

Regularly scheduled PTO meetings give parents an opportunity to learn more about the school community. These monthly meetings also provide a forum for parents to share their thoughts and concerns. Meetings are usually held in the Media Center.

Through the Memorial PTO, parents can use their gifts and talents to work with teachers and each other to enrich the children's school environment and expand their sense of community. The PTO provides the structure for this by:

1. Encouraging
2. Using parents' talents and knowledge to assist with school programs.
3. Organizing meetings where parents can meet with teachers and with each other to exchange ideas and strengthen the educational community.
4. Raising funds for activities that enrich our children's educational experience (such as field trips, special equipment, and assembly programs). The fundraisers also give the school community the opportunity to socialize.

PTO dues are \$5.00 per family, per year, which includes membership.

Please participate in whatever activities you can. Our children can only thrive if we are partners in their classroom. We, as parents, also thrive through our participation in the life of our school. All PTO meetings are listed on our monthly calendar.

ABSENCE

1. Parents are requested to call the nurse's office (201-845-9113, Ext.1) and inform the nurse on the day that pupils are absent or tardy. You

may leave a message on the nurse's voicemail at any time of the day or night. The message must state your child's full name, their teacher and reason for their absence. If we do not hear from a parent or guardian regarding their child's absence by 8:30 A.M., the child's emergency card will be used to contact any adult listed. When a child fails to report to school and when there is no parent/guardian notification the police department must be notified. Every attempt should be made to arrive to school on time. Tardiness causes unnecessary classroom disruption.

2. You must present a written, signed, excuse for absence, on the day your child returns to school. The excuse should state the date(s) of absence and the reason for it. If your child is seen by his/her physician, a doctor's note is needed when he/she returns to school.
3. It is primarily the student's responsibility to make whatever arrangements necessary to complete work missed during an absence as soon as possible after returning to school. Parents should involve the individual teachers for help.
4. If an absence can be anticipated, it is your responsibility to inform all of his/her teachers in advance and to arrange for make up work.

5. When a student is absent, he/she should call a friend to obtain assignments or contact the teacher individually for homework pick-up. Please review the section on academic responsibility/homework.
6. If a student is to be dismissed early from school, he or she must bring a note signed by the parent to the teacher during the morning homeroom period. That parent must meet their child in the office for pick up. You will be required to sign your child out for the day.
7. Board of Education Policy states that all students must be present a minimum of 160 days during the school year. Excessive student absences can have a negative effect on a child's learning process and meeting the requirements of a curriculum.

In the event that a pupil exceeds twenty absences, Board Policy #5113 comes into effect: "Any student whose attendance is less than 160 days must be evaluated by faculty, administration, and the Child Study Team. They will consider the student's eligibility for promotion, or retention in grade.

Any student absent five school days in succession may be asked to present a note from the family physician with a diagnosis.

PARENT-SCHOOL COMMUNICATION

The administration and faculty acknowledge the challenge parents face sending their young children to school. One of Memorial's main goals is to establish a sense of family within the

school community and warmth in the classroom. We have established many opportunities and procedures to keep parents informed of school activities. The procedures are designed to balance the needs of teachers to conduct classroom activities without interruptions with the needs of parents to understand their child's progress.

EARLY DISMISSAL FROM SCHOOL

An early dismissal should be granted for the same reasons allowable for excused absences.

Parents are to present a written request if they are requesting an excused absence (when able) in advance. The request must first be approved by the principal. Students must always receive office approval before leaving the building prior to their regular dismissal time regardless of the reason. Students will only be released to a parent or guardian who enters the main office to sign the student out. Parent or guardian must also re-enter the main office to sign their child back in.

In order for a student to participate in any after school/evening school sponsored event or activity, he/she must be in attendance through the completion of the regular school day.

MORNING ENTRANCE

Kindergarten students will enter at the far end of Grant Avenue near the large gym area at 8:25 AM.

Grade 1 students will line up near the front door (Grant Avenue) near the flag with entrance at 8:25 A.M.

Grade 2 and 3 students will line up by the Fairmount Avenue driveway doors with entrance at 8:25 A.M.

All students are to remain on the sidewalk area and may not play in the driveway or lawn area.

Children should not arrive before 8:15 AM as there is no supervision. On rainy or bitterly cold mornings, pupils will be permitted to enter the school. *HOWEVER, NO STUDENT WILL BE PERMITTED INTO THE BUILDING PRIOR TO 8:15 A.M.* On inclement weather days, students will gather inside the small gymnasium and will be escorted to class by their teacher(s). *Parents say goodbye at the door.*

TARDINESS GUIDELINES

- Children should arrive on time each day. Attendance is taken in all grades.
- Repeated lateness is harmful both to your child's education as well as his/her entire class. We cannot impress enough the importance of getting to school on time.
- Students arriving late to school in excess per marking period may be denied recess.

- Please make every effort to encourage your child to be punctual.
- Tardiness affects others unnecessarily and may result in disciplinary action.

SCHOOL LEVEL PLANNING TEAM

The Memorial School Level Planning Committee is an advisory group of parents and teachers that makes recommendations to the administration.

The committee is divided into sub-committees that address district objectives and curriculum needs.

These discussions and recommendations help establish school priorities. Specific school objectives are determined, measured, and reviewed each year. Problems that need to be addressed are identified and possible solutions are discussed.

CLASS PARENTS

Parents are encouraged to be involved in classroom activities. These activities differ by grade level and teacher needs, but generally include chaperoning field trips, assisting with class parties and special occasions.

NOTICES

To keep parents well-informed announcements are regularly sent home with the students. Please remind your child to bring these notices home and give them to you.

We suggest that you always check your child's school bag or backpack.



HEALTH CURRICULUM

Parents who wish to have their child excused from specific portions of the Health Curriculum should submit a letter of request to the principal. Students excused from class will be given an alternate schedule during that portion of the year.



TELEPHONE

Children may not use the office telephone for personal calls. Also, the main office will not accept phone messages for pupils unless it is a true emergency. Students are not allowed to use cell phones during the school day.



CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

Students are responsible for all textbooks and library books issued to them during the school year. Textbooks are required to be covered at all times. All lost or damaged books must be paid for. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

WEBSITE

The Maywood Public Schools maintains its own website involving both Maywood Avenue School and Memorial School. Here the public can access information about the Board of Education, the PTO, our many programs, and personnel. The website can be accessed at: www.maywoodschoools.org

SCHOOL INSURANCE

School insurance is available to all students. An information packet will be presented in September. Purchase of this insurance is optional.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please contact the main office (201-845-9113 Ext. 8), a few weeks prior to the withdrawal date. This will provide ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.



PROOF OF RESIDENCY

Proof of residency is the responsibility of the child's parent or guardian. From time to time, you may be asked to prove that you reside in Maywood. If, during the school year, you leave Maywood, it is your responsibility to inform the main office and transfer your child out of Memorial School. This is needed to ensure that your child's new school receives the proper records and documentation. If you do not notify the school of your change in residency, you may be deemed financially responsible for the time your child attended Memorial School but did not live in Maywood.



FIRE DRILLS/LOCKDOWN/EVACUATION DRILLS

Fire, evacuation and lockdown drills are necessary for the safety of the students, staff and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building. Specific information for the fire drills is posted in each room. When a lockdown or evacuation drill is announced, faculty and staff will direct the students.

LOST AND FOUND

Articles found in and around the school are kept on a table outside the cafeteria where the owners may claim their property by identifying it. Valuable items can be claimed in the main office.



BUILDING AND GROUNDS

1. Gum chewing is not allowed in our building at any time.
2. Please do not drop papers on the school grounds or in the hallways. Place excess paper in the wastebaskets and receptacles provided.
3. Please clean your shoes carefully on mats in the entranceways, particularly on rainy days.
4. In addition to the building itself, all our equipment is public property and must be treated with care. Each student is entitled to use the well cared for equipment; therefore, each of us has a responsibility to protect the equipment for future use.
5. Electronic equipment of any kind is not allowed in the building.

MEDIA CENTER SERVICES

The children are encouraged to use the Media Center as much as possible. From time to time it may be desirable for a student to visit the Media Center during class, or after eating lunch to do research. In such cases, the student should

first get permission from the teacher and then, upon entering the Media Center, inform the media specialist about his/her particular need.



COMPUTERS AND THE INTERNET

As part of the school's Technology Program, students will be able to utilize the computer network and the Internet as a resource/research tool.

All of the school's computers are filtered and blocked to protect the students from inappropriate materials.

All students and parents are asked to sign the Board of Education approved "Acceptable Computer Use Policy." As part of this policy, students agree to use the computers and the Internet only for school related purposes. Students should also be aware of the fact that they are not permitted to send or receive e-mail, access obscene, vulgar or inappropriate materials, or participate in chat rooms or instant messaging.

Students who violate any of the provisions of the "Acceptable Use Policy" will be subject to disciplinary action.

Parents with questions regarding the school's Technology Program should contact the district's technology coordinator or the school principal.

DISCIPLINE

Memorial encourages appropriate behavior through rewards that let our students know how much we value their cooperation. Teachers and students develop specific classroom rules and

consequences if they are broken. These procedures are explained by the classroom teacher.

In the event of unacceptable behavior, disciplinary action is taken within the classroom. Highly disruptive or aggressive behavior may be referred to the principal who will determine if the parents should be notified to discuss the problem. It is hoped that the home and the school can work together to bring about a positive school experience for the students.



SMOKING

Smoking is not permitted at Memorial School or on school property.

LAVATORIES

Students are urged to take care of their personal needs between lessons. Students should request to visit the lavatory during class time only when it is absolutely necessary.

REFERRAL FOR 504 ASSISTANCE

Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. Students eligible for 504 assistance are those who:

1. Have a physical or mental impairment which substantially limits one or more major activities.

2. Have a record of such impairment.
3. Are regarded as having such impairment.

If you feel your child may qualify for civil rights protection under Section 504, please contact Memorial School's 504 Officer.

NURSE'S OFFICE/PHYSICAL EDUCATION

If parents wish to have their child medically excused from Physical Education (PE), they must write a note to the child's PE teacher. If the child is to be excused for 3 or more consecutive days, a doctor's note is required by law.

If a child has a chronic condition (i.e. asthma) which might affect participation in regular activities or fitness testing, the parent should have the child's doctor specify in a note what limitations on activities exist.

HEALTH SERVICES

The school nurse is available full-time at Memorial School. Health folders are maintained in the nurse's office for all students. At the beginning of each school year, parents/guardians are asked to submit health and emergency information so that records can be updated. It is also requested that parents/guardians notify the school nurse immediately if any changes occur in the health/emergency status of the student during the school year. Immunizations on each student are kept on file as well as reports of physical examinations, illnesses and emergency information. Please note, students will

be excluded from school if immunizations/medical records are not up-to-date.



The school nurse is not permitted to diagnose (rashes, fractures, etc.), prescribe treatment, or prescribe medication to a pupil. She is available for conferences with the student or parent/guardian on matters pertaining to health or personal hygiene. In addition, he/she will conduct periodic health screenings:

- Vision Screening
- Hearing Screening
- Height and weight

ILLNESS/INJURY

If a student becomes ill during the school day, the student is to report to the nurse's office. If the nurse is not present, the student is to report to the main office. Students will be sent to the nurse's office if staff members notice the following visual signs.. rashes, red eyes, open wounds, bruises, swelling, casts, elastic bandages or any other unusual signs.

If a student must be sent home due to illness, the nurse will telephone the parent/guardian or person designated on the emergency card to make arrangements for the pupil to be excluded. There are specific reasons, such as elevated temperatures, vomiting and rashes that require students to be excluded according to the Board of Education policy. All students are excluded based on the clinical assessment of the nurse.

In the case of injury, the school nurse will provide emergency treatment. All school injuries are to be reported promptly. A

parent/guardian or person designated on the emergency card will be called if a student requires more than first aid. If they cannot be reached, emergency services will be called.

If it becomes necessary for a student to take any form of medication at school, a signed note from a licensed physician must be presented to the school nurse. A doctor's note must accompany both prescriptions and over-the-counter medications. In addition, a written statement from the parent/guardian, which gives permission for the school nurse to administer the medication according to the doctor's statement, is also required. All medication will be kept in and dispensed through the nurse's office.

Medications must be sent in the original prescription bottle. Parents/guardians can ask their pharmacist to divide the prescription in half and fill two properly labeled bottles, one for home and one for school. Students are not permitted to have any medication in their possession. This includes all over-the-counter medication such as aspirin, cough medicine, creams, etc. Students may be permitted to self-administer medication for asthma or other potentially life threatening illnesses, in the absence of the school nurse during/after school activities, while participating in a field trip or other instances where the school nurse is unavailable, only after necessary medical forms are completed by the student's physician and submitted to the school nurse, indicating that the student can carry/self administer the prescribed medication. Students who have Asthma, Food Allergies, or seizures must complete a specific form that can be obtained from the school nurse or on the school web site.

DOCTOR'S NOTES

Any student absent five school days in succession may be asked to present a note from the family physician with a diagnosis. The note

is then sent to the nurse's office and recorded on the student's individual health record. All information given to the school nurse is kept confidential and maintained in the nurse's office.



ACADEMIC RESPONSIBILITY/HOMEWORK

Class Assignments

Students are required to complete in-class assignments on time and according to the standards established by the teacher.

Homework

The individual student may contact a classmate or friend to learn about any homework assignment. If your child is absent and you would like to request homework assignments, you must contact the Main Office before 11 AM. Those assignments will be available in the Main Office after 3:00 PM.

Students are responsible for completing their regular homework. The school district guidelines for homework assignments are the following:

Kindergarten - Approximately twenty minutes of homework daily.

Grades 1 & 2 - Up to thirty minutes of homework daily. (Includes reading).

Grade 3 - forty minutes of homework daily. (Includes reading).

Through Back-To-School Night and conferences with the teacher, parents are

informed of teacher expectations regarding classroom and homework assignments. Parents are encouraged to create a quiet setting, free of distractions, where children can do their homework. Parents should help their children try to think for themselves in completing homework assignments.

STUDENT BEHAVIOR CODE

The following types of behavior will result in disciplinary action, which may include a parent conference, detention, or suspension from school:

1. Fighting
2. Stealing
3. The use of obscene or profane language or gesture.
4. Deliberate refusal to obey a teacher.
5. An unauthorized "walk-out" from a classroom or a school building.
6. Abusing another person.
7. Blackmailing, threatening, or intimidating other students or teachers.
8. Possessing on school property or school bus, or during any school function, any kind of weapon.
9. Interfering with the educational process.
10. Possession of any controlled substance.
11. Smoking
12. The damage or destruction of school property.
13. "Hazing," A student shall not engage in any act which intimidates, threatens, degrades, or disgraces a fellow student, visitor, administrator or member of the school staff by written, verbal or by gesture.
14. Any other conduct, which substantially disrupts or interferes with the educational process being conducted by the school.
15. Unauthorized use of the computers /internet

AFFIRMATIVE ACTION

Memorial School is committed to the equality of educational opportunities for all pupils, regardless of age, race, color, creed, religion, non-applicable handicap, sex, ancestry, national origin and social or economic status.

The Board of Education shall maintain an instructional and working environment that is free from harassment of any kind. Administrators and teachers will make it clear to all students that sexual harassment is prohibited in the workplace and school setting.

Sexual harassment, which interferes with the learning process, will not be tolerated in the Maywood schools. Any child or staff member who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the Affirmative Action Officer or the building principal.

SCHOOL CLOSING/DELAYED OPENING



Sometimes it becomes necessary to close or delay the opening of school due to inclement weather or other emergency condition. Delayed openings result in a 10:00 AM start of the school day, with no change in a student's lunch schedule or dismissal.

Our Parent Teacher Organization is provided with a confidential classroom listing of pupils with their phone numbers. If for any reason a parent or guardian does not wish for this information to be made

available to our PTO, they are asked to advise the principal in written form.

A Global Connect Broadcast telephone communication will be enacted for all households. You may also obtain information regarding school closings or delayed openings through the following media:

- ✓ WCBS 880
- ✓ WCBS News (Channel 2)
- ✓ News Channel 12
- ✓ www.news12.com

EMERGENCY EARLY SCHOOL CLOSINGS

Once school is in session, and when it becomes necessary to close before our regularly scheduled dismissal time, specific school staff members will activate the emergency phone system to notify parents and guardians. Parents will be asked that they or an approved adult pick up their child as soon as possible. Parents are also requested to provide supervision for their children if they will not be home when students arrive. Working parents/guardians particularly are requested to provide at the beginning of the school year for supervision of their children should an early closing become necessary. Parents/guardians are reminded to notify school in writing should there be any changes regarding their telephone number(s) or address.



FIELD TRIPS

Part of the Memorial experience is to provide enrichment through field trips. A few weeks before a class trip, parents will receive a permission slip and notice of any admission fees. Lunches from home must be packed in a paper bag marked with the child's name. No glass bottles are to be sent with the child. Parents chaperoning field trips or participating in school day activities, may not bring siblings or other family members. Please understand, if your

child requires the administration of medication during school hours as per your child's physician's order and if a nurse is not present on the class trip, the medicine can only be administered by the child's parent/guardian or by the child if the physician authorizes this in writing.



CLOTHING

Memorial School does not have a dress code, but we do ask parents to consider their child's safety and comfort when selecting school clothes. Play clothes are recommended including sneakers or other rubber-soled shoes but no flip-flops. Open toe shoes or sandals are not permitted. Keep in mind your child's physical education and art schedule when selecting the day's attire.

CURRICULUM

The Memorial School Curriculum is designed to meet the fundamental needs of students in their early childhood years by addressing their cognitive, physical, emotional, and social development. Pupil self esteem is encouraged in all of our programs.

BASICS/SPECIALS



Basics: Include education in the following subject areas:

Reading/Language Arts: Literature based approach.

Mathematics: Concepts and skills using manipulatives to stress math as a purposeful life skill.

Science: Exploration of concepts in the physical and life sciences through "hands - on methods".

Social Studies: Facts and concepts concerning the child, family, community, environmental awareness, citizenship, appreciation of cultural differences, history, geography and government.

Health/Family Life: Extends and supports the primary influence of the family on the student's future role as a responsible member of society. Course activities promote self-esteem, self-discipline, and community responsibility.

Specials: Include instruction in art, music, physical education, library or computers as a "related arts" program. The teachers reinforce concepts here from other areas of the curriculum in their courses.

BICYCLES

Safety is our main concern at Memorial School. Bringing your bicycle to the school is a privilege. Students who bring their bicycles must use the rack on Fairmont Avenue by the northeast driveway door. Bicycles must be locked. Students must also wear a helmet. Scooters and skateboards are not allowed.



PRESS RELEASES

Throughout the year in our school, pictures involving students are taken for use by our PTO, school publications, local newspapers and for our yearbook. If any parent wishes that their child's photo not appear in any of these publications, they are asked to notify the principal.

PUPIL TUTORIAL TIMES

Each teaching staff member has selected specific tutorial time periods when they will be available to meet with children and provide necessary help. A listing of staff availability will be distributed after the opening of school to parents in addition to it being posted in each classroom.

Your child may visit, on their own, any individual teacher after school, whenever necessary, during that staff member's tutorial time. However, all A.M. student tutorial visits require a pass. Children

must request A.M. passes from that teacher anytime the day before. Morning passes are required in order to help regulate and properly supervise children in the building before the regular school day begins.

These pupil tutorial times are as follows:

Memorial School-Grades K-3

A.M.	8:05-8:25
P.M.	2:55-3:15

Separate, additional or special tutorial meetings may be mutually arranged by having the parent or guardian contact the teacher individually.

EMAIL BLAST SIGN-UP

Please register your email address on our district website so that you may receive school and emergency information on a consistent basis. Log onto www.maywoodschoools.org and select "*Email Blast Sign-up*" on the left side of the opening page.

LUNCH

Students grades kindergarten through third may either bring a lunch from home or purchase a hot lunch at school. School menus are sent home monthly to help students decide whether they wish to purchase a school lunch. In addition to the lunches, "extras" are sold.

Also, a designated Peanut/Nut Free lunch table is available in the cafeteria. We are making every possible effort to insure a Peanut/Nut free classroom.

You may set up an account for your child at www.payforit.net



LUNCH SCHEDULE

Kindergarten	Lunch/Recess 10:50-11:50
Grade 1	Lunch - 12:22-12:50 Recess -11:55-12:22
Grade 2	Lunch - 11:55-12:22 Recess -12:22-12:50
Grade 3	Lunch - 12:50-1:17 Recess -12:22-12:50

Please note: There are no lunch sessions on early dismissal days.

NUTRITION GUIDELINES

To comply with the federal mandate, the Maywood Board of Education has adopted a policy addressing student wellness and nutrition. That policy is based on the Federal Government's nutritional standards that were created to promote and protect children's health.

Holiday Celebration/Classroom Parties

Guidelines are as follows:

- **Classroom Parties** include: Halloween, Thanksgiving, Christmas/Holiday, Valentine's Day, St. Patrick's Day, Easter/Spring and end of the year picnic/field days.
- Individual (birthday) goody bags with no food or candy items will be allowed and are subject to homeroom teacher review.
- Baked goods, including cupcakes, brownies, cookies, or any candy type treats are **not allowed** at all for any classroom function.
- Parents of children with **food allergies** will provide their own child with their individual health appropriate party/celebration food items.
- The following items **are allowed** for classroom parties or special

homeroom events: 100% Small juice boxes, (Small) water bottles, Popcorn, Pretzels, Chips, Jell-O and pudding (sugar free), Salsa, Fruit (grapes, berries, watermelon), Ice pops (sugar free), squeezable yogurt (pending possible class allergies?), small green bagels (St. Patrick's Day), Turkey and Thanksgiving items - Grade 2 Feast only.

Unfortunately, if a child brings in any of the restricted items they will not be allowed to distribute them to their classmates. Please remember **ALL classrooms are Peanut/Nut Free.**

Birthday Celebration

Guidelines are as followed:

***No food allowed at birthday celebrations in school.**

Birthday treats will not include food.

We realize that birthdays can be a very special occasion therefore, please contact your child's teacher if you wish to acknowledge their birthday with a non food item in the classroom.

YMCA BEFORE AND AFTER SCHOOL PROGRAM

Before and after school care for students is available at Memorial School in our all-purpose room. If there is a 12:30 dismissal, this program will begin at 12:30 P.M. On these days, (early dismissal), you must send a lunch for your child if he/she attends the program. For information and registration material, call 201-955-5300 extension 26, the Meadowlands Area Y.M.C.A.