

*MADISON AVENUE ELEMENTARY SCHOOL*

**PARENT-STUDENT  
HANDBOOK  
2023-2024**



**Malikita Wright  
Principal**

*...WHERE EVERY DAY IS A GREAT DAY FOR TEACHING AND LEARNING*

**173 Madison Avenue, Irvington, NJ 07111  
(973) 399- 6871**



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2023-2024**

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## Principal Message

Dear Parents/Guardians,

On behalf of the entire staff, we welcome you and our scholars to the **2023-2024** school year at **Madison Avenue Elementary School**, “**where every day is a great day for teaching and learning**”. We hope you and your family had a healthy and safe summer. We look forward to beginning this school year with much excitement!

This school year marks new beginnings and new opportunities. As we continue to gain momentum in addressing the learning gaps, we do so with refreshed mindsets. The development of every scholar's academic and emotional potential is paramount. We believe through a home-school partnership that scholars can meet the academic and social demands required to move them forward in preparation for the future. Our committed teachers and support staff are ready to provide more enriching learning experiences by incorporating technology creatively into our lessons. We have much to look forward to and we plan to accomplish these things in a nurturing and safe environment.

We look forward to collaborating with our MAS families and creating a supportive network that enhances students' educational experiences. Open communication along with transparency will help align our efforts towards the common goal of student success. We plan to focus our engagement efforts on an inclusive and welcoming school environment for all families. We will develop and promote meaningful opportunities to engage family priorities and knowledge to support their child's education.

This Parent/Student Handbook has some important information regarding policies and procedures that guide our daily operations to ensure the safety of the school community, specifically our scholars. Please read the information contained in this handbook carefully and keep it for future reference. If you have any questions, please contact Madison Avenue School.

Sincerely,

Malikita Wright,  
Principal

# School Profile

Madison Avenue Elementary School is a pre-kindergarten to grade-5 school with a mission to provide a quality learning experience that is sensitive to the needs of a culturally-diverse community. Our student population consists of approximately 452 scholars. Our rich, culturally-diverse learning community enhances understanding, acceptance and tolerance of all people within the Irvington community, as well as, the global-community at large. With focused district and school-level administrative leadership, the instructional staff facilitates academic-programs that are standard and research-based, providing students with the necessary critical-thinking skills, values, and ideas that will propel them into becoming productive citizens in the 21st Century.

## Madison Avenue Quick Facts

<b>School Mascot</b>	 Falcon
<b>School Colors</b>	Navy Blue & White
<b>School Motto</b>	Where Every day is a Great Day for Teaching and Learning
<b>School Pledge</b>	
<p><b>Remember</b></p> <p>We are Madison Avenue School students.</p> <p>We treat ourselves and others with respect.</p> <p>We carry out our responsibilities to the best of our ability each day.</p> <p>We are leaders by choosing the right thing, even if it means we are standing alone.</p> <p>We dream big!</p> <p>We work hard to achieve our dreams.</p> <p>We are Madison Avenue School students.</p>	

## **Mission Statement**

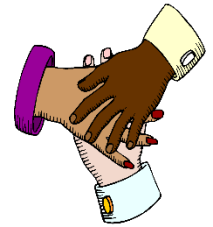
At Madison Avenue School our mission is to develop every child's academic potential and their ability to be a contributing member of our community both now and in the future.

## **Vision Statement**

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

## **Beliefs**

We are committed to:



- Promoting high achievement and academic success through collaboration and shared decision making with stakeholders.
- Creating a nurturing, safe, and supportive atmosphere.
- Providing data driven instruction. Differentiating instruction to meet the needs of all students.
- Seeking and implementing innovative teaching techniques to promote academic excellence.
- Implementing research-based best practices that support critical thinking and problem solving.
- Utilizing current technology to enhance the quality of instruction.

## Madison Avenue School Directory

Main Office (973) 399-6871

Sheri McMannen (973) 399-6871  
Secretary Ext. 2903

TBA (973) 399-6871  
Attendance Clerk Ext. 2902

Jamall Angoy (973) 399-6871  
Guidance Counselor Ext. 2913

Woolianna Pierre (973) 399-6471  
Health & Social Services Coordinator Ext. 2908

Cynthia Carrero (973) 399-6871  
School Nurse Ext. 2921

Chante Gedeon (973) 399-6800  
Parent Coordinator Ext. 2912

Ariel Medina (973) 399 6871  
Head Custodian



## Attendance

### 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, states 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 school 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 absences issues 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.

### Late Arrivals/Tardiness

Students arriving late (after 8:41 AM) to school must report to the office with their parent/guardian to be counted in attendance before going to class. A note from the parent/guardian explaining the reason for the late arrival is required. Parents of students who continually tardy in a cycle will be required to meet with the principal/designee to discuss the reasons for the tardies and to develop a plan for improvement.



# Behavior Expectations

## Conduct/School Rules

Schools provide an environment conducive to learning and to the development of each student's full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented.

Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. Please be sure that you and your child become familiar with the **Irvington Public School Code of Student Conduct**. This handbook lists the student's rights and responsibilities, parents' rights and responsibilities, dress code, and the school board policy and discipline consequences. A copy of the [Code of Student Conduct](#) is posted on the district/school's website. Please review the policies outlined in the Code of Student Conduct with your child/children.

## 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 the 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 efforts, 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 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 efforts 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.

## 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 an appropriate manner. 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 are not to be worn in the building by boys or girls.

## ELECTRONIC DEVICES/CELL PHONES

Students are allowed to bring cellular telephones onto school property. The device must remain off and out of sight at all times until the end of the instructional day at which time use is permitted. Any student found using a cellular telephone or any unapproved electronic device on school property during the instructional day shall have the device confiscated. Students found in violation will have them confiscated and returned to a parent. All cell phones, electronic devices and other confiscated items cannot be picked up for 24 hours. When the parent/guardian picks up the confiscated item he/she will be required to sign the *General Confiscation Form* acknowledging that if the same or similar item is confiscated a second time it will be kept until the end of the semester.

# General Information

## CHANGE OF ADDRESS/PHONE NUMBER/EMAIL

It is vital in the educational process to be able to contact parents/guardians via phone, postal mail, or email regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office so that this information can be updated immediately. **Please note that Class Dojo is the platform used for most of our communication. Make sure to connect with a cell phone number or email.**

- **Chromebook Forms** - Students are sent home two Chromebook usage forms: one for school and one for home. Forms need to be completed and returned to school as soon as possible.
- **Lunch Forms** - Please complete the lunch form either paper form or online on the IPS website as soon as possible. Even if you do not wish to participate in the lunch program, mark not interested on the application.
- **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 Form, and Medical Examination by Physician.

## Damage to School Property

(Chromebooks, Library Books, Etc.)

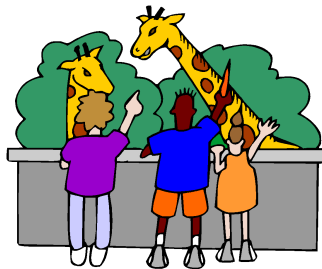
A New Jersey law (N.J.S.A. 18A:37-3) makes the parent/guardian of a student attending public school responsible for any damages to school property which the student intentionally causes. Under this law, the parent/guardian is responsible for paying damages even if the parent/guardian is not at fault 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.

## EDUCATIONAL RECORDS REQUEST

Request by parents/guardians for information regarding their children's educational records should be made to the main office at least two (2) days in advance. This includes requests for student transfers and requests to view your child's record. It is important to be mindful that requests to the school may not be able to be fulfilled immediately.

## FIELD TRIPS

School sponsored field trips are designed to complement the curriculum and are related to the standards taught. 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 a permission slip on record, a student may not participate in the event. Also, students deemed a behavioral concern, must be accompanied on trips, to ensure safety for all participants.



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 a 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 ensure safe transportation.

## LIBRARY SERVICES



Students in grades K-2 are allowed one (1) book and students in grades 3-5 are allowed two (2) books. Students are responsible for handling the books with care and not losing the books. If books are lost, the parents will be notified and the student's book check out privileges will be limited until the book is found or the replacement fee is paid.

## LOST & 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 name tags are placed on coats, lunch boxes, etc. especially for primary students. Lost articles will be located in the cafeteria.

## RELEASING OF STUDENTS

Students will only be released to the parent/guardian listed on school forms. Any other adult requesting to pick up a student **MUST** be an approved person on file. In addition, the school follows all custody and court orders regarding placement of students. It is also against our policy to release children via telephone or to other siblings under the age of eighteen (18) years of age during school hours. Students must be signed out in the office by the parent or designee, before leaving the school grounds. **Identification will be required.**

## 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.

## **VALUABLES**

Please do not allow your child to bring large amounts of money and/or other valuable items to school. Madison Avenue School is not responsible for lost or stolen items.

## **VISITORS**

For the safety and protection of the students and staff, all persons must enter the front door of the school building and report to the office window located in the foyer and state the reason for their visit. If admitted, visitors will sign-in at the security desk and receive a pass. The pass must be visible while in the school. This includes parents, volunteers, and other district employees. At the end of the visit, visitors are to return to the security desk and sign out. All visitors are requested to enter and exit through the front of the building



# Health

## MEDICATION POLICY

Medication must be kept in the clinic and administered by the school nurse or the person designated by the principal to give medication in the nurse's absence. Over the counter medications are not permitted. Guidelines for administering prescription medication within school are as follows:

1. A Request for Medication Administration form must be completed and signed by the student's doctor/dentist and parent/guardian.
2. The completed form and the prescription, which must be in the original container with the pharmacy label intact, should be given to the school nurse or principal's medical designee by the parent/guardian of the student.
3. Medications must be brought to school by the parent/guardian and not the student.

## Required Immunization

All students must present records of complete immunization against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis series, mantoux, varicella or proof of having chicken pox for enrollment in the Irvington

- **Epinephrine Pen (Epi-Pen)** - If your child has a severe allergy that requires use of the epi-pen while on a field trip, they will have to go to the hospital emergency room for follow-up care. The student's emergency form will cover ambulance transportation; however, an adult, who is related to the student, will have to provide authorization for the emergency room to treat your child. For this reason, it is requested that you or another responsible adult family member accompany the student on the field trip. If this is not possible, a school employee who is trained in anaphylaxis and epi-pen administration will be assigned to accompany the student on the field trip.
- **Insulin Dependent Diabetes-** If your child has insulin dependent diabetes, it is requested that you or another adult family member accompany the student on any field trip when blood sugar testing or insulin administration may be needed. If this is not possible, a school employee who is trained in insulin /glucagon administration will be assigned to accompany the student on the field trip.

## **HEALTH SERVICES**

The school health issues are serviced by a school nurse. Parents are called if their child has a fever or appears to be suffering from an illness or injury. To ensure prompt notification it is critical that all emergency forms are current.

## **LIMITED PHYSICAL ACTIVITIES**

If a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness or physical condition, a written request from the parent is sufficient.

## **Parent Involvement**

### **FUNDRAISING**

During the school year there will be opportunities for parents/guardians to support the school through fundraising activities. For the safety of students, fundraising activities which involve door to-door solicitations by students are prohibited.

### **PARENT TEACHER ASSOCIATION (PTA)**

The PTA at Madison Avenue Elementary School is a very important support system. It is an enthusiastic group that works diligently to promote the welfare of our students and the mission of the school. PTA meetings are held on the third T of each month at 6:00 PM. Please join the PTA and help us have 100% parent participation.

### **VOLUNTEERING**

We value the volunteer services of parents/guardians. During the school year, there will be numerous opportunities for volunteers to support school programs. If you are interested in serving as a volunteer, let your child's teacher know.

- School Volunteers Policy - Parents are welcome to volunteer in their children's schools. However, if parents are going to be working in the classroom on a regular bases, they will need a criminal background check and approval by the Board upon the recommendation of the Superintendent.

## **Safety**

### **EMERGENCY DRILLS**

Several times during the school year, the students will practice fire, tornado, earthquake, and lockdown drills. Fire drills will be conducted on a monthly basis from September through June. These drills prepare students in the event of an emergency. In the event of a school crisis, the Madison Avenue Elementary School Crisis Team will implement the Crisis Plan according to Irvington Public Schools policy.

## SCHOOL CLOSINGS INFORMATION

The Superintendent is authorized to close schools immediately in the event of inclement weather or any other emergencies that may be hazardous to the health or safety of students, teachers, or the schools. When a decision is made to close or delay schools for the day, parents and staff will be notified by phone through our School Messenger system. The local television and radio stations will also be notified between 7:00 a.m. and 8:00 a.m.

- WNBC TV - Channel 4
- FOX 5 WNYW - Channel 5
- WABC TV - Channel 7
- NEWS 12 NJ - Channel 62 (Comcast Only)
- Local Access - Channel 34 & 36



Parents are requested **not to call** the radio station, 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 district is closed for the day. Again, please do not call the Police or Fire Department.

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

### Delayed Openings

In the event of inclement weather, hazardous road conditions, or any other emergencies school may be delayed for 1-2 two hours. You will receive a phone call at the number listed in our PowerSchool database. You may also check the district website, district Twitter account, or your local television or radio station for further information on delayed opening.

## **Office of Early Childhood**

### **Mission**

The Office of Early Childhood provides a quality education program for all Irvington residents between the ages of two and a half to five years old, including those with special needs.

The Office of Early Childhood recognizes the child's intellectual, social and physical needs, encouraging the use of developmentally appropriate, child centered, and active learning practices.

The Office of Early Childhood acknowledges the family as being the social matrix in which the child develops and thus will strive to work in partnership with families, stakeholders and other members of the community to ensure success

### **Goals**

The goals of the early education program are designed to provide developmentally appropriate active-learning opportunities that lead to the exposure and mastery of Core Content Standards of Quality as stated in the Preschool Teaching and Learning Standards. These opportunities are organized through small group instruction, large group instruction, individualized instruction and structured play. Our goals are as follows:

- To focus on individual success for all students;
- To provide child initiated learning experiences;
- To promote growth in cognitive, physical and social/emotional development;
- To provide planned environments where students interact with materials, peers and adults; where teachers plan and set intentional goals for students;
- To promote the development of student skills and understandings that will enable them to make sense of the world around them;
- To train teachers who help young children use the environment productively and see themselves as capable learners.

### **About the Curriculum**

Irvington Public Schools preschool program uses The Creative Curriculum ® for Preschool. This comprehensive, research-based curriculum features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong

critical-thinking skills. We've chosen this curriculum because it focuses on the skills and knowledge that are most important for helping your child to be successful in school.

In *The Creative Curriculum*® for Preschool, learning happens through studies. Studies, which span several weeks, are in-depth, project-based investigations of topics that are part of your child's everyday life. They feature topics like trees, buildings, clothes, and simple machines. In a study, children raise questions about the topic and find answers by exploring, experimenting, and investigating in a hands-on way—through activities in the classroom and outdoors. Through studies, your child will learn important math, literacy, science, and other skills.

The curriculum supports students as they become independent, self-confident, inquisitive learners. *The Creative Curriculum* teaches students how to learn, not just in preschool, but throughout their lives. The curriculum allows scholars to learn at an individual pace and in ways that are best suited for them. The curriculum establishes a foundation that promotes good habits and attitudes in children that foster a positive sense of self as they progress through life

### **Preschool Assessments**

The Office of Early Childhood uses *Teaching Strategies GOLD* to capture authentic, ongoing assessments of students in the program. It supports all preschool students' emerging academic skills. The assessment tool is key to planning appropriate early childhood learning experiences and helps all students succeed.

Madison Avenue School serves as one of several sites for the IPS preschool program. We have prek3 and prek4 classrooms.

## **Instructional Information**

### **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 "busy work" 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. Simulate worthwhile use of leisure time
7. Acquaint parents/guardians with the work pupils do in school

The amount of homework is based on the 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**

Students 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 four (4) times a year for students in grades K through 5. Grades received for each of the four marking periods shall be average grades for each of the marking cycles. 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.

### **Student Report Cards**

In all elementary schools the 1<sup>st</sup> report card 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.

Students in the Grades K-5 are evaluated in the following subject areas: English Language Arts, Mathematics, Social Studies, Science, Art, Music, Physical Education, and World Language (Grades 4 and 5).

The evaluation scale is as follows for Grade K:

S - Strength (knowledge and skills beyond expectations)

M - Meeting Learning Standards

W - Weakness (not demonstrating knowledge and skills for grade level)

NA - Not addressed

The evaluation scale is as follows for Grades 1-5:

A - Excellent

B - Good

C - Average

D - Poor

F - Failure

NA - Not Applicable

Also, students are evaluated on their Personal and Social Development using the scale:

O - Outstanding

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

### **Honor Roll Criteria**



Students in Grades 1 through 5 may achieve Super 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. 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.

## **Parent Conferences**

In order for home and school to 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.

## **PROTECTION OF INSTRUCTIONAL TIME**

During school hours classes may not be interrupted, except with permission from the office. This uninterrupted instructional time during the school day is vital to your child's academic success. Students coming to school tardy and students leaving before the end of the day miss valuable instructional time. This loss of time greatly impacts your child's achievement. It is an expectation, as well as a requirement, that we protect instructional time from unnecessary interruptions and other distractions

## **Testing**

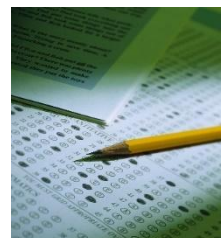
The instructional program is evaluated annually on a district-wide basis. Students in Grades 3, 4, and 5 are evaluated annually with the administration of The New Jersey Student Learning Assessment (NJSLA). In addition, K-5 students are given district assessments each cycle to assess growth. Parents who wish to discuss the test results should contact the school Guidance Counselor.

Furthermore, the district has developed assessment instruments in all academic areas in order to evaluate student progress in the basic skills areas. These tests serve as indicators of potential "At Risk" students and provide additional data necessary to develop a supportive instructional program.

### **IT'S TEST 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 every day.
- 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

# Schedules & Calendar

## 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

Student Pickup:	8:25 a.m.
Period 1	8:26-8:56 a.m.
Period 2	8:57-9:27 a.m.
Period 3	9:28-9:58 a.m.
Period 4	9:59-10:29 a.m.
Period 5	10:30-11:00a.m.
Period 6	11:01-11:31 a.m.
Period 7	11:32-12:02p.m.
Period 8	12:03-12:30p.m.

# Irvington Public Schools

July 2023 - June 2024

183 Days for Students

**NO SCHOOL**

END OF MARKING PERIOD

184 Days for Teachers

4-HOUR SESSION

**July 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August 2023**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September 2023**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October 2023**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December 2023**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**July**

4-District Closed  
5-Promotional/Credit Recovery Summer School Begins

**August**

7-Promotional Summer School Ends (Middle Schools)  
8-Credit Recovery/Promotional Summer School (HS) Ends

**September**

4-Labor Day - District Closed  
5-Fall Conference-Teachers  
6-First day for Students  
6,7 & 8 4-hour Session for Students/Teacher's In-Service

**October**

9-Indigenous People's Day-District Closed  
10-Marking Period 1 Progress Reports Distributed  
10-4-hour Session for Students  
Teachers' In-Service Day

**November**

5-Daylight Savings Ends  
9-10-NJEA Conference-District Closed  
10-Veteran's Day-District Closed

13-End of First Marking Period (45 Days)  
22-4-hour Session- Teachers/Students  
23-24 Thanksgiving - District Closed  
27-Parent/Teacher Conference  
4-hour Session - Students-(Elementary/Middle)  
28-Parent/Teacher Conference  
4-hour Session - Students (Elementary/Middle)

29-Evening Parent Teacher Conferences (Elementary/Middle)  
30-Evening Parent/Teacher Conferences (High School)

**December**

12-4-hour Session - Teachers' In-Service Day  
18-Marking Period 2 Progress Reports Distributed  
22-4-hour Session- Teachers/Students

Schools Closed December 25 - 29, 2023  
District Closed December 25, 2023

**Testing Dates 2023-2024**

Cycle 1 Testing:	TBD
High School Portfolio Appeals:	TBD
NAEP: (tentative)	TBD
Cycle 2 Testing/Midterm Exam:	TBD
Cycle 3 Testing:	TBD

**January**

1-New Years Day-District Closed  
2-Schools Re-Open  
15-Dr. Martin Luther King Jr's Birthday - District Closed  
26-End of 2nd Marking Period

**February**

6-Marking Period 3 Report Cards Distributed  
13-4-hour Session for Students - Teachers' In-Service Day

**March**

3-Marking Period 3 Progress Reports Distributed  
10 Daylight Savings Time Starts  
15-Denverwide SEZ Day  
29-Good Friday - District Closed

**April**

3-End of the 2nd Marking Period (45 Days)  
8-9,11-12-Spring Break-Schools Closed  
10-EM AI Fire-District Closed  
19-Marking Period 3 Report Cards Distributed

**May**

13-Marking Period 4 Progress Reports Distributed  
27-Memorial Day - District Closed

**June**

14-Juneteenth Observed- District Closed  
18-4-hour Session for Students  
19-4-hour Session for Students  
Final Day for Students and Teachers (45 Days)  
Final Report Cards Distributed  
In the event that more than 3 emergency days are needed, adjustments will be made at the discretion of the Superintendent.

**January 2024**

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**February 2024**

S	M	T	W	T	F	S
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

**March 2024**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April 2024**

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**May 2024**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June 2024**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Approved: 5/17/23

## Progress Reports & Report Card Schedule

<b>Cycle 1 begins</b>	Sept. 6, 2023
PROGRESS REPORT	Oct. 7, 2023
MARKING CYCLE ENDS	Nov. 13, 2023
REPORTS AVAILBLE ON POWERSCHOOL PORTAL	Nov. 29, 2023
<b>Cycle 2 begins</b>	Nov. 14, 2023
PROGRESS REPORT	Dec. 21, 2023
MARKING CYCLE ENDS	Jan. 26, 2024
REPORTS AVAILBLE ON POWERSCHOOL PORTAL	Feb. 9, 2024
<b>Cycle 3 begins</b>	Jan. 29, 2023
PROGRESS REPORT	Mar. 6, 2024
MARKING CYCLE ENDS	Apr. 3, 2024
REPORTS AVAILBLE ON POWERSCHOOL PORTAL	Apr. 24, 2024
<b>Cycle 4 begins</b>	April 4, 2024
PROGRESS REPORT	May 12, 2024
MARKING CYCLE ENDS	June 19, 2024
REPORTS AVAILBLE ON POWERSCHOOL PORTAL	June 21, 2024

At Madison Avenue School We Remember To:

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



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**2023-2024**

**Madison Avenue Parent-Student Handbook**

This plan is to be signed by the parent, teacher, and student. The signed tear-off slip is maintained by each teacher in a file in the classroom. Please return to the teacher within 24 hours.

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

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

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