



"Where Children Flourish and Grow"

****PARENT HANDBOOK****

MENLO PARK ELEMENTARY SCHOOL

155 MONROE AVE.

EDISON, NJ 08820

732-452-2910

732-452-2911 FAX

WWW.EDISON.K12.NJ.US/DOMAIN/22

INTRODUCING THE STAFF

Mrs. Melissa Sadin - Principal

Mrs. Kathleen Murphy - Secretary

Mrs. Chrystall Constantinou - Secretary

K	K-1	Dr. StephanieMoretti	40
	K-2	Mrs. Erin Seamster	38
	K-3	Mrs. Mary Czopek	37
1st	1-1	Mrs. Sunn Zapoticzny	5
	1-2	Mrs. Amanda Mullin	1
	1-3	Ms. Erin McGotty	3
	1-4	Mrs. Kelly Guno	6
	1-5	Ms. Diane Taylor	2
	1-6	Ms. Tina LoCasto	28
	1-7	Ms. Sara Stalowski	39
2nd	2-1	Mrs. Jen Oshinski	32
	2-2	Mrs. Ellen Haulenbeek	31
	2-3	Mrs. Beth Greenblatt	34
	2-4	Mrs. Susan Kohut	33
	2-5	Ms. Felicia D' Aronzo	35
	2-6	Mrs. Aimee Petagna	36
	2-7	Ms. Giana Seidler	27
3rd	3-1	Mrs. MaryEllen Lechelt	7
	3-2	Mrs. Lauren Kregeloh	8
	3-3	Mrs. Julie Giuffrida	9
	3-4	Mrs. Denise Adams	10
	3-5	Mrs. Janine Fekete	11
	3-6	Mrs. Cheri Lee-Garcia	13
4th	4-1	Mrs. Fran Reisfeld	14
	4-2	Mrs. Cara Drozd	17
	4-3	Mrs. Leslie Meirama	19
	4-4	Mrs. Edna Santiago	20
	4-5	Mrs. Elena High	22
	4-6	Mrs. Guarnieri	16
5th	5-1	Mrs. Stacy Schutz	18
	5-2	Dr. Elliot DeBella	21
	5-3	Ms. Helene Goldstein	23
	5-4	Ms. Allyson Price	24
	5-5	Mrs. Marguerite King	25
	5-6	Mr. Jerry Campione	26
	5-7	Mrs. Lauren Feldman	12

SE	RR	Mrs. Judy Carr	29
	RR	Mr. Joseph Concodora	30
	RR	Ms. Annie Costello	30
	ICS	Ms. Lisa Hamilton	29
	ICS	Mrs. Susan Brazer	23
	ICS	Mrs. Mary Callahan	19
	ICS	Mrs. Elizabeth Conway	11
	Spch	Ms. Gina Agosta	Spch
	Spch	Ms. Laura Kuchar	Spch
	MD	Mrs. Ashley Bermingham	15
	MD	Mrs. Allegra Greeley	4
Special	Art	Mrs. Jennifer Nordensvan	
	Art	Mrs. Jamie Wolenter	28
	PE	Mrs. Cathy Cadmus	305
	PE	Mr. Charles Holtz	310
	PE	Mrs. Andrea Riese	
	PE	Mr. Vincent Lombardi	315
	Mu	Mrs. Diane Ruiz	
	Mu	Mr. John Peccarelli	
	Inst.	Ms. Maria Ford	
	Inst.	Ms. Xiaoming Liu	
	BSI	Mrs. Kim Labanich	
	BSI	Mr. John Morvay (.5)	
	CRT	Mrs. Dalia Mirrione	
	Guid.	Mrs. Joan VanPelt	205
	Nurs	Mrs. Maureen Fischetti	215
	CST	Ms. Sarah Brennessel	210
		Ms. Mary Ellen Kaulius	210
		Ms. Kasey Torre	210
	Cust.	Mr. Jim Bedman	6707
		Mr. Art Kerns	
		Mr. Ron Galya	
		Mr. John Muzzio	
	Kitchen	Mrs. Loretta Herman	

****Email addresses for the entire staff can be found on the website****

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Welcome to Menlo Park Elementary School

September 2011

Dear Parents/Guardians:

On behalf of the entire staff at Menlo Park Elementary School, it is my pleasure to welcome you all to our school community.

Please read your entire copy of the Menlo Park Elementary School Parent Handbook for the school year 2011-2012. This handbook contains valuable information for you and your child. Please read the information carefully. After you have reviewed this handbook, please complete the sign-off sheet included in the welcome back packet.

Menlo Park is a wonderful school filled with hard working students, dedicated parents, an outstanding PTA and a caring and professional staff. Our goal is to provide an outstanding education to our students in a nurturing and positive environment.

I look forward to working with you and your children as we begin another year together at Menlo Park!

Sincerely,

Melissa Sadin

Principal

SCHOOL SCHEDULE

REGULAR HOURS	
AM Kindergarten	8:55AM - 11:30AM
PM Kindergarten	1:00PM - 3:30PM
Grades 1-5	8:55AM - 3:30PM
SINGLE SESSION/EARLY CLOSING	
AM Kindergarten	8:55AM-11:00AM
PM Kindergarten	11:30PM-1:30PM
Grades 1-5	8:55AM - 1:30PM
DELAYED OPENINGS*	
AM Kindergarten	10:30AM - 12:30PM
PM Kindergarten	1:30PM - 3:30PM
Grades 1-5	10:30AM - 3:30PM
*NO STUDENT SHOULD ARRIVE BEFORE 10:15AM ON DELAYED OPENING DAYS	
*LUNCH WILL BE SERVED ON DELAYED OPENINGS	
*BUS STUDENTS WILL BE PICKED UP AT THEIR NORMAL STOPS APPROXIMATELY 1-1/2 HOURS AFTER NORMAL PICKUP TIME	

EMERGENCY SCHOOL CLOSINGS OR DELAYED OPENING

In case of inclement weather or any other type of emergency where there is a need for early dismissal, every attempt will be made to contact parents via Connect-Ed. Please make sure you continue to keep the school updated on any changes in your contact numbers. Announcements in reference to closings or delayed openings will be made on radio stations beginning at 6:00AM.

WCTC 1450AM	WNJO 94.5FM	WNBC- Channel 4	
FOX Channel 5	WNJO 94.5FM	LOCAL CABLE - Channel 118	BOE WEBSITE - www.edison.k12.nj.us

Please **DO NOT CALL** the school to inquire about an early closing on inclement weather days.

Remember to send in your Emergency Cards as soon as possible with **accurate** local phone numbers and make sure your child knows what to do if you cannot be contacted. Listen to local radio stations for school related news. When school closes early, ALL AFTER SCHOOL ACTIVITIES, clubs and latchkey are CANCELLED.

Please remember to update home and emergency contact phone numbers during the school year.

**You can also follow us on Twitter and Facebook.*

STUDENT ARRIVAL AND DEPARTURE

We all love dogs, but please, no dogs on school grounds.



8:45AM GENERAL ARRIVAL:

Children are not to arrive on the school grounds before 8:45AM. THERE IS NO SUPERVISION BEFORE 8:45am.

****Students should line up by class on their assigned blacktop area.****

Grades	Morning Arrival Entrance
Morning Kindergarten Grade 1	Blacktop on RIGHT FRONT of the building (Kindergarten Playground)
Grades 2 and 5	Blacktop next to the playground on Jamaica St.
Grade 3 and 4	Black top on LEFT side of the building.

8:45AM Morning Car Riders Drop off Procedures:

1. Proceed to the right side entrance to the parking lot on Jamaica St.
2. Follow all of the traffic in front of you.
3. Proceed to the drop-off space.
4. Parents **may not** step out of their cars to open car doors at drop off.
5. Students must be able to open the car door & step out independently onto the **sidewalk side** of the lot in order to use the stop & drop lot.
 - o UNLOCK CHILD SAFETY LOCKS.
 - o Children may **NEVER** exit on the driver side of the car.
6. WAIT UNTIL YOUR CHILD IS SAFELY ON THE SIDEWALK to pull away.
7. If your child can not independently leave the car, please park across the street and walk your child to his/her entrance.
8. Please stay in the line AT ALL TIMES.
9. DO NOT PARK OR PULL UP AROUND THE FRONT CIRCLE. This is restricted to BUS drop off only.
10. There is **ABSOLUTELY NO PARKING** on MONROE AVENUE.
11. There is **ABSOLUTELY NO PARKING** in the LOT on JAMAICA ST.

12:55PM **AFTERNOON KINDERGARTEN** ARRIVAL PROCEDURES:

Walkers -

1. Parents/guardians must park their cars on Jamaica St. or a nearby street. There is **ABSOLUTELY NO PARKING** on **MONROE AVE.**
2. There is **ABSOLUTELY NO PARKING** in the **LOT** on **JAMAICA ST.**
3. **DO NOT PARK OR PULL UP AROUND THE FRONT CIRCLE.** This is restricted to **BUS** drop off only.
4. Parents/guardians walk their children on the blacktop on the **RIGHT FRONT** side of the building.
5. Parents/guardians are to remain with children in their class line until a staff member opens the door at which time children will enter the school.

TARDINESS/LATENESS FOR SCHOOL

- ❖ All parents **MUST ACCOMPANY** the student to the office and sign them in when arriving at school late.
- ❖ Morning kindergarten and grades 1-5 begin learning at 8:55 AM. Any time after that is considered Tardy/Late.
- ❖ Afternoon kindergarten begins at 12:55 PM. Any time after that is considered Tardy/Late.

11:30 AM **MORNING KINDERGARTEN** DISMISSAL:

Walkers -

- ❖ Parents/guardians must park their cars on Jamaica St. or a nearby street. There is **ABSOLUTELY NO PARKING** on **MONROE AVE.**
- ❖ There is **ABSOLUTELY NO PARKING** in the **LOT** on **JAMAICA ST.**
- ❖ **DO NOT PARK OR PULL UP AROUND THE FRONT CIRCLE.** This is restricted to **BUS** drop off only.
- ❖ Parents/guardians may pick up their children on the blacktop on the **RIGHT FRONT** side of the building.

Car Riders Pick up Procedures:

(Car Pick-up option is ONLY available for the 11:30am dismissal.)

1. Proceed to the right side entrance to the parking lot on Jamaica St.
2. Follow all of the traffic in front of you.
3. Pull up until you are alongside the chain link fence.
4. Parents **may not** step out of their cars to open car doors at pick-up.
5. Students must be able to open the car door & step into the car independently in order to use the pick-up lot.
 - a. UNLOCK CHILD SAFETY LOCKS.
 - b. Children may **NEVER** enter on the driver side of the car.
6. WAIT UNTIL YOUR CHILD IS SAFELY BELTED INTO THE SEAT to pull away.
7. If your child can not independently enter the car, please park on Jamaica St. and pick-up your child on the blacktop.
8. Please stay in the line AT ALL TIMES.
9. DO NOT PARK OR PULL UP AROUND THE FRONT CIRCLE. This is restricted to BUS drop off only.
10. There is **ABSOLUTELY NO PARKING** on **MONROE AVENUE**.
11. There is **ABSOLUTELY NO PARKING** in the **LOT** on **JAMAICA ST.**

3:30PM GENERAL DISMISSAL:

- ❖ Parents/guardians must park their cars on Jamaica St. or a nearby street. There is **ABSOLUTELY NO PARKING** on **MONROE AVE.**
- ❖ DO NOT PARK OR PULL UP AROUND THE FRONT CIRCLE. This is restricted to BUS drop off only.
- ❖ There is **ABSOLUTELY NO PARKING** in the **LOT** on **JAMAICA ST.** The car drop-off lot on Jamaica St. is **CLOSED** to traffic to protect the safety of the children who walk through that lot at dismissal time.
- ❖ Parents/guardians may pick up their children on the blacktop assigned to their grade. (See Chart)

Grade level Dismissal Assignments

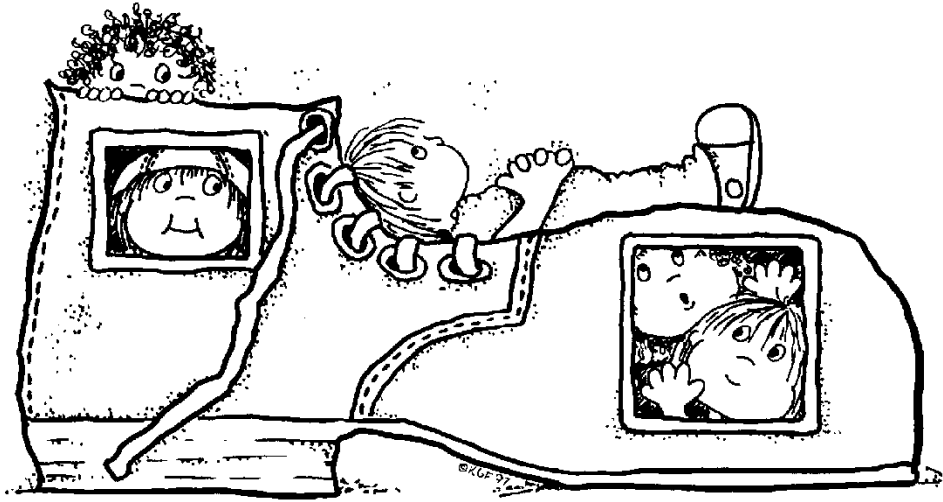
Grades	Afternoon Dismissal Exits
Kindergarten	Blacktop on RIGHT FRONT of the building
Grades 1-2	Blacktop next to the playground on Jamaica St.
Grade 3	Black top on LEFT side of the building.
Grades 4-5	Black top BEHIND the building

- ❖ If an emergency occurs and you are going to be late picking up your child, please notify the school at 732-452-2910. Your child will be kept in the front office until you arrive, where you must come to sign them out.
- ❖ Please do not ask that your child be dismissed to the office early in order to avoid the dismissal traffic. Please do not make appointments which will cause a problem for dismissal.

PLEASE KEEP DISMISSAL PROCEDURES CONSISTENT,
IT KEEPS YOUR CHILDREN SAFE!

WALKERS, CAR RIDERS, AND BUS RIDERS

- ❖ All students are expected to come directly to school in the morning and go directly home after school.
- ❖ Crossing guards and/or patrols are assigned to Jamaica Street. All of our students are expected to behave properly at bus stops and on their way to and from school whether walking or riding a bus.
- ❖ Destruction of any property or poor behavior will not be tolerated and will be dealt with according to school rules and Board policies.



CHANGE OF DAILY ROUTINE

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

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

*****PLEASE PRINT NEATLY ON NOTES SENT TO SCHOOL*****

BICYCLE RIDERS

Any student in grades 3, 4 or 5 who lives within walking distance to the school may ride a bicycle to school. Students in grades K, 1 or 2 are not allowed to ride a bicycle to school. Parents must complete a *Bicycle Permission Form* located on the next page and submit it to the office. The following rules are to be followed or privileges will be revoked for the year for any inappropriate behavior or infraction of the bicycle safety rules.

- * Respect must be shown for other people's property (bikes, lawns, gardens, etc.)
- * Helmets must be worn.
- * Bicycles must be walked on school property
- * Bicycles must be locked to the racks on school property.



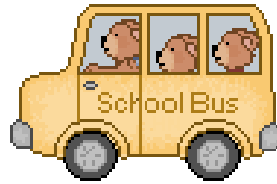
BUS POLICY

Students are expected to conduct themselves appropriately when riding to and from school on buses or vans.

At times, improper behavior on the bus has been reported to the school. These actions cause a disruption on the bus and a distraction for the bus driver. We are concerned for the safety and wellbeing of all our children who travel to and from school by bus or van. Therefore, there will be strict reinforcement of all school rules and regulations regarding bus and van students.

Infractions of bus rules can result in removal from the bus for a specified amount of time to be determined by the Principal.

MENLO PARK ELEMENTARY SCHOOL



SCHOOL BUS PROCEDURES

Students riding the bus are expected to act responsibly at all times in order to maintain safety. Please review the following school bus procedures carefully.

1. Be on time at your designated stop each day. Wait quietly for the bus on the sidewalk.
2. Respect the surrounding private property while waiting for the bus.
3. Wait until the bus comes to a complete stop before boarding. Avoid crowding or pushing.
4. Select a seat quickly and remain seated until the driver gives permission to leave the bus. Wear your seatbelt.
5. Be courteous. Respect the driver as the adult in charge.
6. Keep your hands and head inside the bus.
7. Only quiet talking is permitted. Fighting, shouting or singing may distract the driver.
8. Leave the bus in an orderly fashion.
9. Bus students are not permitted to have non-bus friends ride home after school.

STUDENT ABSENCES

The Board of Education attendance policy requires:

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

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

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

Please review the attendance policy posted on our website.





PUBLIC SCHOOLS OF EDISON TOWNSHIP
155 MONROE AVENUE
EDISON, NJ 08820
Phone (732) 452-2910
FAX (732) 452-2911

Melissa Sadin
Principal

Date

To the Parents/Guardians of:

As of today, your child has been absent 10 days. In order for the school to fulfill its responsibility for providing a thorough and efficient system of education for each pupil, the complete cooperation of parents/guardians is required to maintain a high level of school attendance. The frequent absence of pupils from classroom learning experiences disrupts the continuity of instruction, limits the ability of the pupils to complete the prescribed curriculum successfully, and most importantly, jeopardizes student learning and achievement.

Should this pattern of absence continue, you will receive another letter of concern and you will be required, by policy, to meet with me and Mrs. Van Pelt, our guidance counselor. I appreciate your attention to this matter, and I anticipate that we can work together to monitor your child's attendance in order to provide the best educational experience that is possible.

Sincerely,

Melissa Sadin
Principal

MS/kcm

CHARACTER EDUCATION

Through a collaborative effort between home and school, character education guides students in developing positive ideals and good habits that will improve behavior, school climate, and ultimately academic achievement. Character education is a learning process that enables students and adults in a school community to understand, care about and acts on core ethical values in a healthy, safe and informed manner. It is a comprehensive, integrated approach that enables students to become good citizens in their school, community, and society.

Students at Menlo Park School develop their character through explicit and embedded exposure to the Six Pillars of Character.

TRUSTWORTHINESS

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

FAIRNESS

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

RESPECT

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

CARING

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

RESPONSIBILITY

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

CITIZENSHIP

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

****MENLO PARK STUDENTS HAVE CHARACTER!!****

EXPECTATIONS FOR BEHAVIOR

Students are expected to conduct themselves in a manner that creates a safe, orderly environment for themselves and others. However, when a student acts in a way unsupported by the Pillars of Character, strategies will be employed to allow the student to learn from his/her mistake.

Teachers and students will work together to create the classroom rules. If the classroom strategies employed by the teacher in the classroom to encourage appropriate behavior are not enough to bring about a positive change in attitude or behavior, the student will be referred to the guidance counselor or principal.

The principal and the guidance counselor will follow the following basic protocol -

- ❖ Conference with the student.
- ❖ Complete an Incident Report.
- ❖ Work with the student to develop an apology of action. (An apology of action is an opportunity for the child to "fix what they broke".)
- ❖ Agree on a logical consequence.
- ❖ Contact parents.

The severity of the behavior will determine the period of time and order in which the protocol is followed.

EXPECTATIONS FOR DRESS

Students are expected to dress in clothing and foot wear that allows them freedom to play and learn. Clothing that fits properly and footwear that is solid will help to keep the children safe in the classroom and on the playground.

Clothing Guidelines

- ❖ Coats, hats, and gloves should be worn in cold weather. The children will go outside for PE and recess throughout the winter.
- ❖ Tank tops must have wide straps. Spaghetti straps or halter tops may only be worn underneath another shirt.
- ❖ Please be sure that all language on clothing is appropriate.
- ❖ Footwear should be sturdy. Children should not wear sandals, flip flops, or high heels. Children wearing inappropriate footwear will not be permitted to use playground equipment, participate in PE, or run during recess.

Menlo Park School
Incident Report



Date _____

Student _____

Teacher _____

Staff Member Reporting Incident: _____

Pillar of Character not demonstrated:

_____ Trustworthiness _____ Respect _____ Fairness _____ Caring
_____ Responsibility _____ Citizenship

Description of Behavior:

Where:

Classroom _____ Hall _____ Bathroom _____
Lunchroom _____ Bus _____ Playground _____
Other _____

Follow-up:

Do you want a meeting with:

The Counselor? _____

The Principal? _____

Action Taken

_____ Student recognized the breakdown in Character.

_____ Student utilized an apology of action: _____

_____ Logical Consequence: _____

_____ Parent Contact: Phone / Letter / Email

_____ Other: _____

BIRTHDAY GUIDELINES

We are happy to acknowledge your child's birthday at Menlo Park School. Please follow the following rules:

- ❖ Only single serve snacks which can be given out easily on a napkin, nothing which needs to be cut or served or poured
 - snacks must not have sugar listed as its first ingredient,
 - snacks must not have more than 8 grams of fat per serving
 - snacks must not have more than 2 grams of saturated fat per serving
 - drinks are **unnecessary**, but if sent in, must be small bottles of water or 100% fruit juice boxes/bags
- ❖ Please respect the dietary restrictions of your child's classmates. Find out from the teacher if there are any children with allergies in your child's class.
- ❖ If children can carry the items themselves, they may bring them directly to class or parents may drop off the snack in the main office.
- ❖ Parents and/or siblings do not bring the snacks to the classrooms, nor do they attend the celebration.
- ❖ No gifts or goody bags of any kind will be distributed.
- ❖ No flowers or balloons may be sent to the school.

HOMEWORK GUIDELINES

Students are expected to complete homework assigned and hand it in the following day. We encourage parents to check these assignments (and Assignment pads, gr. 1-5) each night to make sure the work is completed.

- ❖ Students are responsible for having the necessary books and supplies for completing homework when they leave each day.
- ❖ Once teachers leave and/or classroom doors are locked, students are not allowed to re-enter the building for any reason.
- ❖ Students will NOT be permitted to call home for forgotten homework, instruments, or lunch.
- ❖ If a student is sent home sick, the student will receive work already covered that day. Additional assignments can be requested the following day if the absence is to be extended. You must call the office by 10:00AM to request the homework.
- ❖ Twenty-four hours notice must be given to teachers for homework when a student is absent.
- ❖ A student taking a vacation while school is in session will receive make-up work upon their return. Work will not be given before leaving.

PLAYGROUND RULES

- ❖ The playground is open at the end of the day for walkers/car riders to enjoy.
- ❖ Direct parent supervision is required in order for children to play on the equipment. Staff members do not supervise students on the playground.
- ❖ Parents must be on the playground with their children; they may not wait in cars in the parking lot or wait down the path.
- ❖ Parents should hold their children's backpacks while they are on the equipment to help children maintain their balance while playing.
- ❖ Children must follow all safety rules on the playground and wait their turn.
- ❖ No running by the equipment.
- ❖ The smaller playground equipment is reserved for kindergarten and first grade students - no older students on the smaller equipment please!
- ❖ The playground is closed when wet and when snow is on the ground.



LUNCH PROGRAM

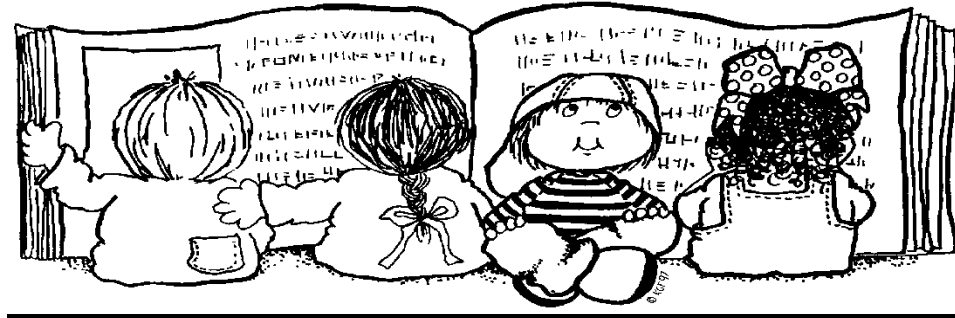
1. Children eat lunch in their classroom under the supervision of a lunch aide.
2. Children who go home for lunch must be signed out and parent must bring them back into the school and sign them back in. Fast food is NOT PERMITTED in the building. Lunches may be purchased in school or children may bring a bagged lunch.
3. Only students who received a free or reduced lunch last year will continue in the program until the end of the application period. To continue in the program for the next school year, a new application must be filled out and returned to the school during the first full school week in September.
4. Money is collected on **MONDAY ONLY**. If student is absent on Monday of that week they will have to pay by the day. However, you may pay up to one month in advance.
 - a. Through Chartwells, you may visit www.mealpayplus.com to make deposits or monitor your child's meal account.
2. When you send lunch money in, please put it in an envelope and do the following:
 - WRITE first and last name of child on envelope
 - WRITE name of your child's teacher & room # on envelope.
 - **Or, you may prepay using a check credit card or debit card at www.mealpayplus.com**
3. If your child forgets his/her lunch, he/she may call home or buy lunch on credit. Borrowed money needs to be repaid the following day. The office does not lend lunch money.
4. Children who owe lunch money may not choose from the hot or special entrees. They are entitled to a limited offering.
5. Please remind your child to NEVER share their lunch or snacks with another student since students may have strong allergic reactions to certain foods.

LUNCH AIDES

Debbie Alfieri
Sangita Dhage
Andrea Mihal
Catarina Muscillo
Lauren Mortenson
Linda Santa Pietro
Kantanban Patel

Carol Blicharz
Jyotsna Bhagat
Ann Mary Mortenson
Jo Solazzo
Cathy Vogel
Debbie Yunker
Laverne Young

Patricia Bonanno
Connie Rizzi
Chris Nordahl
Carmen Bova
Nancy DeBaker
Donna Serednicki
Feliciano Avila



CURRICULUM

Our curriculum includes language arts, mathematics, science/social studies/health, art, music, and physical education. You may view our extensive curriculum on line at:

www.edison.k12.nj.us/Curriculum

Classes are self-contained as a means of meeting the needs of the students and goals of the curriculum. Students of varying academic ability are members of each class.

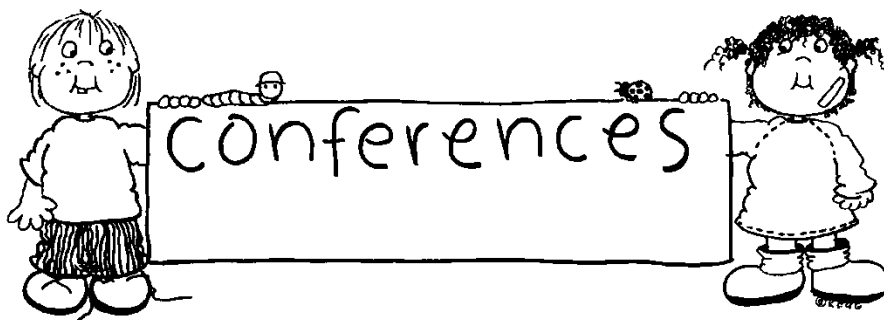
Computers: All classes have a computer and internet access in their classrooms. Sets of net books are also available for classroom use. This year we will also have a laptop computer lab.

STUDENT PROGRESS REPORTING

Report cards are distributed at certain times throughout the school year.

- * Kindergarten - February 10 and June 20
 - * Grade 1 - February 10, April 26 and June 20
 - * Grades 2 through 5 - December 1, February 10, April 26 and June 20
- In Kindergarten, the November report and the February/March report is made via a parent conference. Grade 1, the November report is made via a parent conference.
 - Children typically do not attend parent conferences, but **you may ask your child's teacher** BEFORE the conference if he/she would like to have a child/parent conference if you or the teacher thinks it would be beneficial.
 - **No siblings** to conferences please, we want you to be able to concentrate as you speak to your child's teacher.
 - Progress Reports are optional and are sent out quarterly by teachers in cases where it is important to notify parents of a change in grades/habits or a potential subject failure in a given subject area.





Two evenings and one afternoon are scheduled for conferences for students in Kindergarten through Grade 5. Conferences are scheduled for:

NOVEMBER:

15 & 29 - Evening (6:30pm-8:45pm)

17 - Afternoon (2:00pm-4:15pm)

FEBRUARY:

14 & 21 - Evening (6:30pm-8:45pm)

16 - Afternoon (2:00pm-4:15pm)

NOTE: There is a 1:30PM closing on all conference days.
Lunch will be served as follows:

1st lunch: 10:55 - 11:40

2nd lunch: 11:43 - 12:28

****Dates and times for Kindergarten Conferences will be announced****

OPEN HOUSE

K-2 Open House - Tuesday, September 20, 2011 - 7:00pm

3-5 Open House - Tuesday, September 13, 2011 - 7:00pm



COMMUNICATIONS

Please call the school ahead of time to make an appointment if you wish to have a conference with a teacher, the principal, CRT, guidance counselor, child study team members or special area teacher. This will ensure that the staff member is available to speak to you and avoid any inconvenience on your part.

You may send a message to your child via the school secretary. Your child will also be permitted to use the office phone should s/he need to speak with you. **CELLPHONE USE IS NOT PERMITTED DURING THE SCHOOL DAY.** Students who must bring their cell phone to school are required to keep it turned off and secure in their backpack for the duration of the school day.

SCHOOL NOTICES

- ❖ All students will be provided with a "Take Home Folder", courtesy of our PTA. This folder will be sent home **EVERY WEDNESDAY**.
- ❖ Any and all notices for the week will be enclosed. Please make an effort to empty this folder **EVERY WEDNESDAY**.
- ❖ Notices will only be sent home on a day other than Wednesday in an emergency.
- ❖ All notices that are available to us electronically will be posted on our website. (www.edisonk12.nj.us/domain/22)

To help you reach the person most able to service you, please use the following guidelines:

- Academic Problem - contact your child's teacher first.
- Health Related Problem - contact the school nurse.
- Peer Related Problem - contact your child's teacher first.
- Serious Emotional Problem or Trauma - contact your child's teacher first and/or the school counselor.
- Bus or Safety Related problem - contact Safety Patrol Advisor.

In each situation, if the problem or concern is not addressed or solved, please contact the principal.



VISITORS TO THE SCHOOL

- ALL VISITORS TO THE BUILDING MUST USE THE FRONT DOOR AND REPORT TO THE OFFICE FOR A VISITOR'S PASS.
- **SIBLINGS ARE NOT PERMITTED IN SCHOOL DURING SCHOOL HOURS.** (They can not come to classroom events, book fairs, American Education Week, mystery reader time, field day, special luncheons, trips, etc.)
- Parents, please do not linger in the foyer or hallways during school hours (8:45AM - 3:45PM).
- Parents are not permitted to go directly to a classroom or walk the hallways.
- If you would like to speak to a teacher, please send a note, or call the school and leave a message so the teacher can reach you when they are not teaching.

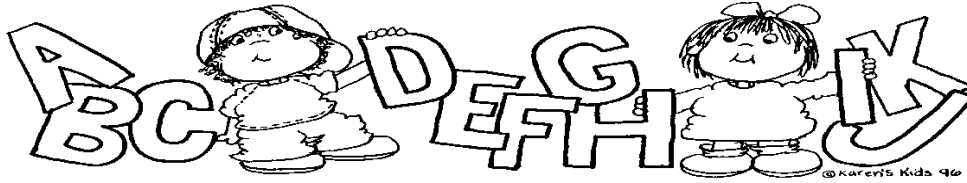
ENROLLMENT AND KINDERGARTEN REGISTRATION

Kindergarten registration for the 2011-2012 school year will take place at the Enrollment Center at 312 Pierson Avenue, Edison, NJ 08837.

Main telephone number: 732.452.4570.

Information: 732.452.4573. Fax: 732.452.4576.

**ONLY EDISON RESIDENTS ARE ELIGIBLE TO REGISTER.
ONLY A PARENT OR GUARDIAN CAN ENROLL A STUDENT.**



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

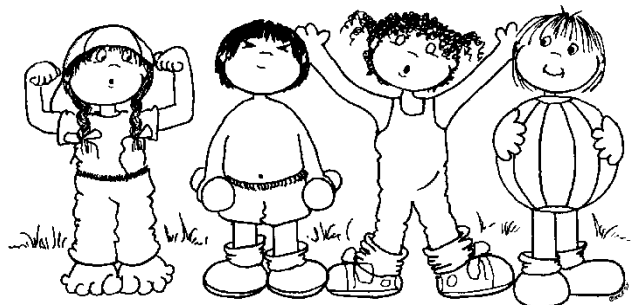
The Edison Recreation Department, in cooperation with the Edison Board of Education, offers an After/Before School Child Care Program for children in grades K-5. This program provides an alternative for the child of working parents. The program follows the school year calendar; when school is open, the program will be in session.

A morning program is offered from 7:00AM until 8:45AM and an afternoon program is offered from 3:30PM until 6:00PM.

ABC parents/guardians can enter the building via the front door to sign-in their children.

The front door may only be used until 8:45am. Students arriving after 8:45am will follow general arrival procedures.

This is a Township Program not run by the school. For additional information, contact the Edison Recreation Department at 732.248.7310 daily from 8:00AM until 4:30PM. DO NOT CONTACT THE SCHOOL OFFICE OR THE BOARD OF EDUCATION.



MENLO PARK SCHOOL PTA

Officers:

President	Carynn Hale	
First Vice President	LoriAnne DiSerio	
Second Vice President	Jane Young	
Fund Raising		
Treasurer	Jen Zimmer	
Recording Secretary	Sue Milcsik	
Corresponding Secretary		

For all related PTA activities, please call the appropriate
Executive Board member for information/assistance.

Please check the PTA link on our website at

www.edisonk12.nj.us/domain/22

PARENT INVOLVEMENT

Please contact our PTA President if you would like to take an active role in the PTA.

You must join the PTA by paying PTA dues in order to be considered for class parent and/or trip chaperones. Trip chaperones must pay full, non-subsidized trip fees. Siblings may not accompany parents as they volunteer during school hours.

SCHOOL STORE

PTA School Store is open once a month during the lunch periods. A variety of moderately-priced school supplies and other items are for sale. Please do not allow your child to bring large sums of money to school; we cannot be responsible for lost money. School Store dates will be listed on the monthly calendars. Check the monthly calendars on the website.

SPECIAL EVENTS

READING INCENTIVE PROGRAMS	WRITING CELEBRATIONS
CULTURAL ARTS ASSEMBLIES	MYSTERY READER PROGRAM
SEASONAL ACTIVITIES	MOTHER'S DAY FLOWER SALE
PTA FUNDRAISERS	PARENT/TEACHER SOFTBALL GAME
FUN DAY	PARENT/TEACHER VOLLEYBALL GAME
MUSIC FESTIVALS	MOVIE NIGHTS
BOOK FAIRS	READ ACROSS AMERICA
HOLIDAY SHOPPE	FIELD TRIPS
AMERICAN EDUCATION WEEK	SCHOOL SPIRIT DAYS - FRIDAYS
SCIENCE FAIR	FIFTH GRADE FAREWELL PARTY
HALLOWEEN HOP	MATH CLUB

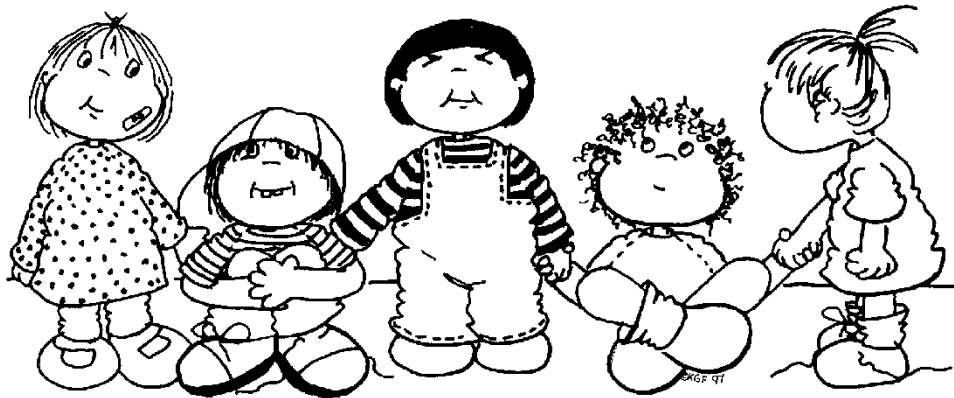
OTHER PROGRAMS AND SERVICES

INSTRUMENTAL MUSIC - GRADE 4-5	CHORUS - Grade 4-5
SAFETY PATROL - GRADE 5	NEWSPAPER
STUDENT COUNCIL - GRADES 3, 4 & 5	AFTERNOON ADVENTURES
DRAMA CLUB - GRADE 4-5	ODYSSEY OF THE MIND EXPERIENCE

We are all looking forward to a wonderful, productive school year.

Welcome back to our old friends and families. We wish to extend a warm welcome to new families who have joined us at

Menlo Park School for the 2011-2012 school year.



"A journey of a thousand miles begins with a single step."