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Principal



Livingston
PUBLIC SCHOOLS

Mt. Pleasant Middle School
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INFORMATION GUIDE FOR PARENTS

MIDDLE SCHOOL PROGRAMS

Advisory

An “effective advisory program is an important vehicle for ensuring that every student feels known, heard, and understood. Students gain key academic and social competencies that they will need for success in school, in life and to make meaningful connections with other students and with adults.” (*Adapted from Educators for Social Responsibility (ESR) 2006*)

The goal of our Character Education Program is to develop the whole child by instilling four ethical pillars - Caring, Respect, Responsibility, and Trustworthiness - empowering each student to become a positive, contributing member of the school community. Students will experience Advisory through the lens of team building activities centered on interactive lessons and tasks which will be used as the vehicle to promote conversations and open dialogue about adolescent themes such as communication, mindfulness, problem solving, group dynamics, active listening, and time management. In addition, we will have a special focus on kindness, emphasized through read-alouds and community team meetings.

After-School Activities

We offer a wide variety of co-curricular programs at Mt. Pleasant Middle School. Late bus service is available for those students with afternoon bus passes, and who are staying for these programs or getting extra help from teachers. The late bus will begin to run on Tuesday, September 12, 2017, and will depart MPMS at approximately 4:10 pm every Tuesday, Wednesday, and Thursday.

Enrichment

At Mt. Pleasant Middle School, an Enrichment period has been created during Period 9 to accommodate specific programs in BSI, Band, Chorus, and Orchestra, and to extend and encourage student growth in literacy. Students who do not participate in a course during

Enrichment are expected to read for the first **25 minutes** of the class period. Research on literacy at this age shows that reading significantly increases students' literacy and comprehension skills. Students are expected to come into Enrichment with an outside book. The remaining portion of the time that students are in Enrichment may be spent on completing independent work. Enrichment may also be used for students to seek extra help and receive additional support from teachers on an as-needed basis. If a student is seeking extra help from a particular teacher during Enrichment, it is the responsibility of the child to obtain a pass from the teacher who will be providing the extra help in advance. The student must submit this pass to the Enrichment teacher on his/her schedule at the beginning of the period before reporting for extra help. Students may not leave BSI, Band, Chorus or Orchestra to go to extra help or to make up a test. Students must sign OUT of the Enrichment class to which he/she has been assigned and sign IN to the Enrichment class where he/she is seeking extra help.

Team Concept

Students are part of a team with teachers who work closely with their students. Team teachers and students work together to build community and create a sense of belonging for each member of the team. Team teachers meet daily during common team planning and collaborate with the guidance counselors and administrators to build a strong network of support for their students.

Concerns that involve multiple disciplines or that may impact across the curriculum can be addressed through the team leader. Team leaders are a valuable resource for parents to contact for extra help or guidance when a child is experiencing any difficulty or has a situation that can impact on his/her academic work, behavior, or confidence.

PREPARING FOR OPENING DAY

Immunization Requirements

State law mandates that all students aged 11 years and older are required to submit proof of updated immunizations. *Students who do not have the required paperwork in fulfilling this obligation will not be allowed to attend school.* Please check the District website under *Parent Resources > Forms You May Need > Sixth Grade Medical Records Form* for specific requirements.

Intramural Program

The intramural program after school allows students to participate in the following activities: Indoor Soccer (Fall); Basketball (Winter); and Volleyball (Spring). Students who wish to participate must have the **Athletic Pre-Participation** forms completed and processed in the nurse's office. More information and the necessary forms can be downloaded from the following website:

<http://www.livingston.org/Page/13284>

The Physician Evaluation Form is valid for only ONE YEAR from the date of the actual examination. If the one-year window expires during the school year, the child cannot participate until a new examination is conducted, submitted, and approved. *Please consider filling out and submitting this paperwork well ahead of time*, even if your child is unsure of participating later in

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the school year. Paperwork that is submitted to our school can take several days to process, and any delay may impact your child's eligibility to participate in the intramural program fully.

Lock Distribution

Lock distribution will occur on August 23-24, 2017. Please refer to the schedule below:

<u>Date</u>	<u>Time</u>	<u>Last Names</u>
August 23	9:00 am to 11:00 am 1:00 pm to 3:00 pm	A through L
August 24	9:00 am to 11:00 am 1:00 pm to 3:00 pm	M through Z

Please enter the building from the main lobby entrance. Please note that students must use a school-issued lock. If you are unable to attend a lock distribution session, your child will receive the lock from his/her homeroom teacher on opening day and will still receive assistance on working it properly. **Please have students bring these locks with them on the first day of school.** Tours will not be given during lock distribution. Students will receive a tour on the first day of school with their team.

Supplies

Please refer to the Mt. Pleasant Middle School website for a list of recommended school supplies. It is not necessary to bring any of the supplies to school on the first two days of school. The only items that your child will need for the first two days are a writing utensil, lunch or lunch money, and school-issued hall lock. During the first few days of school, individual teachers will let students know about additional supplies needed for each class.

Genesis Parent Access

Usernames and passwords for Genesis Parent Access will be emailed to your primary email address on Wednesday, August 23, 2017, after 3:00 pm. If you do not receive this document, please contact our registrar, Mrs. Amy Ennis, at ext. 8002. When you receive this information, login to Genesis Parent Access to review and modify important information regarding your child. Please update your Primary Contact, Parent/Guardian Contacts, Emergency Contacts, Publicity Information and Automated Alert Preferences. In addition, please ensure that your email and phone information are up to date. You will be utilizing Genesis Parent Access to receive schedules, view grades, and obtain report cards. Additional information regarding Genesis Parent Access is available on the District Website.

THE OPENING OF SCHOOL

Opening Day

In order to facilitate students becoming acquainted with the administrative team and faculty, as well as their peers, our first two days of school will provide an orientation program for our students. Students should be dropped off no earlier than 8:00 am and no later than 8:30 am on Tuesday, September 5, 2017. After staff introductions, students will meet with their

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homeroom/advisory teachers in assigned rooms for our orientation program. Students will receive their schedules and locker assignments, learn how to read their schedules, walk through the general path of travel for their courses, learn safety procedures, enjoy lunch, participate in team-building activities, and learn about mindfulness.

Food Service

Please check our website for information regarding food service at our school. You will find menus, nutritional information, and directions for adding money for the Point of Sale Program (POS). Breakfast and lunch service will be available beginning on Tuesday, September 5. Please establish an account for your child before opening day on September 5, to expedite the lunch-service process. It is suggested that you add between \$15 and \$25 at a time. When using the POS Program, your child should know his/her Student ID number. This six-digit number can be found on his/her schedule. Please emphasize to your child the importance of keeping this ID number confidential. Students are also welcome to bring their own lunch; however, microwave ovens and refrigerators are not available for student use. Parents/guardians who are interested in applying for the Free/Reduced Lunch Program can access the application online.

Physical Education

Students will begin changing for Physical Education classes on Monday, September 11, 2017. Students will need sneakers, shorts, and a t-shirt. As the weather begins to change, students should also have sweatpants and a sweatshirt for the cooler weather. It is important that students bring their gym clothes home at the end of each week to be laundered, and to bring in a fresh set of clothes at the beginning of each week. Students will receive their gym locks on Friday, September 8, 2017, during Physical Education class.

STUDENT ARRIVAL, DISMISSAL, DROP-OFF ZONES AND TRANSPORTATION PROCEDURES

Arrival

Students participating in a scheduled, before-school activity should enter the school through Door 5 (main entrance). They will have to be buzzed into the building and be admitted by a faculty member in the front lobby. Students seeking extra help from a teacher will need a pass to enter the building.

Students may be dropped off at Mt. Pleasant Middle School no earlier than 8:00 am, unless they participate in GT Art, Chamber Orchestra, Jazz Band, or Select Chorus. There is no supervision prior to this time, and parents/guardians are reminded that it is **unacceptable** to drop off children prior to 8:00 am, as this presents a safety and security risk. Upon arrival, students who do not take a bus and are not involved in a school activity should enter the building through Door 3 and proceed directly to the cafeteria where they can purchase breakfast food and wait for admittance into the hallways at 8:25 am. Bus students will arrive on the Mt. Pleasant Avenue side of the building and report to the Auditorium through Door 6 (side door) under the portico.

At 8:25 am, all students are permitted to go to their lockers and must be seated in homeroom by 8:35 am. **Students who are not in homeroom by 8:35 am must sign-in late in the Main Office with Mrs. Covello or Mrs. Mullin.**

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Drop-Off Zones

Due to the heavy traffic that exists at the Mt. Pleasant Complex, parents and guardians are strongly encouraged to have their child ride the school bus to and from school if he/she is eligible for bussing. Subscription bussing is available to those families not eligible for free transportation services. Parents who are driving their children to school must enter the oval from Broadlawn Drive and exit by making a **right turn only** from the Mt. Pleasant Avenue exit. Cars are prohibited from re-entering the oval to exit onto Broadlawn Drive. Please do not attempt to enter the Mt. Pleasant Middle School complex from the Mt. Pleasant Avenue entrance (Route 10). Use of this entrance is strictly prohibited during drop-off and pick-up times, as it poses a safety risk. Students may be dropped off along the curb on the oval. To allow other parents to drop off safely and expedite traffic flow, please pull your car all the way up the curbing, beyond the lobby entrance. Parking along the front oval is prohibited. Please do not park in numbered spots, as these are assigned spots for faculty and staff. If you must park your vehicle, please use the spots **clearly marked for visitors**.

Students who plan to ride a bicycle to school must wear a helmet and have a bicycle lock. Once on school grounds, bicyclists must walk their bikes to the racks located near Door 3 by the cafeteria. Bicycles must be locked at the rack for security.

Dismissal

The school day ends at 3:23 pm. Students may visit teachers after school for extra help between 3:25 pm and 3:46 pm. Please note that students must make prior arrangements to work with a teacher. Students are not permitted to loiter in the hallways waiting for transportation. Parents are asked to help their children plan transportation arrangements in advance and to adhere to the established dismissal times. At dismissal, bus students will report promptly to the doorway on the Mt. Pleasant Avenue side of the building by the Band Room to meet their bus to go home. Bus students must have their bus pass in their possession. **Bus students are reminded that they must take their regularly scheduled bus to their assigned drop-off point. Bus students may not change routes to go home with friends nor get off the bus at a stop not designated for them. In addition, students may not invite non-bus students to ride home with them. No exceptions can be made to this policy.** The West Essex YMCA offers an after-school care program at Mt. Pleasant Middle School. Please contact the YMCA at (973) 992-7500 for information regarding this program.

Pick-Up Zones

Parents who are picking up their children from school at dismissal time may not enter the Mt. Pleasant Middle School Complex. Cars are not allowed to enter the complex at dismissal, due to the high pedestrian traffic. Parking and idling are prohibited along the east curb line (school side) from Rosedale Avenue to Mt. Pleasant Avenue. This area has been designated for student pick up and drop off only, and you must stay in your car without idling. In addition, parking, stopping or standing is prohibited along the west curb line from Mt. Pleasant Avenue to Ridgewood Avenue from 7:00 am until 4:00 pm. Students are expected to walk on the sidewalks down to the front of the school building and may only cross the street at a designated crosswalk. There are crossing guards at all intersections to help pedestrians cross the street safely.

BUILDING SECURITY AND COMMUNICATION

Building Security

All doors are locked for security reasons. All visitors must enter the main office, located immediately to the right, upon entrance to the building. All visitors must sign in and receive a visitor's pass. Visitors must also sign out in the main office before exiting the building.

Call for Safety

The **Call for Safety** extension is 7108. If a child is going to be absent or late, parents are required to leave a message on this extension before 8:30 am.

Communication

We kindly request that all parents call, email, or make appointments with teachers regarding academic issues. Parents may contact staff by phone or via email using the first initial and last name of the staff member (i.e. dostrowski@livingston.org). Teachers will respond to email communications within 24 hours. If you email a teacher on a Friday or weekend, the teacher will respond to your email by the end of the next school day. Please keep emails brief. If an email will take more than a few sentences, please call the teacher to express your concern. Each teacher has a phone extension which is listed in the staff directory on our website. Parents must dial the main number (973)-535-8000, and then will be prompted to dial the appropriate extension. **Please remember that students are strictly prohibited from carrying a cell phone with them throughout the school day. All cell phones MUST be turned off and kept in a hall locker.**

UPCOMING EVENTS

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| ❖ August 23-24, 2017 | Hall Lock Distribution (see page 3) |
| ❖ August 30, 2017 | Medication Drop Off to Nurse
(1:30 pm – 3:00 pm) |
| ❖ August 31, 2017 | Medication Drop Off to Nurse
(2:00 pm – 3:00 pm) |
| ❖ September 1, 2017 | Medication Drop Off to Nurse
(10:00 am – 10:55 am) |
| ❖ September 5, 2017 | First Day of School for Students |
| ❖ September 8, 2017 | Reading Rally |
| ❖ September 11, 2017 | Puma Pride Assembly |
| ❖ September 14, 2017 | Student Picture Day |
| ❖ September 27, 2017 | HSA Meeting, 7:30 pm |
| ❖ October 4, 2017 | Back to School Night, 7 pm – 9 pm |
| ❖ October 5, 2017 | Puma Pride Team Building Day |
| ❖ October 6, 2017 | Puma Pride Team Building Day (Rain Date) |
| ❖ October 12, 2017 | Principal Round Table |