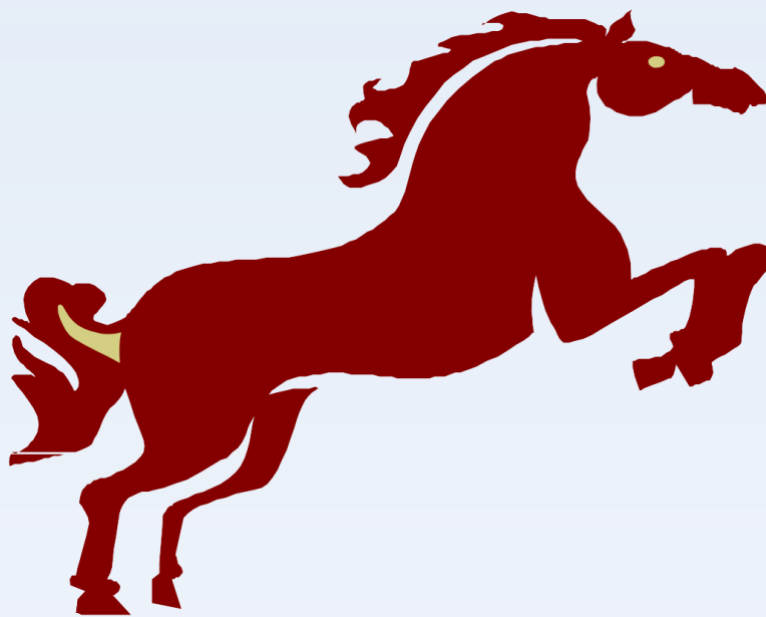


THURGOOD G. MARSHALL ELEMENTARY SCHOOL
The Home of the Mustangs

STUDENT/PARENT
HANDBOOK



***WE DO MORE THAN JUST EDUCATE SCHOLARS, WE PREPARE
THEM FOR LIFE***

2019-2020

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**IRVINGTON PUBLIC SCHOOLS
DISTRICT DIRECTORY**

**CENTRAL OFFICE ADMINISTRATION
SUPERINTENDENT'S OFFICE
973-399-6800**

**Dr. Neely Hackett
SUPERINTENDENT OF SCHOOLS**

**Dr. April Vauss
ASSISTANT SUPERINTENDENT for CURRICULUM and INSTRUCTION**

**Reginald Lamptey, CPA
ASSISTANT SUPERINTENDENT for BUSINESS/BOARD SECRETARY**

**Cherelle C. Tolor, Esq.
MANAGER of HUMAN RESOURCES**

**THURGOOD G. MARSHALL SCHOOL
DIRECTORY**

PRINCIPAL'S OFFICE

**Ms. Stacey Love, Principal
973-399-6800 x2203**

**Mrs. Catherine Pierre, Secretary
973-399-6800 x2203**

**Ms. Yvonne Ross, Secretary
973-399-6800 x2205**

**Mrs. Cindy Clark, Parent Coordinator
973-399-6800 x2218**

GUIDANCE OFFICE

**Ms. Dachi Sampeur, School Counselor
973-399-6800 x2216**

**Ms. Bernice Lee, Social Worker
973-399-6800 x2213**

MEDICAL OFFICE

**Ms. Kecia Williams, School Nurse 973-399-6800 x2214
Mrs. Eden Hinez, Medical Clerk 973-399-6800 x2215**

THURGOOD G. MARSHALL ELEMENTARY SCHOOL

MISSION STATEMENT

Thurgood G. Marshall School is dedicated to providing a multicultural environment in which academic, social and emotional development of each individual is realized through the collaborative efforts of students, staff, parents and community.

Creative learning experiences, a positive school climate, and parental involvement will enable students, to build self-esteem, achieve their highest potential, develop a true love for life-long learning and ensure their place in society as productive and valuable citizens. **Working together as an academic community, we will strive to achieve excellence in all aspects of education.**



Letter from Ms. Love, Principal

Dear Thurgood Marshall Family,

I want to take this opportunity to officially welcome all of you to the 2019-2020 school year! I am excited to have the opportunity to serve as your new Principal and I feel honored to work with our highly qualified staff and our wonderful scholars.

I thank you in advance for your trust and support during our 2019-2020 school year, please come out and join our PTA and share your wonderful ideas that will propel our scholars forward.

The instructional and support staff members are here to create a positive and safe space for your children. In conjunction with providing an amazing experience for each scholar, we will focus on mastering the standards in the areas of greatest need, English Language Arts (ELA) and Mathematics. Our teachers are prepared to implement many new strategies to differentiate the instruction for all of our scholars' needs. Our teachers have been working hard in preparing their lesson plans that promise to make for an exciting and productive year at Thurgood Marshall.

School starts promptly at 8:25 am and ends at 2:50 pm. Our 4-hour session days (half day dismissals) end at 12:30 pm sharp. Lunch is not served on half days.

Please understand that Thurgood Marshall scholars are expected to wear their uniforms to school EVERYDAY. If scholars are not in uniform, a call will be made to parents and parents will be asked to bring in the scholar's uniform.

We need your assistance with this year with improving our attendance rate. PLEASE SEND YOUR CHILD TO SCHOOL EVERY DAY. We want our students to achieve at least 96% attendance (fewer than 7 absences per year).

I am asking that you partner with us in increasing the academic progress of your child by doing the following:

1. Limit the amount of television viewing and video game playing each day.
2. Make sure that your child is well rested by having a set bedtime every evening.
3. Monitor and support your child's reading and writing at home (Each child is expected to read and/or write for at least 20 minutes each day outside of school).
4. Make sure that your child has a quiet place to complete homework and has support with the work.
5. Enroll your Grade 3- Grade 5 child in our afterschool enrichment program.
5. Meet with teachers regularly to learn about your child's areas of strengths and areas that need support.
6. Reinforce the expectation that your child comes to school ready to follow school rules, respects his/her fellow scholars and the adults in charge, and is a productive member in the Thurgood Marshall learning community.

We will incorporate many school spirit events to help our scholars grow socially. We will use Class Dojo for reminders of upcoming events and you can also check our monthly calendar.

Stacey Love
Principal

STAFF DIRECTORY

Administrator:

116B Love, Stacey Principal

Support Staff:

118 Sampeur, Dachi Guidance Counselor
120 Lee, Bernice Health & Social Services
122 Williams, Kecia RN Nurse

Office Support:

108 Clark, Cindy Parent Coordinator
122 Hinez, Eden Medical Secretary
116C Pierre, Catherine Office Secretary
116D Ross, Yvonne Attendance Secretary

Autistic Teachers:

111 Caulfield, Michael K & I
112 Samuels, Julie K & I
115 Chiles, Ophelia K & I
209 Pinnock, Roxanne 2 & 3
205 Rajigadoo, Samuels 2 & 3
206 Payne-Lewis, Catherine 2 & 3
210 Abdul-Rahim, Nazninbib Speech

Inclusion Teacher/ESL

FL Harris, Gena PK 3 & 4
202 Tayo-Balogun, Subuola Inclusion Teacher
202 McNally, Ann Inclusion Teacher
204 Ramsay, Marva ESL

Child Study Team:

114A Kobus, Deanna Team A
106 Kantrow, Shari Team D
106 DeGroot, Cheryn Team D
Social Worker
106 Kostman, Ilene Team D
School Psychologist

Pre-School 3 Teachers:

101 Morris- Duncan, Karra PK3-1
102 Brown, Leah PK 3-2
103 Chipepo, Chitalu PK3-3
104 Goines, Hazel PK3-4

Pre-School 4 Teachers:

105 Chiagoro, Tracey PK4-1
107 Jackson, Jamilla PK4-2
109 Hock, Angela PK4-3
110 Badolato, Teresa PK4-4

Kindergarten Teachers:

113 Abdullah, Tahirah K-1
117 Doirin, Yvenide K-2
119 Vacancy K-3

1st Grade Teachers:

121 Candelario, Natividad 1-1
124 Vacancy
123 Jihad, Nijah 1-3

2nd Grade Teachers:

201 Morris, Kamara 2-1
207 Tanikella, Vijaya 2-2
203 Williams, Twanna 2-3

3rd Grade Teachers:

213 Bock, Jennifer 3-3
211 McCreary, Sejkienna 3-2

4th Grade Teachers:

217 Milton, Robert 4-1
215 Perry, Belinda 4-2

5th Grade Teachers:

220 Austin, Jerry 5-1
219 Elbanna, Mohammad 5-2
218 Vacancy 5-3

School Electives:

125B Inman, Glenn Physical Education
126 Cooney, Alison Art Teacher
127 Langmaack, Thomas Instrumental Music
219 Munoz, Victor World Language
212 Matthias, Hollie Technology Coach
212 Blount-Harris Media Specialist

Building Subs:

Bharrat, Ann Building Sub

Breakfast Lunch I25:

Christian, James Breakfast/Lunch Aide
James, Rebecca Breakfast/Lunch Aide
Jones, Carmen Breakfast/Lunch Aide
Vining, Denise Breakfast/Lunch Aide

Custodians Room I29:

Casseus, Clerveus Head Custodian - (Days)
Barnes, David
Thomas, David
Judith Daniels
Burford, William

Security Room I25C

Bell, Herbert
Woods, Chelise
Moise, Louise
Herrill, Destiny

Special Programs and Services

Guidance

Thurgood Marshall's school counselor works with the students, teachers, and parents under the direction of the principal. The counselor also seeks the assistance of the Child Study Team and community resources when necessary. Rapport on a one-to-one and group basis is an important part of the counseling process to help students establish life skills and resolve personal, social, and emotional problems. Guidance, therefore, hopes to provide an opportunity for individuals to grow and develop their potential to the maximum.

Social Work

The Health and Social Services Coordinator (HSSC) assists students in solving social, emotional and/or academic problems, which may seriously interfere with their progress in school and personal development.

I&RS

The Intervention and Referral Services (I&RS) process is designed to assist students and staff with respect to learning, behavior, health, or social-emotional difficulties.

Child Study Team

The Child Study Team consists of three members: a learning disability teacher consultant, a psychologist and social worker. The primary role of the team is to evaluate students who may experience a learning and/or an emotional difficulty and to provide, when necessary, supportive services.

Special Education

Some young people in Irvington have special educational needs that cannot be met in regular classrooms by standard academic programs and regular classroom teachers. It is the goal of Special Education to provide programs and personnel to help these exceptional students achieve their full potential.

- Autistic (K-5) six classes,
- Inclusion (PreK-2)
- Speech (If qualified)
- Occupational & Physical Therapy (If qualified)

Health Services

The school nurse maintains accurate health records on all students, manages illness /injury occurring during school hours, confers with staff and parents, participates in the child study process, counsels students in matters of health, and is a resource person in health education.

The primary responsibility for health rests with the parent or guardian. In school, management of illness and injury is limited to first aid. The parent or guardian will be contacted in situations which may need further attention. If non-urgent, it will be the parent's responsibility to come to the school and have treatment rendered as necessary. In matters of urgency, the students may be referred to the family physician or emergency squad. Therefore, since there is a possibility of parents/ guardians not being home in such instances, it is necessary to have parents/guardians complete and sign the student emergency form with name, address, and telephone number of a relative or friend who will assume responsibility in the absence of parents or a physician. Please be advised that the student should be kept home for the following reasons:

- Fever (greater than 100)
- Vomiting
- Diarrhea
- Injury which occurred at home and needs medical attention
- Change in behavior (lethargy, weakness)

Please do not request that the school nurse "check" an injury occurring outside of school, since this can only result in a referral to medical care. In addition, please keep the school nurse informed of changes in your child's health (including medication) for safety and health record accuracy.

Please provide the nurse with the following:

- Most current phone numbers
- List of any and all allergies

Required Immunizations

All students must present records of complete immunization against flu, diphtheria, pertussis, tetanus, polio, measles, mumps, and rubella for enrollment in the Irvington Public Schools. The only exceptions are students who present a certificate signed by a physician stating that the student should not receive the immunization for medical reasons for all or a specific immunization, or for religious reasons.

Pre-School Influenza: The Law requires that for all children enrolled in the pre-school on or after 9-1-08, One (1) dose of the influenza vaccine should be given between September 1 and December 31 of each year. Students entering school after December 31 up until March 31 must receive one (1) dose since it is still flu season during this time period.

State Mandated Health Screenings

The following screenings will be scheduled during the school year:

Physical Examination -New Jersey Law requires that routine physical examinations are given to students in grades K, 3, 6, and 9, students new to the school district without a record of an examination, students who were absent during the previous year's examinations, students in Special Education every three years, special referrals, and candidates for a place on a school

athletic squad. There is **no charge** for this examination. A record is kept in the pupil's permanent health record. If you wish to be present, please contact the school nurse. Parents are notified if a child needs further evaluation.

The school medical director may accept the report of a private doctor instead of the school physical examination. If a parent wishes to have his or her child examined privately, at the parents own expense, the school will make available the Board approved form to be filled in by the private examining physician. These forms are available in each school health office and in the office of the Superintendent of Schools during the summer time when elementary schools are closed. **IMPORTANT:** Private medical examinations for this school year must be done after August 1st. The medical form should be returned to the school nurse by September 30th.

Tuberculosis Skin Testing - State law requires testing for tuberculosis infection. A Mantoux Intradermal Tuberculin test shall be given to all Kindergarten and 8th grade students, all transfer students in any grade from another state or country that do not have a valid record of a Mantoux Tuberculin Test, and all students who have transferred into the 8th grade from another New Jersey public school where they would have been tested.

Scoliosis Screening - (to detect abnormalities of the spine) for students in Grades 5-12 and Special Education students 10-18 years of age will be conducted each year.

Vision Screening - is conducted each year for all students in grades K-8.

Audiometric Screening - (for hearing) shall be conducted for pupils enrolled in pre-school programs, students in K, 1, 2, 3, 4, 6, 8, and 10th grades, students entering the district with no record of recent hearing screening, students at risk for hearing impairments, students referred to the Child Study Team for evaluation, and special requests from a teacher, a parent, or a pupil.

If you would prefer to take your child to your private doctor/ clinic, at your own expense, please send a signed letter to the school nurse. If we do not receive a report from your doctor by September 30, your child will be screened in school.

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 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 including aspirin, cough drops, etc.
- The medication must be labeled by the pharmacy for the student.
- 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.

- Written permission for dispensing medication. Please note the time prior doses are given if the student is to receive more than one dose a day.

Student Insurance

The Board of Education makes a student insurance plan available to all parents for a nominal fee. Coverage under this plan is on a strictly voluntary basis. Applications are provided to all students in September, and once completed should be returned to school.

It should be noted that the insurance is a contract between the parents and the Insurance Company and all negotiations other than the purchase of the policy must be with the agent of the company. The Board shall provide accident insurance coverage for each student engaged in a program of interscholastic sports.

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 reason should be given to the student's homeroom teacher. All student absences are charged against your child's attendance record, including the following:

- Illness
- Recovery from accident
- Required court attendance
- Death in the family
- Medical appointments

Religious observance days are recognized by the state.

Three or more consecutive days, a doctor's note must be submitted to the school nurse. Parents **must** 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.

Pre-Kindergarten is a privilege and attendance is a very important part of the program. If the student is consistently **absent for 10 or more days, he/she will be removed from the program.**

Arrival and Dismissal Procedures

There will be no early dismissals issued for personal reasons. If an emergency arises in which a student must be taken out of school, a parent or legal guardian must present himself/herself at the school and personally sign the student out. **(No telephone calls accepted.)** In the case of a medical or dental excuse, an early dismissal may be granted, however a note from the Physician/dentist, on his/her stationary, must be presented upon return to school.

Students must leave the building at once upon dismissal unless they have an appointment with a teacher or are scheduled for a regular after school activity or assigned detention. Students who remain after school for detention or any activity must leave the building immediately after being dismissed. All students are dismissed from the school playground area unless they get picked up by one of the child-care transportation services.

Drop-Off and Pick-Up of Students

- 1. Pre-Kindergarten parents should bring students to school at 8:25 am if they are not enrolled in the wrap around program, and pre-kindergarten students must be picked up no later than 2:50 pm. All Pre-School students must be signed in by their parents, legal guardian, or transportation.**
- 2. Parents should pull up to the curb and drop students off for grades K-5 on the same side as the school.**
- 3. Parents should not double park to avoid traffic congestion and promote safety of students.**
- 4. In the event parents must park across the street, they should walk their children to the crosswalk and accompany their child across the street.**

Before /After Care

Before and aftercare is available for a cost to all students for parents that are interested, please obtain an application from the Christian Pentecostal Church.

Emergency School Closing Information

Notification of school closing due to inclement weather or other reasons is announced on the following radio stations between 7:00 AM and 8:00 AM: WNBC TV – Channel 4, FOX 5 WNYW –Channel 5, WABC TV- Channel 7, and on cable television (Comcast) NEWS 12 NJ – Channel 62 and Local Access Channel 35 and 36. Parents are requested not to call the radio stations, police headquarters or schools. The Irvington Fire Department will sound an alarm at 6:30 AM and again at 7:00 AM. This notifies the township that the school district is closed for the day. Please do not call the Police or Fire Department.

Fire Drill & Emergency Evacuation Guidelines

Fire and emergency drills are conducted twice a month for our safety. Proper conduct of drills is an important safety measure. Students must follow staff directions during all drills or face consequences. The primary rules for fire safety are to exit and enter the building in silence, so you can hear emergency directions.

Classroom and Teacher's Visitors 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 administrator by appointment, or if the administrator is available at the time of their visit.** Your child's team of educators can only be available for parent conferences during non-instructional periods.

For the protection of our students, all visitors are required to enter only through the **Main Entrance** (front door). Furthermore, we ask that all visitors sign in at our security 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.

Registration Process

Kindergarten Registration

Toward the end of the school year, a series of days are designated for Kindergarten registration. Specific dates are published in the local newspaper and announcements distributed through the Schools, Comcast Channel 36, FIOS Channel 35, and the Messenger, which is an automated phone call.

Parents are requested to complete a registration form and present the child's birth certificate, immunization record and proof of residency.

1. 2- Proofs of Residence
 - Utility-Bill (PSE&G) Current Month with parent's name on the bill.
 - Deed-showing ownership Current
 - Signed and Notarized Lease
 - Homeowner's Tax Bill
 - Official Government Letter

If you do not have any of these items, you will need a signed affidavit and must be Notarized by current landlord and returned to school with one of the above items.

Residency checks will be initiated for any notarized letter from a family member. A family member who signs a notarized letter will be held liable for tuition if it is found out that the child does not reside at the address listed on the notarized form. Proof of residency is needed for any person who writes a letter that is notarized

2. **TRANSFER CARD**
 - Report Card (**current**)
 - Transcript
 - Test Scores
3. **BIRTH CERTIFICATE**
 - Passport, Visa (Current)
 - Children registering for **Pre-K** must be 3 or 4 years of age, on or before **November 1, Kindergarten** must be Five (5) years of age on or before **November 1**, to be eligible for

Kindergarten of the current school year.

1st Grade registrants must likewise be Six (6) on or before **November 1**.

4. CUSTODY PAPER

Must be notarized and signed by a judge.

Letter from Department of Child Protection and Permanency (DCP&P)

5. IMMUNIZATION RECORDS

Must be in compliance with the requirements of the State Board of Health unless your physician supplies a valid medical reason. Contact the school nurse at 973-416-3831/29.

WE WILL NOT ACCEPT TELEPHONE BILLS, CABLE BILLS, CREDIT CARD BILLS, AND OR DRIVER'S LICENSES.

TRANSFERS

Parents/Guardians of a student leaving our school district should give the register clerk/or Guidance Counselor information concerning their new address and new school, so a transfer card can be completed and sent to the new school. Transfer cards and a copy of medical records will be issued to parents. All other pertinent information will be mailed to the new school once notification of enrollment is received. Students must return all books and school materials to teachers before the transfer card is issued.

Updating Sheets

Each September the students are sent home with a packet for parents to fill out. It is necessary to return the packet as soon 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.

Illegal Residents

If you know of a suspected illegal resident attending Thurgood G. Marshall or any district school, call 399-6800x2205. All calls will be held in confidence.

Food Service Program

Breakfast Program

A Breakfast Program is offered to all students. All students are entitled to free breakfast. Breakfast will be served in your child's classroom, from **8:27-8:40, for grades PreK-5.**

Lunch Program

Thurgood Marshall School has a closed lunch program where students are not allowed to leave the school premises. Lunch applications are sent home at the beginning of the year for parents to complete. All information must be answered for the application to be processed. Parents will be notified if their child qualifies for free or reduced lunch. If the application is not completed, students will be required to pay for lunch daily, (only one application per household).

Students also have the option of a "brown bag" lunch from home or purchasing the daily lunch at full price if they do not qualify for the program. Lunch is not served during four hour session days to elementary students. However, preschool students are served lunch during four hour sessions.

Parents may fill out an application on the Irvington Public School website. www.irvington.k12.nj.us, scroll down until you see District Services, click on School Lunch Application, and follow the instructions.

Reporting Pupil Progress

Student Progress Reports

Student progress reports are issued (4) times a year for students in grades K through 5. Grades received for each of the four marking periods shall be average grades. They will not be cumulative. The final grade, however, shall be the average of all previous grades. A scheduled conference for the remaining reporting periods and the report card will be sent home with the child. Report cards jackets are to be signed and returned to school except for the final report card."

REPORT CARDS AND WARNING NOTICES

Listed below are the basic components of the pupil progress reporting system:

1. Report Cards will be distributed based on **four (4) marking periods**. Each marking period will consist of **forty-five (45) school days**.
2. The Progress report will be sent home midway through each marking period.

Kindergarten

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

T..... Needs More Time To Develop

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:

A.....Excellent

B.....Good

C.....Average

D.....Poor

F.....Failure

NA.....Not Applicable

P - Participates, **E** - Excused, **NA** - Not Applicable.

O - Outstanding, **S** - Satisfactory, **N** - 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

P - Participates, **E** - Excused, **NA** - Not Applicable.

O - Outstanding, **S** - Satisfactory, **N** - Needs Improvement, **U** - Unsatisfactory.

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).

Honor Roll

1) A's and B's in four academic subjects.

2) A's and B's in Special subjects.

Please Note: Language Arts Literacy is one of the four academic subjects.

Homework

The purpose of homework is to help students become review skills and practice independent learning. It is assigned to extend and reinforce the learning experience of the school. The emphasis shall be placed on the value of the assignment to the student. Homework shall not be assigned simply for the sake of providing “busywork” for the student.

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. Students who have been absent from school for an extended time will be permitted the same length of time to make up assignments. For example, a child absent for five consecutive school days will 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 2:50 PM.

Academic Overview

Computer Education

Computer Education is provided to students in the Computer Lab to infuse technology into all aspects of the curriculum and instruction in order to support the New Jersey Student Learning Standards. In addition, computers with Internet access are located in each classroom to enhance learning.

Library/Media Services

The basic goals of our library services are to teach study skills and provide print and non-print materials to support the curriculum, and to develop an awareness and appreciation of quality literature at all grade levels. Our library collection includes books, periodicals and audio-visual materials.

Code of Conduct

Dress Code-Mandatory

Please be advised that the Thurgood Marshall School official school uniform is khaki colored pants, skirts, skorts, or plain knee length shorts, long or short sleeve white or burgundy collared polo. White dress blouse or shirt and a school sweater. Students are expected to dress in an appropriate manner. Stockings with designs or patterns are not allowed, girls should wear burgundy or white socks/tights. Boy's socks should be black, white, or burgundy. Please do not send your child to school without their uniform.

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

Hats, hoodies, or head coverings are not to be worn in the building by boys or girls, unless for religious observance.

The gym uniform for students consists of: sneakers (flat bottom), white socks, a full burgundy sweat suit, with a white tee shirt underneath the sweat top, or they can wear navy blue gym shorts and a white tee shirt. No Logos can be worn for gym attire. If you purchased your child an Expeditionary Learning Expo Tee shirt last school year, they may wear it as part of their gym attire.

The gym uniform is mandatory for the 2018-2019 school year. **No jewelry** should be worn during Physical Education class. Sneakers must be worn on the student's designated Physical Education day. Under no circumstances will students be **allowed to wear jeans** for gym class.

The dress must answer affirmatively to the concepts of decency and suitability for classroom and learning situations.

Bringing Personal Belongings to School

Distracting items/**toys** should not to be brought to school. This includes **electronic games, radios, cameras, tape recorders or other equipment**. Cell phones should not be visible during the school day. Students with cell phones should keep them in an "off" position during school hours and kept out of sight. **Please note, Thurgood Marshall Teachers or staff will not be responsible for lost or stolen cell phones.** **Sports equipment** should be left at home. No playing of ball, racing or tagging is allowed upon arrival to school. 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.

Telephones

Messages for students may be taken by the office staff only when there is an emergency or when it is essential for a student to receive information. Since office telephones are constantly in use for school business, students may not use an office telephone to call home unless there is an emergency. Parents are encouraged to call teachers when they have questions. Teachers will return calls when they have planning time.

Miscellaneous

Lost and Found

A student should report to the **security station** 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 books issued to them. A fine will be assessed for the replacement and/or damages to school materials.

Damage to School Property

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.

Field Trips

Each year students may have an opportunity to take one or more field trips, which are arranged to provide additional educational experiences. Parents/ Guardians must approve their child's participation by signing a permission slip. Students are expected to dress in their school uniform, unless indicated on the permission slip. Student's behavior on field trips is expected to be exemplary. We never want to deny a child an educational opportunity such as a field trip, but at times a parents will be asked to accompany their child on a trip due to behavior. **Students, who will require taking medication during the field trip, must be escorted by a parent.**

Safe Walking

It is of primary importance that students arrive to school and return home safely. Parents are therefore urged to stress to their children the importance of the following safe-walking rules:

1. Plan the safest way to school and follow it every day.
2. Cross the street only where it is safe and where there are safety patrols or crossing guards.
3. Use the sidewalks; never play in the streets.
4. Do not use shortcuts over lawns and private property.
5. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT ACCEPT A RIDE WITH A STRANGER.**

CONDUCT VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Chronic Lack of Supplies	Repeatedly reporting to class without necessary materials such as books, physical education attire, supplies, etc.	1	2
Cutting Class	Failing to attend scheduled class and/or arriving to class at least ten (10) minutes beyond the scheduled start time without a valid pass.	1	3
Defacement of School Property	Participating in activity that results in substantial destruction or disfigurement of school property that is not the result of accidental behavior.	1	3
Dishonesty / Forging / Cheating	Delivering message that is untrue (verbal or written), producing a forged school document (e.g., pass), turning in academic work produced by other students as their own, plagiarizing/cheating.	1	3
Disruption	Causing an interruption in a class or activity which may include sustained loud talking, yelling or screaming, making noises with materials; horseplay or rough-housing, and/or sustained out-of-seat behavior.	1	3
Entering School Grounds Without Permission	Trespassing on school property during or outside of regular hours of building operation and/or during out of school suspension without permission.	1	3
Failure to Comply with Administrative Detention	Failing to attend administrative detention, arriving more than ten (10) minutes after the scheduled start time, or leaving administrative detention without permission.	1	3
Failure to Comply with Teacher Detention	Failing to attend teacher detention, arriving more than ten (10) minutes after the scheduled start time, or leaving teacher detention without permission.	1	2
Food Fighting	Deliberately throwing food or beverages	2	3

Gang Related Activity	Wearing of clothing or jewelry associated with a gang and/or using written, verbal or gestures that are symbolic of gang signs, or other indicators of gang related activity.	1	4
Harassment / Intimidation / Bullying	Intentionally delivering threatening messages, real or implied,(verbal, gestural, or textual) to another person with the intent of causing hurt or harm, or which has the effect of causing a disruption to the orderly operation of the school.	1	4
Inappropriate Dress	Dressing in a manner that interferes with the teaching and learning of others. Students must wear appropriate attire as determined by administration.	1	2

*(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion)

CONDUCT VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Lacking Supervision / Loitering	Wandering in the hallway without permission; leaving a designated area without permission or supervision; remaining in the hallway after allotted transition time; and/or if a student is in an unauthorized area of the building without permission (e.g., storage room).	1	3
Leaving Class Without Permission	Leaving class without permission.	1	3
Misuse of School Equipment	Using school equipment without permission and/or without following instructions.	1	2
Non-compliance / Defiance / Disrespect	Refusing to follow directions, talking back, or engaging in socially rude interactions toward staff and/or students that include negative verbal statements or gestures.	1	3
Obscene / Inappropriate Language / Materials	Verbalizing or writing messages, and/or making gestures that include swearing, name calling, profanity, and/or explicit messages of a violent nature.	1	3
Physical Aggression	Delivering actions that involve substantial physical contact toward another where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	2	4
Possession or Use of Tobacco Products	Possessing or using tobacco products while on school property or in attendance at school sponsored events.	1	4
Possession of Unsafe Objects / Materials	Possessing an item that can potentially place them or others at risk for injury. Examples include sharp objects, items that may be construed as weapons and toxic substances. This definition applies even if the student has not used the item in an unsafe manner or has not threatened to use the item. Devices that contain combustible material (snaps, "stink bombs", jumping jacks, firecrackers)	1	3
Sexually	Verbalizing, writing, texting or 'sexting' messages, and/or	1	4

Inappropriate Activity or Behavior / Gestures / Materials	Making gestures that include pornographic content, mature themes, inappropriate touching, solicitation, and/or explicit messages of a sexual nature.		
Theft	Removing someone else's property without that person's permission. (Student may have said item or may have passed identified item on to another).	1	3
Tardiness to Class	Failing to arrive to class at the scheduled start time without a pass or permission.	1	2

*(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion)

CONDUCT VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Tardiness to School	Failing to arrive to school at the scheduled start time and/or arrives late to school without permission.	1	2
Throwing Objects	Deliberately throwing or tossing objects.	1	3
Truancy	Failing to report to school without prior permission, knowledge or excuse by the school or parent. Leaving school without permission.	1	2
Use of an Electronic Device	Using personal electronic devices such as a cell phone, MP3 players, image recorder, or electronic entertainment device at any time on school property without the expressed written permission of the school principal or noted in the IEP.	1	2

*(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion)

LAW RELATED VIOLATIONS & CONSEQUENCES

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Arson	Intentionally starting, or attempting to start a fire or combustion.	3	4
Assault	Causing or attempting to cause bodily injury to another person. Assault includes an attempt by physical menace to put another in fear of imminent serious bodily injury.	3	4
Bias Incident	Acting, at least in part, with ill will, hatred or bias with a purpose to intimidate an individual or group of individuals because of race, color, religion, gender, sexual orientation or ethnicity.	1	4
Bombs/Explosives	Possessing or using a device containing combustible material and/or a fuse, including fireworks.	3	4
Burglary	Unauthorized entering into a school District building (unoccupied) with the intent of committing a criminal act when the building is closed to the students and the public.	3	4
Computer Violations	Stealing computer hardware or software,	3	4
	reproducing unauthorized information (fraud),	3	4
	viewing or obtaining pornography or sexually explicit materials,	3	4
	introducing computer viruses,	3	4
	threatening /menacing,	1	4
	sending or receiving hate materials,	1	4
	committing a bias offense,	1	4
	harassing, 'sexting' (sending sexually explicit messages/photos electronically).	2	4
Disorderly Conduct	Behaving in a violent or seriously inappropriate manner which disrupts the educational process. (NOTE: This category is used when the police are called to cite a student for extreme disruption).	3	4

Drug/Alcohol/Chemical Use (NJSA 18A:40A-12(a))	Using any controlled substance, intoxicant or alcohol or substance alleged to be a drug regardless of its content. (Mandated HSSC Intervention)	2	4
Drug/Alcohol/Chemical Possession (NJSA18:40-1011;NJAC:29-6.3(c))	In possession of any controlled substance, alcohol or intoxicant includes transfer of a prescription drug or substance alleged to be a drug regardless of its actual content. (Mandated HSSC Intervention)	3	4
Drug/Alcohol/Chemical Sale/Distribution(NJSA 18:40A-10, 1NJAC:29-6.3(c) (2))	Selling of any controlled substance, alcohol, intoxicant or prescription drug or substance alleged to be a drug regardless of its actual content. (Mandated HSSC Intervention)	4	N/A
Possession of Drug Paraphernalia:	In possession of pipes, rolling papers, needles or other paraphernalia.	3	4

*(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion)

LAW RELATED VIOLATIONS & CONSEQUENCES

(Police may be called.)

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Extortion	Using threats or intimidation to demand money or something of value from another.	3	4
False Fire Alarm/Bomb Threat	Reporting a fire to school or fire officials or intentionally setting off a fire alarm or fire extinguisher without a reasonable belief that a fire exists or making statements that a bomb is on the premises.	3	4
Gambling	Playing any game of skill or chance for money or anything of value.	1	4
Robbery	Taking property from a person by force, violence or threat of immediate bodily injury.	2	4
Sexual Assault/ Offenses	Participating in intentional sexual contact of a harmful or offensive nature.	3	4
Terrorist Threats	a.) Committing a crime of violence with the purpose to terrorize another or to cause evacuation of a building, place of assembly, or facility of public transportation, or otherwise to cause serious public inconvenience. b.) Threatening to kill another with the purpose of putting him in imminent fear of death under circumstances reasonably causing the victim to believe the immediacy of the threat and the likelihood that it will be carried out (Both of these terrorist threats are crimes of the third (3 rd) degree.	3	4
Stealing/Extortion/Fraud	Unlawful taking and carrying away of property belonging to another person with the intent to deprive the lawful owner of its use.	3	4
Threatening/Menace	With criminal intent, the act of threatening to strike, attack or harm any person in school or at any sponsored	2	4

	or supervised activity, including the use of internet websites and electronic devices.		
Vandalism/Graffiti	Willfully or maliciously destructing or defacing public or private property belonging to another. Parents/guardians will be held liable for damages and the district will seek appropriate restitution.	2	4
Weapons & Dangerous Instruments	Possessing or using an instrument that can cause bodily harm.; including mace, knives, razors, clubs, metal knuckles, nunchuks, laser lights, or any other object used or intended to be used to inflict bodily harm.	3	4

*(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion)

LAW RELATED VIOLATIONS & CONSEQUENCES

(Police may be called.)

Examples of Conduct Violations	Definition	Minimum Level	Maximum Level
Firearms	<p>Possessing, using, or threatening to use a firearm on school property, on a school bus or other contracted transportation service, or at a school sponsored function.</p> <p>A firearm is defined as any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device or instrument in the nature of a weapon from which may be fired or ejected any solid projectable ball, slug, pellet, missile or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It shall also include, without limitation, any firearm which is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature (including BB guns and pellet guns) in which the propelling force is a spring elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three eighths of an inch in diameter, with sufficient force to injure a person.</p>	4	N/A
Other Pellet Guns & BB Guns	<p>Possessing, using, or threatening to use a pellet gun, BB gun, or any other facsimile thereof, which ejects a projectile of three-eighths (3/8) of an inch or more in diameter, on school property, on a school bus or other contracted transportation service, or at a school sponsored function</p> <p>A pellet gun is defined as a gun which uses compressed air or carbon dioxide to propel a projectile.</p>	3	4

	A BB gun uses the same compressed air or carbon dioxide to propel a copper plated sphere, known as a BB.		
Paintball Guns	Possessing, using, or threatening to use a paintball gun on school property, school buses or other contracted transportation services. Paintball guns use compressed air to propel large diameter paint filled projectiles.	3	4
Toy Guns and Imitation Firearms	Possessing, using, or threatening to use a toy gun or imitation gun on school property, school buses, or other contracted transportation services.	1	4

*(Level 1 – Conference) (Level 2 – Intervention) (Level 3 –Suspension Short term 1-4 days/long term 10 days – pending expulsion hearing) (Level 4 – Expulsion)

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.

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. If parents don't enforce reasonable and firm rules consistently, then perhaps it is too much to expect such discipline within the schools.
- 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, AND BULLYING POLICY (HIB)

The Irvington Public School District will enforce a Harassment, Intimidation, and Bullying Policy in compliance with New Jersey State law P.L. 2010, Chapter 22. The Harassment, Intimidation, and Bullying Policy prohibits any gesture, any verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being 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 by any other distinguishing characteristic, that takes place on or off school grounds that substantially disrupts or interferes with the orderly operation of the school and/or the rights of others. Likewise, the incident or series of incidences could result in actual or potential physical or emotional harm to the pupil or his/her property and/or creates a hostile educational environment that interferes with learning. All reported incidents of harassment, intimidation, or bullying will be investigated by administration and handled appropriately in accordance with state law.

Further, all bystanders will be subject to investigation and remedial/disciplinary action. Bystanders enable HIB behavior by encouraging a bully to physically attack a student, spreading rumors, or shunning a student who has been ostracized by a group.

Any student or students who retaliate against the individual who reported the original HIB incident or who falsely accuses an individual of HIB will be subject to administrative action.

All reported cases of HIB are to be referred to the building Principal or designee. Reports can be made in person, via district form posted on the website, or anonymously via phone call, email, or letter.

Cases will be investigated by the School Anti-Bullying Specialist, reviewed by the Office of the Superintendent of Schools, and reported in closed session to the Board of Education each month.

The Building Anti-Bullying Specialist in our building is Ms. Sampeur 973-399-6800 ext. 2216

Further information regarding HIB can be found on the district website.

THURGOOD G. MARSHALL ELEMENTARY SCHOOL

The Home of the Mustangs

PARENT INVOLVEMENT POLICY

School Name: Thurgood Marshall Elementary School

School Year: 2019-2020

Principal: Ms. Stacey Love

Parent Coordinator: Mrs. Cindy Clark, (973)399-6800 ext. 2219

District Family Community Advocate: Ms. Patricia Wilson, (973) 399-6800 ext. 1115

Parents will:

1. Be encouraged to attend school wide events including conferences, assemblies, concerts, PTA meetings, and Bring Your Parent to School Day.
2. Be accountable for their child's academic performance.
3. Actively participate in their child's education on a daily basis.
4. Have monthly, bi-monthly, or quarterly workshops with Parent Coordinator that will focus on academics, social development, conflict resolution, and time management skills.
5. Have the opportunity to attend a presentation on assessment data at the first PTA meeting of the school year.
6. Establish effective and meaningful partnerships with their child's school by participating in the decision making process at the school, by having the opportunity to participate on the School Leadership Council and School Safety Team.
7. Receive quarterly progress reports and communication (telephone, e-mail, conferences, and letters) from teachers regarding their child's academic progress.
8. Communicate with their child's teacher and stay abreast of his or her academic, social and emotional development in school.
9. Have the opportunity to visit their child's classroom to observe academic performance with 24 hours' notice to the school principal.
10. Have the opportunity to help develop academic intervention plans through the Intervention and Referral Services Committee (I & RS).
11. Be provided with a book give away sponsored by Reading is Fundamental (RIF) twice a year to add to home-library, to foster reading at home.
12. Have the opportunity to serve as parent volunteers in various areas of need throughout 2019- 2020 school year.
13. Receive information related to the school and parent programs, meetings, and other activities in an understandable and uniform format, including alternative formats upon request, and, if possible, in Spanish, French and Creole.
14. Receive training for the Parent Portal via Power School in order to monitor the academic progress of their child and communicate more effectively with staff members.
15. Have the opportunity to meet with the Superintendent of Irvington Public Schools at the Superintendent's quarterly forums.

Board Approved August 21, 2019

Parent Handbook Input

Dear Parents/Guardians:

If you have any questions or comments regarding the information in this handbook, please fill out this page and send it to school with your child or call Mrs. Clark, Parent Coordinator, at 973-399-6800, ex 2219. If there is any information you would like to see in the school handbook, please document it and we will address that information in our handbook revision for the next school year.

Questions

Comments

Input

Student's Name _____ Homeroom _____

Parent's/Guardian's Name _____ Date _____

