators show developmental growth, not mastery of content area material. Indicators shall not be averaged.

<b>INDICATORS</b>	
1	Progressing only with on-going support
2	Progressing toward independent understanding of skill or concept with some support
3	Developing independent understanding of skill or concept
4	Demonstrating independent understanding of skill or concept

These indicators are utilized in the following ways at each grade level:

- **Kindergarten:** All content areas for marking periods 2, 4
- **1<sup>st</sup> Grade:** All content areas for marking periods 2, 3, 4
- **2<sup>nd</sup> – 5<sup>th</sup> Grades:** Language Arts Literacy ONLY for marking periods 1, 2, 3, 4

For grades 2 – 5, these indicators reflect the level of the child’s acquisition of skills and strategies needed to become readers and writers and the child’s development toward independent use of these skills and strategies.

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

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

**Special Subjects 1<sup>st</sup> – 4<sup>th</sup> Grades: Physical Education, Music, Visual Arts:**

<b>GRADING SCALE</b>	
O	Outstanding
S	Satisfactory
N	Needs Improvement

**Special Subjects 5<sup>th</sup> Grade receive letter grades as listed above. Physical Education is graded for marking periods 1, 2, 3, 4. Music and Visual Arts are graded for marking periods 2 and 4.**

**Report Cards**

Report cards will be sent home with your child on the following dates:

- Grades 2-5 December 1, 2011
- Grades K-5 February 10, 2012
- Grades 1-5 April 26, 2012
- Grades K-5 June 20, 2012

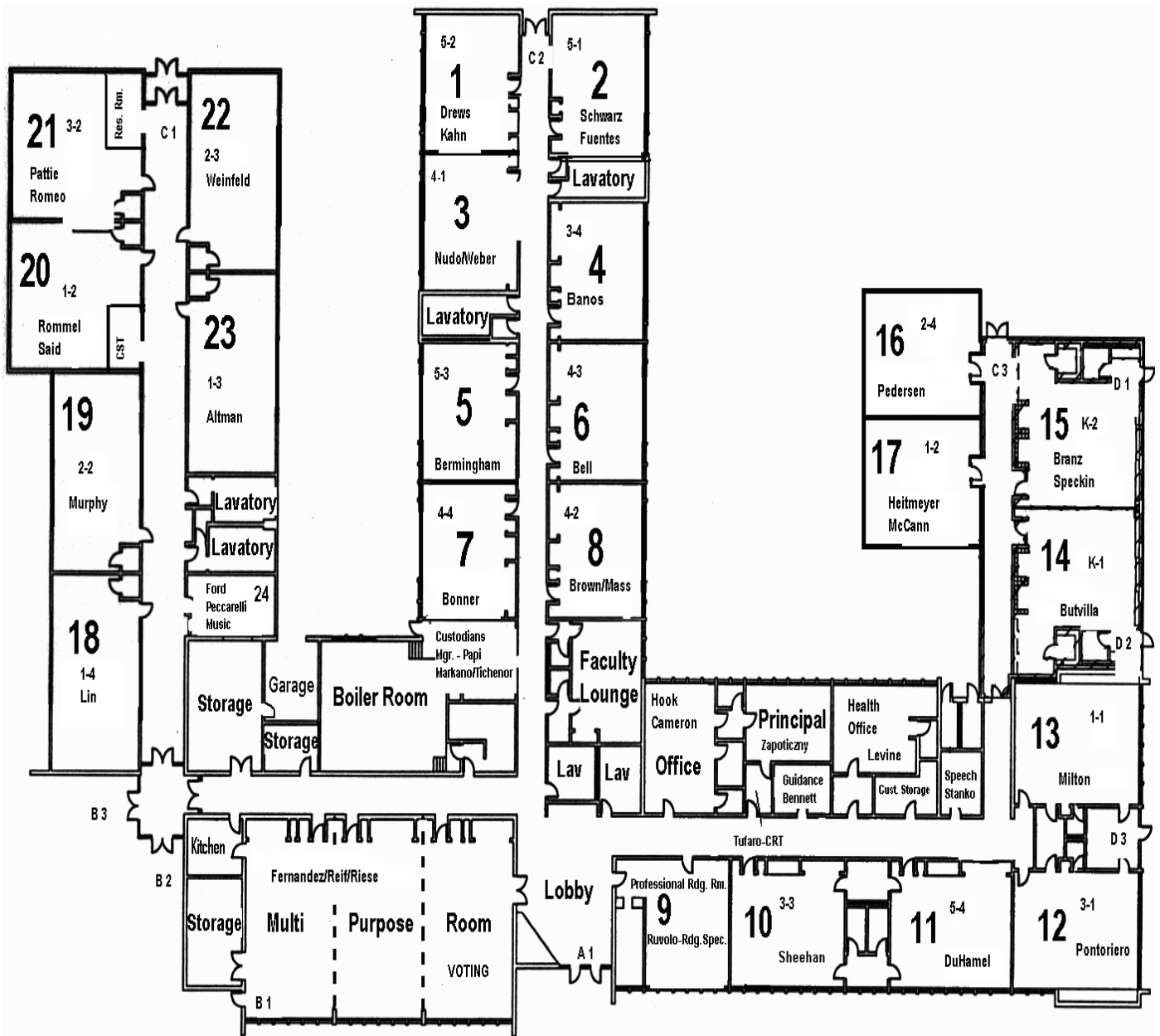
Parents may keep the report card, but the folder must be signed and returned to your child’s teacher.

**STAFF LIST 2011-2012**

<b>NAME</b>	<b>GRADE/SEC/SUBJECT</b>	<b>ROOM No.</b>	<b>DAYS ASSIGNED</b>
Lynda Zapoticzny	Principal	Office	M-F
Evelyn Hook	Secretary	Office	M-F
Nancy Cameron	Secretary	Office	M-F
Michelle Levine	Nurse	Clinic	M-F
Cynthia Tufaro	CRT	Office	M-F
Erin Bennett	Guidance	Office	M-F
Jillian Butvilla	K-1 AM	14	M-F
Jillian Butvilla	K-1 PM	14	M-F
Kristan Branz	K-2 AM	15	M-F
Maureen Speckin			
Kristen Branz	K-2 PM	15	M-F
Maureen Speckin			
Linda Milton	1-1	13	M-F
Stephanie McCann	1-2	17	M-F
Diane Heitmeyer			
Jennifer Altman	1-3	23	M-F
Stephanie Lin	1-4	18	M-F
Jennifer Rommel	2-1	20	M-F
Claudine Said			
Corie Murphy	2-2	19	M-F
Margie Weinfeld	2-3	22	M-F
Christian Pedersen	2-4	16	M-F
Rosalind Pontoriero	3-1	12	M-F
Lisa Romeo	3-2	21	M-F
Ginny Pattie			
Debra Sheehan	3-3	10	M-F
Colleen Banos	3-4	4	M-F
Ashleigh Nudo	4-1	3	M-F
Marie Weber			
Kelly Brown	4-2	4	M-F
Katie Mass			
Cheryl Bell	4-3	6	M-F
Theresa Bonner	4-4	7	M-F
Rochelle Schwarz	5-1	2	M-F
Amy Fuentes			
Kristen Drews	5-2	1	M-F
Judy Kahn			
Elly Bermingham	5-3	5	M-F
Kimberly DuHamel	5-4	11	M_F
Michael Fernandez	Phys. Ed	M.P. Rm.	M-F
Cindy Reif	Phys. Ed	M.P. Rm.	M-F
Andrea Riese	Phys. Ed	M.P. Rm.	M-F (.6)
Tami Ruvolo	Reading Spec.	9	M-F
Laura Stanko	Speech	Office	M-F
Lori DeCoite	Art		M-F
John Peccarelli	Music Voc./Strings		T-F (.8)

**STAFF LIST 2011-2012 (Continued)**

<b>NAME</b>	<b>GRADE/SEC/SUBJECT</b>	<b>ROOM No.</b>	<b>DAYS ASSIGNED</b>
Maria Ford	Instrumental	24	T
Mary Ellen Kaulius	LDTc	CST Rm.	
	Psychologist	CST Rm.	
	Social Worker	CST Rm.	
Anthony Papi	Facility Manager		M-F
Robert Markano	Day Custodian		M-F
Wayne Tichenor	Night Custodian		M-F
Kim Daniewicz	Lunch Aide		M-F
Sue Dudek	Lunch Aide		M-F
Donna Dzama	Lunch Aide		M-F
Madeline Jordan	Lunch Aide		M-F
Debra LaGrasso	Lunch Aide		M-F
Phyllis Levins	Lunch Aide		M-F
Carolyn Matson	Lunch Aide		M-F
Eileen Schreiberman	Lunch Aide		M-F
Cindy Steinlauf	Lunch Aide		M-F
Sue Wales	Lunch Aide		M-F
Elaine Zoppi	Lunch Aide		M-F



**FIRE EXITS**

- A 1
- B 1, B 2, B 3
- C 1, C 2, C 3
- D 1, D 2, D 3

2011-2012

JAMES MONROE ELEMENTARY SCHOOL

## **MESSAGE FROM THE SCHOOL NURSE MRS. LEVINE**

Medications shall be administered only upon the written order of the family physician and a written request from the parent. The order from the physician shall include diagnosis, dosage of medication, and time 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 release the school of all liability. These requirements also apply to all over the counter medications such as Tylenol, cough/cold, allergy medications, and eye drops. No cough drops will be allowed in school.

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

Fever of 100 or more

Vomiting and/or diarrhea during the night or in the morning

Heavy coughing, nasal discharge or a loose, frothy cough from an upper respiratory infection

Severe headache or stomach cramps

An undiagnosed rash

Red or swollen eyes

If you have any questions or concerns or if your child has any special needs, as a result of an injury or an accident, please contact Mrs. Levine.

## **PHYSICAL EDUCATION REGULATIONS MR. FERNANDEZ, MRS. REIF, MRS. RIESE**

1. All students must wear SNEAKERS!
2. NO JEWELRY is to be worn during class due to safety reasons. If jewelry is taken is taken off at the beginning of class and put in their pocket, it may fall out and them become lost. If it is taken off and left in the gym, it may be stolen. The best procedure to follow is not to wear jewelry on the day that Physical Education is scheduled.
3. APPROPRIATE CLOTHING MUST BE WORN. Clothes which are comfortable and permit freedom of movement are necessary for participation in our activities. Girls are reminded that skirts and dresses are not appropriate unless a pair of shorts is worn underneath.
4. Please write a note if you find it necessary to have your child excused from class. The note will exclude your child from all physical activity for no more than 2 days. If your child needs to be excused for more than 2 days, a doctor's note is needed.

## **LIBRARY**

All students K-5 visit the school library with their teacher one day each week. While there, students will be able to return their book(s) and have an opportunity to choose and sign books for their reading pleasure and/or class assignments. Fourth and fifth graders will be able to sign out magazines as well.

Students in grade K-5, who have been absent, may visit the library during homeroom upon their return to school. Those who forgot their books on library day, may choose books which will be reserved up to two days. They will be able to return books during homeroom and pick up their reserved books.

## **CURRICULUM & INSTRUCTION**

The guiding principles driving the elementary curriculum are embedded in the New Jersey Core Curriculum Content Standards and represent a balanced approach in the preparation of all students to meet with success based on individual and developmental needs.

For a detailed look at Language Arts Literacy, Mathematics, Science, and Social Studies, please visit the district website at <http://edison.k12.nj.us> under Curriculum on the District Services drop-down menu.

## **SPECIAL PROGRAMS & SERVICES**

### **CURRICULUM RESOURCE TEACHER (CRT) MRS. TUFARO**

The Curriculum Resource Teacher, or CRT, provides invaluable instructional strategies and materials to teachers and can often be seen in the classroom. The CRT parlays years of experience and training to serve as a coach and model, enabling teachers to perform at their peak and to the benefit of our diverse student population by:

- Determining what evidence of understanding looks and sounds like through data collection of student assessments so that the CRT can be responsive to what the students and teachers need.
- Train staff through various in-services by turn-key training from workshops at faculty meetings and in-service days
- Model instructional strategies in all classes focusing on school level plan and focus of improving student growth.
- Meeting with teachers to look at ways to meet student needs and supporting their planning, identifying resources and observing students
- Institute and incorporate technology into the classrooms, model ways to use in classrooms

## **READING SPECIALIST MRS. RUVOLO**

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

Her role encompasses but is not limited to the following:

- Works cooperatively with teachers and other reading specialists to provide a program of on-going direct instruction to students identified for targeted reading intervention and instruction
- Assists in the diagnosis of reading strengths and weaknesses of individual students and groups of students
- Confers with teachers and other personnel regarding all elements of targeted, research-based reading programs, especially regarding appropriate strategies for student improvement
- Maintains appropriate assessment records to support achievement of students, coordinating data with ongoing classroom assessment
- Serves as a resource person on the building level I & RS committee

## **BASIC SKILLS PROGRAM**

Our Basic Skills Instruction (BSI) Program is anything but basic! Each student's instructional program is personalized and based on individualized, comprehensive assessments. BSI support is provided by the reading specialist through one-on-one instruction, small, flexible groupings, and specialized programs. Co-teaching and collaboration with the homeroom teacher promotes a cohesive transition between BSI and classroom instruction.

Our goal is to create a comfortable, but challenging learning environment to support each student's present and future literacy experiences. As the school year progresses, on-going assessments ensure that changes in your child's academic growth are reflected in their instructional program. We welcome and encourage communication with you! The development of a home-school connection helps create meaningful learning experiences that extend beyond the classroom walls.

## **COUNSELING MRS. BENNETT**

The counseling program at James Monroe is designed to meet the wide range of emotional, social, and academic needs of all of our students. The counseling services include, but are not limited to: individual and group counseling, classroom guidance lessons, crisis intervention, consultation with parents and teachers, and parent workshops.

If you have questions and concerns about the academic, social, or emotional well-being of your child, please contact Mrs. Bennett. It is imperative that we work together to find a solution to your particular child's situation. If you would like more information regarding the school counseling program and services that are provided please call 732-452-2970 x5. She can also be contacted via email at [erin.bennett@edison.k12.nj.us](mailto:erin.bennett@edison.k12.nj.us), and looks forward to working with you and your child.

## **INTERVENTION & REFERRAL SERVICE COMMITTEE (I&RS)**

The I&RS Committee is a school-based problem solving group whose purpose is to assist with strategies for working with students who have problems in learning and/or behavior. The committee includes: the principal (chairperson), a member of the child study team, the school nurse, the reading specialist, the guidance counselor, and a classroom teacher.

The primary role of the committee is to help students with learning and/or behavior problems receive the assistance they need within the regular education program setting. An intervention plan (**RTI**) is developed and put into place for a period of time. If the interventions are not successful, the committee may recommend referral to the child study team.

## **THE CHILD STUDY TEAM**

The child study team consists of a school psychologist, social worker, and a learning disabilities teacher consultant. The team will review the referral to decide whether an evaluation is necessary. Your written permission is required before the first assessment of the evaluation by the child study team can begin.

Once your consent is given the team will gather information on your child's physical health, social and emotional well-being, and academic and cognitive abilities. This will be done through observations by each member of the child study team, educational and psychological tests, and interviews with your child's teachers and you, the parents. Next, you will be invited to a meeting to have the evaluations explained by the child study team. If your child meets the eligibility requirements for classification, and Individualized Education Program (IEP) will be developed.

## **WHAT IS AN IEP?**

The individualized education program 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.

## **RELATED SERVICES**

Related Services refers to a variety of educational services that may be provided to students with a disability as part of their special education program. Related services are listed in the IEP, or 504 Plan, including the amount of time per week the child will receive each related service, and the expected length of time that will be required. Some of the related services your child may receive are:

- speech and language therapy
- counseling services
- occupational therapy
- adaptive physical education
- transportation

## **SPECIAL EDUCATION**

James Monroe is an inclusive community. All of our classified students are part of in-class settings, where the regular and special education teachers work as a team for the entire school day. Everyone benefits from this environment, as has been proven by the great NJASK test scores, high expectations, and appropriate social skills exhibited in these classrooms.

## **SCHOOL ACTIVITIES**

### **AFTER SCHOOL/CLUBS**

Last year, our staff volunteered their time participating in an after school program for various grade levels. Clubs ranged in interest from reading to art. Although the variety will be different this year, be on the lookout for the sign-up sheet because these sessions close out quickly.

### **STUDENT COUNCIL – MRS. WEBER, ADVISOR**

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

Last year, the Student Council was instrumental in spearheading food drives and collecting items for the animal shelter, as well as fundraisers for Cancer and St. Jude’s Hospital. The philosophy of Student Council creates a sense of responsibility, caring, sharing, and helping others for everyone at James Monroe.

### **THE COOL TIMES – MRS. BERMINGHAM, ADVISOR**

The James Monroe students newspaper, **The Cool Times** comes out throughout the year for K-5 students to read and enjoy. This year every effort is being made to feature original student writing. Approximately 30 children in the 4<sup>th</sup> and 5<sup>th</sup> grades comprise the staff, headed by an Editor-in-Chief. Technology is closely linked to writing abilities to turn out the finished products.

## **SAFETY PATROLS – Ms. DUHAMEL, MRS. REIF, ADVISORS**

The Safety Patrols assist with bus departures at the crosswalks, in hallways and classrooms. The most responsible and dependable fifth graders are given the opportunity to help establish and maintain a safe school environment. Safeties not only enforce the rules, but set the example for other students to follow. They have specific rules/guidelines they are to follow. This agreement is signed off on by the patrol, their parent/guardian and the advisors.

Safeties are chosen collaboratively in May by a team of staff members. They are trained in June and assume their responsibilities the last week of school. Monthly meetings take place with the advisors to discuss all questions and concerns.

## **INSTRUMENTAL MUSIC**

The instrumental music program is open to students in grade 5. Lessons on flute, clarinet, saxophone, trumpet, trombone, baritone and drums are offered. Mrs. Maria Ford takes students weekly on Tuesday during regular class time for lessons. The band performs at the winter and spring concerts.

## **ORCHESTRA**

The strings program is open to students in grade 5. Mr. Peccarelli provides lessons once a week on the violin, viola, and cello. The strings orchestra performs at both the winter and spring concerts.

## **CHORUS**

In addition to the weekly music lessons built into the curriculum, students in grades 4 & 5 who meet singing readiness requirements have the opportunity to perform in the chorus. This group, under the direction of Mr. Peccarelli, performs in the winter and spring concerts.

## **PEACEFUL PEOPLE – MRS. CAMERON, MRS. SHEEHAN, COORDINATORS**

James Monroe School starts each day by reciting the Pledge for Peace together. To highlight the fact that we live by this creed, we recognize those students who best exhibit positive character.

On a monthly basis, students select a classmate to be the Peaceful Person. They are awarded certificates at a school wide assembly program and their photo is put on the bulletin board of honor in the front foyer. They also get to participate in a special fun time group with Mrs. Reif and Mr. Fernandez.

## **BIRTHDAYS**

Parties to celebrate your child's birthday are not permitted during school hours. Parents are permitted to send in a small, healthy snack (**NO DOUGHNUTS**, Please) to celebrate, but must notify teachers in advance. The item can either be sent in with the child or dropped off in the office. **Gift bags are not permitted.**

It should be mentioned that in light of the BOE Nutrition Policy #5140, another alternative to recognize this special day would be to purchase a subscription to the children's magazine of your choice (from an approved list), or a book to be used exclusively in your child's classroom. This could also be an opportunity to come in on that day and be a guest reader for your child's class. This generous donation would be posted, and indeed would be a gift that keeps on giving. Look for more information in the opening day packet.

**Finally, birthday invitations can only be given out at school (including playground area) if all members of the class are invited.**

## **SPECIAL LUNCHEON GRADE LEVEL EVENTS**

### **FAREWELL FRIENDS LUNCHEON (KINDERGARTEN)**

Our Kindergarten friends celebrate the end of the year with a Farewell Friends Luncheon. At the luncheon, our parents join us and help make crafts with our friends. The children look forward to this special event each year!

### **GRANDPARENTS' LUNCHEON (FIRST GRADE)**

Imagine hosting a luncheon for approximately two hundred people? That is exactly what the first grade does. Invitations are sent home inviting the children's Grandparents (if a grandparent is not available, another family member may attend). The children provide the entertainment, parents assorted desserts, and afterward the first graders and their guests assemble a craft together. The afternoon ends in song, and is a memorable experience for all involved.

### **HERO DAY LUNCHEON (SECOND GRADE)**

The second grade classes celebrate Hero Day. Each child recognizes a hero in their life who can be a parent, relative, or friend. A luncheon is provided by the PTA at which hero sandwiches are served. Each child presents his/her hero with a drawing and writing honoring them. This project is done with the guidance of their teachers, and is meaningful for both the child and their hero.

### **THANKSGIVING FEAST (THIRD GRADE)**

Each November the PTA sponsors a Thanksgiving Luncheon for the third grade. The children are treated to a traditional Thanksgiving feast. The feast is part of the student's study of Thanksgiving, colonial life, and Native Americans. The luncheon is one of the highlights of third grade.

### **UNITED STATES LUNCHEON (FOURTH GRADE)**

In conjunction with the Social Studies Curriculum, the fourth grade classes hold a luncheon to highlight foods from different areas of the U.S. The foods provided by the teacher and parents teach the students to appreciate the differences and similarities of their fellow Americans. File cards are used to show the food name and donator's name. This enhances the connection the students have learned. The children are encouraged to taste foods that are new and unusual to them. Naturally, the dessert table is the most popular!

The luncheon is held in the multipurpose room during the regular fourth grade lunch period. Parents are encouraged to donate food such as appetizers, main dishes or desserts. Parents are also asked to volunteer their time to set up, serve and clean up. Details of the luncheon will be sent home with your child.

### **SENIOR CLASS BARBEQUE (FIFTH GRADE)**

As the senior James Monroe class, our fifth graders get special attention. Not only do they travel to Philadelphia, but they also are given a celebration event at Edison High School to culminate their special time spent as part of this community.

Their barbeque takes place during their Sports Day, held in June.

**\*\*\*These grade luncheons are for students and their guest only. Please make alternate child care arrangements for younger siblings. Thank you.**

## **FIELD TRIPS**

Thanks to the generous fundraising capabilities of our PTA, each grade level participates in a learning experience beyond the classroom that becomes an extraordinary lifetime memory. For Kdg., 1<sup>st</sup>, and 2<sup>nd</sup>, this activity takes place in the building. Grades 3, 4, and 5 travel to a destination that is aligned with the district curriculum as well as the New Jersey Core Curriculum Standards (NJCCS). The tentative schedule for this year's "field trips" is:

Kdg.	Pumpkin Patch/Petting Zoo/Pony Ride
1 <sup>st</sup>	Dinosaur Museum/Fossil Dig
2 <sup>nd</sup>	Gems and Minerals
3 <sup>rd</sup>	Ellis Island
4 <sup>th</sup>	Sandy Hook
5 <sup>th</sup>	Philadelphia's Historic District

## **CHAPERONES**

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

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

## **STUDENT BEHAVIORAL EXPECTATIONS ON FIELD TRIPS**

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

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

## **CLASS PARTIES**

We will be holding three class parties this year from 2:15-3:15, which will take place on the following dates:

Halloween Party: Monday, October 31<sup>st</sup>  
Winter Holiday Party: Friday, December 23<sup>rd</sup>  
End of the Year Party: Friday, June 15<sup>th</sup>

At Back to School Night on September 13<sup>th</sup>, homeroom teachers will have a sign-up sheet for these three events asking for a coordinator who will facilitate the party, snacks, drinks, and games/activities. Parents will also be asked to provide their email addresses so that homeroom teachers can develop a group email list, which will then be shared with the coordinators for easy communication with those who volunteered to help.

## **FIELD DAY**

Field Day is usually held on a Friday in May. Grade levels are each assigned a color to wear to show unity. Field Day is held rain or shine. Some of the activities include: face painting, frisbee throw, balloon race, potato sack race, three legged race, clothes race and obstacle course. The children spend a certain amount of time at each event with their class and teacher. Of course, with any type of activity such as Field Day, many volunteers are needed to make it a successful day for the children.

## **PARENT TEACHER ASSOCIATION**

### **PTA MISSION**

The mission of the PTA is threefold:

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children; and
- To assist parents in developing skills they need to raise and protect their children; and
- To encourage parent and public involvement in the public schools of this nation.

### **THE OBJECTIVES OF THE PTA ARE:**

- To promote the welfare of children and youth in home, school, community, and place of worship
- To raise the standards of home life
- To secure adequate laws for the care and protection of children and youth
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education

### **P.T.A. MEMBERSHIP**

Membership is open to all interested adults. Remember that all who are interested in helping may join...grandparents, aunts, uncles, friends, etc. From the membership fee about half is retained by the James Monroe PTA to be used for the many activities enjoyed by the children.

### **PTA MEETINGS**

PTA meetings are open to all concerned individuals. They usually take place on the second Tuesday of each month, unless otherwise stated in the school calendar. Business is conducted by having the executive committee, and the chairperson of each standing committee make a report. While everyone is welcome, only Members have voting rights. The PTA will hear the concerns of anyone attending the meeting, but if a subject requires significant attention, it is suggested that you bring it up first with the appropriate committee. Unlike other PTAs, we consider all meetings to be general PTA meetings.

### **VOLUNTEERING**

The PTA only works through the efforts of concerned parents, teachers, grandparents, and other individuals that volunteer their time to make James Monroe Elementary a better school. Regardless of the amount of time you have available, or your specific situation, there are ways through which you can contribute to the PTA. If you would like to volunteer in any way, please contact any of the PTA officers or the chairperson of the committee that interests you.

**JAMES MONROE PTA  
EXECUTIVE COMMITTEE AND COMMITTEE CHAIRPEOPLE**

**EXECUTIVE COMMITTEE**

President	Aimee Hrehowsik	<a href="mailto:aecladybug@yahoo.com">aecladybug@yahoo.com</a>
First Vice President	Maureen Speckin	<a href="mailto:Maureen.speckin@edison.k12.nj.us">Maureen.speckin@edison.k12.nj.us</a>
Second Vice President		
Corresponding Secretary	Adora Jones	<a href="mailto:ionzadora@yahoo.com">ionzadora@yahoo.com</a>
Treasurer	Carolyn Matson	<a href="mailto:carolynandray@optonline.net">carolynandray@optonline.net</a>
Recording Secretary	Kim Daniewicz	<a href="mailto:Kimik1993@aol.com">Kimik1993@aol.com</a>
Administrative Representative	Lynda Zapoticzny	<a href="mailto:Lynda.zapoticzny@edison.k12.nj.us">Lynda.zapoticzny@edison.k12.nj.us</a>

**COMMITTEE CHAIRPEOPLE & FUNDRAISER CHAIRS**

Board of Education Representative	David Garb	732-225-7733
Box Tops	Lynette Martini Chris Bastian	<a href="mailto:nettyfink@gmail.com">nettyfink@gmail.com</a> <a href="mailto:pchano@yahoo.com">pchano@yahoo.com</a>
Campbells Labels	Lynette Martini	<a href="mailto:nettyfink@gmail.com">nettyfink@gmail.com</a>
Clothing Drive	Maureen Speckin	<a href="mailto:Maureen.speckin@edison.k12.nj.us">Maureen.speckin@edison.k12.nj.us</a>
Cultural Arts		
Fifth Grade Representative		
Food Service Representative		
Group Emails	Aimee Hrehowsik	<a href="mailto:aecladybug@yahoo.com">aecladybug@yahoo.com</a>
Handbook/Communicator	Evelyn Hook	<a href="mailto:evelyn.hook@edison.k12.nj.us">evelyn.hook@edison.k12.nj.us</a>
Harvest Eve	Kris Sasso	<a href="mailto:sassyheads@yahoo.com">sassyheads@yahoo.com</a>
Health & Safety	Michelle Levine	<a href="mailto:Michelle.levine@edison.k12.nj.us">Michelle.levine@edison.k12.nj.us</a>
Legislation & Bylaws	Maureen Speckin	<a href="mailto:Maureen.speckin@edison.k12.nj.us">Maureen.speckin@edison.k12.nj.us</a>
Membership	Lisa LaMarca Andrene Pennix	
Newsletter	Evelyn Hook	<a href="mailto:evelyn.hook@edison.k12.nj.us">evelyn.hook@edison.k12.nj.us</a>
Inkjets	Chris Bastian	<a href="mailto:pchano@yahoo.com">pchano@yahoo.com</a>
Fall Wrapping Paper	Ruby Barbhuiya	<a href="mailto:rbykhaz@optonline.net">rbykhaz@optonline.net</a>
Holiday Boutique	Lynette Martini	<a href="mailto:nettyfink@gmail.com">nettyfink@gmail.com</a>
Gertrude Hawk	Ruby Barbhuiya	<a href="mailto:rbykhaz@optonline.net">rbykhaz@optonline.net</a>
Book Fair	Cyndi Tufaro	<a href="mailto:Cynthia.tufaro@edison.k12.nj.us">Cynthia.tufaro@edison.k12.nj.us</a>
	Kelly Wieand	
Publicity	Aimee Hrehowsik	<a href="mailto:aecladybug@yahoo.com">aecladybug@yahoo.com</a>
Scholarship Representative	Mark Banyacski	732-429-0609
School Store	Mary Tutalo	<a href="mailto:miko181@aol.com">miko181@aol.com</a>
Special Ed. Representative	Maria Orchid	732-738-8635
Special Events/Hospitality	Maria Lopez	732-738-8349
Teacher Appreciation		
Teacher Representative		
Website	Gargi Jain	848-248-3882
	Cyndi Tufaro	<a href="mailto:Cynthia.tufaro@edison.k12.nj.us">Cynthia.tufaro@edison.k12.nj.us</a>
Yearbook	Chrissy Martin	
School Spirit Wear	Aimee Hrehowsik	<a href="mailto:aecladybug@yahoo.com">aecladybug@yahoo.com</a>

## **PTA SPECIAL PROGRAMS AND ACTIVITIES**

### **HARVEST EVE**

Harvest Eve is one of James Monroe School's most popular family events. This year it will be held on Friday, October 14<sup>th</sup> from 5-8 pm. It offers all kinds of games, face painting, sand art and other crafts for the children.

Adults can take part in a tricky tray where wonderful raffle prizes are available. Pumpkins, mums, gourds, bales of hay and other fall plants can be purchased at reasonable prices. Come hungry-delicious food is sold as well.

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

### **FAMILY FUN NIGHTS**

These are PTA sponsored events that provide time for families to come together and socialize in a fun way. In the past, there have been Family Bingo Nights as well as Ice-Skating and Roller-Skating events at Roosevelt Park.

### **SCHOOL STORE**

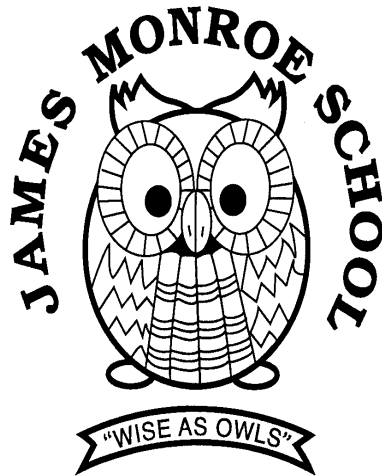
The school store is a service provided to the students, staff, and parents. PTA volunteers set up the store in the school lobby twice a month (a schedule is sent home at the beginning of the school year). Purchases can be made during the two lunch periods. Items for sale include school spirit wear, pens, pencils, rulers, paper, portfolios, erasers, crayons, glue, and some novelty items. Prices range from \$.25 to \$2.00.

## **BOARD OF EDUCATION POLICIES**

The Public Schools of Edison Township continue to provide a challenging and comprehensive education for all of its students. On its website ([www.edison.k12.nj.us](http://www.edison.k12.nj.us)), you can find more information about each of the schools, the curriculum, and district services. Of particular interest is the page highlighting some of the major policies that guide the BOE, central administration, and all members of this community. Listed below are those policies which are presented in full:

- Admissions
- At-Risk and No Child Left Behind (NCLB)/Title 1
- Attendance
- Conduct and Discipline
- Commencement Activities
- Crisis Intervention
- Dress Code
- Drugs and Alcohol
- Equal Opportunity/Non-Discrimination/Sexual Harassment
- Edison Township Board of Education Family Leave and Medical Leave Policy - Policy 4151.2/4251.2
- Gifts, Grants, [Naming Rights and Foundation]
- Graduation Requirements - Policy 6146
- Immunizations
- Lesson Plans - Policy 6143.1
- Local Wellness/School Nutrition - Policy 3542.1
- Nepotism - Policy 4112.8
- No Child Left Behind (NCLB) Complaints
- Non-Residents -
- Pupil Grievance
- Pupil Records
- Pupil Safety
- Physical Examination of Students
- Promotion/Retention[/Acceleration]
- Reimbursement of Travel-Related Expenses
- School Nutrition
- School Activity Funds - Policy 3453
- Smoking Prohibition
- Student and Employee use of Electronic Communication Devices
- Suspension and Expulsion
- Technology
  - Policy: School Sponsored Publications - Acceptable use of Technology
  - Procedure: School Sponsored Publications - Acceptable Use of Technology
- Transportation
- Vandalism/Violence

<http://www.edison.k12.nj.us>



### **The Peaceful Pledge**

*I pledge to be a peaceful person.*

*I pledge to be peaceful in my school, with my family, my neighborhood, and my community.*

*I pledge not to fight with others.*

*I pledge not to start fights with others.*

*I pledge to make my world a more peaceful place for children to be safe, happy and peaceful.*

*I pledge to set a peaceful example to follow.*

*I pledge to be peaceful in my heart.*