

**Madison Avenue School  
36 Mt. Vernon Avenue  
Irvington, NJ 07111**

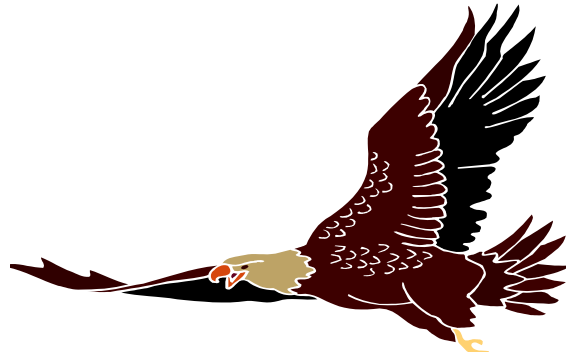
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**(973) 399-6871  
Fax (973) 416 - 7205**

# **Parent-Student Handbook**

**2016 - 2017**

**"A GREAT PLACE TO LEARN AND ACHIEVE"**



*Alexis D. Osterhoudt*  
**Principal**

## *Notes*



## Welcome students and parents!

We are pleased and excited to have you as a member of our student body.

The School Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

Be proud of your school. Take good care of it, and feel free to make suggestions for improving it. As a school member, you are expected to conduct yourself according to the rules and procedures set forth in this handbook. Students will learn necessary and useful skills for the future. You may find some things unfamiliar at first, but you will soon become familiar with them.

Throughout life, you will be looking toward the future, but you will also find yourself thinking of the fun and pleasant experiences you had while at Madison Avenue School.

After you have reviewed this information with your teacher, please take the handbook home and share it with your parents/guardians. Reviewing these procedures and policies will answer many questions and help get all of us off to a great start. Good luck to all of you, and have a great year!

## **Madison Avenue School Vision Statement**

Madison Avenue school believes that each child is special and that education of the whole child involves the partnership of family and school.



## **Madison Avenue Mission Statement**

At Madison Avenue School our mission is to develop every child's academic potential and their ability to be a contributing member of our community both now and in the future.

## **Madison Avenue School Contact Numbers**

<b>Main Office.....</b>	<b>(973) 399-6871</b>
<b>LaToya King-Robinson</b> <b>Guidance.....</b>	<b>(973) 399-6871 Ext. 2611</b>
<b>Kathleen Brewster-Nelson.....</b> <b>School Nurse</b>	<b>(973) 399-6871 - Ext. 2607</b>
<b>Illene Tamburri.....</b> <b>Health &amp; Social Services Coordinator</b>	<b>(973)399-6454</b>
<b>Kim Williams-Spann.....</b> <b>Secretary</b>	<b>(973) 399-6871 - Ext. 2604</b>
<b>Josianne Valery.....</b> <b>Secretary</b>	<b>(973) 399-6871 Ext. 2605</b>
<b>Patricia Simo.....</b> <b>Intellectually Gifted</b>	<b>(973) 371 - 5072</b>
<b>Synthia Jones-Pender.....</b> <b>Parent Coordinator</b>	<b>(973) 399 - 6800 Ext. 2612</b>
<b>Hamid Hall -----</b> <b>Head Custodian</b>	<b>(973) 399-6871</b>

# Time Schedules

## Grades K-5



### Full-Day Session

Teacher Sign-In	8:25 A.M.
Entry to Class/Homeroom	8:30-8:40 a.m.
Period 1	8:41-9:26 a.m.
Period 2	9:27-10:12 a.m.
Period 3	10:13-10:58 a.m.
Period 4	10:59-11:44 a.m.
Period 5	11:45-12:30 p.m.
Period 6	12:31-1:16 p.m.
Period 7	1:17-2:02 p.m.
Period 8	2:03-2:48 p.m.
Homeroom Dismissal	2:48-2:50 p.m.
Teacher Dismissal	3:05 P.M.

### Half-Day Session

Homeroom	8:30 – 8:42
Period 1	8:43 – 9:12
Period 2	9:13 – 9:32
Period 3	9:33 – 10:02
Period 4	10:03 – 10:32
Period 5	10:33 – 11:02
Period 6	11:03 – 11:32
Period 7	11:33 – 12:02
Period 8	12:03 – 12:30

### Student Attendance Policy

The Board of Education of the Irvington Public Schools charges the Principal of the School with the responsibility for requiring compliance with School Law. The New Jersey Statutes, Title 18A:38-25, state that: "Every parent, guardian or other person having custody and control of a child between the ages of 6 and 16 years, shall cause such child to regularly attend the public school...Such regular attendance shall be during all the days and hours that the public schools are in session, unless it is shown to the satisfaction of the Board of Education...that the...bodily condition of the child is such as to prevent his/her attendance...A parent...who shall fail to comply with any of the provisions shall be deemed a disorderly person and shall be subject to a fine..."

When a child is absent from school, a note from the parent or legal guardian explaining the "excused" reason should be given to the student's homeroom teacher. Excused absences are defined as follows: a) Illness; b) Recovery from accident; c) Required court attendance; d) Death in the family; e) Religious observance; and f) Medical appointments.

For three or more consecutive days, a doctor's note must be submitted to the school nurse. Parents should make every effort to notify the school if a child is going to be absent for a prolonged period of time.

Student attendance is closely monitored by homeroom teachers and guidance counselors. Chronic truancy problems will be referred to the Attendance Office for appropriate court action. Student attendance is also one of the areas considered when determining the promotion or retention of a student at the end of the year.

## **Visitor Policy**

Parents and guardians are welcome to visit the school at any time. They may visit with teachers at **pre-arranged times**.

Additionally, they may meet with administrators by appointment, or if the administrator is available at the time of their visit.

For the protection of our students, all visitors are required to enter only through the front door. Further, we ask that all visitors sign in at our receiving desk and await a Visitor's Pass and an escort to the appropriate location within the school.

Student visitors are restricted because we cannot accept responsibility for their safety or behavior while at school.

## Dress Code



Please be advised that the Madison Avenue School dress code is our official navy and white school uniform. Students are expected to dress in the school uniform daily, unless otherwise approved by the school principal. The dress must answer affirmatively to the concepts of decency and suitability for classroom and learning situations. Also, proper clothing should be worn within safety regulations.

Such dress or lack of shall be determined at the discretion of the administrators. Should the dress be determined to be inappropriate, the student will be sent home, or the parent will be asked to bring a change of clothing for the student.

T-shirts, tank tops, bare midriffs, short shorts, belly shirts, spandex, or any clothing bearing offensive designs or language are strictly prohibited.

Sandals, platform shoes, and clogs are prohibited and shoes or sneakers should be tied at all times, for safety reasons.

Hats or head coverings (unless for approved religious reasons) are not to be worn in the building by boys or girls.

**Emergency School Closing Information**

Notice of school closing due to inclement weather or other reasons is announced on the following radio stations between **7:00 A.M. and 8:00 A.M.:**

- WNBC TV-Channel 4;
- FOX 5 WNYW
- Channel 5
- WABC TV-Channel 7; and on cable television (Comcast)
- NEWS 12NJ-Channel 62 and;
- Local Access Channel 36.

**Parents are requested not to call radio stations, police headquarters, or schools.**

The Irvington Fire Department will sound an alarm at 6:30 A.M. and again, at 7:00 A.M. This notifies the township that the school district is closed for the day. Again, please do not call the Police or Fire Department.

In addition, the Irvington Board of Education has an automated school message system that will inform parents/guardians about school closings and events.

**Medication Policy**

Administration of medication is not the responsibility of the school. All requests for the administration of prescription medications must be in the form of a written note from the doctor and parent. All prescription medication to be dispensed in the Health Office must be in the original container with the name of the student, medication, doctor, and the times to be administered clearly stated on the container.

The following describes the policy of the Irvington Board of Education regarding the dispensing of medication to students:

- Students are not permitted to carry or take medication in school. This also includes over-the-counter medicines such as aspirin, cough drops, etc.
- If a student has to take medication during school hours, it will be necessary to provide:
  1. The medication labeled by the pharmacy for the student.
  2. A statement from the private physician indicating the diagnosis of the condition for which the medication is prescribed, and the length of time during which medication should be taken.
  3. Written permission for dispensing medication (Please note the time that prior doses are given if the student is to receive more than one dose a day).
  4. Non-prescription medication is never dispensed by the school.
  5. The school nurse and the parent are the only persons authorized to administer medication.
- No student can be excused from school for reasons of illness unless he/she is seen in the Health Office.
- Under no circumstances should students come to school when they are ill. For attendance purposes, students who do not attend classes are considered absent. The Health Office cannot provide proper treatment or care for students who come to school ill.

### **Required Immunizations**

All students must present records of complete immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis series, mantoux, varicella or proof of having had chicken pox for enrollment in the Irvington Public Schools. The only exception are students who present a certificate signed by a physician stating that the student should not receive the immunizations for all or a specific immunization, or for religious reasons. It would be helpful if a copy of the child's most recent physical could be provided to the school nurse. Be sure to mention any special concerns such as food allergies, asthma, diabetes, allergic reactions to insect bites, etc.

### **Updating Sheets**

In September the students are sent home with a packet to fill out. It is necessary to return the packet as soon as possible so the school can update their records. The packet includes the following information: Personal Information, Medical Update, Field Trip Permission Slips, Emergency Information, Internet Usages Agreement, Voice/Image Release Forms, and Medical Examination by Physician.

### **Discipline Policy**

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of the pupils.

The Board believes that the best discipline is self-imposed and that pupils should learn to assume responsibility for their own behavior and the consequences of their action.

It is important that each teacher regularly reviews with all students the classroom and school rules and regulations as well as the consequences of continued improper behavior (HFP, suspension).

As a rule, teachers should handle minor disciplinary problems on their own. Every effort should be made by the teacher to notify the parent when behaviors are disrupting classroom activities. Only with close home communication can we maintain a school climate conducive to learning. It is very important that the teacher clearly establishes herself/himself as the source of authority in the classroom and does not continually rely on the administration to resolve minor conflicts.

When severe disciplinary matters are referred to the Administration, teachers are expected to complete the school's disciplinary referral form, which should clearly describe the problem as well as outline what action had been taken by the teacher prior to the referral.

### **The Parents' Role: Supporting School Discipline**

There are many factors, which contribute to excellence in education. Among the most prominent of these factors is the development of a school environment, which reflects order and discipline.

Discipline is achieved when learning is valued and teachers are respected; disruptive behavior is dealt with firmly, fairly, and quickly. Students are expected to attend classes and complete assignments. High academic standards are expected to be met. Learning entails effort, hard work, and sacrifice.

To maintain this kind of discipline, cooperation is needed from all elements of society, especially parents. By supporting and enhancing discipline in the school, parents foster a situation in which teachers can spend their time engaged in the process of teaching rather than consuming valuable time dealing with disruptive students and poor learning attitudes.

The following are suggestions for parents as to what they can do to promote better discipline in the schools:

- Become knowledgeable of the behavior policy of the school. What conduct is expected in the classroom and on the school grounds? What procedure is followed when problems arise?
- Instill in your child a sense of responsibility for what he/she does. Children should realize that disruption and disorder in the classroom undermines the educational effort and hurts everyone.
- Encourage respect for authority.
- Create an atmosphere where your child feels secure about discussing school related concerns and problems. Discuss their concerns and problems with your child's teacher or administrator.
- Review your own attitude toward discipline with your child.
- Most importantly, parents must be a model of respect for the learning process. A key to the attainment of excellence in education is the rededication to learning within the home.

#### **HARASSMENT, INTIMIDATION, BULLYING AND HAZING POLICY**

The Irvington Board of Education believes that harassing, intimidating, bullying and hazing activities of any type, including harassment by electronic communication are inconsistent with the educational

process and the Board prohibits all such harassing, intimidating, bullying and/or hazing at any time on school premises, at any school-sponsored function, or on any school bus. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, bullying, or hazing similar to other disruptive or violent behaviors is conduct that disrupts both a student's ability to learn and school's ability to educate its students in a safe environment.

### Definition

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

1. is reasonably perceived as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender identity and expression, or a mental, physical or sensory disability; or
2. is prompted by any other distinguishing characteristics; and
3. a reasonable person should know, under the circumstance, that the act(s) will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of student in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

B. "Harassment, intimidation or bullying" also means repeated unprovoked aggressive behaviors of a physical or psychological nature, carried out against an individual or group of individuals that result in harm or injury to the individual or group. To be considered harassment, the behavior must be unwelcome by the recipient and have the effect of creating a hostile environment.

C. "Electronic communication" means a communication that is transmitted by means of an electronic device, including but not limited to a telephone, cellular phone, computer or pager, that takes place on school property, at any school-sponsored event or on a school bus.

D. "Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of inflicting mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

### Procedures

1. All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include harassment, intimidation, bullying and hazing. A person who detects harassment, planned harassment, intimidation, planned intimidation, bullying, planned bullying, hazing shall report all such incidents to the building principal.
2. The building principal shall report to the Affirmative Action Officer and the superintendent any incident reported from a staff member, pupil, parent, legal guardian or any other source. The building principal will also report information received from anonymous sources; however, any formal disciplinary action will not be taken solely on the basis on any anonymous report.

3. There will be no reprisals or retaliation against any person(s) making such report of harassment, intimidation, bullying, and/or hazing behavior. Any allegation of reprisals or retaliation shall be reported directly to the Superintendent or his/her designee, who will investigate such allegations and take appropriate action if the allegation are confirmed and or if the person is found to have falsely accused another as a means of retaliation or as a means of harassment, intimidation, bullying, and/or hazing.
4. A school employee who promptly reports an incident of harassment, intimidation, bullying and/or hazing to the building principal, in accordance with N.J.S.A. 18A:37.1 et seq., is immune from a course of action for damages arising from any failure to remedy the reported incident.
5. The Affirmative Action Officer will immediately investigate any report of actual or planned harassment, intimidation, bullying, and/or hazing. An administrator, at the discretion of the Affirmative Action Officer, may assist the Affirmative Action Officer in the investigation.
6. If the investigation determines that harassment, intimidation, bullying and/or hazing behavior was planned or present, the administration will take reasonable, age appropriate and effective, corrective action to end the behavior. Such action may include, but is limited to: counseling, warning, and/or disciplinary action. The administration may need to provide support services to the pupil(s) that was harassed, intimidated, bullied and /or hazed. Services may include, but are not limited to: counseling, retaking a course, tutoring and /or providing other services to the pupil(s) to remedy the past harassing, intimidating, bullying and/or hazing behavior.
7. The Affirmative Action Officer shall take all necessary steps to publicize this policy, shall initiate a periodic review of the policy, and shall ensure that it will be incorporated in the student/parent handbook.

### **School Rules Contract**

#### School Wide Rules

We do not hurt ourselves.

We do not hurt others.

We do not hurt our property, others' property, or the school's property.

We come to school with our supplies, prepared to work and to learn.



**Hallway Rules**

Students walk single file with hands at their sides.

Students wait or walk on the right side of the hallway.

Students are silent.

Students keep their body parts to themselves.

Students must have a hall pass when in the hallway without a teacher or other staff member.

Students must follow directions of a teacher or staff member.

**Restroom Rules**

Students flush the toilet after every use and wash hands.

Students put paper in the appropriate place, the toilet or the trash can.

Students use an inside voice.

Students keep their body parts to themselves.

Students tell the teacher, if the restroom needs cleaning or repair.

**After School Rules**

Students are to proceed with their teacher to their designated bus.

Students who participate in an after-school program are to wait in the designated area for their advisor.

Note: Except with written permission from the teacher, children do not bring toys, PSP, DS, etc. All money brought to school must be for school business only and given to the teacher in a sealed envelope at the beginning of the day. The school cannot be held responsible for lost or stolen money or items if they are not given to the teacher at the start of the school day.

**Special Note:** The following will be cause for an automatic suspension on the first offense:

- Use of profanity to a teacher or staff member
- Fighting
- Possession of weapons
- Theft

This plan is to be signed by the parent, teacher, and the student. The signed tear-off slip is maintained by each teacher in a file in the classroom.

Parent's Signature _____	Date _____
Teacher's Signature _____	Date _____
Student's Signature _____	Date _____

**Lunchroom Contract**

Dear Students,

To receive lunchroom privileges, please read the lunchroom contract with your parent and sign below.

Rules:

1. I will follow directions the first time.

2. I will keep hands, feet, body parts, and objects to myself.
3. I will use an indoor voice that will not tease, put-down, harass, use foul language or bully anyone.
4. I will only leave the lunchroom when given proper permission.

Enforcement:

1. Verbal warning
2. Phone call home to parent/guardian
3. Severe misbehaviors (fighting, throwing food, overt defiance) will result in suspension or Home for Parent

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Class Section \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Homework**

The purpose of homework is to help students become self-directing independent learners. It is assigned to extend and reinforce the learning experience of the school. It provides students practice in the mastery of skills, experience in data gathering, and an opportunity to remediate learning problems. The emphasis shall be placed on the value of the assignment to the child. Homework shall not be assigned simply for the sake of providing "busywork" for the child.

The immediate purpose of a specific homework assignment may be to:

- 1) Strengthen basic skills
- 2) Extend classroom learning
- 3) Stimulate and further interests
- 4) Reinforce independent study skills
- 5) Develop initiative, responsibility and self-direction
- 6) Stimulate worthwhile use of leisure time
- 7) Acquaint parents/guardians with the work pupils do in school

The amount of homework is based on student's needs and takes into account other activities, which make a legitimate claim on the student's time. The homework process recognizes the role of the parent to help the student carry out assigned responsibility. We urge that parents take time to check the assignments, particularly in the lower grades.

#### Make-Up Work

Pupils absent for any reason must make up assignments, class work, and tests within a reasonable length of time. It is suggested that students who have been absent from school for an extended time should be permitted the same length of time to take make up assignments. For example, a child absent for five consecutive school days should have five days to complete all make-up work. Parents may call the school office to request homework assignments. These assignments may be picked up at the school office after 2:30 P.M. or be brought home by a brother, sister, or "study buddy" attending our school, if requested.

#### Student Progress Reports

Student progress reports are issued two (2) times a year in Kindergarten and four (4) times a year for students in grades 1 through 5. Grades received for each of the four marking periods shall be average grades for each of the periods. They will not be cumulative. The final grade, however, shall be the average of all previous grades. According to the Irvington Board of Education policy, "In all elementary schools the 1<sup>st</sup> report cards will be given to parents at a scheduled conference. For the remaining reporting periods, the report card will be sent home with the child. Report cards are to be signed and returned to school except for the final report card."

#### Kindergarten

Students in Kindergarten are evaluated in the following areas: Reading Readiness, Language Readiness (Listening and Spoken Language), and Mathematics

Readiness, Writing Readiness, Psycho-Motor Development Skills, and Social Emotional Development.

The rating scale is as follows:

O.....Is Doing Outstanding Work

S.....Is Developing Satisfactorily for His/Her Age

T.....Needs More Time for Development

Students in Kindergarten experience educational programs in mandated and supplementary subjects, including Social Studies, Science, Health and Safety, Physical Education, Art, Music, Computer, Study Skills, Family Life, Substance Abuse Instruction, and Career Awareness. No letter grades are issued. General performance is evaluated using the scale: P-Participates, E-Excused, NA-Not applicable.

### Primary Grades (1-3)

Students in the Primary Grades are evaluated in the following subject areas: Reading, Language Arts, Mathematics, Social Studies, Science, Penmanship, and Art.

The evaluation scale is as follows:

#### Grade 1

O.....Outstanding

S.....Satisfactory

N.....Needs Improvement

U.....Unsatisfactory

NA.....Not Applicable

#### Grade 2 and 3

A.....Excellent

B.....Good

C.....Average

D.....Poor

F.....Failure

NA.....Not Applicable

Students in Grades 1 through 3 experience educational programs in mandated and supplementary subjects, including Health and Safety, Physical Education, Music, Computer, Family Life, Substance Abuse Instruction, and Career Awareness. No letter grades are issued. General performance is evaluated using the scale: P-Participates, E-Excused, NA-Not Applicable. Students are evaluated on their Personal and Social Development using the scale: O-Outstanding, S-Satisfactory, Needs Improvement, U-Unsatisfactory.

### Intermediate Grades (4-5)

Students in the Intermediate Grades are evaluated in the following subject areas: Reading, Language Arts, Mathematics, Social Studies, Science, Art, Music, and Physical Education.

The evaluation scale is as follows:

A.....Excellent	D.....Poor
B.....Good	F.....Failure
C.....Average	NA.....Not Applicable

Students in Grades 4 through 5 experience educational programs in mandated and supplemental subjects, including Penmanship, Health and Safety, Computer, Family Life, Substance Abuse Instruction, Career Awareness, New Jersey History (Gr. 4). No letter grades are issued. General performance is evaluated using the scale: P-Participates, E-Excused, NA-Not Applicable. Students are evaluated on their Personal and Social Development using the scale: O-Outstanding, S-Satisfactory, N-Needs Improvement, U-Unsatisfactory.

### Parent Conferences

In order that home and school may work effectively for the education and training of the students, one parent conference is scheduled. Additional conferences may be initiated either by the parent or the teacher when either deems it advisable. These conferences may be arranged through the school office, unless it is more convenient for both parties to do otherwise.

Prior to the Fall Conference, parents will receive a letter indicating the date and time of your scheduled conference. This form should be signed and returned to the classroom teacher. If the scheduled time is not convenient, it should be noted on the form, and the teacher will contact parents to arrange a mutually convenient time.

### Mid-Cycle Progress Report

Midway through each marking period, interim student progress reports will be sent home. The interim student progress report indicates suggestions for improving work. Many times this report encourages students to work harder and not fail for the marking period.

### Pupil Records

Any parent/guardian wishing to look at their child's records may do so by contacting the school principal. The principal will contact the appropriate personnel and a mutually convenient time will be established for the review and interpretation of the records. Every reasonable effort will be made to accommodate working parents/guardians who may not be available during the day.

### Promotional Policy

Promotion or retention will be based primarily on successful mastery of identified sequential skills in reading and mathematics. Students must master 60 percent of the reading objectives and 60 percent of the mathematics objectives at their grade level. Students who are dominant in a language other than English are to be promoted or retained based on mathematics and reading skills mastered in the native language and English as a Second Language respectively. A student who has accumulated eighteen absences in a single year is subject to retention.

### **Honor Roll Criteria**

Students in Grades 2 through 5 may achieve Super Honor Roll or Honor Roll status based on their Progress Report grades for each marking period. The following is the criteria for Super Honor Roll and Honor Roll:

#### **Super Honor Roll**

- 1) A's and not more than one B in four academic subjects (Language Arts Literacy, Math, Science, Social Studies).
- 2) A's and B's in Special subjects (Art, Music, Physical Education).
- 3) No mark lower than a B on the report card.

#### **Honor Roll**

- 1) A's and B's in four academic subjects.
- 2) A's and B's in Special subjects.
- 3) No mark lower than B on the report card.

Please note:

A student receiving N or U letters on the report card is ineligible for any honor roll status. Language Arts Literacy is one of the four academic subjects. The Reading, Writing, and Speaking marks are averaged to determine the Language Arts Literacy grade.

### **Testing**

The instructional program is evaluated annually on a district-wide basis. Each year all elementary students are given the battery designed for each grade level. Students in Kindergarten are evaluated with the administration of assessments from the current reading program-McGraw Hill Reading Wonders. Students in Grades 1

and 2 are evaluated with the appropriate McGraw Hill Reading Wonders assessments. Students in Grades 3, 4, and 5 are evaluated annually with the administration of the Partnership for Assessment of Readiness for College and Careers-(PARCC). Parents who wish to discuss the test results should contact the school Guidance Counselor.

## **During TESTING TIME...**

What can parents do to help?

- Ask questions about what your child learned in school today such as:  
Did you learn some new vocabulary or WOW words?  
What did you write about today?  
Did you understand what your teacher talked about in math today? Explain it to me.
- Let your child know you think testing is important.
- Encourage your child to do his/her best-send them to school with a good attitude everyday.
- Read with your child. Ask them questions and have them prove it to you by looking back at the story.

The week of testing:

- Ensure that your child gets a good night's sleep
- Have necessary items prepared for school before going to bed (uniform, shoes, book bags, etc.)
- Wake up a little earlier than usual
- Provide a nutritious breakfast
- Get children to school time
- Encourage a positive attitude
- Encourage your child to be ready to try his/her best



## Field Trips

In order to expedite the smooth planning for field trips, it is necessary that every student desiring attendance on an approved school trip secure a parental consent form (permission slip) from the teacher/sponsor in charge. The teacher/sponsor of the field trip will be in charge of distributing, collecting, and accounting for all permission slips prior to the trip. Without such a permission slip on record, a student may not participate in the event.

It is the responsibility of the student to make up any test, class work, or homework as a result of an approved field trip.

The importance of proper conduct while waiting for boarding, riding or disembarking from the bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all. In the interest of safety, all students should understand and parents are urged to impress upon their children the necessity for strict compliance with the following rules:

- ❖ Students are to remain well out of the roadway while waiting for the bus.
- ❖ Getting on and off the bus should be done in an orderly manner.
- ❖ Students are to remain seated while the bus is in motion.
- ❖ No part of the body should ever be extended outside the bus.
- ❖ Aisles should be kept clear at all times.
- ❖ Conversations should take place in normal tone of voice.
- ❖ Nothing should be thrown either in or from the bus.
- ❖ Smoking on the school bus is strictly forbidden.
- ❖ Crowning, pushing, shoving, etc. are not only unnecessary-but dangerous as well.
- ❖ Attitudes of helpfulness and cooperation will do much to insure safe transportation.



## **Bringing Things To School**

The only time students should bring toys, games, electronic devices, etc. to school is when their teacher or administrator instructs them to do so (for show and tell, for example). The students will assume responsibility for any items brought to school.

Items specifically not to be brought to school include electronic games, radios, cameras, tape recorders or other equipment. Sports equipment should also be left at home. Such belongings can be lost or broken at school presenting a liability issue for our school. All confiscated items may only be retrieved by a parent. We would appreciate your help in keeping toys and equipment at home.

## **Lost and Found**

Lost articles are kept for a reasonable length of time. A student should report to the school office as soon as possible after discovering a loss. It is particularly helpful if nametags are placed on coats, lunch boxes, etc., especially for primary students.

## **Lost Textbooks**

It is the policy of the Irvington Board of Education that students are responsible for all textbooks and other non-consumable materials. Those returned in unusable condition, shall be assessed a fine for the replacement cost of the item.

## **Damage to School Property** **(Textbooks, Library Books, Etc.)**

A New Jersey law (N.J.S.A. 18A:37-3) makes the parent or guardian of a student attending public school responsible for any damages to school property which the student intentionally causes. Under this law, the parent or guardian is responsible for paying damages even if the parent or guardian is not at fault in any way. All monies collected are recorded and paid to the proper fund for replacement purposes. If a lost textbook is found, money paid will be refunded.

## **Traffic Policy for Parents/Guardians**

Warning/Notice from the Irvington Police Department

There will be no vehicle stopping or standing in front of school properties during drop off or pick up of students. A summons will be issued to all drivers who refuse to cooperate.

At Madison Avenue School We Remember To:

Be Kind to Others  
Work Together  
Try Real Hard  
And Remember to Smile!

