

Martin Luther King Elementary School



PARENT/STUDENT HANDBOOK 2025~2026

Table of Contents

Edison Public Schools Calendar	3
Martin Luther King Elementary School Schedules	4
Arrival Procedures	5
Safety Protocols	5
Student Drop-Off Locations	5
Arrival Entrance Location:	6
Late Drop off	6
Dismissal Procedures	7
Visitors to Building	9
Forgotten Supplies/Materials	9
Classroom Visits/Volunteering	9
Conference with Teacher	9
Meals, Snacks & Celebrations	10
Meals	10
Breakfast and Lunch Procedures	10
Birthdays	10
School Updates & Communication	11
School Based Communications	11
District Based Communications	11
Parent Portal	11
Communicating with Staff	12
Attendance	13
Student Expectations	14
Health and Wellness Protocols	15
A Note from the Nurse, Mrs. Meisner	16
Harassment, Intimidation & Bullying	18
Other Policies	19
Phone Policy	19
Lost & Found	19
Curriculum & Instruction	20
Parent Teacher Association	21

Edison Public Schools Calendar

PUBLIC SCHOOLS OF EDISON TOWNSHIP SCHOOL CALENDAR – 2025-2026 182 INSTRUCTIONAL DAYS

SEPTEMBER 2025 18 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	★	26	27
28	29	★				

OCTOBER 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	★	29	30	31	

NOVEMBER 2025 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	★	26	27	28	29
30						

DECEMBER 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	★	19	20
21	22	★	24	25	26	27
28	29	30	31			

JANUARY 2026 19 DAYS						
S	M	T	W	T	F	S
				1	2	3
4	5	★	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 13 th and November 20 th March 5 th and March 19 th	
Middle Schools December 11 th and February 12 th	
High Schools December 3 rd	

ELEMENTARY SCHOOLS END OF TRIMESTER DATES	
Trimester 1	December 9, 2025
Trimester 2	March 18, 2026
Trimester 3	June 17, 2026

HIGH SCHOOL/MIDDLE SCHOOL MARKING PERIOD END DATES	
MP 1	November 14, 2025
MP 2	February 4, 2026
MP 3	April 15, 2026
MP 4	June 17, 2026



GRADUATION DATE
CLASS OF 2026:
JUNE 17, 2026

SEPTEMBER	
Mon.	Sept. 1 Labor Day
Tues.,	Sept. 2 Staff Report
Wed.,	Sept. 3 Schools Open
Tues.,	Sept. 23 Rosh Hashanah
Wed.,	Sept. 24 Rosh Hashanah
OCTOBER	
Wed.,	Oct. 1 Single Session Day Staff Professional Development Day
Thurs.,	Oct. 2 Yom Kippur
Mon.,	Oct. 20 Diwali
NOVEMBER	
Thurs.,	Nov. 6 Teacher's
Fri.,	Nov. 7 Convention
Thurs.,	Nov. 27 - Thanksgiving -
Fri.,	Nov. 28 Recess
DECEMBER	
Thurs.,	Dec. 4 Single Session Day Staff Professional Development Day
Wed.,	Dec. 24 Christmas Eve
Thurs.,	Dec. 25 Christmas Day
Wed.,	Dec. 26 Winter Dec. 31 Break
JANUARY	
Thurs.,	Jan. 1 New Year's Day
Fri.,	Jan. 2 Winter Break
Thurs.,	Jan. 15 Single Session Day Staff Professional Development Day
Mon.,	Jan. 19 Martin Luther King's Birthday
FEBRUARY	
Thurs.,	Feb. 5 Single Session Day Staff Professional Development Day
Mon.,	Feb. 16 President's Day
Tues.,	Feb. 17 Lunar New Year
MARCH	
Thurs.,	March 12 Single Session Day Staff Professional Development Day
Fri.,	March 20 EID
APRIL	
Wed.,	April 1 - Spring
Thurs.,	April 2 Break
Fri.,	April 3 Good Friday
Thurs.,	April 16 Single Session Day Staff Professional Development Day
MAY	
Mon.,	May 25 Memorial Day
JUNE	
Wed.,	June 17 Last Day of School

FEBRUARY 2026 18 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 2026 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				

APRIL 2026 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	29	30		

MAY 2026 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						

JUNE 2026 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				

KEY	
★	SCHOOLS CLOSED
★	BOARD OF EDUCATION ACTION MEETING
★	EARLY DISMISSAL
★	END OF MARKING PERIOD
★	SCHOOLS CLOSED 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)

ADOPTED: FEBRUARY 25, 2025

Martin Luther King Elementary School Schedules

2025-2026

Period	Regular Day	Delayed Opening	Early Dismissal
Morning Meeting	9:00-9:15	11:00-11:05	9:00-9:05
1	9:15-10:00	11:05-11:36	9:05-9:36
2	10:02-10:47	11:38-12:09	9:38-10:09
3	10:49-11:34	12:11-12:42	10:11-10:42
4	Lunch A 11:36-12:21	12:44-1:15	10:44-11:15
		Lunch A 12:44-1:29	Lunch A 10:44-11:29
5	Lunch B 12:23-1:08	1:17 – 1:48	11:17-11:48
		Lunch B 1:31-2:16	Lunch B 11:31-12:16
6	Lunch C 1:10-1:55	1:50-2:21	11:50-12:21
		Lunch C 2:18-3:03	Lunch C 12:18-1:03
7	1:57-2:42	2:23-2:54	12:23-12:54
8	2:44-3:29	2:56-3:27	12:56-1:27
Dismissal	3:30	3:30	1:30

*****Please note that during delayed openings and early dismissals the lunch times are different from regularly scheduled school days.***

Arrival Procedures

**Important: School doors open at 8:45am.
Students should not arrive at school unsupervised prior to 8:45am.**

Safety Protocols

- A. Please adhere to all traffic laws when dropping students off.
 - a. Police officers and Crossing Guards are stationed to assist students in arriving at school safely.
 - b. U turns in front of the school are illegal and may result in a ticket from a Police Officer.
- B. Parents are not permitted to park in or drop off from the Staff Parking lot.
 - i. Please use the Kiss & Drop Area located on Inman Ave or at the curb on Tingley Lane.
 - ii. Only buses and staff are allowed to use the staff parking lot during arrival and dismissal hours.
- C. Staff is stationed at each entrance to welcome students and supervise arrival.

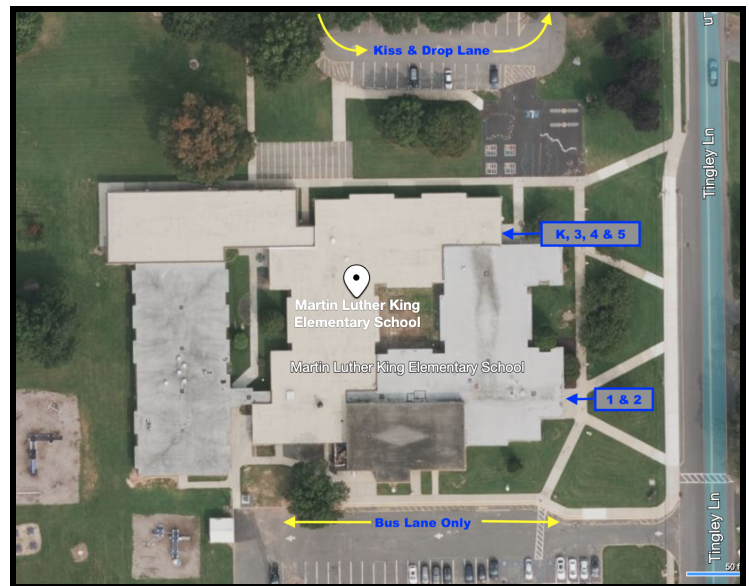
Student Drop-Off Locations

1. Kiss and Drop (Driveway along Inman Avenue)

- a. In the morning, this is a drop-off location only. Follow the cones for drop off and do not park your car.
- b. Quickly drop your student off in the designated area.

Stay in your car.

- i. Students should get out of the car *on the passenger side of the vehicle.*
- ii. Adults are available to assist in getting your child out of the car.



2. Tingley Lane Drop off

- a. You may park along Tingley Lane to drop off your child.
- b. Please abide by all traffic laws and use the designated crosswalk when crossing the street.

3. Bus Drop Off

- a. Only buses should use this location.
- b. Parents of Self Contained students will be given parking passes to utilize the Bus Drop Off area to drop their children off.
- c. Students should remain on the bus until 8:45am.

Arrival Entrance Locations:

- 1. Students in grades Kindergarten, 1 and 2 classes:
 - a. Enter through the main entrance
- 2. Students in grades 3, 4 and 5:
 - a. Enter through the library entrance

Arrival Protocols for Parents

- A. Parents may walk their child to their designated entrance door unless they are utilizing the kiss & drop lane.
 - a. Parents can park on Tingley Road and walk with their child.
- B. Parents should not loiter or spend time on school premises after drop-off.
- C. Do not bring pets to drop off or pick up your child.

Hallway Procedures

- A. Once entering the building, students are expected to walk directly to their classroom.
- B. Hallway monitors will be stationed throughout the building to assist with student movement and supervision during arrival.

Late Drop off:

- A. If your child arrives after 9:00am, they must be signed in the main office by a parent or guardian.
- B. Provide documentation to avoid being marked as an unexcused tardy, if applicable (doctor note, etc.)

Dismissal Procedures

Dismissal time is staggered for students and will be between 3:20-3:30pm.

Dismissal for K through 5

- A. Dismissal time is staggered for students and will be between 3:20-3:30pm.
 - a. 3:20pm
 - i. Kindergarten through the **main entrance doors**
 - ii. Self Contained Autistic classes through side doors located by the faculty parking lot.
 - b. 3:22
 - i. Grade 1 through the **main entrance doors**
 - ii. Grade 4 through the library doors
 - c. 3:24
 - i. Grade 2 through the Inman Avenue doors
 - ii. Grade 3 through the Inman Avenue doors
 - d. 3:26
 - i. Grade 5 through the library doors



Bus riders:

- e. Bus riders will meet in the gym.
- f. Students will line up according to their bus number.
- g. Students will be assigned seats early in the school year and should continue to sit in their designated seat unless moved by the bus driver or administration.

Dismissal Protocols for Parents

- A. Teachers are to release students directly to their parent/guardian at dismissal.
 - a. If the parent is parked, please walk to your child's designated dismissal line.
 - b. If using the kiss & drop line, stay in your car and a staff member will collect your child's name and call for them to be sent to your car.
- B. Students who are going home by a different means must bring a signed note or email from a parent. If this is not done, the student **MUST** go home as they normally would.
- C. Parents should not loiter or spend time on school premises after pick-up.
- D. If you are running late, please contact the main office directly.

Early Pick-Up

- A. Please arrange early pick-ups prior to 3:10pm.

- B. Please alert the teacher via email should you wish to pick up your child early. In an emergency or unexpected pick-up, please call the main office prior to picking up the child.
- C. Only authorized adults listed as a guardian or on the emergency contact will be able to pick up the student(s). Please contact the main office to update information as needed.
- D. Parent/guardian provide Security Officer identification to run through the Raptor Identification system to verify identity prior to releasing the child.
- E. The student will be called down to the office for dismissal and a staff member will have the parent sign off at security.

Visitors to Building

Forgotten Supplies/Materials

- A. Forgotten materials must be dropped off on outside cart/table:
 - a. Parent/guardian will label the item with the student's name and teacher. Extra labels will be available on the cart.
 - b. The cart will be checked periodically by assigned staff.
 - c. If dropping off a lunch, please allow for at least 30 minutes prior to your child's lunch to ensure they receive their lunch in time.

Classroom Visits/Volunteering:

- A. There are times parents/guardians are invited into the classroom for celebrations, volunteering or special events.
 - a. All visitors must be previously arranged with the teacher, administration, or PTO.
 - b. All visitors must check in with security using their identification and will be released to their destination once cleared.
 - c. All visitors are expected to wear their "Visitors Badge" for the duration of their visit.

Conference with Teacher:

- A. The best way to communicate with teachers is through email as they do not have consistent access to a phone. Once contact is made via email, you can request a follow-up phone call or conference.
- B. Please make and confirm your appointment with the teacher prior to coming to the school.
- C. Administration is best contacted through email or phone.
 - a. Should you find the need to request an in person meeting, please contact the main office to make an appointment.

Meals, Snacks & Celebrations

Meals

- A. All students should bring or buy lunch each day.
 - a. School lunch is available for purchase daily.
 - b. Free/reduced lunch applications are available through the Parent Portal.
- B. Most classes have a daily snack time.
 - a. Please send a small, healthy snack each day.
- C. No glass containers or bottles, please (for safety reasons)
- D. Water is encouraged throughout the day.
 - a. Please send a reusable, labeled water bottle.
- E. Label lunchboxes and containers with your child's name whenever possible.
- F. If your child has a food allergy or dietary restriction, please notify the school nurse and your child's teacher.
 - a. Teachers will communicate if there is a food allergy in the classroom so parents can plan accordingly.

Breakfast and Lunch Procedures

- A. Student breakfast and lunch is available for purchase.
 - a. Breakfast is free for all students.
 - b. Lunch is \$3.50
- B. All meals include grains/bread, meat/meat alternative, fruit/juice/vegetable and milk.
- C. Visit our school website for monthly menus, price lists, nutritional information and important updates.
 - a. [Maschio's Welcome Letter](#)
 - b. [Monthly Menus](#)
 - c. [Order form](#) (for the month of September only)
 - d. [Free & Reduced Application](#)

Birthdays

Due to the high incidence of allergies, and in light of the BOE Nutrition Policy #5140, **Birthday celebrations will no longer include food/drinks/snacks.**

Children's birthdays will be celebrated with a song and parents may choose to come in and read a short story/picture book at a time prearranged with the teacher and/or send in a book for the classroom library with your child's name, and a short dedication statement on the inside cover of the book.

School Updates & Communication

School Based Communications

At MLK, we are committed to keeping families informed, connected, and engaged throughout the school year.

- Weekly Newsletter: Families will receive our digital school newsletter every Monday morning via email, with important reminders, upcoming events, and school highlights.
- Stay Updated Online: Visit our [school website](#) regularly for the latest announcements, event flyers, lunch menus, and Blue Lion highlights.

Consistent communication between school and home helps our students thrive. Please make sure your contact information is up to date in the Parent Portal, and don't hesitate to reach out to your child's teacher or the main office with any questions.

District Based Communications

Edison Township Public Schools will begin using ParentSquare for school communication, primarily with email, text and app notifications. ParentSquare syncs with our Genesis database to automatically generate accounts for each parent, using their preferred email address and phone number. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified.

ParentSquare is a safe, secure, and modern approach to communication and collaboration between school and home.

ParentSquare is used for items such as district-wide announcements, newsletters, snow day notifications, group chats, calendars, report cards, and more.

Use this portal to learn more about the functionality and various tools associated with ParentSquare's integration with Edison Township.

The Township of Edison Public Schools also has daily access to the ESN network, Channel 118 on the local cable station. All emergency information including but not limited to early dismissal, delayed openings, and school closings is posted on Channel 118.

Parent Portal

The Genesis Parent Web Access Tool, or "Parent Portal" provides parents with the ability to view real-time information from a safe read-only login. Depending on the school and grade level, access to the Parent Portal gives information through the district website to your child's records for the current school year. Parents can securely monitor their child's progress by retrieving grades, assignments and reports. If you do not already have access and wish to utilize the benefits of the parent portal, please go to the Site Shortcuts on the Edison Township Public Schools Website and complete the Parent Portal Registration Form.

If you require further assistance, email: Genesis.parent@edison.k12.nj.us or call 732-452-4574 between the hours of 8:00AM-4:00PM.

Parent Custody Issues

If there are issues involving custody, whether legal or personal in nature, make sure the office is provided with appropriate documentation. If you are not the primary residence of the child but would like copies of all school notifications, please send a letter of request to the office.

IMPORTANT: NOTIFY THE SCHOOL OFFICE IMMEDIATELY IF YOUR HOME OR WORK NUMBER IS CHANGED OR DISCONNECTED. PLEASE BE CERTAIN THE SCHOOL CAN CALL AN ALTERNATE NUMBER OF SOMEONE NEARBY IN ANY EMERGENCY.

Communicating with Staff

All staff members are accessible via email, phone or in person conference. In order to set up a meeting with any staff member, please 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
Issue with homework, assignments, grades, conflict with another student in the class, change in dismissal	Homeroom Teacher(s) Teacher Email: firstname.lastname@edison.k12.nj.us
Conflict between students	Melanie McKenzie, School Counselor melanie.mckenzie@edison.k12.nj.us or (732) 452-2980 ext. 66003
General School Questions	Shelley Telson or Joni Roach, School Secretaries (732) 452-2980

The Administration at MLK firmly believes in building a strong connection between school and home. Please do not hesitate to contact the Principal or Assistant Principal. There is an open door policy.

Principal: Regina Paparsenos- regina.paparsenos@edison.k12.nj.us

Asst. Principal: Lisa Dettelbach - lisa.dettelbach@edison.k12.nj.us

Attendance

In compliance with state compulsory attendance laws and to ensure learning, all students are expected to be present in school on every school day. Understanding that due to illness, and planned or unplanned family matters, students will invariably miss school on occasion, however, students are reminded of their responsibility to attend school as often as possible for the reasons stated above. Students are also expected to report to school on or before the scheduled starting times. Students who are habitually tardy to school will also be referred to the school Intervention and Referral Team to determine appropriate interventions, and the school attendance investigator to determine if legal action is warranted.

Regular attendance in school is essential to student growth and learning. Frequent absences will interfere with student achievement.

The Board of Education attendance policy requires:

- A. A phone call must be made by the parent/guardian to the school on each day of absence
 - a. **NO LATER THAN 9:30AM (732-452-2980 press 1 for the absence mailbox).**
- B. A written note must be sent in with your child upon return to school after an absence, stating the reason for the absence. Four days or more requires a doctor's note. The note should state the dates and reason for the absence.
- C. **Please do not take lengthy vacations while school is in session. Please be mindful of this if considering a trip during the school year, as these absences are all unexcused.**

Please review the attendance policy at:

<http://www.edison.k12.nj.us/cms/lib2/NJ01001623/Centricity/Domain/36/5200%20-%20Attendance.pdf>

Student Expectations

At MLK, learning how to be kind, safe, respectful, and responsible is just as important as academic learning. Through our Positive Behavior Support in Schools (PBSIS) program, students are taught clear expectations and recognized for positive behavior with “PAW Bucks”, our way of saying thank you for making great choices!

We use a school-wide behavior matrix to clearly define what safe, kind, respectful, and responsible behavior looks like in all parts of our school — from the classroom to the cafeteria, hallways, playground, and beyond. These shared expectations help create a consistent, caring environment for all students.

We also understand that kids are still learning how to navigate social situations. When challenges arise, we take an educator’s approach: we don’t just correct behavior — we reflect, restore, and reteach. Using reflection and restorative practices, our staff supports students in understanding what went wrong, taking responsibility, and making things right.

We invite families to review our behavior matrix and talk with their child about what these expectations look like at home and school. Your partnership helps reinforce positive choices and strengthens our community - one kind, respectful, and responsible Blue Lion at a time.

Martin Luther King School Expectations



	Classroom/ Library	Hallway	Lunch	Playground/ Recess	Bathroom/ Water Fountain	Arrival/ Dismissal	Bus
Safe	•Be in control of your body •Walk at all times •Hands & feet to yourself •Use materials how they are intended	•Be in control of your body •Walk on the right side •Pay Attention-eyes forward •Hands down by your side •Hands/feet to yourself	•Be in control of your body •Hands & feet to yourself •Walk carefully with lunch and tray •Clean up spills •Eat your own lunch •Do not share food	•Be in control of your body •Hands/feet to yourself •Avoid dangerous or rough play •Use playground equipment appropriately	•Be in control of your body •Walk at all times •Hands/feet to yourself •Keep water and soap in sink •Report water or soap spills to an adult •Wash your hands	•Be in control of your body •Walk at all times •Use the crosswalk •Exit the car by the sidewalk or by an adult •Go directly to your classroom •Do not leave school without an adult	•Be in control of your body •Hands/feet to yourself •Body is sitting in the seat •Seat belts on •Aisles clear •Walking on & off the bus- straight to your seat
Kind	• Use kind words • Share your supplies • Invite others to join your group	•Use kind words •Help others pick up their belongings •Hold the door for others •Wave o acknowledge people you know	• Use kind words to others (including the lunch aide and kitchen staff) • Invite others at your table to join your conversation	• Use kind words to others •Invite others to play. •Wait your turn (going down the slide, etc.)	•Use kind words to others •Take turns at the sink/water fountain •Wait patiently	• Use kind words • Say "hello" and "goodbye" to others • Be patient, do not rush into or out of the building	• Using kind words to others (including with your bus driver and seat mates) • Say "hello" and "goodbye" to the driver •Be patient and wait your turn to get on and off the bus
Respectful	•Listen to others when they are speaking •Use polite words: Please, thank you, Excuse me •Raise your hand when you want to speak	•Voice level: 0 •Listen to the teacher •Use polite words: Please, thank you, Excuse me	•Voice level: 3 •Wait your turn in line. •Listen to the teacher/lunch staff •Use polite words: please, thank you, excuse me •Address adults by name	•Include others •Listen to the teacher/lunch staff •Line up when you are asked to •Use polite words: please, thank you, excuse me •Address adults by name	•Voice level: 1 •Keep conversation to a minimum •Give others privacy	•Voice level: 2 •Listen to the teacher/staff •Use polite words: please, thank you, excuse me •Respect other people's belongings	•Voice level: 2 •Listen to the bus driver/bus aide •Use polite words: please, thank you, excuse me •Keep the bus clean •No eating or drinking on the bus or in the bus room.
Responsible	•Take care of classroom materials •Clean up your area when you are done •Complete classwork and homework •Try your best	•Using walking feet •Walking on the right side	•Clean up after yourself •Only take what you are going to eat •Throw trash away in the garbage can	•Follow playground and/or game rules •Take care of school equipment •Return equipment when finished •Get an adult if someone needs help.	•Only go when necessary •Flush when you are done •Wash your hands •Throw garbage in the trash •Report concerns	•Go straight to your destination •Keep track of your belongings	• Get to the bus stop a few minutes early • Get to the bus line immediately at dismissal • Remember your belongings • Watch for your stop

Blue Lions are Safe, Kind, Respectful, and Responsible

Health and Wellness Protocols

1. Our priority is to keep your child and our MLK staff in the safest learning environment. Your cooperation is necessary for us to achieve this.
2. Check in with your child each morning for signs of illness.
3. Please do not send children to school with a fever, worsening sore throats, coughs, diarrhea, severe headaches, vomiting, body aches, or loss of taste or smell. If you feel that these symptoms are a result of another diagnosis, a detailed physician's note will be required to remain in school.
 - a. To return to school, students must be 24 hours fever-free without the help of medication or at least 24 hours without active vomiting or diarrhea.
3. Talk to your child about precautions to take at school
 - wash/sanitize hands frequently
 - avoid sharing objects with other students
 - tell an adult if they do not feel well

Any student experiencing a fever or vomiting will be sent home immediately. Parent/guardian will be notified, and it is expected that the child will be picked up within 30 minutes. If you cannot pick your child up, please arrange for another adult to pick your child up. Alert the nurse or the main office if they are not on the emergency contact list.

A Note from the Nurse, MRS. MEISNER

The School Nurse - maintains medical records for each student. Parents/guardians must inform the nurse promptly of any special health problems and should feel free to contact the nurse if they have questions or would like to schedule a confidential appointment. The school nurse must have a student's ***Medical Emergency Contact Form and Immunization Record*** as well as the most ***updated Physical Examination at enrollment***. A student will be excluded from school if they are not in compliance with vaccination requirements and if such proof is not provided to the school. If a student becomes ill during the school day, they will be given immediate attention. Students should not personally call home if they feel ill; they should report to the school nurse. The nurse or a school staff member will contact the parents/guardians if their child is too ill to return to class.

School Administration of Medication

- A. Edison Township School District permits the school nurse to administer medications to students provided that:
 - a. Parents/Guardians provide the school nurse with a completed medication administration form.
 - b. **HS Form #7A** completed by the student's physician and signed by the parent/guardian.
- B. For allergies requiring Epinephrine auto-injectors, as EpiPen or Auvi-Q, for example, A Severe Allergy Treatment Plan
 - a. **HS Form #30A** must be completed by the student's physician and signed by the parent/guardian.
 - b. The same applies to students taking Asthma medications and the Asthma Treatment Plan;

All forms are available from the school nurse, or online at the Edison Township Public Schools website under the pull down menu's of "Departments" → "Health Services" → "District Forms"

(Be sure to print out ALL required pages and complete them all)

- c. Parents/Guardians submit a new medication administration form following any changes to the student's medication.
- d. Parents/Guardians provide to the school nurse the medication in the original, pharmacy labeled container, and this container is clearly labeled with the student's name, physician's name, medication name, dosage, and frequency of administration
- e. **STUDENTS ARE NOT PERMITTED TO TRANSPORT MEDICATIONS;** and
- f. Parents/Guardians submit a new medication authorization form each school year.

The parent's request for medication administration shall give permission to the Certified School Nurse to administer the medication and release the school of all liability. These requirements also apply to all over-the-counter medications such as Tylenol, Advil, etc., cough/cold, allergy medications, and eye drops. No cough drops will be allowed in school.

Harassment, Intimidation & Bullying

Edison Township Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means communication transmitted using an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and wellbeing of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property. Please contact Melanie McKenzie, MLK's Anti-Bullying Coordinator, melanie.mckenzie@edison.k12.nj.us for more information.

[Expectations for Pupil Conduct Board Policy #5500](#)

[Harassment, Intimidation and Bullying \(HIB\) Board Policy #5512](#)

[Cyber-Bullying Board Policy #5512.02](#)

Other Policies

Phone Policy

In order to ensure children's safety, cell phones are permitted both to and from school. However, cell phones are not to be used during school hours.

- Cell phones must be turned off and kept in the student's backpack during school hours.
- Students riding the bus must leave phones in their backpacks until they exit the bus.
- Any student who violates this procedure will have their cell phone taken and submitted to the main office. Cell phones will not be returned to that student until parents come in for a meeting with administration.

Please remember, for any emergency situation during the day, the office and classroom teachers should be emailed immediately, as well as calling the office.

Lost & Found

Please put an identification label on all outer clothing, including caps, hats, sweaters, raincoats, as well as lunch boxes, eyeglass cases, etc. Be sure to put the label on the **inside** so that your child's name is not visible to a stranger. Each year many unclaimed, unmarked items are given to charity or thrown away. If your child has lost something at school, they should check the "lost and found" in the front hallway.

Curriculum & Instruction

The district curriculum is aligned with the New Jersey Student Learning Standards. For a detailed look at English, Language Arts, Mathematics, and Science, please visit the district website at www.edison.k12.nj.us.

Parent Teacher Association

PTA Website: <https://sites.google.com/view/mlkschoolpta>

The mission of the PTA is threefold:

- ❖ To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- ❖ To assist parents in developing skills they need to raise and protect their children; and
- ❖ To encourage parent and public involvement in the public schools of this nation.

The Objectives of the PTA are:

- ❖ To promote the welfare of children and youth in home, school, community, and place of worship
- ❖ To raise the standards of home life
- ❖ To secure adequate laws for the care and protection of children and youth
- ❖ To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth
- ❖ To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education

PTA Membership

- ❖ Membership is open to all interested adults. Remember that all who are interested in helping may join...grandparents, aunts, uncles, friends, etc.
- ❖ From the membership fee which covers National, State & Local PTA membership about half is retained by the MLK PTA to be used for the many activities enjoyed by the children.

PTA Meetings

PTA meetings are open to all concerned individuals. They usually take place on the second Monday of the month, unless otherwise stated in the school calendar. Business is conducted by having the executive committee, and the chairperson of each standing committee make a report. While everyone is welcome, only Members have voting rights. The PTA will hear the concerns of anyone attending the meeting, but if a subject requires significant attention, it is suggested that you bring it up first with the appropriate committee. Unlike other PTAs, we consider all meetings to be general PTA meetings.

Volunteering

The PTA only works through the efforts of concerned parents, teachers, grandparents, and other individuals that volunteer their time to make Martin Luther King Elementary a better school. Regardless of the amount of time you have available, or your specific situation, there are ways through which you can contribute to the PTA. If you would like to volunteer in any way, please visit the PTA website www.mlkedison.org to signup or contact the PTA at mlkpta@mlkedison.org.