

Torey J. Sabatini School

Family Handbook

2025-2026



Student Theme Statement (Written by the fifth-grade class of 2026) - **Totally Jaguar Strong**

We are the Jaguars of TJS.
We have a Blue Ribbon to show our success.
We'll rise to the top and never go down.
Because at TJS, we give our very best.



Torey J. Sabatini School
Principal Ms. Ileana Garcia
359 Woodland Road
Madison, NJ 07840
Phone: (973) 593-3182

Torey J. Sabatini School
General Information

Important Phone Numbers

Attendance	973-593-3182 (Press 1)
Board of Education Office	973-593-3101
Health Office	973-593-3182 ext. 3184
Main Office	973-593-3182

School Hours

Regular School Hours	Bell Rings	8:30 AM
	Late Bell	8:35 AM
	Gr K Dismissal	3:10 PM
	Gr 1-5 Dismissal	3:15 PM
Early Dismissal Days	Bell Rings	8:30 AM
	Late Bell	8:35 AM
	Gr K-5 Dismissal	12:45 PM
Delayed Opening Days	Bell Rings	10:30 AM
	Late Bell	10:35 AM
	Gr K Dismissal	3:10 PM
	Gr 1-5 Dismissal	3:15 PM

The main office is open from 8:00 AM - 3:30 PM for school business, Monday through Friday. Students do not have access to the building prior to 8:30 AM and cannot be supervised after dismissal at 3:15 PM.

Faculty and Staff Directory

Name	Title	Phone Ext.	Email
Ileana Garcia	Principal	7432	garciai@madisonnjps.org
Elaine Kesler	School Secretary	7432	keslere@madisonnjps.org
Carrie Guarino	School Nurse	3184	guarinoc@madisonnjps.org
Judy Bletcher	School Counselor	7492	bletcherj@madisonnjps.org
Samantha Taggart	School Psychologist/CST	7610	taggarts@madisonnjps.org
Laurie Gabriel	Behaviorist (BCBA)	3168	gabriell@madisonnjps.org
Sonia Lawson	Head Custodian	3158	lawsons@madisonnjps.org

Name	Grade Level	Phone Ext.	Email
Valarie Delli Paoli	Kindergarten Teacher	7640	dellipaoliv@madisonnjps.org
Rachel Lemon	Kindergarten Teacher	7460	lemonr@madisonnjps.org
Brianna Tocco	Kindergarten Teacher	7466	toccob@madisonnjps.org
Amanda Capotorto	Grade 1 Teacher	7453	capotortoa@madisonnjps.org
Caroline Dietz	Grade 1 Teacher	7693	dietzc@madisonnjps.org
Jenna DiNoia	Grade 2 Teacher	7694	dinoiaj@madisonnjps.org
Brooke Zanga	Grade 2 Teacher	7437	zangab@madisonnjps.org
Nicole Cancelliere	Grade 3 Teacher	7461	cancellieren@madisonnjps.org
Michael Dougherty	Grade 3 Teacher	7695	doughertym@madisonnjps.org
Julia Levis	Grade 3 Teacher	7493	levisj@madisonnjps.org
Emily DeMarco	Grade 4 Teacher	7443	demarcoe@madisonnjps.org
Jim Stricchiola	Grade 4 Teacher	7426	stricchiolaj@madisonnjps.org
Kelly Hollenbeck	Grade 5 Teacher	7441	hollenbeckk@madisonnjps.org
Megan Niper	Grade 5 Teacher	7459	niperm@madisonnjps.org
Vickie Zourzoukis	Grade 5 Teacher	7451	zourzoukisv@madisonnjps.org

Faculty and Staff Directory Continued

Name	Title	Ext.	Email
Ashley LoBrace	Reading Specialist	7420	lobracea@madisonnjps.org
Marisa Caruso	Interventionist Teacher	7408	carusom@madisonnjps.org
Jeremy Travis	Multilingual Teacher	7450	travisj@madisonnjps.org

Name	Title	Ext.	Email
Elizabeth Ferranti	Special Education Teacher	7621	ferrantie@madisonnjps.org
Justyna Fisler	Special Education Teacher	7467	fislerj@madisonnjps.org
Lauren Gambino	Special Education Teacher	7415	gambinol@madisonnjps.org
Jennifer Larson	Special Education Teacher	7458	larsonj@madisonnjps.org
Ariel Morrison	Special Education Teacher	7687	morrisona@madisonnjps.org
Teresa Townsend	Special Education Teacher	7544	townsendt@madisonnjps.org
Corinne Babich	Emotional Regulation Impairment Teacher	7401	babichc@madisonnjps.org
Kat Lennox	Emotional Regulation Impairment Teacher	7432	hudakk@madisonnjps.org
Dana Finn	Speech Therapist	7702	finnd@madisonnjps.org
Theresa Feron	Occupational Therapist	7701	feront@madisonnjps.org

Name	Title	Ext.	Email
Michelle D'Amico	STEAM/Technology Teacher	7452	damicom@madisonnjps.org
Adam Gerenstein	Physical Education and Health Teacher	7410	gerensteina@madisonnjps.org
Eileen Obermaier	Art Teacher	7592	obermaiere@madisonnjps.org
Isabel Gomez	World Language Teacher	7229	gomezi@madisonnjps.org
Donna McEachern	General Music and Chorus Teacher	7491	mceachernd@madisonnjps.org
Adriana Adkins	Band Teacher	7238	adkinsa@madisonnjps.org
Laurie Quinlan	Orchestra Teacher	7553	quinlanl@madisonnjps.org
Christine Calafati	Library Media Specialist / Coach	7414	calafatic@madisonnjps.org
Gina Mahon	Library Media Specialist / Coach	7468	mahong@madisonnjps.org

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REGULAR ARRIVAL AND DISMISSAL GUIDELINES

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

Morning Drop-Off Procedures

Morning drop off tends to be a very busy time of day. There are two areas where students walk onto the school property. The Torey J parking lot and the BOE parking lot. Both of the parking lots are for staff members only, therefore parents are not permitted to drive-in or park in either lot. If you are driving your child to school, we kindly ask that you park your car on a side street and walk your student to the door. If you need to "kiss and drop," please drop your child off on Woodland Road in front of the Board of Education Office where your child can follow the sidewalk directly to the school. Please cooperate with and follow the instructions of the crossing guards posted on Glenwild Road, Green Village Road, and Woodland Road. Buses drop off on Woodland Road in front of the Board Office. Parents dropping off on Woodland Rd. should be mindful not to block or idly in the designated BUS LANE drop-off location (directly in front of the BOE office). Staff members meet the bus, greet the students and walk them to the school building. Staff are also posted at the main entrances to the school as students begin to arrive at 8:30 AM. Adult supervision is not provided prior to 8:30 AM. School doors close promptly at 8:35 AM.

For pedestrian safety, please remind all caretakers to utilize designated sidewalks on Glenwild Circle and on Woodland Road.

For students who arrive late to school (after 8:35 AM), parents must walk their child(ren) to the main office to sign them in.

Afternoon Pick-Up Procedures

All non-bus riders are walked to the main entrances by their teachers. Each grade level has a designated dismissal door which is the same as their drop off door. When arriving at school at dismissal time, please park on a side street and walk to the entrance where your child will be dismissed. If your child's dismissal arrangement changes, please notify your child's teacher via email and copy Ms. Kesler at keslere@madisonnjps.org. **The main office cannot provide student supervision after dismissal. Please pick up promptly at 3:15 PM.**

Early Pick-Up Procedures

Early pick-up is discouraged and should be requested only for extenuating circumstances. In such cases, an email from the parent/guardian is required and should be sent to the teacher and Ms. Kesler at the beginning of the school day. Students must be picked up in the school office by a parent/guardian or a person authorized by the parent/guardian to act on his/her behalf. For safety reasons, proper identification is necessary and no exceptions will be made. Children will not be released to any individual without a note or to someone who is not listed on the student's emergency contact information.

ATTENDANCE

Daily attendance in school directly correlates to the academic success of students. Consistent and punctual attendance is mandated by the State of New Jersey and is essential for the steady progress of children throughout their school lives. All students are required to be in their homerooms no later than 8:35 AM. Of course, due to illness and other circumstances, it is reasonable to expect a student to be absent periodically.

Absences

If your child is going to be absent, you may call the main office line at (973) 593-3182 and press 1 to report an absence. When calling, please state the reason for and anticipated length of your child's absence. Alternatively, you may contact Carrie Guarino, School Nurse, at guarinoc@madisonnjps.org. When sending an email, we request that you copy Ms. Kesler in the main office at keslere@madisonnjps.org. Students who are absent may not attend school functions that day/evening. A student must participate in four hours of instruction to be considered present.

Routine doctor, dental appointments, or planned vacations should not be scheduled during school hours. The definition of an "excused absence" pursuant to N.J.A.C. 6A: 32-8.3 are limited to religious observances pursuant to N.J.S.A. 18A:36-14 through 16, a death in the family, "Take Your Child to Work Day", a student's required attendance in court, and/or a student's illness supported by physician's certification via a doctor's note (or by determination made by the school nurse). All other absences will be marked "unexcused" and unexcused absences count towards truancy. Parents are encouraged to refer to the Madison Board of Education [Policy](#) and [Regulation](#) 5200 Student Attendance.

Tardiness

Please make every effort to have your child to school on time each day. Students who arrive after 8:35 AM must report to the main office with a parent/guardian. Frequent tardiness may constitute an unexcused absence that counts towards truancy.

Vacations

Parents/Guardians are asked to avoid family vacations during the school year. No amount of makeup work can replace the instruction received in the classroom during the school day. Teachers cannot provide specific, detailed work in advance of extended absences.

BEFORE AND AFTER CARE

The Madison Community House offers morning and afternoon childcare on-site at TJS. The Madison Community House is an approved vendor that utilizes the school to run their program, independent of the school district. Please contact them directly for more information at (973) 377-3105. The Kirby Center, at the Madison YMCA, also offers an off-site childcare program. Please visit their website <https://www.madisonareaymca.org/child-care-education> for more information.

CALENDAR

Please refer to the district website for the district calendar. School specific events will be on Torey J.'s website and communicated via email in the Friday Newsletter. Please make note of scheduled single session early dismissal days, delayed opening days, and days off.

COMMUNICATION (School with Parents)

Email

All staff members of Torey J. have an email address. All staff email is as follows:
(last name first initial)@madisonnjps.org /Example: Ileana Garcia garciai@madisonnjps.org

Communication Protocol

Parents/guardians are asked to review the [school's communication protocol](#) to ensure the appropriate chain of command is followed and your issues are addressed appropriately.

Friday Updates/Social Media

Each week a Friday update will be sent to all parents/guardians. Parents are encouraged to read these weekly updates to be kept up-to-date on important school matters, announcements, and events. We also communicate frequently through Instagram, Twitter, and Facebook @ToreyJSabatini. Follow us on these platforms for school updates!

MPS Website and Phone App

In recent years, the district switched to a new website platform and app. This is the best way to find information, stay up-to-date, and receive push notifications about district and TJS news. All content will be available at www.madisonpublicschools.org. It is recommended that you download the MPS app on your mobile phone. Search for "Madison Public Schools" in your device's app store. You can select a default school that the app opens to each time you use it. You will be able to easily access staff directories, news items and alerts, calendar events, and other important district and school documents.

COMMUNICATION (Parents with School)

Change of Address and Telephone Numbers

It is important to keep us informed of any changes related to your home and email addresses, telephone numbers, and emergency contacts. Parents/guardians can update this information directly in the Genesis Parent Portal or can contact the Main Office.

Emailing Teachers

Open lines of communication between teachers and parents are a hallmark of any successful school experience. Nonetheless, all teachers' primary responsibility during the school day is working with students. When emailing your child's teacher it is important to remember that he/she may need about 24 hours to respond. Please try not to email a teacher for anything that needs an immediate reply.

Withdrawal of Students from School

If you are planning to withdraw your child(ren) from TJS, please notify the Main Office via email or written notice as soon as possible. Please provide the date of the student's last day and if known, the name and address of the school to which the child will be transferring.

DISCIPLINE/CODE OF CONDUCT

The **Madison Elementary Student Code of Conduct** was established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.9, as appropriate.

Nothing shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in Policy and Regulation 5600.

Students will make mistakes during their elementary school years. Our goal is to outline basic rules and regulations that will guide children in the appropriate direction. We have found that students learn to behave more positively and live more productively when given appropriate guidance, direction, and consistency.

General Behavioral Expectations

1. All students have the right to an education that is conducted in a non-disruptive learning environment. Students should not be allowed to leave the classroom during instruction unless they have permission by their classroom teacher or are accompanied by a teacher.
2. All students are expected to respect themselves and others, utilize appropriate language and exercise self-control. Profanity and physical aggression cannot be tolerated in the school setting.
3. All students should be proud of their school. Therefore, all students should help keep it clean and refrain from any sort of purposeful damage to the school building. No chewing gum.
4. A school free of all drugs, alcohol, tobacco, and weapons must be maintained.

We expect our students to use their **PAWS to Think!** Schoolwide behavior expectations will be reviewed with students at the beginning of the school year and regularly throughout.

- **Practice Kindness**
- **Act Safe & Responsible**
- **Work Hard**
- **Show Respect**

Oftentimes minor behavior incidents are handled by the classroom teachers and staff, but there are times when behaviors need to be addressed by the building principal. Behavior conversations with students are meant to be restorative in nature and part of the process is asking students to reflect on their choices and actions in particular situations.

Classroom Rules

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

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

Hall Rules

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

Bathroom Rules

1. Students will use the facilities in a reasonably expeditious manner.
2. Toilets are to be flushed after each use.
3. Students will wash and dry their hands. Water is not to be splashed or played with.
4. Paper towels are to be thrown in the garbage, not anywhere else in the bathroom.
5. Horseplay, hanging out, and/or engaging in group conversations while in the bathroom are prohibited. Students shall not exhibit physical/aggressive behavior.
6. Three students* may be in the bathroom at one time. Other students will form a line and wait their turn, should the bathroom be crowded. "If there's three, leave it be. Number four, wait by the door."

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

Cafeteria Rules

1. Lunch should be an organized part of the school day. Students are expected to exhibit appropriate behavior.
2. In order to have a quality lunch program, students need to be conscious of volume, observe good table manners, and raise their hands when they need to speak to a lunchroom supervisor.
3. Students are to remain seated until dismissed by a lunchroom supervisor.
4. Students shall wait until their class is called to go and buy lunch and/or snack.
5. Students shall ask permission to leave the cafeteria to use the restroom.
6. There shall be no running, roughhousing, throwing of food or other items, disrespect toward the lunchroom supervisors, or other disorderly conduct. Students shall not exhibit physical and aggressive behavior.

Playground Rules

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

Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1.

Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;

3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;

5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;

6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.9; and

7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

- a. Guidance and counseling services
- b. Drug and alcohol awareness and treatment services
- c. Access to medical professionals
- d. Any other services as determined by faculty or administration

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
- (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.
- (3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

- (1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

- (1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

School Responses to Violations of Behavioral Expectations

In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:

- a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;

- b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
- c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
- d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand
 - a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom
 - a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
 - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
 - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
3. Meeting with School Administration and Parent
 - a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.
4. Deprivation of Privileges
 - a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
 - (1) Moving freely about the school building;
 - (2) Participation in co-curricular or inter/intrascholastic activities;
 - (3) Attendance at a school-related social or sports activity;
 - (4) Participation in a graduation ceremony;
 - (5) Transportation to and from school on a school bus; or
 - (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

- a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

9. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

Student Conduct Away from School Grounds

The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

- 1. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons

relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
3. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

School Bus Student Code of Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.
2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

Bus Stop Rules

1. Get to your bus stop five minutes before your scheduled pick up time.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself. No fighting or horseplay. Students shall not exhibit physical and aggressive behavior.
4. Use appropriate language.
5. Stay away from the street when waiting for the bus. Wait until the bus stops before approaching the bus.
6. Do not use mobile phones or other electronic devices.
7. After getting off the bus, move away from the bus.

8. If you must cross the street, always cross in front of the bus where the driver can see you.
9. Students are responsible for personal property.

Rules on the Bus

1. Immediately follow the directions of the driver.
2. Fasten your seatbelt and sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, threatening, or horseplay. Students shall not exhibit physical and aggressive behavior.
7. Do not throw anything.
8. Do not use mobile phones or other electronic devices.
9. No eating, drinking, or possession of weapons on the school bus.
10. Do not damage the school bus.
11. Students are responsible for personal property.

Consequences for School Bus Code of Conduct Infractions

- ☐ 1st Offense: Verbal warning
- ☐ 2nd Offense: Phone call to parent/guardian by principal; possible assigned seat
- ☐ 3rd Offense: 1-3 school day suspension from riding the bus
- ☐ 4th Offense: 5 school day suspension from riding the bus

Further offenses will be individually considered. Students may be suspended for longer periods of time, including the remainder of the school year. The Principal or Superintendent may adjust consequences based on the severity of the offense at any time.

Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

Dress Code

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

Harassment, Intimidation, and Bullying

Harassment, intimidation, or bullying (HIB) means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory disability, or by another distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, [Chapter 122](#), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- A. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- B. has the effect of insulting or demeaning any student or group of students; or
- C. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

It includes the use of physical force, hurtful teasing, threats, insults, intimidation, deliberate exclusion, and put-downs. Any incidents should be reported by victims and/or witnesses to teachers, counselors, or the principal as soon as possible.

We strive to provide an environment where students feel free of any type of HIB. Verbal, physical, or sexual harassment of staff or students will not be tolerated and will result in disciplinary action.

The Anti-Bullying Coordinator for the District is the Director of Pupil Personnel Services, Susie Budine. She can be reached by email at budines@madisonnjps.org or (973) 593-3153.

- The Anti-Bullying Specialist for TJS is Mrs. Judy Bletcher, School Counselor. She can be reached at (973) 593-3182 or bletcherj@madisonnjps.org.
- The Anti-Bullying Specialist for KRS is Mr. Brett Levine, School Counselor. He can be reached at (973) 593-3178 or levineb@madisonnjps.org.
- The Anti-Bullying Specialist for CAS is Ms. Kelsey Mirabella, School Counselor. She can be reached at (973) 593-3173 or mirabellak@madisonnjps.org.

The Anti-Bullying Specialist also chairs the School Safety Team, which meets regularly to review and strengthen the school climate, to identify and address patterns of HIB, and to provide training for the prevention of HIB.

All reported incidents of HIB will be investigated in a timely manner, according to District Policy 5512. This policy can be viewed in greater detail by visiting the MPS district website.

The sooner the school is made aware of an issue, the sooner it can be addressed and resolved. If you think that your child or another child is a victim of HIB, please reach out or complete the HIB 338 Family Form on the [district's webpage](#).

ELECTRONIC DEVICES

- ☐ Students are not permitted to bring personal electronic devices such as iPads, Nintendo devices, or other electronic games, etc. to school.
- ☐ No photographs, videos, or recordings may be taken at any time, unless part of a school approved project and parental consent has been obtained.
- ☐ Recognizing that some parents want their child to have a cell phone in his/her possession in the event of an emergency, students must keep them turned off and in their backpacks from the time they arrive at the bus stop or enter the school building until the time they exit the bus at their bus stop in the afternoon or arrive at home.
- ☐ While smartwatches may be useful to track steps or sleep, they are distracting to students during the instructional school day. Smartwatches must be taken off and remain in a student's backpack during the school day. Smartwatches include any device that has the capability to text, call, or access the Internet.
- ☐ Students who need to communicate with their parent during the instructional day may ask the school secretary to call from the main office or the phone in the classroom.
- ☐ Parents are also asked to refrain from texting/calling their child on their electronic device during the school day but rather to call the main office if a message needs to be communicated to their child.

Consequences for Inappropriate Use of Electronic Devices

If a student has out or uses an electronic device during the instructional day, it will be confiscated by staff members and will require a parent/guardian to pick it up in the main office. The Madison School District is not responsible for lost or stolen electronic devices students choose to bring to school.

HOMEWORK

Homework is meant to be an extension of daily classroom activities. Students should be able to complete homework independently or with minimal assistance from home. Typical homework consists of word work, math, and independent reading and varies based on the curriculum and individual teacher. A reasonable expectation is for homework to take anywhere from 10-15 minutes in the primary grades to 45 minutes in the upper elementary grades. Should you find your child to experience difficulty completing the homework in a timely manner or requiring extensive assistance, please contact your child's teacher. Adjustments will be made accordingly.

LOST AND FOUND

Students are responsible for all of their books and personal belongings. Everything should be labeled with the student's first and last name. Lost and found items will be held in the designated "Lost and Found" for a reasonable length of time, which is located in the multi-purpose room for students to access during the school day. Students are urged not to bring valuable items, collectibles, or excessive amounts of money to school.

NUTRITIONAL GUIDELINES

Birthday Celebrations

We understand birthdays are special days for our young students! If a parent/guardian would like to visit a child's classroom on his/her birthday, a scheduled appointment must be made with the classroom teacher to arrange for a mutually convenient time. Celebrations are limited to 15 minutes and are "foodless." Suggested activities include reading a book, completing a simple craft, or utilizing the playground for extra recess time. Unfortunately, siblings and extended family members are not able to attend.

Food Service/Lunch

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

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

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

Snacks

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

OPPORTUNITIES FOR PARENTS

Cross-Ethnic Parent Advocacy (CEPA)

Cross-Ethnic parents of Madison have formed an alliance to positively impact ethnically biased challenges our children face through advocacy in our school community. More information about CEPA can be found on their [Facebook page](#).

Dodgers Delay

Dodgers Delay was started in summer 2024 by a group of seven Torey J. parents who connected to share their concerns about the addition to screentime and the mental health of young children. This group came together to delay the introduction of smart phones and social media to their children and their work has spread to the district level and is now over 200 families strong throughout Madison. To learn more about Dodgers Delay, visit their website at www.dodgersdelay.com or email dodgersdelay@gmail.com.

Madison Education Foundation (MEF)

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

Madison Music & Arts (MMA)

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

Parent/Teacher Conferences

Conferences are conducted twice, once in the fall and once in the spring, during the school year. The dates for conferences can be found on our district calendar. For the 2025-2026 school year, conferences will take place on December 8-10, 2025, and March 23-25, 2026. We encourage open lines of communication between school and home, please feel free to contact your child's teacher at any point throughout the school year.

Parent Involvement

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

Parent Teacher Organization (PTO)

The PTO is structured for the purpose of supporting the education and welfare of the children at TJS by fostering relationships among the school, parents, and teachers. The PTO relies on parent volunteers to spearhead all of our programs such as Cultural Arts and Educational Enrichment, as well as fundraising for teacher grants and much needed enrichment, and much more. For more information on how to get involved, or what the PTO is all about, please visit their webpage by going to the TJS website, clicking on “Menu,” then “Parent Resources,” then “TJS PTO” or by [clicking on this link](#).

Special Education Parent Advisory Group (SEPAG)

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

PETS ON SCHOOL PROPERTY

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

PROGRESS REPORTS/REPORT CARDS

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

SCHEDULE

Our elementary schools follow a 6-day rotating schedule, labeled A through F days. This structure offers several key benefits, including consistent grade-level planning, dedicated teacher collaboration time, and a built-in intervention period for each grade level to support student learning.

To help families stay organized, the 2025–2026 [Elementary Letter Day Schedule](#) outlines all letter days for the entire school year. We strongly encourage parents and guardians to print or save a copy for easy reference, especially once your child’s teacher shares their specials schedule (i.e., library, physical education, art, etc.).

Knowing the letter days will help you ensure your child comes to school prepared, for example, wearing sneakers on PE days or bringing library books back on the correct day. The daily letter day is also posted on the school website for your convenience.

SCHOOL SUPPLIES

A school supply list can be found on the TJS school website by grade level. If any additional supplies are needed throughout the year, your child’s teacher will inform you. PLEASE REFRAIN FROM PURCHASING BACKPACKS WITH WHEELS. They scratch the floors, are difficult to carry upstairs, and do not fit in cubbies/lockers.

STUDENT SUPPORT SERVICES

School Based Counseling / Guidance Services

The primary role of the School Counselor is to support students socially and emotionally. The school counseling program is an integral part of the total educational curriculum with a focus on understanding self and others while promoting core character education values. The program includes classroom guidance activities, as well as individual and group support, for assisting students in making and implementing informed choices for personal/social development and academic growth.

Multilingual Learners / English Language Learners (ELL)

Students whose primary language is not English will be screened and, if qualified, provided with an English as a Second Language class.

Multi-Tiered System of Supports (MTSS)

The foundation of our Multi-Tiered System of Support Model (MTSS) is to provide a variety of intervention options, which are compatible with the unique needs of the identified students and the resources of the district. For more information on the district MTSS model, parents/guardians are encouraged to visit the [district curriculum website](#).

Gifted and Talented/Enrichment Education

The Madison School District recognizes that learners have different needs and is committed to meeting the needs of its diverse learners. Some students possess superior abilities and/or potential, and they need educational opportunities to extend their learning. For more information about gifted and talented programming, parents/guardians are encouraged to visit the [district curriculum website](#).

Intervention and Referral Services (I&RS)

This team of professionals functions under the direction of Principal Ms. Garcia and is designed to assist students who are experiencing academic and/or social/emotional difficulties. Teachers often make referrals to the I&RS Committee and parents/guardians will be notified when their child is referred for assistance.

Section 504

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

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

The purpose of the 504 Committee is to guarantee that an identified child is receiving an education comparable to that provided for a non-disabled student. The Committee will formulate reasonable accommodations outlined in an accommodation plan and will review

this plan as needed. The 504 Committee consists of Principal Ms. Garcia, a member of the Child Study Team and/or school counselor, a parent, teacher(s), and any other applicable school personnel.

Special Education

The Madison School District provides a program of support and services to those students eligible for special education and related services. The District employs special education teachers, an occupational therapist, a physical therapist, speech and language specialists, paraprofessionals, and child study team members including psychologists, social workers, and learning disabilities teacher-consultants.

CST members are responsible for the identification, evaluation, and determination of eligibility for students referred for special education and related services. These professionals work closely with the teachers and administration to provide additional support to ensure that each student has a safe, positive, and affirming learning experience. If you feel that your child is in need of this support, please contact your child's teacher or Mrs. Samantha Taggart, School Psychologist, CST Representative at (973) 593-3182, ext. 3191 or taggarts@madisonnjps.org.

STUDENT SAFETY

Emergency Drills/Response Plans

As prescribed by the laws of New Jersey, two emergency drills are conducted each month. One will be a fire drill and the other will be a security drill. Silence is maintained during each drill until all students have returned to their classrooms and the drill has concluded.

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

FERPA

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that TJS, with certain exceptions, obtain a parent's written consent prior to the disclosure of personally identifiable information from your child's educational records. However, TJS may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. Examples of the use of directory information for school purposes might include a playbill; the annual yearbook; the honor roll; the graduation program; and school-approved parent organization contact lists.

Health Services, Medications, and Food Allergies

Mrs. Carrie Guarino, our full-time certified nurse, is available to serve the health and needs of the students. She is available for first aid and illness, chronic conditions, as well as a resource for parents, students, and faculty. Please call (973) 593-3182 ext. 3184 or email guarinoc@madisonnjps.org with any questions. In addition, the nurse conducts annual height, weight, vision, and hearing screenings. Scoliosis screenings will be performed for all fifth-grade students who are ten years and older. Parents will be notified when this occurs and the opt-out option is permitted.

Medications

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

Food Allergies

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

Snacks/Classroom Celebrations:

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

Cafeteria:

- ☐ A Nut-free table is available for students with allergies. Tables are cleaned prior to use. Students who must sit at the nut-free table can bring a friend to join them at the table only if their friend's lunch is also nut free. For those with severe food allergies

who would like to sit at a nut-free table, a required form must be filled out and sent to the health office to ensure arrangements are made. Please contact the school nurse for the form and further information. Also, if you have any questions regarding appropriate items to include in your child's lunch, contact Mrs. Guarino directly.

News and Media Release

During the school year, photographs/videos of students may be taken for media distribution, such as on the Internet, Instagram, Twitter, Facebook, and the district website. At the beginning of the school year, a parent/guardian consent form is available in Genesis. The law requires that the school ask permission of the parent/guardian to publish your child's photo and/or name to the media and/or the Internet. We will not make any releases without prior permission, therefore, it is important for all parents/guardians to complete the consent form in Genesis.

School Visitors

We welcome visitors to TJS for scheduled appointments and school programs. We will strictly adhere to the [following procedures](#) to ensure building safety throughout the day.

- ☐ Visitors must have a scheduled appointment in order to be admitted into the building.
- ☐ Visitors will be asked for their full name, affiliation with the school, order of business, and who they are scheduled to meet with. Only visitors with appointments will be admitted to the building.
- ☐ Visitors will be required to sign in the main office and show government-issued identification (i.e. driver's license) to receive a visitor's pass. Visitors must sign out in the main office when leaving.
- ☐ Parents/guardians who drop off lunches, instruments, or other items during the school day must buzz the main office so that you may be let into the vestibule to leave your child's item in our drop-off cubbies. Parents/guardians should label everything clearly with their child's name when dropping off items at school.

Volunteers

We value parent/guardian volunteers to contribute to our programs as our partnership strengthens our community and enhances our students' educational experiences. As a volunteer, you may be working with or exposed to confidential information. In an effort to protect our students, we appreciate your commitment to our policies regarding confidential information. As a volunteer at Torey J., we ask that you comply with the following expectations:

- ☐ Please do not discuss any child's behavior, educational information, records, medical information, or personal situation with another person or parent.
- ☐ Please go directly to the appropriate teacher, staff, or administrator with any questions.

- ☐ Please do not expect to work exclusively with your child when volunteering in their classroom.
- ☐ Please do not roam the building freely or visit other classrooms where your other children are working, this is disruptive to student learning.
- ☐ Please refrain from utilizing a cell phone or personal camera to photograph or video record any children who are not your own.
- ☐ Please abide by all school rules and visitation policies, including those pertinent to building security.
- ☐ Please respect the rights of the students, teachers, and families in the TJS community.

Any breach of confidentiality will be carefully reviewed, and if substantiated by a staff member or an administrator, could result in termination of volunteer involvement in the schools. We thank you in advance for your desire to volunteer and serve our school learning community.