



**Kings Road School  
Handbook  
For  
Students and Parents  
2023 - 2024**

 *Kings Road School*  
KIND ~ SUPPORTIVE ~ WELCOMING ~ CREATIVE ~ INCLUSIVE

**OUR MISSION**

We guide all children in becoming lifelong learners who develop into productive, resilient, and compassionate members of the global community.

**OUR VISION**

We create an inclusive community that nurtures students in their social/emotional development by fostering empathy, respect, and a strong sense of individuality.

We are committed to creating a supportive environment where we build each other up by giving each student a voice and helping them recognize their strengths.

We are dedicated to building an innovative classroom where students are striving to achieve high levels of learning by reflecting on their learning and exploring creative ways to problem-solve with resilience.

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### Important Phone Numbers

<b>Kings Road School Main Office</b>	<b>973-593-3178 Press 2</b>
<b>School Nurse - Mrs. Gerri Moran</b>	<b>973-593-3178 Press 3</b>
<b>To Report A Student Absent</b>	<b>973-593-3178 Press 1</b>
<b>Madison Board of Education Office</b>	<b>973-593-3100</b>



### Madison Elementary School Hours

<b>Regular School Hours</b>	<b>Bell Rings: 8:30 AM Late Bell: 8:40 AM Dismissal: 3:15 PM</b>
<b>Early Dismissal Days</b>	<b>Bell Rings: 8:30 AM Late Bell: 8:40 AM Dismissal: 12:45 PM</b>
<b>Delayed Opening Days</b>	<b>Bell Rings: 10:30 AM Late Bell: 10:40 AM Dismissal: 12:45 PM</b>



## Directory of Faculty and Staff

Name	Title	Phone Extension	Email Address
Mr. Angelo Abbondandolo	Physical Education Teacher	7548	abbondandoloa@madisonnjps.org
Mr. Vito Albanese	Custodian	7548	albanesev@madisonnjps.org
Miss Ola Bihuniak	English Second Language Teacher	5206	bihuniako@madisonnjps.org
Mrs. Leanne Conner	STEAM Teacher	5020	connerl@madisonnjps.org
Mrs. Melissa Drew	Special Education Teacher	5017	drewm@madisonnjps.org
Miss Alyssa Fine	Second Grade Teacher	5010	finea@madisonnjps.org
Mrs. Theresa Feron	Occupational Therapist	5001	feront@madisonnjps.org
Mrs. Samantha Garita	Kindergarten Teacher	5024	garitas@madisonnjps.org
Mrs. Katherine Goodbread	Second Grade Teacher	5011	goodbreadk@madisonnjps.org
Mrs. Ann Guzewicz	Secretary	7548	guzewicza@madisonnjps.org
Mrs. Janine Heyrich	Teacher Assistant	7548	heyrichj@madisonnjps.org
Mrs. Kelly Hoekstra	Special Education Teacher	5017	hoekstrak@madisonnjps.org
Mr. Joseph Therasmond	Head Custodian	5028	therasmondj@madisonnjps.org
Mrs. Madeline Kelleher	Teacher Assistant	7548	kelleherm@madisonnjps.org
Mrs. Victoria Koehler	First Grade Teacher	5007	koehlerv@madisonnjps.org
Dr. Kathleen Koop	Principal	3179	koopk@madisonnjps.org
Mrs. Sally Lembo	Kindergarten Teacher	5025	lembos@madisonnjps.org

<b>Mrs. Susan Light</b>	<b>Special Education Teacher</b>	<b>5017</b>	<b>lights@madisonnjps.org</b>
<b>Mr. Alex Locke</b>	<b>KRS/TJS Media Specialist</b>	<b>5020</b>	<b>lockea@madisonnjps.org</b>
<b>Mr. Jason Lombardi</b>	<b>School Psychologist/Case Manager</b>	<b>3168</b>	<b>lombardij@madisonnjps.org</b>
<b>Ms. Meghan Manaut</b>	<b>Kindergarten Teacher</b>	<b>5022</b>	<b>manautm@madisonnjps.org</b>
<b>Mrs. Bertha Matthew</b>	<b>Custodian</b>	<b>7548</b>	<b>matthewb@madisonnjps.org</b>
<b>Mrs. Donna McEachern</b>	<b>Music Teacher</b>	<b>5019</b>	<b>mceachern@madisonnjps.org</b>
<b>Mrs. Gerri Moran</b>	<b>Nurse</b>	<b>3180</b>	<b>morang@madisonnjps.org</b>
<b>Ms. Rebecca Moya</b>	<b>Occupational Therapist</b>	<b>5001</b>	<b>moyar@madisonnjps.org</b>
<b>Mrs. Julia Nicolette</b>	<b>Fifth Grade Teacher</b>	<b>5014</b>	<b>nicolettej@madisonnjps.org</b>
<b>Ms. Eileen Obermaier</b>	<b>Art Teacher</b>	<b>5019</b>	<b>obermaiere@madisonnjps.org</b>
<b>Mrs. Katie O'Neill</b>	<b>Teacher Assistant</b>	<b>7548</b>	<b>oneillk@madisonnjps.org</b>
<b>Miss Gabrielle Piggot</b>	<b>Second Grade Teacher</b>	<b>5201</b>	<b>piggotg@madisonnjps.org</b>
<b>Mrs. Lisa Price</b>	<b>Teacher Assistant</b>	<b>7548</b>	<b>pricee@madisonnjps.org</b>
<b>Ms. Jane Rymut</b>	<b>Speech Therapist</b>	<b>5001</b>	<b>rymutj@madisonnjps.org</b>
<b>Mrs. Elizabeth Santoro</b>	<b>Special Education Teacher</b>	<b>5017</b>	<b>santoroe@madisonnjps.org</b>
<b>Mrs. Laurie Schaefer</b>	<b>Fourth Grade Teacher</b>	<b>5203</b>	<b>schaeferl@madisonnjps.org</b>
<b>Mrs. Joanne Sims</b>	<b>Reading Specialist</b>	<b>5018</b>	<b>simsj@madisonnjps.org</b>
<b>Mrs. Gina Sloginski</b>	<b>Third Grade Teacher</b>	<b>5006</b>	<b>sloginskig@madisonnjps.org</b>
<b>Miss Hannah Smith</b>	<b>Fifth Grade Teacher</b>	<b>5012</b>	<b>smithh@madisonnjps.org</b>
<b>Mrs. Rebecca Sullivan</b>	<b>Fifth Grade Teacher</b>	<b>5015</b>	<b>sullivanr@madisonnjps.org</b>
<b>Mrs. Jennifer Vargas</b>	<b>Third Grade Teacher</b>	<b>5005</b>	<b>vargasj@madisonnjps.org</b>
<b>Mrs. Emily Voucas</b>	<b>Fourth Grade Teacher</b>	<b>5204</b>	<b>voucase@madisonnjps.org</b>
<b>Ms. Erin Wessling</b>	<b>Interventionist</b>	<b>5020</b>	<b>wesslinge@madisonnjps.org</b>

<b>Ms. Shelly Emann</b>	<b>K-8 Instructional Coach (Humanities)</b>	<b>5008</b>	<b>emanns@madisonnjps.org</b>
<b>Mrs. Tina Smith</b>	<b>K-8 Instructional Coach (Math/Science)</b>	<b>5008</b>	<b>smitht@madisonnjps.org</b>
<b>Mrs. Stacy Snider</b>	<b>K-8 Instructional Coach (Music/Art/PE)</b>	<b>5008</b>	<b>sniders@madisonnjps.org</b>

## SCHOOL DAY/YEAR

**District Calendar** - Please see [this link](#) for the 23-24 Madison School District calendar.

### Arrival/Dismissal Form

Parents/guardians are required to complete the school [arrival/dismissal form](#) for each child and submit it to your child’s teacher on the first day of school.

### Six Day Elementary Letter Day Schedule:

The schedule for all Madison elementary schools is a 6 day (A to F day) cycle schedule. It is important that all families take note of the [Elementary Letter Day Schedule](#) that maps out all the letter days for the entire school year. Parents are encouraged to print the letter day schedule as a reference. You will receive your child’s detailed schedule to include special subjects from your child’s teacher.

### Arrival/Dismissal

#### Designated Entrances and Exits:

To decrease the congestion that usually occurs during arrival and dismissal times, we request the students use the following doors to enter and exit during arrival and dismissal times. Staff members will be placed in designated areas to assist and supervise.

<b>Kindergarten</b>	The kindergarten students and their escorts will arrive by traveling up the sidewalk, past our front door to the kindergarten playground. The students will enter through one of the doors adjacent to the kindergarten playground. During dismissal, the KRS staff will ensure that the kindergarten students dismiss safely.
<b>First Grade</b>	The first grade students will travel up the sidewalk, and will enter the building through the front door (lobby) of the school. The first grade students will be dismissed from our back door and travel down the hill to meet their parents.
<b>Third Grade Fourth Grade Fifth Grade</b>	The third, fourth, and fifth grade students will walk up the hill and enter the building from our backyard to the first door upon entering the playground or to the door with the overhang. They will be dismissed from these doors at 3:15 PM and travel down the hill to meet their parents.

### **Dismissal Procedures**

The students will be dismissed at **3:15 PM** directly from their classrooms to the car line, to walk home, or to meet an adult. **Once the adult maintains contact with the child, it is imperative that they leave the school property immediately to avoid the congestion that usually occurs with dismissal. If you are waiting for a student(s) in the car line, please do not leave your car in the pick-up line.** Staff will be available to ensure that your child enters your vehicle safely. Student walkers should also leave the school property immediately and not congregate at the bottom of the hill.

### **Early Pick-Up Procedures**

We realize that in some extenuating circumstances, you may need to pick-up your child early from school. Please provide the school with as much advance notice as possible. In the event of an early pick-up, notify your child's teacher AND school secretary Mrs. Guzewicz. Students must be picked up in the school office by a parent/guardian or a person previously authorized to pick up your child. Proper identification will be required. A student will not be released to any individual without notice and parental consent.

### **Visitors/Drop-Off Items**

If you have to pick up your child for an appointment or have to change arrival/dismissal you will need to contact the main office. Any drop-off items should be placed in the container outside the front entrance of the school.

### **Attendance**

Due to the importance of school attendance related to the overall success of the students, school attendance is carefully monitored by the district, the school, and New Jersey Department of Education. It is extremely important that your child attends school regularly. ([District Policy 5200](#)). Please communicate any student absences to the office as soon as possible.

All students are required to be in their homerooms, no later than 8:40 AM. Parents/guardians are required to notify a student's absence as soon as possible. Please email your child's teacher, Mrs. Guzewicz at [guzewicza@madisonnjps.org](mailto:guzewicza@madisonnjps.org) and Nurse Moran at [morang@madisonnjps.org](mailto:morang@madisonnjps.org). If needed, you may also call the attendance line at (973) 593-3178 and press 1. Please contact your child's teacher for missed schoolwork.

### **Tardiness**

It is extremely important that your child reports to school on time. However, we realize that there may be circumstances that warrant a late arrival. Please notify the school of your child's tardiness as soon as possible. Students who arrive later than 8:40 AM must be escorted to the main office by a parent/guardian.

### **Before and After Care**

The Madison Community House offers morning and afternoon childcare on-site in the Kings Road School facility. The Madison Community House is a Board of Education approved vendor contracted to provide the on-site before and after care services. For more information, please

contact them directly at 973-377-3105. The Kirby Center at the Madison YMCA also offers offsite care. Please visit [their website](#) for more information.

### **Homework**

The purpose of homework is to provide the students with assignments that are an extension of their learning during the school day. If you find that the homework assigned is causing your child extreme difficulties and/or stress, please contact your child's teacher. For more detailed information about homework, refer to the [district homework regulation](#).

## **COMMUNICATION**

### **Email Communication**

Every district employee has an email address. To contact a MPS professional, please follow this sample format: (last name) (initial of first name)@madisonnjps.org.

### **Communication Protocol**

Parents are asked to follow the school's communication protocol outlined within [this document](#) to ensure that your communication is addressed in a timely and appropriate manner. When emailing your child's teacher, the teacher may need about 24 hours to respond.

### **Withdrawal of Students from School**

If you are planning to withdraw your child from school, please contact Mrs. Guzewicz in the main office at 973-593-3178 as soon as possible.

### **Weekly Newsletters/Social Media**

You will receive a weekly newsletter from Principal Dr. Koop at the end of every school week. The newsletters will include important information about school programs, events, dates, staff, and on educational topics. To view previous newsletters, please visit the [KRS webpage](#). Kings Road School is on Instagram at #kingsroadschool and X ( Twitter) @krsprincipal.

## **STUDENT -**

## **MEDICAL/COUNSELOR/ACADEMIC/SOCIAL/EMOTIONAL NEEDS**

### **Medical Needs**

- The school nurse, Mrs. Moran is still available for any questions or concerns as they may arise. Please communicate with Nurse Moran through email at [morang@madisonnjps.org](mailto:morang@madisonnjps.org) or by phone (973) 593-3178.
- If you have a medical concern about your child, please do not hesitate to reach out to Nurse Moran.

### **Counseling Needs/Anti-Bullying Specialist/I&RS and 504 Scheduling**

- School counselor Mr. Levine is available to support students with their social and emotional needs. He is available via email at [levineb@madisonnjps.org](mailto:levineb@madisonnjps.org) or by phone (973) 593-3178.



- Mr. Levine is the school anti-bullying specialist. Please contact Mr. Levine if you believe your child or any other child is experiencing bullying.
- Mr. Levine is the scheduling coordinator for the school 504 plan and Intervention and Referral Services meetings.

### **Special Education and 504 Students:**

Students will receive IEP and 504 accommodations outlined by their special education/504 plans. Teachers, therapists, the special education teachers, and staff are available to KRS families to answer questions and address concerns via phone, email, and in meetings. If you have any questions about special education programming, please contact the KRS case manager Mr. Lombardi at [lombardij@madisonnjps.org](mailto:lombardij@madisonnjps.org). For information about 504 plans and the 504 process, please contact Mr. Levine at [levineb@madisonnjps.org](mailto:levineb@madisonnjps.org).

### **Intervention and Referral Services Committee (I&RS)**

Every school in the state of New Jersey is required to have an I&RS committee. The purpose of the committee is to assist students who are experiencing academic and/or social/emotional difficulties. The KRS standing committee members include the following:

Dr. Koop - Principal

Mr. Lombardi - School Psychologist

Mr. Levine - School Counselor

Mrs. Sims - Reading Specialist

Ms. Wessling - Interventionist

Classroom Teacher of the Referred Student

A student may be referred to the committee by a classroom teacher or a parent. In the case of a teacher referral, the parent will be notified by the teacher. A parent referral should first contact the classroom teacher.

### **Section 504/504 Plans**

Section 504 of the Rehabilitation Act prohibits discrimination against persons with a disability in any program receiving federal funds. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working;
- has a record of such impairment; and
- is regarded as having such an impairment.

The purpose of the 504 Committee is to guarantee that an identified child is receiving an education comparable to that provided for a non-disabled student. The committee will formulate reasonable accommodations outlined in an accommodation plan and will review this plan yearly and as needed. The KRS 504 Committee consists of Dr. Koop, Mr. Lombardi, Mr. Levine, Mrs. Sims, Ms. Wessling, teacher(s), and parent(s).

### **Multilingual Learners / English Language Learners (ELL)**

Students whose primary language is not English will be screened to determine ELL program qualification eligibility. Once eligibility is established, the student will be provided with an

English as a Second Language class. Miss Ola Bihuniak is the Kings Road School ELL teacher. Please contact Miss Bihuniak at [bihuniako@madisonnjps.org](mailto:bihuniako@madisonnjps.org) for additional information.

### **Gifted/Enrichment Education**

The Madison School District recognizes that learners have different needs and is committed to meeting the needs of its diverse learners. Some students possess superior abilities and/or potential, and they need educational opportunities to extend their learning. The foundation of our Multi-Tiered System of Support Model (MTSS) is to provide a variety of intervention options, which are compatible with the unique needs of the identified students and the resources of the district. For more information about intervention support offered in the elementary grades, you may contact Dr. Donna Gallo, Director of Curriculum and Instruction, at (973) 593-3109 or [gallod@madisonnjps.org](mailto:gallod@madisonnjps.org).

## **HARASSMENT, INTIMIDATION, AND BULLYING/STUDENT BEHAVIOR EXPECTATIONS/RULES**

### **Harassment, Intimidation, and Bullying (HIB)**

If you think that your child or another child is a victim of HIB, please notify the KRS Anti-Bullying Specialist Mr. Brett Levine, Principal Dr. Koop, or any KRS staff member as soon as possible at ([levineb@madisonnjps.org](mailto:levineb@madisonnjps.org)) or (973) 593-3178. Please review the Madison School District Harassment, Intimidation, and Bullying Board of Education policy at [this link](#). More Madison School District information about Harassment, Intimidation, and Bullying can be found [here](#).

### **Definition of Harassment, Intimidation, and Bullying ( District Policy 5512)**

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or

- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing “a real or perceived power imbalance” may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

### **Anti-Bullying Bill of Rights Act**

Review [this document](#) for information about the Anti-Bullying Bill of Rights Act.

### **Code of Conduct**

The students must maintain proper expected behavior that is in compliance with our [district board policy](#), [district regulation](#), and school code of conduct. It is important that parents/guardians are familiar with the policies, regulations, and school code of conduct, to ensure that students' behaviors are safe for everyone in the school community. Please review this document [KRS Code of Conduct](#) created with ideas by the students for student behavioral expectations.

### **Bus Students/School Bus Code of Conduct**

The bus students will be supervised and walked to the bus by an assigned staff member. Students are expected to abide by the school bus rules. Once the bus students arrive at school, the students will wait with their grade level peers in their assigned locations. Please review the [Madison Public Schools School Bus Code of Conduct document](#) for very important information about student behavioral expectations for students while riding on a school bus.

### **Dress Code**

Student attire must be safe and appropriate. Please review Madison Board of Education District Policy 5511. This policy can be viewed in greater detail by visiting the MPS district website.

### **School Theme**

The school 2023-2024 theme **KINDNESS LIVES AT KRS ( Kindness, Respect, Special)** will permeate within all of our actions at Kings Road School.

**KINDNESS** - Be kind to others, and expect kindness in return

**RESPECT** - Respect yourself and others.

**SPECIAL** - Everyone is special and should be recognized and appreciated as special individuals.

## **RULES**

Often minor student behavior incidents are handled by a teacher. In some circumstances, the school principal and/or the school counselor may address student misbehaviors. Behavior conversations with students are focused on restorative practices, student reflection, and how not to repeat said behaviors in the future

### Classroom Rules

1. Students must exhibit proper respect for adults, other students, and school property. Students shall not exhibit physical and aggressive behavior towards another student or adult.
2. Students need to arrive at school promptly, prepared, and ready to learn.
3. Students need to actively participate in their own learning experiences.
4. In order to receive the full benefit of their education, students must complete their classwork, homework, projects, etc.

*\*Students will work cooperatively with teachers to establish classroom rules. The above are basic guidelines of reasonable expectations.*

### Hall Rules

1. Students should walk and not run in the hallways. Students are to keep their hands off the walls while walking through the building. Students should not exhibit physical and aggressive behavior towards another student or adult.
2. Although students may occasionally need to be in the hall during class time, they are expected to remain quiet and not disturb instruction.
3. No roughhousing (i.e. pulling on backpacks, intentionally tripping or hitting, etc.)

### Bathroom Rules

1. Students will use the facilities in a reasonably expeditious manner.
2. Toilets are to be flushed after each use.
3. Students will wash and dry their hands. Water is not to be splashed or played with.
4. Paper towels are to be thrown in the garbage, not anywhere else in the bathroom.
5. Horseplay, hanging out, and/or engaging in group conversations while in the bathroom are prohibited. Students shall not exhibit physical/aggressive behavior.
6. Two students\* may be in the bathroom at one time.

*\*The number of students may be modified at any time.*

### Cafeteria Rules

1. Lunch should be an organized part of the school day. Students are expected to exhibit appropriate behavior.
2. In order to have a quality lunch program, students need to be conscious of volume, observe good table manners, and raise their hands when they need to speak to a lunchroom supervisor.
3. Students are to remain seated until dismissed by a lunchroom supervisor.
4. Students shall wait until their table is called to go and buy lunch and/or snack.
5. Students shall ask permission to leave the cafeteria to use the restroom.

6. There shall be no running, roughhousing, throwing of food or other items, disrespect toward the lunchroom supervisors, or other disorderly conduct. Students shall not exhibit physical and aggressive behavior.

### Playground Rules

1. Students must observe all safety rules when utilizing the equipment.
2. Students may participate in games that are appropriately organized and/or supervised.
3. Students should re-enter the building in an appropriate and safe manner at the direction of the adults on duty.
4. Dangerous play/roughhousing is not allowed. Students shall not exhibit physical and aggressive behavior.
5. No throwing of stones, woodchips, sticks, rocks, etc.
6. Students are not to jump from the top of the equipment, climb trees, or fences.
7. If a student needs to use the bathroom or see the school nurse while at recess, s/he should ask permission from an adult supervising before entering the building and will be issued a pass..

## **ELECTRONIC DEVICES/DISTRICT TECHNOLOGY**

Students are not permitted to bring personal electronic devices such as iPods, iPads, electronic games, etc. to school. No photographs, videos, or recordings may be taken at any time, unless part of a school approved project and parental consent has been obtained. Cell phones are discouraged. Recognizing that some parents want their child to have a cell phone in his/her possession in the event of an emergency, students should keep them turned off and in their backpacks from the time they arrive at the bus stop or enter the school building until the time they exit the bus at their bus stop in the afternoon or arrive at home. Students who need to use the phone during the instructional day may ask Mrs. Guzewicz to call from the main office or the phone in the classroom. If a student has out or uses an electronic device during the instructional day, it will be brought to the main office. The Madison School District is not responsible for lost or stolen electronic devices students choose to bring to school.

In recent years many students have come to school wearing smart watches. While many watches are useful for students and track steps or sleep, they can also become distracting during the school day. Watches used in inappropriate ways (playing games, recording, taking pictures, alarms going off, texting, making phone calls, etc.) will be confiscated for the day and will require a parent/guardian to pick it up in the main office. Please have a conversation with your child if you allow them to wear a smart watch on the appropriate use of it during the school day. Parents are also asked to refrain from texting/calling their child on the smart watch during the school day but rather to call the main office if you need to contact your child.

## **Technology Resources and Support**

Please contact the KRS Office at 973 593-3178 if:

- A parent or student having trouble with a chromebook.
- You are having trouble with a Google Account.
- You are having trouble with Genesis.
- Other technology issues.

## **Google**

Your child's teacher(s) will utilize Google Classroom to post instructional materials, directions, lessons, and assignments. Please refer to this excellent resource for information about Google Classroom - [A Parent's Guide to Google Classroom](#). For parent access to certain Google features, It would be very helpful for at least one parent of every student to establish a Google email address.

## **STUDENT SAFETY/SECURITY**

### **Emergency Drills/Response Plans**

As mandated by the laws of New Jersey, two emergency drills are conducted each month. One will be a fire drill and the other will be a security drill. You will be informed via the Aptegey alert system of the first fire drill and every security drill throughout the school year.

In conjunction with local, county, and state agencies, the Madison School District has developed response plans to ensure the safety and well-being of our students and staff members. The response plans are based on the understanding that our first goal is to move the students to a place of safety. In light of uncertainties surrounding emergencies, decisions may be made at the time in response to the specific nature and location of the emergency. Responses may also be affected by information and direction received from local, county, and state agencies. Emergency messages may be sent to parents via email, text messages, our automated phone system, and other media outlets.

### **Doors**

A secure school building is important to all of us. The exterior doors to the Kings Road School buildings are locked for security reasons at all times. The doors should never be propped open. Visitors are required to ring the bell and must be identified before entering the building. Please call the school office in advance if you are planning on visiting for any reason.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that KRS, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from your child's educational records. However, KRS may disclose appropriately designated "directory information" without written consent, unless you have

advised the district to the contrary in accordance with district procedures. Examples of the use of directory information for school purposes might include a playbill; the annual yearbook; the honor roll; the graduation program; and school-approved parent organization contact lists.

### **Medications**

All medications, including pills, liquids, inhalers, cream, lotion, drops, throat lozenges, supplements, sunscreen, etc. must have physician's orders to be administered. Medication must be brought to school by the parent. Medications must be in their original container accompanied with a prescription indicating the time to be given, the dose, frequency, and duration. The physician's signature and stamp must be clearly visible on the prescription. Students will not be permitted to transport medication. If a parent comes to school to administer medication, the student will be called to the nurse's office or the main office for administration purposes.

### **Food Allergies**

Food allergies are a very real health concern in our school community. To maintain an environment that is safe for all students, we strive to maintain a nut-free environment in ALL classrooms and adhere to the following [food allergy guidelines](#).

#### *Snacks/Classroom Celebrations:*

- ❑ All students are required to bring nut-free snacks from home. The school does not provide snacks for students outside of the lunch period.
- ❑ You will be notified of any extenuating circumstances that exist and guidelines to be followed in individual classrooms, if necessary.
- ❑ Students are not permitted to trade or share snacks.
- ❑ The only classroom parties that include food are Halloween and Valentine's Day. Snacks must be peanut and tree-nut-free. The classroom teacher will provide all ingredient labels of prepackaged food to parents in advance of parties to ensure the food served is safe for all students. Students with life-threatening food allergies will require parent consent via the district-mandated approval form prior to all celebrations containing food. All other celebrations are foodless. No goody bags can be sent in for any reason. The school will not distribute goody bags for any reason.

#### *Cafeteria:*

- ❑ A Nut-free table is provided for students with allergies. Tables are cleaned prior to use. Students who must sit at the nut-free table can bring a friend to join them at the table only if their friend's lunch is also nut free. For those with severe food allergies who would like to sit at a nut-free table, prior arrangements must be made with Nurse Moran. Please contact the school Nurse Moran for further information.

## NUTRITIONAL GUIDELINES

### **Birthday Celebrations**

We understand birthdays are special days for our young students! If a parent/guardian would like to visit a child's classroom on his/her birthday, a scheduled appointment must be made with the classroom teacher to arrange for a mutually convenient time. Celebrations are limited to 15 minutes and are "foodless." Suggested activities include reading a book, completing a simple craft, or utilizing the playground for extra recess time. Siblings and extended family members are discouraged from attending.

### **Food Service/Lunch**

Students can bring lunch from home or purchase lunch. You may access all food service information and lunch menus online through the district website at <https://www.madisonpublicschools.org/page/food-service>. Applications for Free and Reduced Lunch are posted on the website for eligible families. Applications must be renewed annually with the district.

Additionally, you may set up an online account at <https://www.payschoolscentral.com>. Through the online account, you can replenish lunch accounts when balances become low, view items purchased, and place restrictions on your child's account. In addition to daily lunch choices, snacks are available for purchase. Students will not be allowed to purchase a snack without sufficient funds in their online account.

If you have any questions regarding the food service, please contact the Food Service Director at (973) 593-3190 or [foodservice@madisonnjps.org](mailto:foodservice@madisonnjps.org).

### **Snacks**

Healthy snacks are allowed in the classroom. They should be simple and should not interfere with any classwork. Teachers will provide information about class snack times. All students are required to bring **nut-free snacks** from home. The school does not provide snacks for students outside of the lunch period. Students are not permitted to share snacks.

## OPPORTUNITIES FOR PARENTS

### **Madison Education Foundation (MEF)**

The MEF encourages excellence in education by generating and distributing private funds for curriculum enrichment programs to benefit the students of the Madison School District. The Foundation seeks to achieve its goals by providing opportunities for creative teaching and learning experiences and to encourage community and district partnerships. To learn more about the MEF please visit their website at: <https://www.mefnj.org/>.



### **The Madison SEPAG (Special Education Parent Advisory Group)**

The Madison SEPAG (Special Education Parent Advisory Group), is an advisory group of parents with children involved with the Special Services Department in the Madison Public Schools. For additional information, refer to [this link](#).

### **Madison Music & Arts (MMA)**

Madison Music & Arts (MMA) is a 501(c)(3), parent-volunteer-run, group that advocates for and fundraises to support all visual and performing arts programs throughout the district, grades K-12. Fundraising activities provide the basis to fund projects in all schools, in both the visual and performing arts, curricularly and extra-curricularly. For more information, please visit [this link](#).

### **Parent/Teacher Conferences**

Conferences are conducted twice, once in the fall and once in the spring, during the school year. The dates for conferences can be found on our district calendar. For the 2023-2024 school year, conferences will take place on November 6-8, 2023, and April 15-17, 2024. We encourage open lines of communication between school and home, please feel free to contact your child's teacher at any point throughout the school year.

### **Parent Involvement**

The education of children is a joint responsibility, one that is shared between parents and the school community. To ensure that the interests of the child are served in this process, a strong program of communication between home and school must be maintained. Parents can help children learn by requiring that children obey all school rules and by accepting responsibility for a child's improper conduct; sending children to school with proper attention to health, personal cleanliness, and dress; maintaining an active interest in each child's daily work, and making it possible for the child to complete assigned homework by providing a quiet place and suitable conditions for study; reading communications from the school and signing and returning them promptly when so requested; attending conferences arranged for the exchange of information on the child's progress in school, and scheduling family matters to minimize interference with school time. At this age, it's imperative that parents ensure that students arrive at school on time.

### **Parent Teacher Organization (PTO)**

The PTO is structured for the purpose of supporting the education and welfare of the children at KRS by fostering relationships among the school, parents, and teachers. The PTO is a critical organization that supports the students, staff, and teachers at Kings Road School. The PTO Co-Presidents this year are Mrs. Tammy de Freitas and Mrs. Katie Zurich. For information about the KRS PTO, please email them at [krspto@madisonnjps.org](mailto:krspto@madisonnjps.org).

### **PETS ON SCHOOL PROPERTY**

While we all enjoy our furry friends, please note that pets are not allowed on school grounds. The only exception to this is the use of service animals. Please refrain from bringing your pets on school property, specifically at pick-up and drop-off.

## **REPORT CARDS**

The academic year is divided into three marking periods (trimesters). At the end of each marking period, a report card will be available via the Genesis Portal.

## **VOLUNTEERS**

All parent/guardian volunteers are required to maintain student confidentiality when participating in classroom events or activities. If a volunteer is unable to maintain confidentiality, you will not be invited to participate in future volunteer opportunities. Please respect all students and staff in our learning environment.