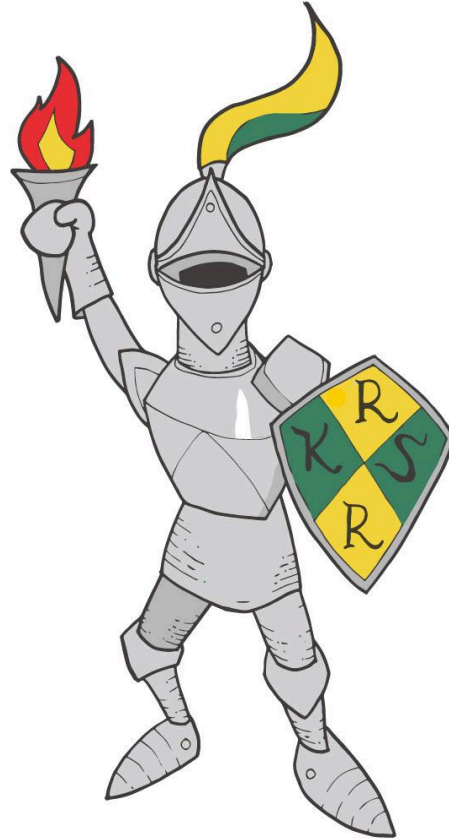


THE KNIGHT NOTEBOOK

FAMILY HANDBOOK

2024 – 2025



James Madison Intermediate School
838 New Dover Road
Edison, NJ 08820
(732) 452-2960

Donna Abatemarco, Principal
Brian Mirfield, Assistant Principal
Melinda Luciano, Secretary
Paula Genoval, Secretary
Rozeena Panjawani, School Nurse
Kelly Davis, School Counselor

Website: <https://jmi.edison.k12.nj.us/>

Let your KNIGHT light shine bright!

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EDISON TOWNSHIP BOARD OF EDUCATION

312 Pierson Ave.
Edison, NJ 08837
(732) 452-4900

<http://www.edison.k12.nj.us>

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Joseph Romano, Vice President
Xiaohan "Shannon" Peng
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Baninder Goomer

Chief Academic Officer/Secondary Administrator

Richard Cohen

Asst. Superintendent of Pupil Services

Dr. Thomas Toohey

Business Administrator/Board Secretary

Jonathan Toth

Director of Facilities

William J. Kolibas

PRINCIPAL'S MESSAGE

Welcome to James Madison Intermediate School!

Dear JMI Families,

Whether you are returning to our JMI community or joining us for the first time, we are thrilled to have you with us as we embark on the 2024-2025 school year. At James Madison Intermediate School, we pride ourselves on our long-standing tradition of academic excellence and holistic student development. We aim to ensure that each child flourishes emotionally, socially, and academically during their time with us.

JMI is dedicated to providing a stellar education tailored to meet the individual needs of every student. Our rigorous curriculum spans all subject areas, emphasizing critical thinking, communication, collaboration, and problem-solving skills. In addition to our core subjects, students enjoy enriching experiences in Physical Education, Music, Art, and Spanish throughout the week. Our co-curricular clubs offer further opportunities for students to explore their interests and forge lasting friendships.

The success of our school relies on the strong partnership between our passionate staff and our engaged parents/guardians. Together, we create a supportive and vibrant learning environment that empowers students to reach their full potential. I encourage you to become an active member of the JMI PTO, which plays a crucial role in enriching our school community. The PTO supports various activities through fund-raising efforts, including assembly programs, class trips, and beloved events such as the annual Thanksgiving Feast and Field Day.

Serving as the Principal of James Madison Intermediate School is an honor. I look forward to a fantastic year ahead, working together with you to build an exceptional community for our students. Let's make this year truly memorable!

Warm regards,

Mrs. Donna Abatemarco

Mrs. Donna Abatemarco
Principal

JAMES MADISON INTERMEDIATE



838 New Dover Rd.
Edison, NJ 08820
Phone 732-452-2960
Fax 732-452-2964

<https://jmi.edison.k12.nj.us>

Principal
Mrs. Abatemarco

Assistant Principal
Mr. Mirfield

Counselor
Ms. Davis

Nurse
Mrs. Panjawani

James Madison Intermediate School is committed to inspire and empower students to reach their full potential and become respectful, responsible, productive future leaders in a global society.

GENERAL INFORMATION

School Hours

8:55am-3:30pm
Doors open
at 8:30 a.m.

Arrival

8:30 - 8:45 - Door 1
8:45 - 9:00
Grade 3 - Door 1
Grade 4 and 5 - Door 6

Attendance

Call the main number at
732-452-2960, and you will be prompted to press "one" to report
an absence, and/or email to jmi.attendance@edison.k12.nj.us.



Transportation

Bus passes on the Parent Portal
Arrive at the bus stop 45 minutes
before the start of school.
Bus Pass must remain in bookbag.



<https://parents.edison.k12.nj.us/genesis/>

Parent Resources

<https://www.edison.k12.nj.us/parents/resources-for-parents>

2024-2025 DATES TO REMEMBER

School Opens

September 5

1:30 Dismissal Dates

October 2 November 14, 21, 27 December 4, 23
January 15 February 12 March 12, 13, 20 April 2
June 23, 24, 25

Last Day of School

June 25

STAY CONNECTED - Please make sure emails from school are not blocked/sent to spam

Monthly Newsletter

Newsletter Link will be emailed

Email Updates


Parents/Guardians will receive
weekly updates via email from
Mrs. Abatemarco every Sunday.

Twitter



@JMI_Edison

COMMUNICATION WITH THE SCHOOL

Attendance	Call the school at 732-452-2960 and Press 1 OR email JMI Attendance (jmi.attendance@edison.k12.nj.us)	
Health Concerns	Call the school at 732-452-2960 and press 2 OR email Mrs. Panjawani at rozeena.panjawani@edison.k12.nj.us .	
Academic/Classroom Concerns	Contact your child's homeroom teacher first. Email is the best method but you can also call the office. If the issue is not resolved, please contact Mrs. Abatemarco/Mr. Mirfield.	
Emotional Concerns, Student 504s	Contact our School Counselor by calling the school at 732-452-2960 and press 3 OR email Ms. Davis at kelly.davis@edison.k12.nj.us .	
Change in Dismissal Procedures	Call the school at 732-452-2960 and Press 8, and email the teacher. Email cannot be the only form of communication in case the teacher is absent. Please complete this form if your child will be walking to JMP, or if your 5th grade child will walk home.	

donna.abatemarco@edison.k12.nj.us

brian.mirfield@edison.k12.nj.us

DISTRICT CALENDAR AND HOURS

District Calendar

Please refer to the district and the school's website for the [2024-2025 School Calendar](#) (see Appendix A).

District Hours

School Day	Grades 1 - 5
Regular Day	8:55 AM – 3:30 PM
Single Session/Early Dismissal	8:55 AM – 1:30 PM
Delayed Opening	10:55 AM – 3:30 PM

Bus pick-up is approximately 30 minutes before school begins. The specific time varies with the stops on each route.

Single Session Days for 2024 – 2025

October 2, November 14, 21, 27, December 4, 23, January 15, February 12, March 12, 13, 20, April 2, June 23, 24, 25

Emergency School Closings or Delayed Opening

In case of inclement weather or any other emergency requiring early dismissal, every attempt will be made to contact parents/guardians via the automated telephone system.

PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY IF YOUR HOME, CELL, OR WORK PHONE NUMBER IS CHANGED OR DISCONNECTED. PLEASE MAKE SURE THE SCHOOL CAN CALL AN ALTERNATE NUMBER OF SOMEONE NEARBY IN ANY EMERGENCY. SCHOOL MESSENGER WILL BE INITIATED FOR ANY EARLY CLOSINGS OR EMERGENCIES.

The information will also be posted via the following outlets:

Internet: District Website www.edison.k12.nj.us

Please do not call the school to inquire about an early closing on inclement weather days.

In the event of an Emergency Closing or Delayed Opening, the school's ABC program (run by the Edison Recreation Department) will be canceled. Please discuss with your child a plan when the ABC program is not an option due to an emergency closing.

HEALTH PROCEDURES

The school nurse operates the health clinic. In addition to handling all school medical emergencies and health concerns, she administers medications, manages all required medical paperwork, and disseminates health information to students, staff, and parents/guardians.

Medication shall be administered only upon the written order of a licensed physician and a written request from the parent. The physician's order must include the diagnosis, dosage, and time of administration. All medications must be sent to the nurse in a labeled prescription bottle.

The parent/guardian's request for the nurse to administer medication will release the school of all liability. These requirements also apply to any over-the-counter medications, such as Tylenol, Advil, etc. In addition, cough drops should be dropped off at the nurse's office along with a permission note from the parent.

In the interest of your child's health, as well as the health of other students, it is recommended that you keep your child home if he/she has the following symptoms:

- a. Fever over 100° F
- b. Vomiting during the night or morning
- c. Heavy or loosely frothing coughing and/or extensive nasal discharge
- d. Severe headache, diarrhea, and/or stomach cramps

A child must be fever-free for 24 hours to return to school without fever-reducing medication.

Parents/guardians of students with medical needs (asthma, seizures, diabetes, etc.) are expected to communicate current medical plans with the school nurse. This includes completing required paperwork promptly to ensure the school is equipped in an emergency.

If your child tests positive for Covid-19, they must stay home for five days. Please send a positive test result to the nurse so the absences can be excused. Remote learning will not be made available. The teacher will assist the child with making up the work upon their return.

JMI SCHOOL NURSE CONTACT INFORMATION

Mrs. Rozeena Panjawani
732-452-2960; extension 34004 or Press 2
rozeena.panjawani@edison.k12.nj.us

STUDENT ARRIVAL AND DISMISSAL

ARRIVAL

Staff members are on post starting at 8:30 AM. For your child's safety, please do not leave children waiting on school property unattended. Students arrive at school in any of the following five categories:

1. Walk – Students must use crosswalks and walk on sidewalks on their way to school.
2. Bike – Students must wear a helmet, walk their bikes in crosswalks and on JMI's sidewalks, and lock their bikes to the bike rack.
3. Park & Walk – parents/guardians can park in any designated parking space. Please do not create parking spaces, double-park, or block other cars. Students and their parents/guardians can cross the streets to walk to the school using the crosswalks.
4. Drop-Off – To ensure the safety of our children, all parents/guardians are reminded to follow the procedures for dropping off and picking up their child(ren):
 - a. The outside lane, which is the lane closest to the two schools, is for **buses only**. The inner lane is reserved for parents/guardians dropping students off at JMI.
 - b. A staff member will be on duty from 8:30 to 9:00 AM to assist children in crossing the bus lane.
 - c. Please pull all the way up and follow the JMI staff members' directions to allow as many cars to drop off as possible.
 - d. For their safety, students must exit on the passenger side only.
5. Bus – Students who take the bus should be at the bus stop at least an hour before school starts.

Starting at 8:30, students will enter the building through door 1. From 8:30 – 8:45, students will wait in the Multi-Purpose Room and proceed to their homerooms at 8:45. From 8:45 – 9:00, bus students and all students in grade 3 will enter through Door 1, and students in grades 4 and 5 will enter through Door 6.

TARDINESS

According to the school clock, all exterior doors will be closed and locked at 9:00 a.m. Once the doors are closed, a parent/guardian must sign students into school using their cell phone and the QR code located at Door 1. If your child is late numerous times, there will be a mandatory parent meeting with the Principal and/or District Attendance Officer.

PETS ON SCHOOL GROUNDS

Dogs or pets are not permitted on school grounds during arrival and dismissal.

DISMISSAL

Students are dismissed from school in any of the following four categories:

1. Walkers* - Students will be dismissed starting at 3:30 PM. Walkers will be dismissed from Door 6. While it is a parent/guardian choice, elementary-aged students are not recommended to walk home alone. Families with children at JMP are advised to pick up the JMP child first and then come to JMI.
 - a. Parent Pick-Up – Parents/guardians can pick up their child(ren) from the blacktop as they are dismissed. Since the drop-off lane is CLOSED during dismissal, parents/guardians must park their cars in designated parking spots. To show that the JMI/JMP/FDR community is respectful, please do not double-park or block other cars in spots.
 - b. Crossing – To maintain a safe environment for ALL members of the JMI community, everyone must cross at the designated crosswalks.
 - c. Parking Lot Safety – While it is a parking lot, everyone must be aware that many adults and children are walking through it. Please proceed with care and caution through the parking lot.

*** Staff members are on post until 3:45 PM. Any student not supervised by a parent by 3:45 PM will report to the main office. For your child's safety, please ensure you have a designated meeting area and that anyone responsible for picking up your child knows exactly where to meet your child.**

2. ABC – Students who attend the ABC program run by the **Edison Recreation Department** will be dismissed to a designated classroom until the multi-purpose room is available after bus dismissal.
3. Bus – Students will be dismissed by grade from their classrooms to the multi-purpose room. Students will remain in the multi-purpose room and will walk out the main doors to board their bus.

CHANGE IN DISMISSAL

The school needs to be notified by calling the front office whenever a student changes his/her daily routine (e.g., whether the child is not going to ABC, walking instead of being picked up, not taking the bus, going home for lunch, going to someone else's home after school, or someone other than a parent/guardian picking up the student). It is best to email the teacher **and** call the school office. Do not rely solely on email since teachers might be absent or might not see it before dismissal.

BUSES

Students are to sit calmly at all times on the bus. They are to fasten their seat belts and keep them fastened throughout the entire ride; this is a true safety concern. Please reinforce this with your children. Students cannot ride home on another bus to accompany their friends. Bus passes will be checked periodically throughout the school year, so students should ALWAYS keep their bus pass in their bookbag. Please be aware that children will not be dropped off without an adult at the bus stop. Families will be notified if a bus is running late if it is after 4:00 PM.

SIGNING IN AND OUT

JMI uses a QR code to sign your child in and out of school if they arrive late or leave early. Parents/guardians must use a phone to scan the QR code on the front door window to sign students in or out. The QR Code will direct parents/guardians to a Google Form to complete the student's name, homeroom section, and reason for tardiness/early dismissal.

Please do not sign out students after 3:10 PM, as this will interfere with dismissal procedures.

PLAYGROUND

JMI is fortunate to have a beautiful campus with playgrounds, fields, and basketball courts for the children to enjoy. For the child's safety, adult supervision is required when the children are playing on the equipment, before and after school. Students are not allowed to stay on school property to play either on the playground or the fields without being supervised by a parent/guardian. Parents/guardians must be present on the playground; sitting in cars or giving permission for your child to stay without your presence is not allowed. The playground is closed if wet or the ground is covered in snow.

STUDENT ABSENCES

Please take the time to review the Student Attendance Policy on the district website (<https://www.edison.k12.nj.us>). The Board of Education Policy requires:

1. A parent or guardian must call the school on the day of absence NO LATER THAN 9:30 AM or email the JMI Attendance Email at jmi.attendance@edison.k12.nj.us.
2. A doctor's note must be sent in with your child upon return to school after a 3-day consecutive absence.
3. If a call is not received on each day of an absence, an automated phone call will be made to the home of the child who is absent, and the call will continue until the absence has ended. You will help us tremendously if you kindly remember to call or email the above attendance email address. When you call the main number, you will be prompted to press "one" to report an absence. Our main number is 732-452-2960.

If you would like to request work for your child, please call the office by 10:00 a.m. to give the teachers time to prepare it. Please pick up the work by 3:00 p.m. that day.

Please do not take long vacations while school is in session. The days missed will be considered unexcused absences.

VISITORS TO THE SCHOOL

Safety is a top priority at JMI. All school doors are locked during school hours. parents/guardians and visitors need to ring the button under the speaker located to the right of the door. When prompted, please speak loudly and clearly in to the speaker, giving your name and the purpose of your visit. **ALL VISITORS MUST PRESENT A GOVERNMENT-ISSUED IDENTIFICATION CARD BEFORE BEING ALLOWED ACCESS TO THE BUILDING.**

Parents/guardians/visitors are not allowed to enter any classroom, Nurse's Office, Guidance Office, or other part of the building without first going to the Security Desk. Visitors will be issued a visitor's pass, which must be clearly visible while in the building.

COMMUNICATION

COMMUNICATING WITH STAFF

All staff members are accessible via school phone, email, or in-person conference. To set up a meeting with any JMI staff member, please call the main office or email the staff member directly using their district email address. The following can help you in determining who to speak to, depending on the situation:

Situation	Person to Contact
An issue with homework, assignments, grades, conflict with another student in the class	Homeroom Teacher(s) Teacher Email: firstname.lastname@edison.k12.nj.us
Conflict between students; social-emotional concerns, I&RS, 504s, 6 th Grade elective selection	Ms. Kelly Davis, School Counselor kelly.davis@edison.k12.nj.us (732) 452-2960 ext. 34003 or Press 3
Attendance, Lunch Money, Change in Dismissal, General School Questions	Ms. Melinda Luciano or Ms. Paula Genoval, melinda.luciano@edison.k12.nj.us Paula.Genoval@edison.k12.nj.us Secretaries (732) 452-2960

The Administration at JMI firmly believes in building a strong connection between school and home. Please do not hesitate to contact the Principal or Assistant Principal.

Principal: Donna Abatemarco – donna.abatemarco@edison.k12.nj.us

Assistant Principal: Brian Mirfield – brian.mirfield@edison.k12.nj.us

PARENT HELP DESK

The Edison Parent Helpdesk is designed to improve service and responsiveness to issues. The Parent Helpdesk and Support Solution has the following modules to support your needs:

[Technology Department](#), [Enrollment Department](#), [Transportation Department](#), [Special Services Department](#), and [Food Service /Maschio's Support](#)

You can also access the Parent Helpdesk on the district's website: www.edison.k12.nj.us.

COMMUNICATING WITH YOUR CHILD DURING THE SCHOOL DAY

You may message your child by calling the main office and speaking to the secretary. Your child will also be permitted to use the office phone should he/she need to speak with you. Students cannot call or accept calls/texts on their cell phones/smart watches during the day. **Cell phones must remain off and in the child's backpack during school.** The school is not responsible for damaged or stolen cell phones brought to school. **Smartwatches can only be used as a watch during the school day.** Cell phones and smart watches being used for unauthorized reasons during the school day will be confiscated.

Email communication between children and parents/guardians should not occur during the school day unless directed to do so by the teacher. If a student is not feeling well, forgot something, or needs to talk to his/her parents/guardians, he/she must follow established protocols by going to the school nurse or the main office. If necessary, the school nurse or secretaries will call the parent/guardian.

STUDENT PROGRESS REPORTING AND ASSESSMENTS

Parents/guardians will be updated on their child's progress through communication with the teachers, Parent Portal, bi-annual Parent-Teacher Conferences, and Report Cards each trimester. Please refer to the [district calendar](#) for Parent-Teacher Conferences and Trimester dates.

For information on registering or assistance with the Parent Portal, please refer to the district website at <https://www.edison.k12.nj.us/page/parent-portal>. [Click here to access Parent Portal](#).

Throughout the year, students will be assessed regularly. The assessments provide the teacher with valuable information to provide individualized instruction to your child based on their specific needs.

REPORT CARDS

Report cards will be posted to the GENESIS parent portal shortly after the end of each trimester.

Trimester 1 Ends – December 13, 2024

Trimester 2 Ends - March 21, 2025

Trimester 3 Ends – June 25, 2025

PARENT-TEACHER CONFERENCES

Parents/guardians are encouraged to conference with teachers, guidance counselor, and/or the principal as desired, as long as they provide advance notice or do so during the two scheduled conference periods:

Fall: November 14, 21

Spring: March 13, 20

As noted above, on scheduled conference days, the school day will be conducted on an abbreviated schedule, and students will be dismissed at 1:30 PM.

ANNUAL ASSESSMENTS

Students in grades 3 through 5 take the NJSLA (New Jersey Student Learning Assessment), which assesses them based on the Common Core State Standards (CCSS). Edison's curriculum covers standards under the CCSS to continue providing the best education for students.

- NJSLA ELA AND MATH (Grades 3-5)

– NJSLA SCIENCE (Grade 5 only)

**Students must be present. Please avoid scheduling vacations during the testing window:
NJSLA: End of April - Beginning/Mid-May 2025**

HOMework

At James Madison Intermediate School, we strive to make all the work we assign meaningful. Research shows that homework that is assigned, in which students cannot make a connection, has no purpose in learning. Teachers at JMI will assign homework to students who they feel would benefit from the assignment. Homework may not be given on the same night, and it may look different for all students. Homework may come in paper form or be assigned via the Chromebook. Please take time each night to “check in” with your children and have them explain what they accomplish each day at school. Sending your child to school with a planner to write down assignments is beneficial and encouraged. As per District Policy, homework will not be assigned over the designated Winter or Spring break.

CHROMEBOOKS

The district will issue Chromebooks to students in Grades 3-5. The Chromebooks are utilized as a tool to enhance daily instruction. Therefore, students can only use Chromebooks for school purposes. As such, students should only visit websites or download programs on their Chromebooks with permission from the teacher. Students also have an email account. They must use their email accounts to email their teachers and classmates about school-related topics. Students should not send emails to parents/guardians during the day (see Communication with Your Child on Page 8) or email friends. Students who use their Chromebooks for non-school-related purposes could lose their device. Chromebooks will only be allowed to come home on an as-needed basis, determined by the homeroom teacher.

Families can purchase insurance for the device through Worth Ave. Group (<https://gpo.worthavegroup.com/edisonps>). Students can bring their Chromebooks home only if directed by their teacher.

BACK-TO-SCHOOL NIGHT

Back-to-School Night is designed for parents/guardians to obtain a general overview of the school's organizational culture and their child's individual classroom and to experience a day in your child's classroom. We ask that only parents/guardians attend this event.

Our **Back-to-School Night** will be held on **Thursday, September 12, 2024**, as follows:

- There will be two sessions. Teachers will give the same presentation during both sessions. Here are *some* options for how you can enjoy our Back to School Night:

Session 1 - 6:00 PM	Session II – 6:30 PM
Attend Presentation of Related Arts Teacher	Attend Presentation of Homeroom Teacher
Attend Presentation of Homeroom Teacher	Attend Presentation of Related Arts Teacher
Attend Presentation of Homeroom Teacher	Attend Presentation of HR Teacher for another child
Attend Presentation of Homeroom Teacher and leave after the presentation	Do not attend any session. Enjoy the rest of your evening.
Do not attend any session at this time; come for the session at 6:30.	Attend Presentation of Homeroom Teacher
5 th Grade Only: Attend 5 th Grade Homeroom	5 th Grade Only: Attend 5 th Grade Platooning Class

DISCIPLINE

Students are expected to demonstrate safe and respectful behavior to all school community members while on school property or during school hours (including their commute to and from school). Students are also expected to demonstrate positive school character as outlined by our “Character Counts” and “Social Skills and Decision Making” character education program. Students who do not comply with such are subject to the following dispositions in the district discipline policy.

Teachers and students will work together to create the classroom rules. If the teacher's classroom strategies to encourage appropriate behavior are not enough to bring about a positive change in attitude or behavior, the student will be referred to the guidance counselor, assistant principal, or principal. Students who do not comply with school rules are subject to disciplinary measures outlined in the District Code of Conduct.

CHARACTER EDUCATION

TRUSTWORTHINESS

- ✓ Tell the truth.
- ✓ Be reliable – do what you say you will do.
- ✓ Have the courage to do the right thing.
- ✓ Be loyal – stand by your family and friends.

RESPECT

- ✓ Treat others with respect.
- ✓ Be tolerant of differences.
- ✓ Use appropriate language.
- ✓ Deal peacefully with disagreements.

RESPONSIBILITY

- ✓ Do what you are supposed to do.
- ✓ Keep trying!
- ✓ Always do your best.
- ✓ Think before you act.
- ✓ Be accountable for your choices.

FAIRNESS

- ✓ Play by the rules.
- ✓ Take turns and share.
- ✓ Be open-minded – listen to others.
- ✓ Avoid blaming others.
- ✓ Use conflict resolution strategies.

CARING

- ✓ Be kind.
- ✓ Show you care.
- ✓ Express gratitude.
- ✓ Forgive.
- ✓ Help people – without being asked.

CITIZENSHIP

- ✓ Be a good neighbor.
- ✓ Obey laws.
- ✓ Respect authority.
- ✓ Cooperate.
- ✓ Protect the environment.
- ✓ Reduce, Reuse, Recycle

Character Theme by Month for 2024-2025

September – Character Ed Kick Off	February – Kindness (Pink)
October – Respect (Yellow)	March – Trustworthiness (Blue)
November – Citizenship (Purple)	April – Fairness (Orange)
December – Caring (Red)	May – Safety (Red)
January – Responsibility (Green)	June – Character Ed EOY

DRESS CODE

Students are expected to dress in clothing and footwear that allows them the freedom to play and learn. Properly fitting clothing and solid footwear will help keep the children safe in the classroom and on the playground.

- Coats, hats, and gloves should be worn in cold weather. Throughout the winter, the children will go outside for PE and recess.
- Tank tops must have wide straps. Spaghetti straps or halter tops may only be worn underneath another shirt. Shirts must cover the stomach.
- Please be sure that all language/graphics on clothing are appropriate.
- Footwear should be sturdy and have a back to them. Children cannot wear flip-flops, slippers, shoes with wheels, or high heels. Children wearing inappropriate footwear will not be permitted to participate in Physical Education that day, which could impact their grades for the trimester.
- Fanny packs must be stored in the classroom closet during the school day. Students are not allowed to wear them during school hours.
- Hoods and hats are not allowed to be worn in the building unless designated as a School Spirit Day.

Our JMI PTO will sponsor a Spiritwear Sale in September for families to purchase JMI gear.

LOST AND FOUND

Lost and Found articles will be placed in bins or on a rack within the school. Students are encouraged to look through the bins weekly for any items he/she may have lost. If a student misplaces an item, he/she may ask to check the items in the Lost and Found or place a description of the item in the office if it has not yet been found. All clothing and personal items appropriate for school should be labeled with the student's name and homeroom.

All items will be displayed during Parent-Teacher Conferences and at the end of the school year. Items not claimed will be donated.

ELECTRONICS

Students who bring **cell phones to school must keep them off and in their bookbags during the entire school day**. If the cell phone goes off during the day, it will be kept in the office until a parent can come to the school to retrieve it. Furthermore, **smartwatches should be placed in airplane or time-only mode during the school day** to lessen distractions. Should you need to contact your child during the day in case of an emergency, please call the main office.

Hand-held video gaming systems and other devices are not allowed in school.

BREAKFAST

The Edison Township Board of Education partners with Maschio's to offer breakfast to all our students again for free this year; students must order it through their homeroom teacher. Students cannot come to school with hot beverages.

Maschio's Website: <https://maschiofood.com/edison/>

Maschio's JMI Website: <https://maschiofood.com/james-madison-intermediate-school/>

LUNCH

JMI has two 45-minute lunch periods. Students spend half the time eating and the other half playing during recess. During this time, the students are supervised by lunch aides. Students cannot share or trade lunches/snacks/drinks with their friends.

The lunchtimes are as follows:

	Grade 3 and Grade 4	Grade 5, LLD and SCA
Regular Day	12:19 – 1:04	1:06 – 1:51
Single Session	11:07 – 11:52	11:53 – 12:38
Delayed Opening	12:48 – 1:33	1:35 – 2:20

BRING LUNCH FROM HOME

Students cannot refrigerate or heat lunch. Please do not send anything in glass containers. If students forget their lunch, they should go to the main office, where the secretaries can call home. If lunch cannot be brought in, Maschio's will provide it for a cost. Students cannot bring in knives of any kind (plastic, disposable, etc.), canned beverages, or soda.

LUNCH FROM MASCHIO'S

Students can purchase lunch for \$3.50. Please review Maschio's website with your child to discuss the best options for their needs. Students will place their lunch orders in their homeroom. Snacks will also be available to purchase during lunch later in September. Please let the nurse know of any specific food allergies.

Students are not allowed to buy snacks for other students.

Maschio's Website: <https://maschiofood.com/edison/>

Maschio's JMI Website: <https://maschiofood.com/james-madison-intermediate-school/>

Families can send cash to school in a labeled, sealed envelope or deposit money into their child's account through My School Bucks. Please note that a convenience fee is added for every transaction.

BIRTHDAY CELEBRATIONS

Birthdays are very important to the students and should be celebrated! They are just as important as the academic instruction that our children receive daily. While we recognize the importance of the celebration, **JMI DOES NOT PERMIT FOOD, GOODIE BAGS, BALLOONS, HANDOUTS, GIVEAWAYS** for birthday celebrations. The following are “non-food” birthday options:

- read a book to the class (either by a parent/guardian, grandparent, or child)
- donate a book to the classroom library

These options will allow your child to celebrate his/her birthday while having limited interruption to classroom instruction.

Invitations to birthday parties cannot be distributed during the school day or on school grounds unless the entire class is invited.

SCHOOL PROGRAMS

CHARACTER EDUCATION

The Character Education in Action program aims to create a positive learning environment that encourages and supports pro-social student behavior at the school-wide, classroom, and individual levels. It is designed to meet the needs of all students. At JMI, we focus on:

Being **RESPECTFUL**
Being **KIND**
Being **RESPONSIBLE**
Being **SAFE**



These ideals are symbolized on the Knight's shield as a constant reminder for the students.

Character Education is the development of knowledge, skills, and abilities that enable our children to make informed choices. The six pillars of character education in the “Character Counts” program are trustworthiness, respect, fairness, citizenship, responsibility, and caring. Activities throughout the year are designed to help children learn to think critically so they can evaluate their own decisions and attitudes. We focus on different pillars by reading books, finding character traits in literature, social studies, science, etc., and by encouraging children to show that they are using a particular trait in their everyday activities.

MORNING MEETING/QUIET TIME/CLOSING CIRCLE

Morning Meeting is an engaging way to start each day, build a strong sense of community, and set children up for success socially and academically. Each morning, students and teachers gather in a circle for fifteen minutes and interact with one another during four purposeful components: greeting, sharing, group activity, and morning message. Quiet Time is a brief time after lunch that allows students to transition from the excitement of recess and refocus for an afternoon of learning. The Closing Circle occurs during dismissal and provides students with a calm environment in which to reflect on their day.

LIBRARY and MAKERSPACE (Mrs. Coyle)

Students come to the library on a regular schedule to examine books that they find interesting and participate in STEM activities. Each child may then check out their chosen books, as long as they are up-to-date with the return of previously borrowed books.

INSTRUMENTAL MUSIC – BAND (Mr. Zapata)

[Click here to access the JMI Instrumental Website.](#)

The band program is open to all students in grades 4 and 5. Students may rent instruments from the approved school providers or obtain their own instruments. Lessons are free during the school day on a rotating pull-out schedule. Students are responsible for making up the work they miss while they attend band lessons. Students who forget their instrument at home cannot participate in band lessons that week. Students who successfully participate in the lesson program are invited to join the school Band. The Band will practice weekly during the school day in preparation for the winter and spring concerts. Any student who hopes to play in the Middle School Band should begin instruction at the elementary level.

INSTRUMENTAL MUSIC – STRINGS (Mrs. Biscocho)

[Click here to access the JMI Instrumental Website.](#)

The Strings program is open to students in grades 4 and 5. Lessons are provided once a week on the violin, viola, and cello. These lessons are offered free of charge during the school day on a rotating pull-out schedule. String instruments are also available for rental from our school providers. The Strings students perform at the concert. Students are responsible for making up the work they miss while they attend band lessons. Students who forget their instrument at home cannot participate in band lessons that week.

CHORUS (Ms. Tarby)

The James Madison Intermediate School Chorus, open to students in grades 4 and 5, is a performing group that promotes teamwork, gives a sense of belonging, extends an arm of service to the community, raises school spirit, and is fun! Students are given the opportunity to apply concepts learned in their vocal music class. The Chorus meets weekly during the mornings to prepare for special events inside and outside of school. With great direction and strict rules, the high-performance quality has been maintained, and the choir continues to be recognized for its positive role in our school community.

EXTRACURRICULAR/CLUB OPPORTUNITIES

Students are encouraged to participate in other co-curricular clubs held at James Madison Intermediate School before and after school. A small sampling of the clubs students can choose from are:

Art Club	Basketball Club	Podcast Club	Girls on the Run*
Memory Book Club	Newspaper Club	Drama Club	Safety Patrol
Student Council	Cricket Club	Odyssey of the Mind	Math Club*

* - Some clubs require an additional participation fee.

Clubs are available based on teacher availability. The advisors will communicate meeting dates and club expectations with their members and families. In late September, families will receive email sign-ups for clubs.

DISTRICT PROGRAMS

SPEECH

The speech and language program aims to remediate deficits in speech and language that adversely affect a student's educational performance. These deficits must not be related to dialect, cultural differences, or influence from a foreign language. Therapy is provided in articulation, language, fluency, and voice. Children who receive therapy are classified as "Eligible for Speech-Language Services" or any of the classifications for students needing special education.

COUNSELING

The counseling program at James Madison Intermediate School consists of a certified guidance counselor who supports our student's academic, emotional, and social needs. The guidance counselor also presents mini-lessons to students on bullying prevention, harassment, and tolerance and counsels students experiencing academic, social, or emotional difficulty.

Each elementary school has a full-time school counselor. The counselor addresses immediate concerns and deals with them on a short-term and long-term basis. If you have any concerns about your child's emotional well-being, please call the Guidance Office at (732) 452-2960 to make an appointment to meet with the counselor.

CHILD STUDY TEAM

The school Child Study Team is a part of the Division of Pupil-Special Services. It comprises a school social worker, a school psychologist, and a learning disabilities teacher consultant. The team has the following primary responsibilities: evaluate students who have been referred to them for having potential disabilities and case-manage programs for students who have been identified as needing special services. Team members may also work with students with disabilities, their parents/guardians, and teachers.

If your child meets the eligibility requirements for Special Services, an Individualized Education Program (IEP) will be developed.

INDIVIDUALIZED EDUCATION PLAN

The Individualized Education Plan (IEP) is the "road map" to your child's education. It is both a process and a product. The IEP is the primary mechanism for parental participation in the special education cycle. The IEP is a written agreement between the local school district and the parents/guardians to provide the required services. If your child meets the eligibility requirements for classification, an IEP will be developed. The IEP, or detailed personalized written plan, allows the educators and you to plan and monitor your child's program and progress. A parent must sign the IEP developed for the child so the school district can implement the program as designed in the IEP.

INTERVENTION AND REFERRAL SERVICES

The Intervention and Referral Services (I&RS) committee is a state-mandated pre-referral committee designed to assist students experiencing academic, social, and emotional difficulties in school. The committee comprises the principal, guidance counselor, speech therapist, reading specialist, interventionist, a child study team member, and the instructional coach. The committee meets every 6-8 weeks to discuss students referred by their classroom teacher or parent/guardian. During meetings, the committee brainstorms with the classroom teacher and parent strategies to support the student or makes a referral to the Child Study Team for evaluation if warranted.

RESPONSE TO INTERVENTION PROGRAM

The Response to Intervention (RTI) Program is a service provided to Edison Township students who need extra help in Language Arts Literacy and/or Mathematics. Instruction in the RTI Program takes place during school hours. The focus is to provide support for the students through various means, such as Reading Specialists, Interventionists, specialized materials, and/or small group instruction. At the beginning of the school year, a notification letter is sent to the parents/guardians of students who will participate in this program.

PTO - PARENT TEACHER ORGANIZATION

PURPOSE OF A PTO

The purpose of the PTO is to enhance the child's school experience. The PTO depends solely on donations from its members to enrich the child's school year. Through fundraising efforts, the JMI PTO supports the students in the following ways:

- hires companies for assembly programs to benefit all Grades 3-5 students.
- hosts the annual Thanksgiving Feast.
- sponsors fun school events for students and families to enjoy, like Trunk or Treat.
- provides inflatable bounce activities and Italian Ice for all students on Field Day.
- organizes the Scholastic Book Fair, Holiday Boutique, and Plant Sale to give students an opportunity to shop for their loved ones.
- pays for the vendors for Field Day, including the DJ, the inflatables, and the Italian ice.
- offsets the cost of class trips to families by paying for a percentage of each trip.

Events like the ones mentioned above and many more would not have been possible without your support. You can support the PTO by:

- becoming a member
- sending in donations
- volunteering at an event
- participating in fundraisers
- attending meetings

PTO WEBSITE

The PTO website is your one-stop shop for all facets of the PTO. Please add this site as a favorite so you always have the information at your fingertips:

<https://sites.google.com/edison.k12.nj.us/jmi-pto/home>

PTO MEMBERSHIP

Membership is open to all interested adults. The cost of membership is \$15.00 **per family**.

PTO MEETINGS

You are cordially invited to attend our PTO meetings. All meetings will be held at 6:30 PM at JMI, or families can attend virtually through a link shared before the meetings.

Appendix A – District Calendar

PUBLIC SCHOOLS OF EDISON TOWNSHIP SCHOOL CALENDAR – 2024-2025 182 INSTRUCTIONAL DAYS



GRADUATION DATE
CLASS OF 2025:
JUNE 25, 2025

SEPTEMBER

Mon. Sept. 2 Labor Day
Tues., Sept. 3 Staff Report
Wed., Sept. 4 Staff Report
Thurs., Sept. 5 Schools Open (PS-12)

OCTOBER

Wed., Oct. 2 Single Session Day
Staff Professional Development Day
Thurs., Oct. 3 - Rosh Hashanah
Fri., Oct. 4

NOVEMBER

Fri., Nov. 1 Diwali
Mon., - Nov. 4 - Fall Break/
Fri., Nov. 8 Teacher's Convention
Thurs., Nov. 28 - Thanksgiving -
Fri., Nov. 29 Recess

DECEMBER

Wed., Dec. 4 Single Session Day
Staff Professional Development Day
Tues., Dec. 24 - Winter -
Tues., Dec. 31 Break

JANUARY

Wed., Jan. 1 New Year's Day
Wed., Jan. 15 Single Session Day
Staff Professional Development Day
Mon., Jan. 20 Martin Luther King's Birthday
Wed., Jan. 29 Lunar New Year

FEBRUARY

Wed., Feb. 12 Single Session Day
Staff Professional Development Day
Mon., Feb. 17 Presidents' Day

MARCH

Wed., March 12 Single Session Day
Staff Professional Development Day
Mon., March 31 EID

APRIL

Wed., April 2 Single Session Day
Staff Professional Development Day
Mon., April 14 - Spring -
Fri., April 18 Break

MAY

Mon., May 26 Memorial Day

JUNE

Thurs., June 19 Juneteenth
Wed., June 25 Last Day of School

SEPTEMBER 2024 18 DAYS						
S	M	T	W	T	F	S
1	2	3	4		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 2024 21 DAYS						
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 2024 13 DAYS						
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 2024 16 DAYS						
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				

JANUARY 2025 20 DAYS						
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	

PARENT/TEACHER CONFERENCES

**PS-5 Schools will be Single-
Session Days for conferences.**

Preschool and Elementary Schools
November 14th and November 21st
March 13th and March 20th

Middle Schools
December 5th and February 13th

High Schools
December 3rd

HIGH SCHOOL/MIDDLE SCHOOL MARKING PERIOD END DATES

MP 1	November 18, 2024
MP 2	February 5, 2025
MP 3	April 22, 2025
MP 4	June 25, 2025

ELEMENTARY SCHOOLS END OF TRIMESTER DATES

Trimester 1	December 13, 2024
Trimester 2	March 21, 2025
Trimester 3	June 25, 2025

FEBRUARY 2025 19 DAYS						
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	

MARCH 2025 20 DAYS						
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 2025 17 DAYS						
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 2025 21 DAYS						
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 2025 17 DAYS						
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					

**Additional emergency days, if needed
will be taken from Spring Break.**

KEY	
	SCHOOLS CLOSED
	BOARD OF EDUCATION ACTION MEETING
	EARLY DISMISSAL
	END OF MARKING PERIOD
	EMERGENCY CLOSING MAKEUP DAY
	NO SCHOOL FOR STUDENTS STAFF REPORT
	SINGLE SESSION DAY STUDENTS STAFF PROFESSIONAL DEVELOPMENT DAY (Staff Dismissal – Times same as Full Day)

182 INSTRUCTIONAL DAYS – STUDENTS
184 WORKING DAYS – STAFF

ADOPTED: MARCH 26, 2024