

**James Monroe Elementary School
Parent Handbook**



2018-2019

**James Monroe Elementary School
7 Sharp Road
Edison, New Jersey
732-452-2970**

www.edison.k12.nj.us

Twitter: @MonroeOwls

James Monroe School
7 Sharp Rd.
Edison, NJ 08837

(732) 452-2970
www.edison.k12.nj.us

Mrs. Cynthia Tufaro
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.

Jerry Shi – President
Beth Moroney – Vice President

Richard Brescher
Ralph Errico
Falguni Patel

Paul Distefano
Xiaohan “Shannon” Peng
Shivi Prasad-Madhukar

Theresa E. Ward

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Erin Madara	Supervisor of Special Education	732-452-4924
Ralph Barca	Director of Technology	732-452-4949
Kenneth Taylor	Director of Plant, Operations, Maintenance	732-452-4550

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A Message from Principal Cyndi Tufaro

I hope you had an awesome summer that was filled with cherished time together and new experiences!

It is truly an honor to be able to return to James Monroe as your new principal of this amazing school. For those of you who don't know me, I previously taught at James Monroe for several years and was also the parent to a student who once attended the school, so returning feels like a homecoming in more ways than one! It is a privilege to partner with such wonderful students, families and staff.



I am joined by some new and some familiar faces who will be adding their special talents and skills to our terrific staff. Please help me to welcome the following people:

- **Ms. Renee Klein**, Special Education teacher, joins the 5th grade team
- **Mrs. Kathleen Phil**, Math Specialist.
- **Ms. Olivia Cancro**, will be our new Child Study Team member.
- **Ms. Martiza Mosley-Aviles**, Elementary Supervisor
- **Mr. Matthew DeVito**, Security Guard

This summer, something new and exciting came to life in the school's courtyard; our James Monroe Garden! Follow the yellow brick road to new opportunities for our student community that will include hands-on learning in this outdoor space. Please join me for some tea and cookies at our **Garden Tea Party on September 14th at 6:00 p.m.** where I look forward to meeting you and taking you on a tour of our new garden.

We will also continue our school-wide focus on "Kindness". Our 4th and 5th graders will be serving as mentors to our younger students. Through the use of the Wingman Program, we hope to support student development both educationally and socially by fostering strong relationships among peers.

Also, the district is adopting a new math program called Investigations across grades K-5. Making sense of mathematics is the heart of the work with a strong emphasis on reasoning. There will be opportunities throughout the school year for you and your family to learn more about the program and its philosophy.

Communication is a key component to a successful home-school connection. We will continue to share information on our school website, on the Parent Portal and through our monthly newsletters. My door is always open to collaborating and problem solving. We hope you will consider joining the PTO. This important organization sponsors many special events for the children through the help of parent volunteers and fundraising. Learn more about your child's class and the PTO at our **Back to School Night on September 25th at 6:30 p.m.**

Our staff is eager to welcome you to another wonderful year and is looking forward to working together!

There's no place like James Monroe!

Sincerely,
Cyndi Tufaro
Principal

Don't forget to show your Monroe pride by wearing school colors every Friday!

2018-2019 SCHOOL CALENDAR
DELAYED OPENINGS/1:30 DISMISSALS/SCHOOL CLOSINGS

TUESDAY	SEPTEMBER	4	First Day of School, Delayed Opening 10:30 AM
MONDAY	SEPTEMBER	10	Schools Closed - Rosh Hashanah
TUESDAY	SEPTEMBER	11	Schools Closed - Rosh Hashanah
WEDNESDAY	SEPTEMBER	19	Schools Closed - Yom Kippur
TUESDAY	NOVEMBER	6	Schools Closed – Professional Development Day Diwali
THURSDAY	NOVEMBER	8	Schools Closed
FRIDAY	NOVEMBER	9	Schools Closed
TUESDAY	NOVEMBER	13	1:30 Dismissal – Parent/Teacher Conferences*
WEDNESDAY	NOVEMBER	21	1:30 Dismissal
THURSDAY	NOVEMBER	22	Schools Closed - Thanksgiving Recess
FRIDAY	NOVEMBER	23	Schools Closed – Thanksgiving Recess
TUESDAY	NOVEMBER	27	1:30 Dismissal – Parent/Teacher Conferences *
FRIDAY	DECEMBER	21	1:30 Dismissal
MONDAY	DECEMBER	24	Schools Closed through January 1
WEDNESDAY	JANUARY	2	School Reopens
MONDAY	JANUARY	21	Schools Closed – Martin Luther King’s Birthday
MONDAY	FEBRUARY	4	Schools Closed – Lunar New Year
MONDAY	FEBRUARY	18	President’s Day
TUESDAY	MARCH	5	1:30 Dismissal – Parent/Teacher Conferences*
TUESDAY	MARCH	12	1:30 Dismissal - Parent/Teacher Conferences*
FRIDAY	APRIL	19	Schools Closed - Easter Recess
MONDAY	APRIL	29	Schools Reopen
MONDAY	MAY	27	Schools Closed – Memorial Day
WEDNESDAY	JUNE	5	Schools Closed - Eid
TUESDAY	JUNE	20	1:30 Dismissal
WEDNESDAY	JUNE	21	1:30 Dismissal – Last Day of School

* Parent Teacher Night Conferences

TENTATIVE CALENDAR OF EVENTS

August	30	Kindergarten 9:30 a.m. & New Student Meet & Greet 1:00 p.m.
September	4	First Day of School 10:30 AM
	10	Schools Closed – Rosh Hashanah
	11	Schools Closed – Rosh Hashanah
	14	Garden Party - Tea & Cookies with the Principal
	17-18	Camp Bernie
	19	Schools Closed - Yom Kippur
	25	Back to School Night 6:30 PM
October	2	PTO Meeting 6:30 PM
	3	PTO Meeting Recap 9:15 AM
	5	4th Gr. Field Trip Bronx Zoo
	5	Firefighter Phil Gr. 1-3 9:30 AM
	9	Class Pictures
	12	Harvest Eve at James Monroe 5:00-8:00 PM
	22	Book Fair begins & Book Fair Bingo at 6:00 PM
	31	Halloween Parade 9:15 AM
		Halloween Parties 2:15-3:15 PM
November	6	Schools Closed – Staff Inservice
	8-9	No School Fall Recess
	12-16	American Education Week - Parent Visitations
	13	1:30 Dismissal – 5:00-8:00 Parent/Teacher Conferences
	14	End of MP 1
	20	PTO Meeting 6:30 PM
	22-23	Thanksgiving Break – No School
	27	1:30 Dismissal – 5:00-8:00 Parent/Teacher Conferences
December	4-6	Holiday Boutique
	14	Movie Night
	18	Winter Concert 6:00 PM at James Monroe
	21	Class Parties K-2: 12-1; 3-5: 12:30-1:15
		1:30 Dismissal
	24 - Jan. 1	Winter Recess – No School
January	15	PTO Meeting 6:30 PM
	21	Schools Closed - MLK Birthday
	30	End of MP 2
February	4	Schools Closed - Lunar New Year
	5	Book Fair Begins
	6	For the Love of Reading - Family Reading Night
	18	Schools Closed - President's Day
	19	Report Cards available online K-5
		PTO Meeting 6:30 PM

March	4-8	Read Across America
	5	1:30 Dismissal – 5:00-8:00 Parent /Teacher Conferences
	12	1:30 Dismissal – 5:00-8:00 Parent/Teacher Conferences
	19	PTO Meeting 6:30 PM
April	5	End of MP 3
	5	Movie Night and Clothing Drive
	16	PTO Meeting 6:30 PM
	17	Gr. 5 Field Trip - Philadelphia
	18	Muffins with Mom 8:00 AM
19-26	Schools Closed - Easter Recess	
May	1	Report Cards available online; Grades 1-5
	TBD	1st grade Trip
	6-10	Teacher Appreciation Week
	6-9	PARCC Testing: Grades 3-5
	7 - 8	Flower Sale
	10	NJSLA Science Test: Grade 5
	17	Field Day
	21	PTO Meeting 6:30 PM
	21	BOGO Book Fair
	22	Spring Concert 7 PM at James Monroe School
	TBD	3 rd Grade Trip
	TBD	Gr. 2 Field Trip – Edison Tower
	27	Schools Closed – Memorial Day
	31	5th Grade Dance
June	1	PTO Color Run 8:00 AM
	14	Donuts with Dad 8:00 AM
	18	Gr. 5 Celebration – 9:15 AM at James Monroe
	19	End of Year Parties – 2:15-3:15
	20	1:30 Dismissal
	21	Last Day of School 1:30 Dismissal
		Slide Show 9:30 AM Report Cards available online K-5

Board of Education Meetings 7:00PM – 9/17 John Adams, 10/15 Washington, 11/19 JMI, 12/17 HHMS

SCHOOL STORE: 4TH WEEK OF THE MONTH

PTO SILLY DAYS WILL BE HELD THE LAST SCHOOL DAY OF EACH MONTH.

SCHOOL SCHEDULE

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

Regular Hours Gr. 1-5	8:55 AM	-	3:30 PM	
Regular Hours Gr. K	8:55 AM	-	11:30 AM	AM Session
	1:00 PM	-	3:30 PM	PM Session
Delayed Openings Gr. 1-5	10:30 AM	-	3:30 PM	
Delayed Openings Gr. K	10:30 AM	-	12:30 PM	AM Session
	1:30 PM	-	3:30 PM	PM Session
1:30 Dismissal Gr. 1-5	8:55 AM	-	1:30 PM	
1:30 Dismissal Gr. K	8:55 AM	-	11:00 AM	AM Session
	11:30 AM	-	1:30 PM	PM Session

MARKING PERIOD – REPORT CARD SCHEDULE**Marking Periods**

No. 1 – September 4, 2018 – November 15, 2018

No. 2 – November 16, 2018 – February 1, 2019

No. 3 – February 5, 2019 – April 10, 2019

No. 4 – April 11, 2019 – June 21, 2019

Report Cards Available Online

Grades 2-5 November 30, 2018

Grades K-5 February 19, 2019

Grades 1-5 May 1, 2019

Grades K-5 June 21, 2019

Be sure to print out the final report card before June 30th. As of July 1st the Parent Portal closes down for the summer.

PARENT TEACHER CONFERENCES

Tuesday, November 13, 2018 – Night Conferences

Tuesday, November 27, 2018 – Night Conferences

Tuesday, March 5, 2019 – Night Conferences

Tuesday, March 12, 2019 – Night Conferences

VERY IMPORTANT DATES ABOUT NEW STATE ASSESSMENTS

PARCC TESTING – GRADES 3-5
May 6-9, 2019
NJSLA – GR. 5 SCIENCE
May 10, 2019

SCHOOL PROCEDURES AND SUPERVISION PLAN

READ CAREFULLY

PAGES 9 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 website a school calendar of scheduled school closings and early dismissals. In addition to the monthly calendar, schools will utilize Black Board, the automated telephone relay system to send notices for scheduled half days and school closings.

The Township of Edison Public Schools has daily access to ESN network, Channel 118 on the local cable station. All emergency information including but not limited to early dismissal, delayed openings, and school closings is posted on Channel 118.

In the case of an emergency early dismissal or closing, the Black Board 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.

ARRIVAL SUPERVISION

- Teachers are out on the playground to supervise the children at 8:45 AM.
- At 8:45, students are dismissed from the buses to the appropriate blacktop area.
- All classes will line up as listed below from 8:45 – 8:53, at which time the first bell will ring for entry into the school.
- Safety Patrols are assigned to each class to assist the students into the building and to their assigned classrooms.
- **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 Gym. This procedure is necessary to ensure that teachers who are on duty may properly supervise the children.

ARRIVAL PROCEDURES FOR WALKERS

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

The best way to access the building is to park on or walk from Montview Rd. and take the pedestrian path behind the school to the lineup areas. Staff is on duty at 8:45 AM. There is NO supervision outside before that time. Once on the school property, sidewalks must be used at all times.

LINEUP AREAS

There are two blacktop areas, one at the end of the pedestrian path adjacent to the Kdg. wing, and the other adjacent to the gym (the other side of the building). Here is the breakdown for each grade level:

Montview Rd. Blacktop

Kindergarten, Self-Contained, 5th Grade

Gym Area Blacktop

1st Grade, 2nd Grade, 3rd Grade, 4th Grade

If it is an inclement weather day or the temperature is below freezing, all students will gain entry through the main entrance and proceed to the gym. These doors will open at 8:45 AM.

DISMISSAL PROCEDURES FOR WALKERS

All parents/guardians to be at the designated exit to meet their children. Buses will be dismissed first, then siblings to the youngest child’s classroom, followed by all walkers. We will stagger their dismissal by grade level in the following order and through the designated exit doors:

Kindergarten Exits Doors

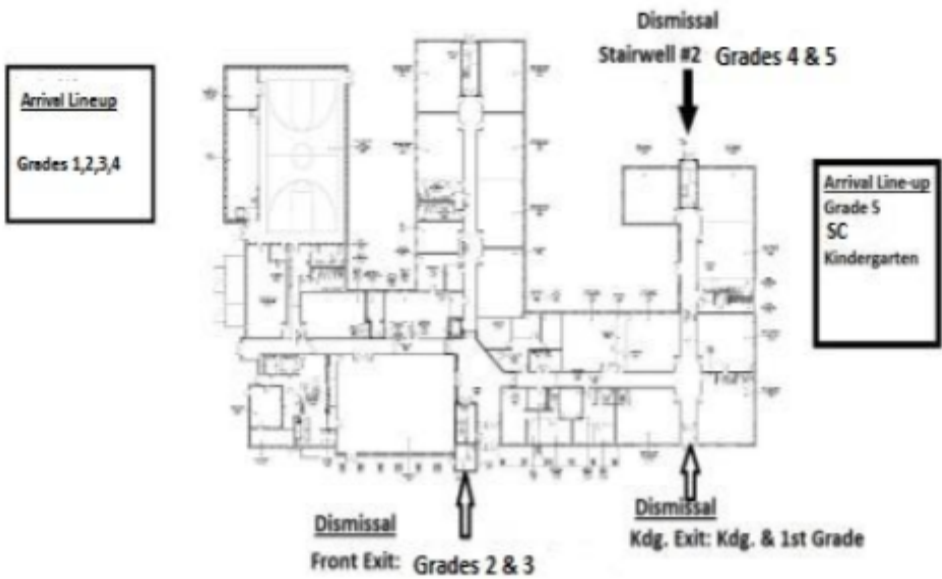
All Kindergarten students **MUST** be met by an adult at the Kindergarten Exit doors. 1st Grade will follow Kg. and dismiss through the Kindergarten Exit doors and should be met by an adult.

Stairwell #2 Exit Doors

Grade 5 will dismiss through these doors and should be met by an adult. Grade 4 will follow Grade 5 and should be met by an adult.

Building Front Exit Doors

Grade 2 will dismiss through these doors and should be met by an adult. Grade 3 will follow Grade 2 through these doors and should be met by an adult.



This map displays the line-up areas for Arrival and the exit doors for Dismissal.

On **Delayed Opening (10:30)** days, elementary school classes will begin as follows:

Grades 1-5:	10:30 AM – 3:30 PM
Morning Kindergarten	10:30 AM – 12:30 PM
Afternoon Kindergarten	1:30 PM – 3:30 PM

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 starts at 1:30 PM. Buses will pick up students at approximately 1:00 PM.

For more bussing information on inclement weather delays, you may contact the transportation department at 732-452-4560.

LUNCH AND RECESS SUPERVISION

- Lunch is scheduled as follows:

Grades 2, 4 & SC:	12:15-1:00
Grades 1, 3, & 5:	1:05-1:50
- Teachers will walk their class to the cafeteria, and hand over responsibility for supervision to the assigned lunch aide. If eating during the second half of the lunch period, students will exit outside, weather permitting (this decision is made by the office). ***NEW* Lunches are no longer preordered a day in advance!** Your child will now be able to select their lunch as they proceed through the cafeteria line. You need to go over the Monthly Menu with your child and help them decide what they will be buying each day. Don't forget to send lunch on days they are not buying.
- Before initiating the lunch procedure, the entire lunch group is lined up as follows: drink only purchasers, then hot/cold lunch orders. Anyone who is not buying remains seated at the lunch table.
- Students walk silently while in the hallways.
- Students sit appropriately and talk quietly to the children alongside them. They are at all times respectful to the lunch aides and kitchen staff.
- 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 table after seating for their section.
- Lunch aides will supervise the playground area by circulating among them in order to provide adequate supervision. They must also carry a walkie at all times. 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. If the students cannot be moved, the office will be notified immediately.
- At the bell, students are to be lined up and walk in an orderly, quiet fashion to the lunchroom, where they will be met by their teacher.

BUS DISMISSAL SUPERVISION

- All students in grades K - 5 will be called to the Gym 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.
- When their 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 seat belts 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 (**no post-it notes** please) from a parent. If this is not done, the students **MUST** ride the bus to which they are assigned home. You can also email both the teacher & office at evelyn.hook@edison.k12.nj.us by 12PM.

1:30 DISMISSAL DAYS

- On 1:30 dismissals, the elementary school day ends at 1:30PM.
- Please see the school calendar in our handbook for those days that are scheduled.
- In the event of an emergency closing, Blackboard will be utilized to notify families via email, phone call, text message and the portal.
- If it is a scheduled day, latchkey will take place.
- If the closing is due to inclement weather or any other emergency situation, latchkey will **not** be held.
- In either case, buses will run, and students will be dismissed following the listed procedures.

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. 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 #5113, 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.

BLACKBOARD

Edison utilizes a telephone, text, app and email message service called *Blackboard*. This site has enabled us to personally communicate with parents about emergency situations, school events and important issues impacting your child. Please be sure to update your child's emergency information and telephone numbers during the school year.

PARENT PORTAL

The Genesis Parent Web Access Tool, or "Parent Portal" provides parents with the ability to view real-time information from a safe read-only login. Depending on the school and grade level, access to the Parent Portal gives information through the district website to your child's records for the current school year. Parents can securely monitor their child's progress by retrieving grades, assignments and reports. If you do not already have access and wish to utilize the benefits of the parent portal, please go to the Site Shortcuts on the Edison Township Public Schools Website and complete the Parent Portal Registration Form.

If you require further assistance, email: Genesis.parent@edison.k12.nj.us or call 732-452-4574 between the hours of 8:00AM-4:00PM.

PARENT CUSTODY ISSUES

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



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.

SECURITY GUARD - MR. DeVITO

James Monroe welcomes a full-time security guard who will ensure the school's safety and be a visible member of our school community. He will report to the principal. His responsibilities include:

- patrolling the grounds both inside and outside
- checking all doors
- observing arrival, recess and dismissal
- assisting with all safety drills

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. 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, identify yourself and the reason for your visit. Upon hearing the click, open the door, proceeding immediately to the office. Be prepared to show a photo identification.

Parents or guardians dropping anything off once students have entered the building for the start of the day must continue to use the main entrance, identify themselves and wait for clearance to be buzzed in.

You will be allowed entry through the first door where you will find a table. Please place any items (eg. chromebooks, lunch, instruments, etc.) on this table. Make sure the item is labeled with your child's name AND homeroom teacher. Once you have placed the labeled item on the table, please exit the building. **Office staff will ensure everything labeled appropriately will be delivered.**

It is BOE policy that all visitors who enter the building during school hours sign the Visitors' 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

If you are coming to the school for any reason during the day, be mindful that handicap spaces are for those with appropriate credentials.

SCHOOL RULES

IT IS THE RESPONSIBILITY OF ALL STUDENTS TO HELP MAKE JAMES MONROE SCHOOL A PLACE WHERE KINDNESS AND MANNERS MATTER

GENERAL RULES

1. Be courteous and respectful to others.
2. Be on time for school. First bell rings at 8:53. Homeroom starts promptly at 9:00 AM. Any student who arrives after 9:00 AM must be signed in by a parent/guardian.
3. At 8:53 AM, teachers will begin the process of starting classes into the building. All classes will pair up so that double lines are formed to walk up the staircases. Students must not bunch up and make sure to stay 2 by 2 as they proceed to their homeroom.
4. Students will not run on or attempt to jump up steps as the classes proceed in as well as exit at dismissal, lunchtime, going to special, for emergency drills, and for any other reason.
5. During inclement weather, students will be allowed to enter the building at 8:45 AM and will line up in the gym.
6. 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.
7. **No electronic handheld devices, skateboards, rollerblades or trading card games and/or sports equipment are to be brought to school. If this rule is disregarded, your property may be held until June.**
8. Chewing gum is not permitted on school property.
9. For safety reasons, flip-flops are NOT to be worn to school.
10. **BIRTHDAY INVITATIONS MAY ONLY BE DISTRIBUTED IN CLASS IF EVERYONE IS INVITED.**
11. 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 go home as they normally would.
12. "Manners and Kindness Matter" at all times. Say "Hello" and "Goodbye" to all adults you encounter at arrival and dismissal.

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 are to be worn outside only before and after school hours.

4. During assemblies, students are expected to exit and enter the gym 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. Snowballs are not permitted to be made or thrown on school grounds.
4. Use good sense and practice safety at all times. Go to the nearest adult for help if you need assistance.

LUNCHTIME RULES

1. Time passing in the hallways is always spent in silence.
2. Respect everyone's personal space and sit appropriately while eating. Raise your hand in order to be able to leave the table for any reason.
3. Always use inside, quiet voices in the lunchroom, and listen to the lunch aides.
4. Lunch aides will tell students where playing is permitted.
5. Do not bring balls or other playground equipment from home. Appropriate equipment will be provided for each class at lunch time.
6. You are responsible for the choices you make, so be sure that lunch is a pleasurable experience for everyone.

BUS RULES

1. **Students are expected to remain seated, in assigned seats, and with seatbelts buckled at all times.**
2. Make sure to be at the designated bus stop at the appropriate time. Buses are unloaded at 8:45 AM. Students are expected to remain with their class on line until it is time to enter the building at 8:53 AM.
3. Younger children are to be occupying the seats toward the front of the bus.
4. 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.
5. 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.
6. Be respectful and courteous to the bus driver and others. Never push or run to and from the bus.

7. At the end of the day, enter the gym quietly, proceed to your bus lines, and listen attentively for your bus to be called.

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 wellbeing 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. Please see the following for more information or contact District Anti-Bullying Coordinator Roseann Walker: roseann.carusowalker@edison.k12.nj.us 732-452-490 or James Monroe's Anti-Bullying Coordinator, Erin Bennett: erin.bennett@edison.k12.nj.us.

Expectations for Pupil Conduct Board Policy #5500

Harassment, Intimidation and Bullying (HIB) Board Policy #5512

Cyber-Bullying Board Policy #5512.02

NEWSLETTER – Mrs. Tufaro, Editor

Our school publishes a monthly newsletter called the **James Monroe Report** which will be accessible only on our website 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 16th 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 13 & 27, and March 5 & 12**. You will be notified as to the date and time. The school will be on a 1:30 dismissal day schedule 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 cafeteria.

PHONE POLICY

In order to ensure children's safety, cell phones are permitted both to and from school. However, cell phones are not to be used during school hours.

Parents must sign a copy of the James Monroe Cell Phone Policy giving their child permission to have a cell phone.

- Cell phones will be collected by teachers at the start of the school day and returned at dismissal.
- Students riding the bus must leave phones in their backpacks. They may take it out if called or texted by a parent, but under no circumstances use it to take pictures.
- Any student who violates this procedure will have their cell phone taken away. Cell phones will not be returned to that student until parents come in for a meeting with the Principal and teacher. The student will no longer be allowed to have a cell phone in school.

Please remember, for any emergency situation during the day, the office and classroom teachers should be emailed immediately, as well as calling 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.

TECHNOLOGY

Technology allows us to expand our teaching styles and is a vehicle for our students to be actively engaged. James Monroe classrooms in grades 2-5 each house a set of 25 Google Chromebooks, with one assigned to each student. The Chromebooks along with the district provided online resources, site licenses and student accounts support exciting and engaging instruction. Kindergarten & first grade utilize iPads in the classroom. Students in grades 1 - 5 will be taking their device home to complete assignments and research projects on an as needed basis.

Parents will be asked to sign a form to either purchase insurance or assume personal responsibility for any damage. The procedures and information [Technology Handbook](#) and other district links pertaining to technology can be found on the Edison Public Schools website under [IT Department](#).

ANNUAL ASSESSMENTS

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

GRADES K-2

Students in grades K-2 are being assessed by their teacher using 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 and math skills. This assessment, which has been integrated into the classroom activities, provides specific information about skill/concept mastery over time in these critical areas. The students also participate in problem-based assessments which involve multiple subjects, critical thinking and collaboration.

These grade levels will also participate in the state assessment PARCC Testing from May 6th - 9th (make-ups May 13-17). During this time, teachers will administer tests in English Language Arts and Mathematics. Grade 5 students will take the NJSL Science Test on May 10th..

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.

INDICATORS

The following indicators are used in varying content areas for all K-1 students. 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.

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
N	Needs improvement (absence of an "N" indicates satisfactory progress)
N/A	Does not apply at this time

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

- **Kindergarten:** All content areas for marking periods 2, 4
- **1st Grade:** All content areas for marking periods 2, 3, 4

2nd – 5th Grades: All Content Areas – ELA, Math, Science, Social Studies

Grade	Proficiency Rank	Numerical Value
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 1st – 4th Grades: Physical Education, Music, Visual Arts:

GRADING SCALE	
O	Outstanding
S	Satisfactory
N	Needs Improvement

Special Subjects 5th Grade receives 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.

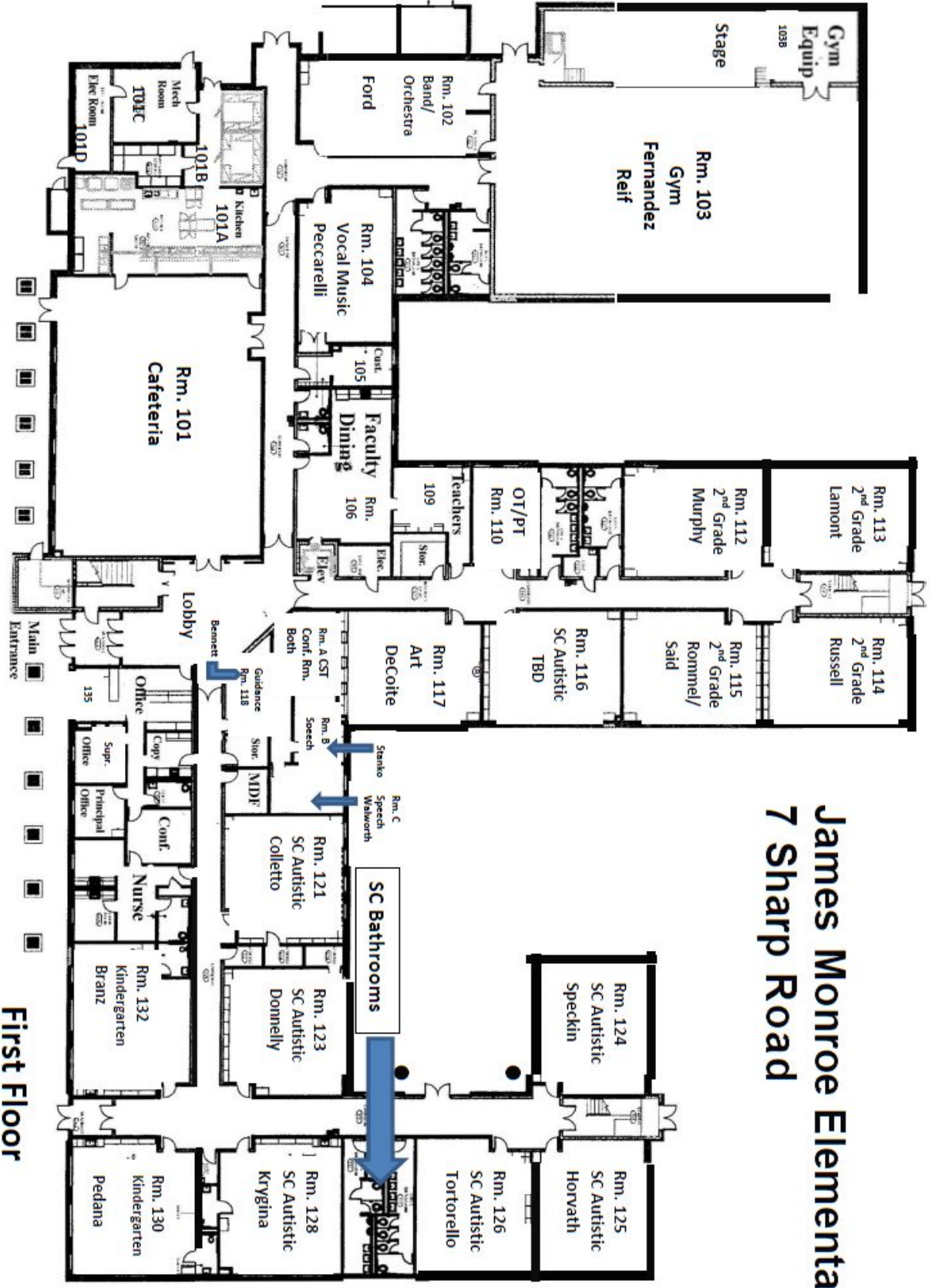
Report Cards

Report cards will be available online:

- Grades 2-5 November 30, 2018
- Grades K-5 February 19, 2019
- Grades 1-5 May 1, 2019
- Grades K-5 June 21, 2019

Be sure to print out the final report card before June 30th. As of July 1st the Parent Portal closes down for the summer.

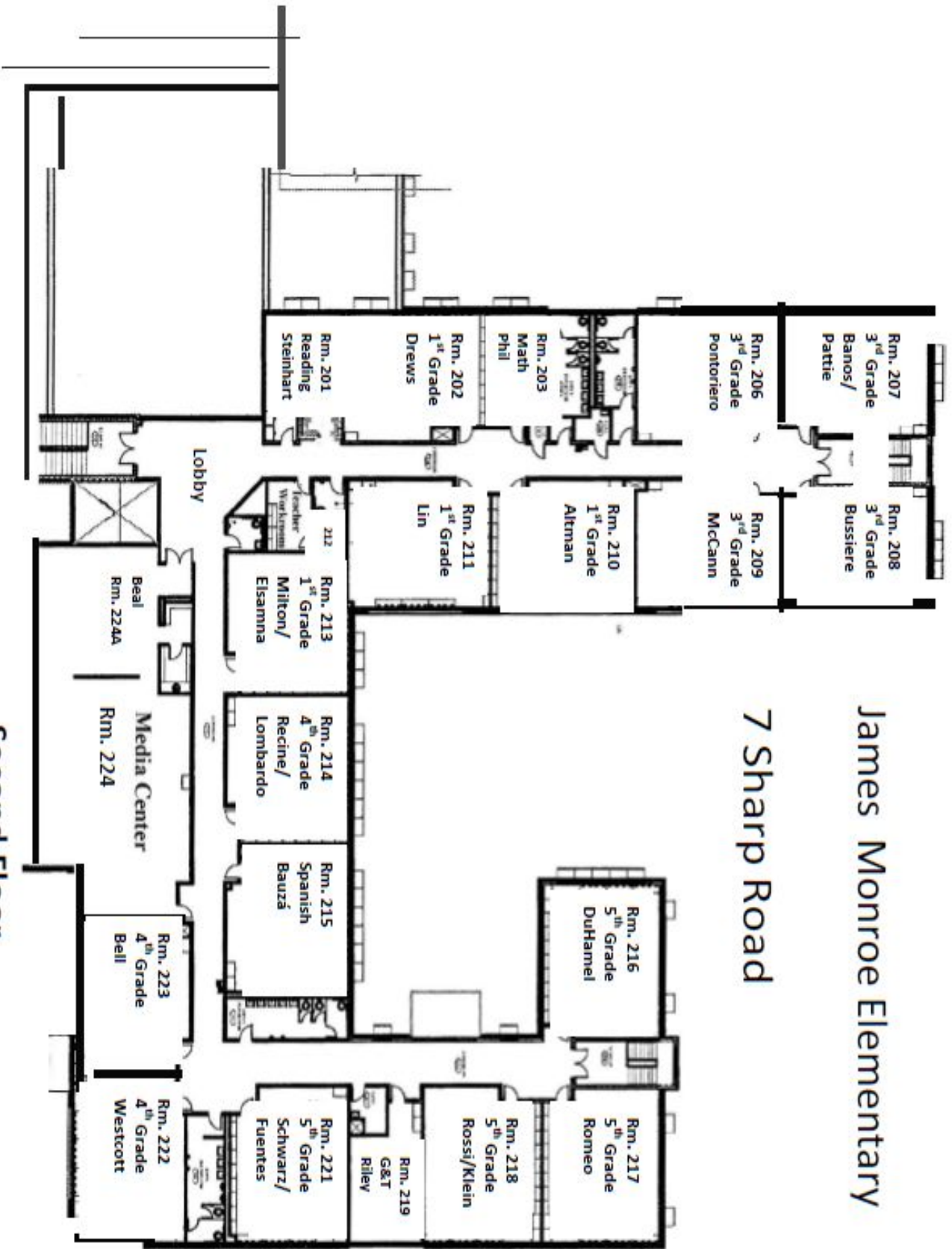
James Monroe Elementary 7 Sharp Road



First Floor

James Monroe Elementary

7 Sharp Road



Second Floor

STAFF ROSTER 2018-19

NAME	GR/SUBJ.	ROOM NO.	DAYS ASSIGNED
Cyndi Tufaro	Principal	Office	1-5
Evelyn Hook	Secretary	Office	1-5
Vera Beal	Secretary	Office	1-5
Kathleen Sclafani	Nurse	Health Cntr	1-5
Erin Bennett	Guidance	110	1-5
Matthew DeVito	Security Guard	118	1-5
Kelly Pedana	K-1 AM/PM	130	1-5
Kristen Branz	K-2 AM/PM	132	1-5
Maureen Speckin	SC1 (K-2) Autistic (OAR01)	124	1-5
Kelly Horvath	SC2 (K-2) Autistic (OAR02)	125	1-5
Catherine Tortorello	SC3 (K-2) Autistic (OAR03)	126	1-5
TBD	SC4 (K-2) Autistic (OAR04)	116	1-5
Nicole Donnelly	SC5 (1-3) Autistic (OAR05)	123	1-5
Alona Krygina	SC6 (1-3) Autistic (OAR06)	128	1-5
Kerri Colletto	SC7 (3-5) Autistic (AI01)	121	
Linda Milton Susan Elsamna	1-1	213	1-5
Kristen Drews	1-2	202	1-5
Jennifer Altman	1-3	210	1-5
Stephanie Lin	1-4	211	1-5
Jennifer Rommel Claudine Said	2-1	115	1-5
Joy Russell	2-2	114	1-5
Taryn Lamont	2-3	113	1-5
Corie Murphy	2-4	112	1-5
Rosalind Pontoriero	3-1	206	1-5
Stephanie Yoson	3-2	208	1-5
Stephanie McCann	3-3	209	1-5
Colleen Banos Ginny Pattie	3-4	207	1-5
Elizabeth Recine Katie Lombardo	4-1	214	1-5
Cheryl Bell	4-2	223	1-5
Theresa Westcott	4-3	222	1-5
Rochelle Schwarz Amy Fuentes	5-1	221	1-5
Nero Rossi Renee Klein	5-2	218	1-5
Lisa Romeo	5-3	217	1-5
Kimberly DuHamel	5-4	216	1-5
Malissa Steinhart	Reading Specialist	201	1-5
Kathleen Phil	Math Interventionist	203	1-5
Laura Stanko	Speech	118B	1-5
Mary Walworth	Speech	118C	1-5
Lori DeCoite	Art (.1)	117	1,2PM,3,4,5

Cindy Reif	Phys. Ed.	GYM (103)	1,2,4PM,5
Michael Fernandez	Phys. Ed.	GYM	1-5
John Peccarelli	Voc Music	104	2-5
Maria Ford	Instrumental	102	TBD
Nelsy Bauza	Spanish	213	1-4
Kristine Riley	Gifted & Talented	219	1 & 2
Vera Beal	Library Aide	224	1-5
Uzma Athir	Para Pro-Autistic		1-5
Dawn Chessere	Para Pro-Autistic		1-5
Rashmi Deshpande	Para Pro-Autistic		1-5
Anasthasia Irudhayasamy	Para Pro-Autistic		1-5
Jackie Morrell	Para Pro-Autistic		1-5
Cassandra Pane	Para Pro-Autistic		1-5
Kelly Rodriguez	Para Pro-Autistic		1-5
TBD	Para Pro-Autistic		1-5
TBD	Para Pro-Autistic		1-5
Mary Sutherland	Para Pro-Autistic		1-5
Maritza Mosley-Aviles	Supervisor	Ed. Ctr.	
Erin Madara	S.E. Supervisor	Ed. Ctr.	
Olivia Cancro	Psychologist	103	
William Tanajauskas	Facilities' Manager		1-5
Wayne Tichenor	Custodian		1-5
Thomas Varga	Custodian		1-5
Donna Wytko	Custodian		1-5
Desiree Connor	Lunch Aide		1-5
Darlene Cucco	Lunch Aide		1-5
Donna Dzama	Lunch Aide		1-5
Kim Ferdinand	Lunch Aide		1-5
Janet Hancock	Lunch Aide		1-5
Phyllis Levins	Lunch Aide		1-5
Deepa Ramthirthkar	Lunch Aide		1-5
Afshan Sana	Lunch Aide		1-5
Penny Sanchez	Lunch Aide		1-5
Stacy Shimko	Lunch Aide		1-5
Claribel Shubick	Lunch Aide		1-5
Erin Somes	Lunch Aide		1-5

MESSAGE FROM THE SCHOOL NURSE MRS. SCLAFANI

The School Nurse - maintains medical records for each student. Parents/guardians must inform the nurse promptly of any special health problems and should feel free to contact the nurse if they have questions or would like to schedule a confidential appointment. The school nurse must have a student's ***Medical Emergency Contact Form and Immunization Record*** as well as the most ***updated Physical Examination***. A student will be excluded from school if they are not in compliance with vaccination requirements and if such proof is not provided to the school.

If a student becomes ill during the school day, they will be given immediate attention. Students should not personally call home if they feel ill; they should report to the school nurse. The nurse or a school staff member will contact the parents/guardians if their child is too ill to return to class.

School Administration of Medication

Edison Township School District permits the school nurse to administer medications to students provided that:

- a) parents/guardians provide to the school nurse a completed medication administration form **HS Form #7A** completed by the student's physician and signed by the parent/guardian.

For allergies requiring Epinephrine auto-injectors, as EpiPen or Auvi-Q, for example – A Severe Allergy Treatment Plan **HS Form #30A** must be completed by student's physician and signed by parent/guardian. The same applies with student's taking Asthma medications and the Asthma Treatment Plan;

All forms are available from the school nurse, or online at the Edison Township Public Schools website under the pull down menu's of "Departments" → "Health Services" → "District Forms"

(Be sure to print out ALL required pages and complete them all)

- b) parents/guardians submit a new medication administration form following any changes to the student's medication;
- c) parents/guardians provide to the school nurse the medication in the original, pharmacy labeled container, and this container is clearly labeled with the student's name, physician's name, medication name, dosage, and frequency of administration, (STUDENTS ARE NOT PERMITTED TO TRANSPORT MEDICATIONS); and
- d) parents/guardians submit a new medication authorization form each school year.

The parent request for medication administration, shall give permission to the Certified School Nurse to administer the medication and release the school of all liability. These requirements also apply to all over-the-counter medications such as Tylenol, Advil, etc., cough/cold, allergy medications, and eye drops. No cough drops will be allowed in school.

Reasons to keep your child home from school

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

1. **FEVER of 100°F or more.**
Students are **Not permitted in school** until 24 hours fever-free without fever reducing medications. **** THERE ARE NO EXCEPTIONS TO THIS POLICY ****
2. **Vomiting and/or diarrhea** during the night or in the morning
3. **Heavy coughing, nasal discharge or a loose, frothy cough** from an upper respiratory infection
4. **Severe headache**
5. **Stomach cramps**
6. **Undiagnosed rash** - not seen by a doctor and no known cause.
7. **Red or swollen eyes**

If your child is sent to school not feeling well, you will receive a call right away to pick up the student to take home or to the doctor. Please have a back-up plan for these circumstances. If you are at work, someone must be able to pick up the ill student in less than an hour for their comfort and safety, as well as for the continuous flow of other student's requiring care and first aid. The person picking up should be listed as an emergency contact.

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.Sclafani

Good health practices begin at home. Providing and modeling the following teach children to learn life-long practices for health and success:

- Starting the day with a nutritious breakfast before they come to school.
- Bathing or showering every day to keep them clean and healthy.
- Daily washing of clothes, hair and skin is recommended.
- Establishing an early bedtime routine, such as providing a quiet environment with reading preceded by a warm bath.
- Discouraging TV and video games before bed.
- Dressing children appropriately for the weather. Wearing clothes in layers will help the child to take off or add clothes if the classroom is too hot or cold.

PHYSICAL EDUCATION REGULATIONS MR. FERNANDEZ & MRS. REIF

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 then 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 to return their book and exchange for a new one.

CURRICULUM & INSTRUCTION

The district curriculum is aligned with the New Jersey Student Learning Standards. For a detailed look at English Language Arts, Mathematics, and Science, please visit the district website at www.edison.k12.nj.us under Curriculum on the District Services drop-down menu.

SPECIAL PROGRAMS & SERVICES**READING SPECIALIST MRS. STEINHART****MATH SPECIALIST MRS. PHIL**

The reading & math specialists facilitate the implementation of targeted, research-based programs within the school to support the established language arts/literacy & mathematics curriculum, including instructing students and serving as a coaching resource for the staff.

Their role encompasses but is not limited to the following:

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

COUNSELING AND ANTI-BULLYING SPECIALIST - MRS. BENNETT

The counseling program at James Monroe is designed to meet the needs of all of our students throughout the year. A variety of student support services are offered in order to benefit the students academic, social and emotional well-being. The counseling services include, short-term individual counseling, group counseling, classroom guidance lessons, crisis intervention, and consultations with parents and teachers.

Parents, teachers and students can initiate counseling services. If you have questions or concerns, please feel free to 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, 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 that is designed to provide strategies to teachers and offer assistance to students who are experiencing academic, social, and emotional difficulty in school. The committee includes: the principal, a member of the child study team, school nurse, reading specialist, interventionist, guidance counselor, special education teacher and the classroom teacher.

The committee meets monthly to discuss students who are referred by either their classroom teacher or parent. The primary role of the committee is to help students receive the assistance they need within the regular education program setting. An intervention plan 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.

RESPONSE TO INTERVENTION

Response to Intervention (RtI) is a multi-tiered problem solving approach that identifies general education students struggling to achieve benchmark with their grade-level peers. The RtI model is being implemented in grades 2. First Grade is addressed later in the year to account for developmental growth. RtI includes the following four components: criteria for determining the levels of intervention, types of interventions and materials, amount and nature of student performance, data to be collected and the frequency of progress monitoring.

By identifying students early using a universal screener, teachers can provide appropriate interventions to meet each student's specific needs. Students who continue to struggle will receive more intensive instruction in a smaller group setting beyond the core instructional block. Parents will receive written notification when the student requires an intervention beyond that provided to all students in the general education classroom.

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.

SPECIAL EDUCATION

James Monroe is an inclusive community, and all classified students are integrated in every way possible. Most of our learners are part of in-class settings, where the general and special education teachers work as a team for the entire school day. We also have seven self-contained autistic classrooms, each with a teacher and a combination of paraprofessionals utilized to best meet the needs of each child in the environment. They are a welcome addition to this building, and all of us on staff have learned so much from these educators and students.

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 and physical therapy
- adaptive physical education
- transportation

GIFTED AND TALENTED

Students identified as Gifted and Talented in grades Kindergarten through grade two are provided the opportunity to participate in an Inquiry Challenge Project. Students in grades three through five benefit from working with Gifted and Talented faculty in smaller class sizes outside the general education classroom. They utilize a problem-based learning approach to math while addressing the Common Core State Standards. Two units of STEM (Science, Technology, Engineering, and Math) experiences provide opportunities to participate in the creative design process and research topics that extend the science curriculum. Finally, aligning itself with the NJSLS for English Language Arts Literacy, a unit on Poetry Appreciation has been added that challenges students to read and comprehend poems in an advanced grade text complexity band proficiently.

SCHOOL ACTIVITIES

STUDENT COUNCIL – MR. ROSSI & MRS. ROMEO, ADVISORS

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, fundraisers, and by attending meetings and reporting the information to their fellow students.

The Student Council has been 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.

WHOOse NEWS

The James Monroe student newspaper, **whOOse News** 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 4th and 5th grades comprise the staff, headed by an Editor-in-Chief. The finished products are shared digitally on the web.

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.

SCHOOL PLAY - MRS. YOSON & MRS. ROMEO, ADVISORS

Since 2006, James Monroe School has sponsored a school play. Students will have the opportunity to be introduced to theater and performance. The children will be part of a full stage production that includes learning songs, dances, performing a part, stage direction and set production. No experience is necessary, just an interest in the dramatic arts.

INSTRUMENTAL & ORCHESTRA MUSIC

The instrumental music program is open to students in grades 4&5. Lessons on flute, clarinet, saxophone, trumpet, trombone, baritone and drums are offered, as well as the violin, viola, and cello. Ms. Ford takes students weekly during regular class time for lessons. The band and orchestra perform at 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.

SCHOOL STORE

The school store is a service provided to the students, staff, and parents. This year, Miss Speckin will coordinate volunteers from our Self-Contained Classrooms to set up the store in the cafeteria on the 4th week of the month (check the calendar for changes). Purchases can be made during the two lunch periods. Items for sale include pens, pencils, rulers, paper, portfolios, erasers, crayons, glue, and some novelty items. Prices range from \$.25 to \$2.00.

CLUBS

James Monroe is proud to offer several clubs throughout the year for grades 1-5. Please look for more information to come about the various school clubs which run from October - May. A flier will go home to register your child to participate and the meeting dates. Parents will need to provide transportation for any clubs that are before or after school.

BIRTHDAYS

Due to the high incidence of allergies, and in light of the BOE Nutrition Policy #5140,
birthday celebrations will no longer include food/drinks/snacks.

Children's birthdays will be celebrated with a song and parents may choose to come in and read a short story/picture book at a time prearranged with the teacher and/or send in a book for the classroom library with your child's name, and a short dedication statement on the inside cover of the book.

Birthday invitations for off-site parties can only be given out at school (including playground area) if all members of the class are invited.

SPECIAL 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!

FUN FIRST GRADE DAYS (FIRST GRADE)

1. PARENT MATH WORKSHOP (IN CLASSROOM) NOVEMBER
2. CULTURAL CARNIVAL (IN CAFETERIA) FEBRUARY
3. AUTHOR'S CHAIR (IN CLASSROOM) APRIL

STEM DAY (SECOND GRADE)

The second grade classes invite families in to show and explain some of the various science experiments they conducted throughout the year. There is also an in-house "field trip" which students participate in hands-on challenges and enrichment activities that relate to STEAM (Science, technology, engineering, art and Mathematics) and use the engineering design process to problem solve.

BIZWORLD BAZAAR (THIRD GRADE)

Each June , the third grade hosts a bazaar where parents can come in to shop and learn about their child's business. Working in teams of six, students start, fund, and run their own companies making products created from simple craft materials. The students go through the entire BizWorld Entrepreneurship Cycle and the program culminates with the Sales Bazaar, an exciting opportunity to engage other students, parents, administrators, and community members.

4TH GRADE PRESENTATION/RECEPTION (FOURTH GRADE)

In conjunction with the Social Studies Curriculum, the fourth grade classes invite parents in over time to hear presentations created by the students which highlight the different areas of the U.S. Students learn to appreciate the differences and similarities of their fellow Americans. Students also use this venue to spotlight their completed projects on the state that they have been researching.

5TH GRADE CELEBRATION/DANCE (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 dance and a celebration event to culminate their special time spent as part of this community.

*****These grade events are for students and their guest(s) only. Please make alternate child care arrangements for younger siblings. Thank you.**

FIELD TRIPS

Thanks to the generous fundraising capabilities of our PTO and the school play, each grade level participates in a learning experience beyond the classroom that becomes an extraordinary lifetime memory. For Kdg., this activity takes place in the building. Grades 1 - 5 travel to a destination that is aligned with the district curriculum and the New Jersey Student Learning Standards. The tentative schedule for this year's "field trips" is:

Kdg./SC	Amazing Animal Adventure
1 st	Zoo
2 nd	Tour of Edison
3 rd	TBD
4 th	Bronx Zoo
5 th	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: Wednesday, October 31th

Winter Holiday Party: Friday, December 21st (1:30 Dismissal Day)

End of the Year Party: Wednesday, June 19th

At Back to School Night on September 25th, 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 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 ORGANIZATION

PTO MISSION

The mission of the PTO 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.

2018-19 PTO Officers may be contacted at:

monroeowlspto@gmail.com

<https://www.facebook.com/JamesMonroeElementaryPTO/>

THE OBJECTIVES OF THE PTO 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

PTO 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 PTO to be used for the many activities enjoyed by the children.

PTO MEETINGS

PTO meetings are open to all concerned individuals. They usually take place on the second Tuesday every other 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 PTO 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 PTOs, we consider all meetings to be general PTO meetings.

VOLUNTEERING

The PTO 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 PTO. If you would like to volunteer in any way, please contact any of the PTO officers or the chairperson of the committee that interests you.

HARVEST EVE

Harvest Eve is one of James Monroe School's most popular family events. This year it will be held on Friday, October 12th from 5-8 pm. It offers all kinds of games, face painting, sand art and other crafts for the children. We are very excited to have Harvest Eve back at James Monroe School.

Our terrific 5th 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!

COLOR FUN RUN

The James Monroe Color Fun Run held on Saturday, June 1st brings family, friends and teachers together for a kaleidoscope of fun each spring! It is also a creative, colorful fundraising activity that includes a course laid out around the school grounds with 3 to 5 color stations set up with color powder that will be thrown on the participants as they run through the color station.

FAMILY FUN NIGHTS

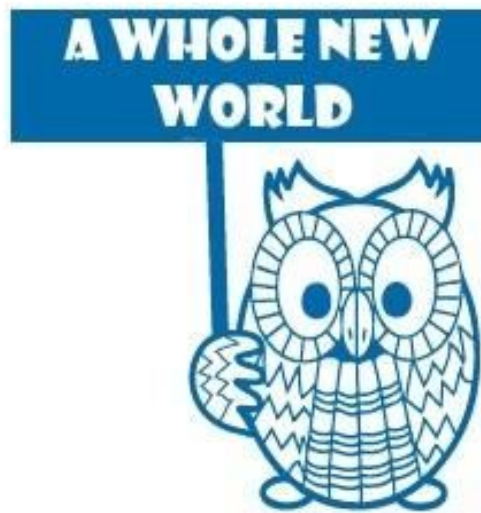
These are PTO/School-sponsored events that provide time for families to come together and socialize in a fun way. Harvest Eve will kickoff this year's gatherings.

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), 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



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.