

# Student & Parent Handbook



## Evergreen Elementary School

1033 Evergreen Avenue · Plainfield, New Jersey 07033

Office: (908) 731-4260

Fax: (908) 731-4259

Principal: Johan Manuel Rojas, Ed.D.

Vice Principal: Haritha Tottempudi

WELCOME

SCHEDULES &

PROCEDURES

STUDENT SERVICES

PROGRAMS

PTO

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# Welcome to Evergreen School

## Principal's Message

Evergreen Elementary School Community,

Welcome to the 2023-2024 School Year!

As your new Principal and Vice Principal, Mrs. Tottempudi and I are excited to serve the Evergreen Elementary School's diverse community of learners and lead its talented faculty and staff.

We will work to sustain the expectation of success and community established at Evergreen Elementary School by building strong relationships with parents, students, staff, and community partners. Together, we will focus on the use of data to inform instruction, student leadership to enrich academics, and social-emotional learning to take care of the whole-child. We will provide exciting and challenging enrichment opportunities focused on ensuring the rigor of instruction in meeting the New Jersey Student Learning Standards. Together, our students will grow!

We believe in the transformative power of education and the opportunities that fruit from it. We shall call upon our own personal experiences and educational journeys to motivate, inspire, and move our students towards achieving their personal and academic goals.

We believe a strong home-school partnership is very important for our students to succeed. We hope to get to know your child and your family throughout the school year, during our various school events such as back to school night, concerts, arrival and dismissal, and parent-teacher conferences.

We believe that our students are our number one priority and ensuring their continued wellbeing is a community effort. We call upon your support and collaboration to ensure our students are "*Kind, Respectful, Evergreen Leaders who soar to new heights.*"

During the course of the year, it is our hope that we will work together to provide students with the best opportunities that prepare them for the real world as well as the skills necessary to master the challenges placed along their paths. We ask that you stay informed and engaged by joining our Parent Teacher Organization (PTO) and using your Genesis Parent-Portal for news and updates.

As an administrative team, our doors are always open and we welcome you! We invite you to be an active participant in our Evergreen community.

You can reach us at:  
(908) 731-4260

or

Johan Manuel Rojas, Ed.D.  
[johan.rojas@plainfield.k12.nj.us](mailto:johan.rojas@plainfield.k12.nj.us)

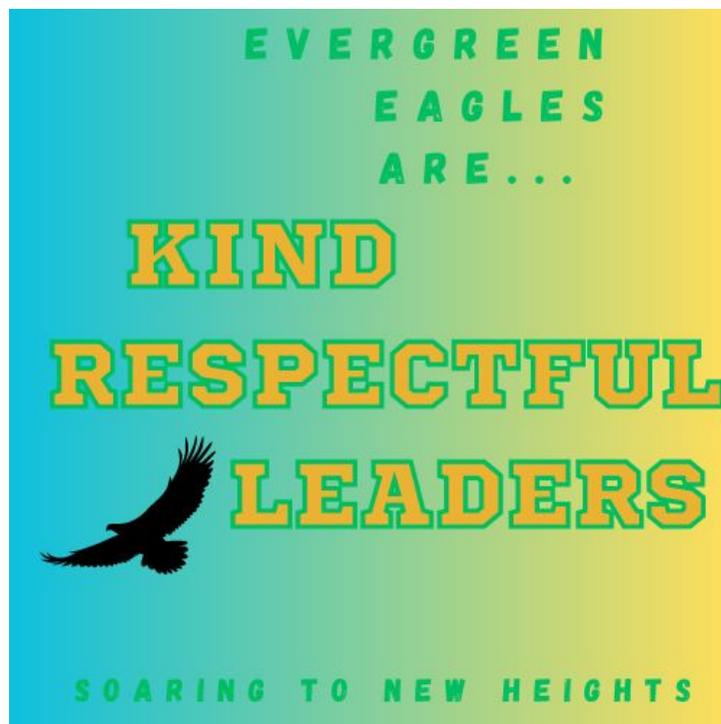
Haritha Tottempudi  
[htottempudi@plainfield.k12.nj.us](mailto:htottempudi@plainfield.k12.nj.us)

On behalf of the Evergreen Elementary School, let's have an awesome 2023-2024 school year!

# Welcome to Evergreen School

## Mission Statement

“Evergreen staff, scholars, families, and community will prepare students to soar to meet their highest academic, social, and emotional potential. As a team, we will guide our scholars to develop character, good citizenship, and become life-long learners, equipped for the rigor of middle school and beyond.”



# SCHEDULES & CALENDARS

## EMERGENCY SCHOOL CLOSINGS OR DELAYED OPENING

The Plainfield Public Schools recently updated its inclement weather/school closing procedures for district staff and students. The District is considered a “walking district”; therefore, the condition of the city’s roads and sidewalks play a critical role in determining the opening of schools. In the event of inclement weather (heavy snow and/or icy conditions), the Superintendent of Schools (or designee) will contact the television and/or radio stations and request they announce school closing information. In addition, the use of the School Messenger will be implemented for all students and staff. Parents will be notified whenever the weather could affect the start of classes by 6:00 a.m.

- School officials make a judgment call, based on weather forecasts, as to the strength of a prospective storm, wind factors affecting visibility, and the amount of snowfall for the safety of all district stakeholders.
- If a decision is made to close schools, contact will be made to:

WNBC - Channel 4 - [WNBC Web Site](#)

WABC - Channel 7 - [WABC Web Site](#)

NJ NEWS - Channel 12 - [News 12 Web Site](#)

Radio - WKXW (101.5 FM) - [101.5 Web Site](#)

Information will also be made available on the Plainfield Public School District

Hot Line: 908-731-4440.

- If parents feel the weather conditions present an unnecessary risk for their child, they are encouraged to use their discretion in making the decision to send their child to school.
- The decision to delay or close schools will be made prior to 6:00 a.m. based on the most updated weather information.

# SCHEDULES & CALENDARS

## EMERGENCY SCHOOL CLOSINGS OR DELAYED OPENING

- In the event of a delayed opening, students are to report at 10:00 a.m. Staff reports at 9:30 a.m. This may vary so, please check the school websites for more detailed information.
- If inclement weather develops during the morning when school is in session, a decision regarding an early dismissal for students will be made by 10:00 a.m. Parents will be advised through the School Messenger system by 10:30 a.m., and an update will be provided on the district's website.
- The purpose of an early dismissal, when implemented, is to provide adequate time for students to arrive home in a timely manner and to avoid potential accidents due to deteriorating weather conditions. Except in cases of emergency, lunch will be provided to students prior to their early dismissal.

# REGULAR SCHOOL DAY SCHEDULE

Period	Time
1	8:05 - 8:45 a.m.
2	8:48 - 9:28 a.m.
3	9:31 - 10:11 a.m.
4	10:14 - 10:54 a.m.
5	10:57 - 10:37 a.m.
6	11:40 - 12:20 p.m.
7	12:23 - 1:03 p.m.
8	1:06 - 1:46 p.m.
9	1:49 - 2:30 p.m.
Dismissal 2:35 - 2:45 p.m.	

## Lunch Schedule

Classes are to be escorted to the cafeteria at the following times:

Kindergarten & 1	10:57 a.m.-11:37 a.m.
Grades 2 & 3	11:40 a.m. - 12:20 p.m.
Grades 4 & 5	12:25 p.m. - 1:03.p.m.

# HALF A DAY SCHEDULE

Period	Time
1	8:01 - 8:25 a.m.
2	8:30 - 9:05 a.m.
3	9:10 - 9:35 a.m.
4	9:40- 10:05 a.m.
5	10:10 - 10:35 p.m.
6	10:40 - 11:00 a.m.
7	11:05 - 11:25 a.m.
8	11:30 -11:50 a.m.
9	11:55 - 12:10 p.m.
<b>Dismissal 12:10 p.m.</b>	

## Lunch Schedule

Classes are to be escorted to the cafeteria at the following times:

Kindergarten	10:10 a.m. - 10:35 a.m.
Grades 1 & 2	10:40 a.m. - 11:00 a.m.
Grades 3 & 4	11:05 a.m. - 11:25 a.m.
Grade 5	11:30 a.m.- 11:50 a.m.

# DELAYED OPENING SCHEDULE

Period	Time
1	10:05 - 10:25 a.m.
2	10:27 - 10:47 a.m.
3	10:49 - 11:09 a.m.
4	11:11 - 11:50 a.m.
5	11:52 - 12:32 p.m.
6	12:34 - 1:13 p.m.
7	1:15 - 1:54 p.m.
8	1:56 - 2:15 p.m.
9	2:17 - 2:35 p.m.
<b>Dismissal 2:35 p.m.</b>	

## Lunch Schedule

Classes are to be escorted to the cafeteria at the following times:

Lunch 1 (Grades K & 1)	11:15 a.m. - 11:55 a.m.
Lunch 3 (Grades 2 & 3)	11:50 a.m. - 12:30 p.m.
Lunch 3 (Grade 4 & 5)	12:30 p.m.- 1:10 p.m.

# District Calendar



## PLAINFIELD PUBLIC SCHOOLS 10-MONTH CALENDAR 2023-2024 School Calendar

**APPROVED**  
June 20, 2023  
BOE Business Meeting

MOVING PLAINFIELD PUBLIC SCHOOLS FORWARD

September 2023					16/19
M	T	W	Thr.	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

February 2024					20/20
M	T	W	Thr.	F	
				1	2
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29		

Color Codes	
<span style="background-color: #f08080; width: 20px; height: 10px; display: inline-block;"></span>	Professional Development
<span style="background-color: #add8e6; width: 20px; height: 10px; display: inline-block;"></span>	Students Return/Last Day for Students
<span style="background-color: #f5deb3; width: 20px; height: 10px; display: inline-block;"></span>	Schools Closed
<span style="background-color: #ff69b4; width: 20px; height: 10px; display: inline-block;"></span>	Early Dismissal – K-12 Students
<span style="background-color: #90ee90; width: 20px; height: 10px; display: inline-block;"></span>	Early Dismissal – Parent/Teacher Conferences
<span style="background-color: #e0e0e0; width: 20px; height: 10px; display: inline-block;"></span>	Single Session

October 2023					21/21
M	T	W	Thr.	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

March 2024					20/20
M	T	W	Thr.	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Fall 2023	
9/1	All Employees Return – Staff Convocation
9/1, 9/5 – 9/6	Professional Development
9/4	Schools/District Closed – Labor Day
9/7	First Day for Students
9/25	Schools/District Closed – Yom Kippur
<b>BACK-TO-SCHOOL NIGHT</b>	
Elementary – 9/19 • Middle – 9/20 • High School – 9/21	
10/2	Early Dismissal – Professional Development
10/9	Schools Closed – Indigenous Peoples' Day
11/7	Schools Closed – Election Day
11/9 & 11/10	Schools Closed – NJEA Conference
11/13	Early Dismissal – Professional Development
11/22 – 11/24	Schools Closed – Thanksgiving Recess
11/28-11/30	Early Dismissal – Parent/Teacher Conferences

November 2023					16/16
M	T	W	Thr.	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

April 2024					16/16
M	T	W	Thr.	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

Winter 2023-2024	
12/4	Early Dismissal – Professional Development
12/22	Early Dismissal – K-12
12/25 – 1/2	Schools Closed – Winter Recess
1/8	Early Dismissal – Professional Development
1/15	Schools Closed – Dr. Martin Luther King, Jr. Day
2/5	Early Dismissal – Professional Development
02/06 – 02/08	Early Dismissal – Parent/Teacher Conferences
2/19	Schools Closed – President's Day
3/4	Early Dismissal – Professional Development

December 2023					16/16
M	T	W	Thr.	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

May 2024					22/22
M	T	W	Thr.	F	
				1	2
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

Spring 2024	
3/29, 4/1 – 4/5	Schools Closed – Good Friday / Spring Recess
4/10	Schools Closed – Eid Al-Fitr
4/15	Early Dismissal – Professional Development
5/6	Early Dismissal – Professional Development
5/27	Schools Closed – Memorial Day
6/4	Schools Closed – Primary Election Day
6/19	Schools Closed – Juneteenth
6/24-6/26	Early Dismissal – K-12
6/27	Last Day for Students and Staff

January 2024					20/20
M	T	W	Thr.	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

June 2024					15/16
M	T	W	Thr.	F	
				1	2
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Mid-Marking Period (Progress Reports) Closing Dates					
1 <sup>st</sup> MP	10/11	2 <sup>nd</sup> MP	12/22	3 <sup>rd</sup> MP	03/07
		4 <sup>th</sup> MP	05/17		
Marking Period Ending Dates					
1 <sup>st</sup> MP	11/16	2 <sup>nd</sup> MP	02/02	3 <sup>rd</sup> MP	04/16
		4 <sup>th</sup> MP	06/17		
Evening Parent/Teacher Conference Dates					
Elementary School	Middle School	High School			
11/28	02/06	11/29	02/07	11/30	02/08

182 – Student Days • 187 – Teacher Days  
Calendar Includes: 2 Emergency Days

**Plainfield Public Schools**  
• 1200 Myrtle Avenue •  
Plainfield, NJ 07063 • (908) 731-4200 • [www.plainfieldnj12.org](http://www.plainfieldnj12.org)

# Important Dates

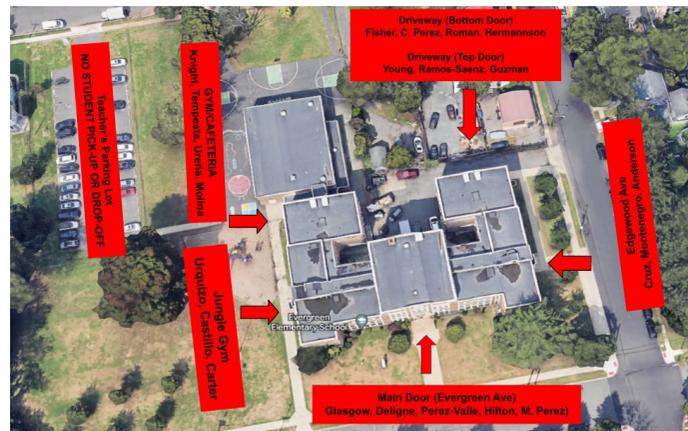
Kindergarten Orientation	
Tuesday, September 5th (tentatively)	10:00 am
Back to School Night Grades 1-5 Only	
Tuesday, September 19th	6:30-8:30 pm
Parent Teacher Conferences	
Tuesday, November 28th	6:00-8:00 pm
Wednesday, November 29th Thursday, November 30th	1:00-3:00 pm
Tuesday, February 6th	6:00-8:00m pm
Wednesday, February 8th Thursday, February 9th	1:00-3:00 pm
State Testing	
Grades 3-5 Math & ELA	TBA
Grade 5 Science	TBA

# PROCEDURES & POLICIES

## Arrival and Dismissal

The safety of our children is important to all members of Evergreen School community. Your cooperation will ensure that our children remain safe and secure as they enter and leave school each day. It is vital that parents follow established traffic and parking regulations.

The morning arrival time is 8:05 a.m. The bell rings for school to start at 8:05 a.m. The afternoon dismissal time is 2:35 PM. It is important that the school be notified in writing if your child has a change in dismissal plans for the day.



## Student Supervision Before & After School Dismissal

Outside supervision of students before 8:05 a.m. is not provided by the school. Students are encouraged to participate in the breakfast program that starts at 7:30 a.m.

Should an emergency or an unforeseen event prevent you from picking up your child from school at dismissal, you must contact the school immediately. The responsible adult must come into the building to sign the child out of school. Administration will schedule mandatory meetings for parents that consistently pick up their child or children after dismissal.

# PROCEDURES & POLICIES

## Attendance Procedure

Attendance is the collaborative responsibility of students, parents, and school personnel. The Board of Education Attendance Policy states in part, "The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully." Absences from school jeopardize the pupil's ability to satisfactorily complete prescribed courses of study and violate New Jersey Statutes 18A:25-31 that requires children of the school compulsory age to attend school regularly.

In order for students to receive credit for a class/course and the maximum instructional time, the following written attendance reporting procedures have been adopted district wide:

- First (1st) Student's Unexcused Absence – The homeroom class/period one reporting instructor/teacher is to report all student absences to the Attendance Secretary after the teacher has attempted or made initial contact with the parent or legal guardian and is on record regarding the student's first absence from class.
- Note: All school instructors/teachers are to report daily attendance and absences of students enrolled in his or her class electronically to the Attendance Secretary by 9:00 a.m. each day school is in session.
- The Attendance Secretary records both excused and unexcused absences in the GENESIS system. The Attendance Secretary notifies the parent or the legal guardian on record of a student's unexcused absence within 24 hours of the unexcused absence(s) through the generation of an automated phone call (Global Connect).
- Third (3rd) Student's Unexcused Absence – The homeroom class/period one reporting instructor/teacher is to report the third absence to the Attendance Secretary after the teacher has attempted or made initial contact with the parent or legal guardian on record about the student's third absence from class. Written documentation of parent contact by the instructor/teacher must be recorded in the grade book or on an identified parental contact log with dates and comments about the student's absence(s).

# PROCEDURES & POLICIES

- The Attendance Secretary records both excused and unexcused absences in the GENESIS system, which notifies the parents or the legal guardian on record of a student's unexcused absence within 24 hours of the unexcused absence(s) through the generation of an attendance letter.
- The Attendance Secretary – After receiving absence notification from the instructor/teacher, the parent is notified within 24 hours of this sixth absence by the Attendance Secretary, School Social Worker, Dropout Prevention Specialist, School Counselors and/or Family Liaison that the student has not reported to school. A verification letter of absence is required by the parent explaining the student's cumulative six absences with the parent's signature and/or submit a doctor's note if the student's absence is due to illness. The school and district will work collaboratively and be responsible for parent contacts, home visits, coordination of parent and student conferences, to review and address the sixth student absence and possible consequences.
- The Attendance Secretary – is to notify the Truancy Social Worker and Truancy Attendance Officer of the ninth absence from school.
- The Attendance Secretary records both excused and unexcused absences in the GENESIS technology system, which notifies the parent or legal guardian on record of a student's unexcused absence within 24 hours of the unexcused absence(s) through the generation of an attendance letter.
- The Truancy Social Worker and/or Truancy Attendance Officer – is to meet with the student's school counselor and school administrator and/or designee to address and recommend appropriate attendance service interventions where applicable.
- Fifteenth (15th) Student Absence – The homeroom class/period one reporting instructor/teacher is to report all cumulative student absences to the Attendance Secretary after the instructor/teacher has attempted or made contact with the parent or legal guardian on record about the student's fifteenth absence from class.

# PROCEDURES & POLICIES

- The Attendance Secretary records both excused and unexcused absences in the GENESIS technology system, which notifies the parent or legal guardian on record of a student's unexcused absence within 24 hours of the unexcused absences through the generation of a Truancy Letter addressing the cumulative fifteenth unexcused absence.
- The Attendance Secretary – Notifies the student services team with a request that the potential truant student be referred to the Truancy Child Study Team and school administrator and/or designee.

Note: Parents have five (5) school days beginning the day after the student's absence to provide written substantiation as prescribed by state law as an excused absence.

## Academic/Social Emotional Supports

Our school has a building-based Intervention and Referral Services (I&RS) Team, which is designed to assist students who are experiencing learning, behavior or health difficulties and assist staff in addressing student needs.

Please contact your child's teacher and/or school social worker for referrals and/or additional information.

# PROCEDURES & POLICIES

## One To One Devices – ipads

Every Evergreen student will receive a new IPAD with a charger to support his or her learning experience. Students must take care of their iPads to ensure they are in working condition. A list of the cost to replace the iPads and parts of the iPad will be provided on the first day of school.

## Cell Phones

Students may not use cell phones or Smart Watches during the school day. If you want your child to carry a cell phone or Smart Watch, it must remain off and out of sight during the school day, on the bus going to and from school, and on before and after school extracurricular activities.

In case of an emergency, please call the school office. Students will be allowed to use the school office phone in case of emergency.

# PROCEDURES & POLICIES

## Character Education

Character Education and social emotional development are woven into the underlying theme of our school. Activities are infused into the school environment to encourage and promote responsible and respectful behaviors. The six pillars of character education (Trust, Respect, Caring, Responsibility, Fairness and Citizenship) are consistently encouraged and discussed. In addition, they are incorporated into our school's Code of Conduct.

## SiLAS - Socially Interactive Learning Avatar Software

SiLAS meets the social-emotional needs of students in general, special, and transition-education programs through an interactive, avatar-based software platform that enables educators to implement cutting-edge Social Emotional Learning curriculum at all levels of education. These interactive lessons take place within the classroom and serves as a model program within our school.

# PROCEDURES & POLICIES

## Code of Conduct

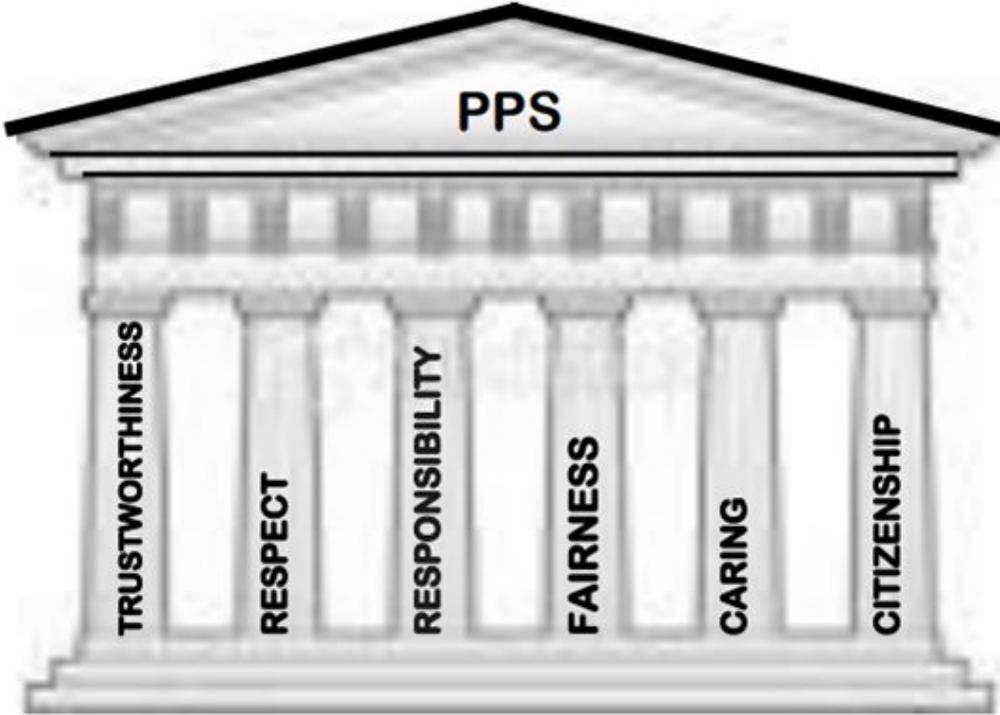
Education in this community represents a significant commitment to our students and their development. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's behavior. Providing a safe and secure campus-learning environment for every student is a goal of the Plainfield School District. A proper balance between expectations and responsibilities is essential if the district is to provide a safe and secure educational system that allows student to develop to their fullest potential.

The Purpose:

- To support a positive school climate where learning takes place for all stakeholders of the school community.
- To provide clear expectations for positive recognition, academic and social standards and social and emotional learning opportunities for all students within our district.
- To support character building that is necessary for success in life.
- To provide a method of corrective instruction and interventions for responding to conduct offenses.

# PROCEDURES & POLICIES

(District Code of Conduct in its entirety is available on the districts website) <https://www.painfieldnj12.org/parents>



# PROCEDURES & POLICIES

## School Closed/Delayed Opening/Emergency Early Dismissal

(See Delayed Opening Schedule on Page 7)

The Plainfield Public Schools recently updated its inclement weather/school closing procedures for district staff and students. The District is considered a “walking district”; therefore, the condition of the city’s roads and sidewalks play a critical role in determining the opening of schools. In the event of inclement weather (heavy snow and/or icy conditions), the Superintendent of Schools (or designee) will contact the television and/or radio stations and request they announce school closing information. In addition, the use of the School Messenger will be implemented for all students and staff. Parents will be notified whenever the weather could affect the start of classes by 6:00 a.m.

- School officials make a judgment call, based on weather forecasts, as to the strength of a prospective storm, wind factors affecting visibility, and the amount of snowfall for the safety of all district stakeholders.
- If a decision is made to close schools, contact will be made to:

Television - Plainfield Public Schools - Channel 97 on Comcast or Channel 30 on FIOS

WNBC - Channel 4 - [WNBC Web Site](#)

WABC - Channel 7 - [WABC Web Site](#)

NJ NEWS – Channel 12 - [News 12 Web Site](#)

Radio - WKXW (101.5 FM) - [101.5 Web Site](#)

Information will also be made available on the Plainfield Public School District Hot Line  
908-731-4440.

# PROCEDURES & POLICIES

- If parents feel the weather conditions present an unnecessary risk for their child, they are encouraged to use their discretion in making the decision to send their child to school.
- The decision to delay or close schools will be made prior to 6:00 a.m. based on the most updated weather information.
- In the event of a delayed opening, students are to report at 10:00 a.m. Staff reports at 9:30 a.m. This may vary so, please check the school websites for more detailed information.
- If inclement weather develops during the morning when school is in session, a decision regarding an early dismissal for students will be made by 10:00 a.m. Parents will be advised through the School Messenger system by 10:30 a.m., and an update will be provided on the district's website.
- The purpose of an early dismissal, when implemented, is to provide adequate time for students to arrive home in a timely manner and to avoid potential accidents due to deteriorating weather conditions. Except in cases of emergency, lunch will be provided to students prior to their early dismissal.

# PROCEDURES & POLICIES

## Parent Alert System

Below is the code system that will alert parents and staff on the decisions made:

-  **CODE RED:** All schools closed for students, 10-month and 12-month employees. Only essential staff report.
-  **CODE ORANGE:** Delayed Opening- 2-hour delay for all students, all 10-month and 12-month employees report at 9:30 a.m. Essential staff regular reporting time.
-  **CODE YELLOW:** Half-day session-dismissal for students. Elementary Schools at 12:10 p.m., Middle Schools and PAAAS at 1:05 p.m., PHS at 12:55 p.m. Staff will be released accordingly. Essential staff remain.
-  **CODE GREEN:** District is closed to students and 10-month employees. Essential staff are to report. Twelve-month staff may be required to report (absence may be reported with no penalty).

# PROCEDURES & POLICIES

## Uniform & Dress Guidelines

Students are encouraged to dress appropriately in our school uniform. Since learning is our primary focus, students should wear attire that is in keeping with a positive school environment. The uniform attire is as follows:

- Khaki pants (boys) with Green or White shirts
- Khaki skirts or slacks (girls) with Green or White blouses.
- Black shoes

If support is needed in obtaining uniform wear, school Social Workers are available.

## Field Trips

Field trips are an opportunity for students to learn in a new environment. Each class will take a minimum of one field trip that will be determined by the grade level teachers. As each grade schedules trips, the total cost of admission and transportation will be calculated as a per student amount. Parents will be notified in advance of all trips and any cost associated with the trip. Parents must complete a permission slip and pay the necessary amount if applicable.

If your child is not attending the trip and/or you do not send your permission slip into school, your child will be placed in an alternate educational setting for the day.



# PROCEDURES & POLICIES

## Harassment, Hazing, Intimidation, Bullying and Cyber-Bullying

The Plainfield Board of Education expects all administrators, staff, students and volunteers to treat each other with respect and not to engage in behavior that is disruptive or violent. In accordance with the New Jersey 2011 Anti-Bullying Bill of Rights Act, effective September 1, 2011, the Plainfield Board of Education established school-based Anti-Bullying Specialists and School Safety Teams to help minimize Harassment, Intimidation and Bullying.

Our scholars participate in classroom lessons, discussions and assemblies addressing this topic throughout the year. Students, parents, and staff should report any incidents of Harassment, Hazing, Intimidation, Bullying and/or Cyber-Bullying.

If you have additional questions, please contact:

Evergreen Elementary School/ HIB Specialist:

Email:



# PROCEDURES & POLICIES



## Health Services

The school nurse is responsible for the health assessment of students, which includes acquiring and maintaining a comprehensive health history. School health services are provided to promote the health of students and staff. As part of the services, screenings; height/weight, blood pressure, hearing, vision and scoliosis, are conducted at certain grade levels. The schedule is directed by NJ Department of Education guidelines. The screenings are administered as a preventative measure to identify possible physical problems. If follow-up is required, a referral letter will be sent home. The school nurse is also available as a consultant, but does not diagnose. The nurse will provide emergency first aid treatment for accidents that occur in school. School nurses are not permitted to dispense any medication without a physician's written permission. This includes prescription or over-the-counter medications. Only a physician may prescribe medication that can be given to a student during school hours.

Please contact our school nurse for forms and any other medical inquiries you may have.

Nurse Martinez

# PROCEDURES & POLICIES

## Homework

Homework is an extension of the curriculum presented in school. It provides additional reinforcement of skills learned in school. Students may receive homework to support the learning that takes place in the classroom.

We encourage students to read every day and ask parents to support their child with reading for enjoyment.

## PTO

When you are involved in your child's school, you are involved in your child's life. Children with parents involved in their school have higher attendance, higher self-esteem AND get better grades! Consider being an active member while your child is here at Evergreen School. We look forward to seeing you at one of our meetings or events!

PTO Meeting Dates: TBA Virtual Link will be available on the school's website.

Contact the Main Office if you are interested in serving in a leadership role, committee and/or spearheading an event or fundraiser.

## Lost and Found

If a student has lost an item, he/she should check in the school Lost and Found box located in the cafeteria. Please do not allow your student to bring valuable items to school. We can neither secure them nor take responsibility for them. You are strongly encouraged to write the student's name on lunch boxes, coats, hats, etc.

## Breakfast and Lunch

The district offers breakfast and lunch to all students. Students can also bring breakfast or lunch from home. Please note that glass containers are prohibited. A monthly menu is posted at the start of each month and can be found on the school website.

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The district uses an electronic purchasing system that makes our breakfast/lunch procedures move more efficiently and effectively. Please be reassured that our staff will be on hand to assist in case students have trouble remembering their PIN or inputting the numbers. It is recommended that parents/guardians review the PINs with their child. For information about the breakfast and lunch, programs, including how to access your child's account, please go to the district website.

Please note, meal applications are available online and paper copies are available. Meal applications will go home with students during the first week of school. We encourage parents to complete the application and return it immediately.

## Cafeteria Procedures

1. **LEAD STAFF** - Each lunch period will be assigned a Lead Staff. The Lead staff will have a radio for communication. The Lead Staff will be responsible for calling tables to obtain their lunch and calling tables to line up for the playground and dismissal of the lunch period.
2. **ENTERING CAFETERIA** - Students are to be escorted to lunch area and to their assigned seat/table by their teacher in an orderly manner. Running is not permitted. Students are to remain seated keeping their hands and feet to themselves and out of the aisles. Students will use indoor voices in and around the cafeteria.
3. **RECEIVING LUNCH** - Classes will be called to get in line to obtain their lunch. Students are expected to line up single file in the cafeteria in the assigned area. Cutting into the lunch line is not permitted. Students found cutting in line are to be placed at the end of the entire line. Students may not save places in line.
4. **TABLE ETIQUETTE** - Students are expected to eat in a polite, quiet and acceptable manner at assigned tables. No throwing of food, yelling, running, selling or trading of food is permitted. Eat only your own food (no trading or sharing).

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5. RESPECT - Students respect of cafeteria staff and all other personnel assisting with lunch operations is mandatory. Students are to follow the instructions of all adults on duty in the cafeteria. Staff will afford students the same respect.
6. DISCIPLINE - Cafeteria staff assigned to the lunch period have the responsibility and authority to discipline students in accordance with school and district guidelines.
7. FOOD DISPOSAL - Each student is responsible for the disposal of his/her trash in an appropriate receptacle. All students must leave their eating area clean, including food, paper, and spilled liquids.
8. BATHROOM USE - Students will remain seated unless given permission to leave their table. Bathroom use should be minimal. Teachers will take younger students to the restroom before bringing them to the cafe.
9. DISMISSAL - At the conclusion of an eating period of at least ten minutes, an adult on duty will signal to students that they may prepare for dismissal. When trash is picked up, students will be dismissed to line up quietly and wait for a staff assigned to release them to the playground or their teacher.

# SCHOOL SUPPLIES LIST

**SCHOOL YEAR  
2023-2024**

All students will be provided with the following supplies in school.

Kindergarten	1st Grade – 5th Grade
<ul style="list-style-type: none"> <li>● 1 box of Pencils (#2 Ticonderoga “My First”)</li> <li>● 2 Mead Primary Composition notebook</li> <li>● Erasers</li> <li>● 1 box of color pencils</li> <li>● Crayons</li> <li>● Glue sticks</li> <li>● Child safe scissors</li> <li>● 2 Folders</li> <li>● Pencil case/box</li> <li>● Color Construction paper</li> <li>● Brown paper bag</li> <li>● Headphones</li> </ul>	<ul style="list-style-type: none"> <li>● Headphones (For iPad use)</li> <li>● Electronic device</li> <li>● Notebooks (at least 5)</li> <li>● Folders with Pockets (at least 5)</li> <li>● Pencils</li> <li>● Box of Crayons</li> <li>● Box of Colored Pencils</li> <li>● Scissors</li> <li>● Post-it (grades 3rd-5th)</li> <li>● Highlighters (grades 3rd-5th)</li> <li>● Blue/Black Pens (grades 3rd-5th)</li> </ul>

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## Genesis Information

PARENTS - If you have not signed up for a Parent Portal Account yet, you can complete it on the district's website. If you need assistance with completing the Parent Portal, please contact the Main Office.

The Parent Portal allows you to access your child's attendance and grades from your computer, as well as communicate with the teacher.

## Grading Student Performance

A rubric, scoring tool, is used to measure what is important to learn relative to a subject. The purpose of the student achievement rubric below is to provide a common language for discussing student progress as it relates to the objectives of a unit or course.

Exceeds Standards      97-100=A+

93-96=A

90-92=A-

The student has a complete and detailed understanding of the important information related to the objective derived from the standards. The student can perform the skills or processes important to the objective without significant errors and with fluency. The student understands the key features of the skills or processes necessary to achieve the objective.

Meets Standards      87-89=B+

83-86=B

80-82=B-

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The student has a complete understanding of the important information related to the objective but not in great detail. The student can perform the skills or processes important to the objective without making significant errors. The student understands the key features of the skills or processes.

Approaching Standards      77-79=C+

73-76=C

70-72=C-

The student has an incomplete understanding of the topic and/or misconceptions about some of the information related to the objective. However, the student maintains a basic understanding of the objective. The student makes some significant errors when performing the skills or processes important to the topic but still accomplishes a rough approximation of the skills or processes.

Below Standards      65-69=D

The student has an incomplete understanding of the topic and has misconceptions about most of the information related to the objective. The student is unable to perform the skills or processes necessary to complete the task.

Significantly Below Standards 64=F

The student fails to attempt the completion of the task. This may be due to an incomplete understanding of the topic and/or misconceptions about the information related to the objective.

## **Parental/Guardian Media Release**

This parental consent form requests your permission for the usage of your child's photo/image and his/her work to be published on the district website, district blogs, publications, promotional materials and multimedia productions.

You will receive the form in early September. Once you receive it, please check and initial your choice, fill out the information, sign your name and return the form to your child's teacher (the form is also available on district website).

# STUDENT SERVICES

## SCHOOL NURSE MESSAGE

Ms. Jacqueline Martinez

Medications shall be administered only upon the written order of the family physician and a written request from the parent. The order from the physician shall include diagnosis, dosage of medication, and time to be given. All medications must be sent to the nurse in a labeled prescription bottle.

These requirements also apply to all over the counter medications such as Tylenol, cough/cold, allergy medications, and eye drops.

In the interest of your child's health, it is suggested that you keep your child home if he/she has the following systems:

- Fever of 100 or more
- Vomiting and/or diarrhea during the night or in the morning
- Heavy coughing, nasal discharge or a loose, frothy cough from an upper respiratory infection
- Severe headache or stomach cramps
- An undiagnosed rash
- Red or swollen eyes

If you have any questions or concerns or if your child has any special needs, as a result of an injury or an accident, please contact:  
Ms. Martinez @ 908-731-4200 ext 4265.

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# STUDENT SERVICES

## PHYSICAL EDUCATION MESSAGE

Mr. Kopacz & Mr. Madsen

- All students must wear SNEAKERS!
- NO JEWELRY is to be worn during class due to safety reasons. If jewelry is taken is taken off at the beginning of class and put in their pocket, it may fall out and then become lost. If it is taken off and left in the gym, it may be stolen. The best procedure to follow is not to wear jewelry on the day that Physical Education is scheduled.
- APPROPRIATE CLOTHING MUST BE WORN. Clothes which are comfortable and permit freedom of movement are necessary for participation in our activities.
- Please write a note if you find it necessary to have your child excused from class. The note will exclude your child from all physical activity for no more than 2 days. If your child needs to be excused for more than 2 days, a doctor's note is needed

## LIBRARY MESSAGE

Ms. Gay-Brown

All students K-5 visit the school library with their teacher one day each week. While there, students will be able to return their book(s) and have an opportunity to choose and sign-out books for their reading pleasure and/or class assignments. Fourth and fifth graders will be able to sign out magazines as well.

Students in grades K-5 who have been absent, may visit the library during homeroom upon their return to school. Those who forgot their books on library day, may choose books which will be reserved for up to two days. They will be able to return books during homeroom and pick up their reserved books

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## SPECIAL PROGRAMS & SERVICES

### School Social Worker

Ms. Roxanna Valentin & Ms. Tiffany Giannakouros

The School Social Worker at Evergreen can provide support to meet the wide range of emotional, social, and academic needs of all our students. The services include but are not limited to individual and group counseling, classroom social emotional learning lessons, crisis intervention, consultation with parents and teachers, and parent workshops.

If you have questions and concerns about the academic, social, or emotional well-being of your child, please contact Ms. Valentin or Ms. Giannakouros. It is imperative that we work together to find a solution to your particular child's situation. If you would like more information regarding the support or services that are provided, please call 908-431-4200 ext. 5066. They can also be contacted via email at: [rvalentin@plainfield.k12.nj.us](mailto:rvalentin@plainfield.k12.nj.us), [tiffany.giannakouros@plainfield.k12.nj.us](mailto:tiffany.giannakouros@plainfield.k12.nj.us).

### Intervention & Referral Service Committee (I&RS)

The I&RS Committee is a school-based problem solving group whose purpose is to assist with strategies for working with students who have problems in learning and/or behavior. The committee includes: the principal, a member of the child study team, the school nurse, the interventionist, the school social worker, and a classroom teacher.

The primary role of the committee is to help students with learning and/or behavior problems receive the assistance they need within the regular education program setting. An intervention plan is developed and put into place for a period of time, then the progress is reviewed by the team. If the interventions are not successful, the committee may recommend referral to the child study team.

A request for a referral can also be made by parents/guardians

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## The Child Study Team

The child study team consists of a school psychologist, social worker, and a learning disabilities teacher consultant. The team will review the referral to decide whether an evaluation is necessary. Your written permission is required by the child study team before the first assessment of the evaluation can begin.

Once your consent is given the team will gather information on your child's physical health, social and emotional well-being, and academic and cognitive abilities. This will be done through observations by each member of the child study team, educational and psychological tests, and interviews with your child's teachers and you, the parents. Next, you will be invited to a meeting to have the evaluations explained by the child study team. If your child meets the eligibility requirements for classification, and Individualized Education Program (IEP) will be developed.

## What is an IEP?

The individualized education program 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 serves as a written agreement between the local school districts and the parents to provide 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 that is developed for the child in order for the school district to start the child in the program as designed in the IEP.

# STUDENT SERVICES

## Response to Intervention

### “RTI”

Response to Intervention (RTI) is a multi-tiered problem solving approach that identifies general education students struggling to achieve benchmark with their grade-level peers.

The RTI model is being implemented in grades 1-5 and includes the following four components: criteria for determining the levels of intervention, types of interventions and materials, amount and nature of student performance data to be collected and the frequency of progress monitoring.

By identifying students early using a universal screener, teachers can provide appropriate interventions to meet each student's specific needs. Students who continue to struggle will receive more intensive instruction in a smaller group setting beyond the core instructional block to accelerate their learning.

## Related Services

Related Services refers to a variety of educational services that may be provided to students with a disability as part of their special education program. Related services are listed in the IEP, or 504 Plan, including the amount of time per week the child will receive each related service, and the expected length of time that will be required. Some of the related services your child may receive are:

- speech and language therapy
- counseling services
- occupational therapy
- adaptive physical education
- transportation

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## 21st Century

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## SCHOOL ACTIVITIES

### After School Clubs

Our staff volunteers their time participating in an after school program for grade levels 3-5. Clubs ranged in interest from reading to art. Although the variety will be different this year, be on the lookout for the sign-up sheet because these classes close out quickly.

### Student Council

Student Council is an intricate part of Lindeneau School. Officers and homeroom representatives are elected each year by our students in grades 3-5. However, all students within our school can be actively involved. Student Council instills many valuable "life lessons", which are accomplished through community service projects, fundraisers, and by attending meetings and reporting the information to their fellow students.

Last year, the Student Council was instrumental in spearheading food drives and collecting items for the animal shelter, as well as fundraisers for Make A Wish and Ronald McDonald House. The philosophy of Student Council creates a sense of responsibility, caring, sharing, and helping others for everyone at Lindeneau School.

### Safety Patrols

The Safety Patrols assist with bus departures at the crosswalks, in hallways and classrooms. The most responsible and dependable fifth graders are given the opportunity to help establish and maintain a safe school environment. Safeties not only enforce the rules, but set the example for other students to follow. They have specific rules/guidelines they are to follow. This agreement is signed off on by the patrol, their parent/guardian and the advisors.

### Instrumental Music

The instrumental music program is open to students in grade 4 & 5. Lessons on flute, clarinet, saxophone, trumpet, trombone, baritone and drums are offered. Ms. Valhalla takes students weekly during regular class time for lessons. The band performs at the winter and spring concerts.

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## Orchestra

The strings program is open to students in grade 4 & 5. The teacher provides lessons once a week on the violin, viola, and cello. The strings orchestra performs at both the winter and spring concerts.

## Chorus

In addition to the weekly music lessons built into the curriculum, students in grades 4 & 5 have the opportunity to perform in the chorus. This group performs in the winter and spring concerts. Rehearsals take place during after school weekly.

# PROGRAMS

There are many kinds of celebrations in our schools which help us build a positive and loving learning community. This document provides guidance for celebrating individual birthdays, holidays, and classroom parties.

## Birthday Celebrations

There will be a limited amount of school wide celebrations where certain foods will be allowed in the classrooms. Parents must bring all food items for celebrations to the office and not directly to the individual classrooms. Birthdays are special and children like to celebrate their birthdays with their classmates. Birthdays at the elementary schools may be celebrated, but we ask that this be done in a healthy way. Participating in any of the birthday options is strictly voluntary. Should you want your child to celebrate his/her special day with his/her classmates, here are some suggestions:

- **Option One**

Send something with your child to hand out to classmates like stickers, pencils, small erasers, and/or bookmarks. Please contact your child's teacher.

- **Option Two**

Parents can donate a book to the classroom library labeled with the birthday student's name.

- **Option Three**

Send a healthy snack to the school that does not include birthday cake, cupcakes etc. All items brought to the school must be store bought and not homemade. All items must be individually packaged and ready to eat.

**Please ensure all items do not contain nuts of any kind.**

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## Classroom and Whole School Celebrations

Classroom Celebrations	Date & Time	Person(s) Invited
Halloween Parade	10-31-2023 @ 1:30 PM	All students and parents
Fall Harvest	11-21-2023 @ 1:49 PM	2 classroom parents per HR
Holiday Celebration	12-22-2023 @ 1:49 PM	2 classroom parents per HR
Valentines Day	02-14-2024 @ 1:49 PM	2 classroom parents per HR
End-of-Year Celebration	06-18-2024 @ 1:49 PM	2 classroom parents per HR

Whole-School Celebrations	Date & Time	Person(s) Invited
Hispanic Heritage Month		All students- In-School Event All Parents- PM Event
Veteran's Day		All students- In-School Event
Black History Month		All students- In-School Event All Parents- PM Event
Read-Across America		All students- In-School Event
Women's History Month		All students- In-School Event

\*If you would like to exclude your child from the above celebration, he/she will be escorted to the Library and supervised by a staff member. Please inform the classroom teacher of your child's exclusion with anticipation.

# PARENT-TEACHER ORGANIZATION

## Parent-Teacher Organization (PTO)

Evergreen Elementary Parent Teacher Organization (PTO) was organized exclusively for educational purposes. Specifically, the Evergreen PTO, consisting of dedicated parents and teachers, strives to supplement the school's resources to ensure that the students have the tools they need to succeed. The PTO provides money through fundraising for field trips, cultural arts assemblies, classroom supplies and other educational materials to enhance our children's education. The Evergreen PTO meets monthly. The purpose of the meetings is to plan and discuss any and all events that the PTO sponsors. All meetings take place at Evergreen School.

### EVERGREEN ELEMENTARY SCHOOL PTO

EXECUTIVE COMMITTEE

## Ice Cream in the Playground

**August 23, 2023 @ 5:00 pm-6:30 pm**

Ice cream in the Playground is held in the Evergreen playground a few days prior to the start of the new school year. The purpose of the event is to provide an opportunity for new and returning students to reacquaint themselves with their peers and for parents to reconnect with one another over ice cream and fun in the park.

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