



Olga Hugelmeyer
Superintendent of Schools

Oscar Crespo, Jr.
Principal

August 2019

Dear Parents/Guardians and Families:

On behalf of the staff here at Robert Morris School No. 18, it is with great pleasure that we welcome all of our new families as well as our returning families to the 2019 – 2020 school year! We are looking forward to a productive partnership with you in order to ensure that our children reach their highest academic potential possible. As partners, we will work together to nourish a rich and rewarding education for our students. The school year will be both inspiring and academically successful; as a result, together, we will supply every child with the necessary tools to become lifelong learners and outstanding citizens in the future. We share the responsibility for our children's success and we want you to know that we will work diligently to implement our mission – for we do believe it is very important that *every child achieves excellence*.

➤ **First Day of School / Arrival and Dismissal Procedures**

The 2019 – 2020 school year will begin on **Thursday, September 5th, 2019**. Classes will be in session between the hours of **8:20 a.m. until 3:00 p.m.** In order to help facilitate a smooth transition, please adhere to the following arrival and dismissal procedures:

Please note that the label on the front of the envelope contains Grade and Homeroom information pertaining to your child. You are asked to bring or send this information with your child on the first day of school. **Please send your child to school with written instructions, from you, that detail how he/she will arrive home and/or who will pick-up your child at the end of the school day.** These instructions must be given to the homeroom teacher. On the first day of school, students will not be released to anyone other than a legal guardian without written instructions from the parent/guardian.

ARRIVAL PROCEDURES FOR THE 1ST DAY OF SCHOOL

- **Grades Kindergarten – 1 students** will report to the Gym at 8:20 a.m. Teachers will be available, with their class lists, near a designated posted sign that will indicate the Homeroom Number.
- **Grades 2-3 students** will report to the playground area at 8:20 a.m. Teachers will be available, with their class lists, near a designated posted sign that will indicate the Homeroom Number.

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- **Grades 4-8 students** will enter through the front door at 7:50 a.m. and attend the breakfast program in the Cafeteria.
- **Grade 4 students** will report to the playground area at 8:20 a.m. Teachers will be available, with their class lists, near a designated posted sign that will indicate the Homeroom Number.
- **Grades 5-8 students** will remain in the cafeteria until their homeroom teachers arrive to pick them up.

In the event of rain, the first day of school procedures will continue as follows:

- **Grades Kindergarten – 1 students** - Procedure remains the same. Students will report to the Gymnasium.
- **Grades 2-3 students** will report to the Cafeteria and sit with their designated homerooms. Teachers will have their class lists available when arriving to pick up their students.
- **Grades 4-8 students** will enter through the front door at 7:50 a.m. and attend the breakfast program in the Cafeteria.
- **Grade 4 students** will remain in the Cafeteria and sit with their designated homerooms.
- **Grades 5-8 students** will be dismissed after the breakfast program and utilize the upstairs hallway to report to their designated homerooms.

ARRIVAL PROCEDURES ON THE 2nd DAY:

- **Kindergarten Rooms K-134 and K-137** - Students should enter the building through the classroom doors on Durant Street.
- **Kindergarten Room K-102** – Students should enter through the classroom door closer to Stanley Terrace.
- **Kindergarten Room K-M1 (Bilingual class) and Grade 1** - Students should enter through the door before the playground that is closest to Stanley Terrace located on the left side of the building.
- **Grades 2-3** - Students must enter through the left side door closest to Stanley Terrace where the security guard is located and report to their homeroom (8:20 a.m.).
- **Grades 4-8** - Students must enter through the main door in front of the building and report to the cafeteria, if they plan to eat breakfast (7:50 a.m.) or report to their designated homeroom (8:20 a.m.).

DISMISSAL PROCEDURES EVERY DAY:

- Dismissal for **Grade Kindergarten** is at **2:55 p.m.**
Dismissal for **Grades 1-5** is at **3:00 p.m.**
Dismissal for **Grades 6-8** is at **2:55 p.m.**
- **K-102, K-134, K-137** – Students may be picked-up at their designated homerooms beginning at 2:55 p.m.

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- **K-M1 (Bilingual class)** - Students will Exit through the 2nd door on the left side of the building before the playground.
- **Grade 1 (Except 1-226) and Grade 2-** Students will Exit through the rear of the building in the playground at 3:00 p.m.
- **1-226 (Bilingual class)** – Students will Exit through K-137.
- **Grades 3 and 5** - Students will Exit through the back, right side of the building on Durant Street (near the kitchen driveway) at 3:00 p.m.
- **Grade 4** - Students will Exit through the 1st door on the left side of the building closest to Stanley Terrace.
- **Grades 6-8** - Students will Exit through the right side of the building on Durant Street (near Kindergarten classes) at 2:55 p.m.

➤ **Breakfast Program**

School breakfast is served daily in our schools. It is imperative that you accurately complete a breakfast/lunch application so that your child's payment status can be determined. Applications and nutrition information may be found by visiting our district website at www.epsnj.org.

- **Students in Grades 4-8**, who eat breakfast, should enter through the front door at 7:50 a.m. Students in Grades 4-8, who do not eat breakfast, should report to school no later than 8:20 a.m.

➤ **Uniform Policy**

Dress Code Guidelines are established to promote a standard of appearance which enhances the learning environment while allowing for the reasonable comfort of all students.

Uniforms are expected to be worn on a daily basis. Please note that hats, bandanas, scarves, and other inappropriate head gear, including hooded garments, are not part of the school uniform and should not be worn. It is the responsibility of the parent/guardian to purchase the proper school uniform for his/her child. If a student moves to another school that has a different school uniform, any purchase of a school uniform for the new school will also be the responsibility of the parent/guardian. **(EBOE Policy Code 5132, 5133)**

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STUDENT UNIFORM LIST

BOYS	Grades PK – 3	Grades 4-8
	Blue Polo* Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan	White Oxford Shirt* Blue Tie Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan Sweater*
GIRLS	Grades PK – 3	Grades 4-8
	Blue Polo* Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan	White Oxford Shirt* Blue Tie Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan Sweater*

PHYSICAL EDUCATION

- White T-Shirt* or Blue Sweatshirt*
- Blue Mesh Shorts* or Blue Sweatpants*
- Sneakers (Black)

NOTE: Grade PK – 5 students may wear their gym uniform to school on physical education days. Grade 6-8 students must bring their gym uniform to change for physical education class.

*All items marked with an asterisk must have the LEAP logo (neighborhood school emblem) or the school's logo.

**Khaki shorts must be knee high and only worn between May 15th and October 1st.

Please note that this is a standard uniform list for most neighborhood schools. The uniform policy is the same districtwide but may vary in color depending on the school/academy.

➤ **Communication**

It is extremely important that we have the most updated phone numbers and home address so that we may contact you in the event of an emergency or to discuss your child's progress. Please be sure to notify both the teacher *and* the main office at any time throughout the

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course of the school year if there is a change in address and/or a phone number. Open communication between the home and the school is expected and is one of the most pertinent keys to academic success in school.

➤ **District Forms**

Please kindly review, sign, and return the packet of information with your child on the first day of school.

- 2019 – 2020 Emergency Form
- Student Internet & Network Permission Form
- Media Release Form
- District Website Parent/Guardian Consent Form
- Emergency Information
- Notice Regarding Physical Form
- Authorization for Release of Confidential Medical Information
- Bulletin 45: Request for Student Supervision Afterschool Dismissal Form
- 2019 – 2020 District School Calendar

➤ **District’s Code of Student Conduct**

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils. The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

For the full version of the Code of Student Conduct policy, please visit <https://www.epsnj.org>.

➤ **Electronic Devices and Other Personal Property**

Cell phones, iPods, beepers, headphones, radios, and other electronic devices are not to be used in school. They will be confiscated if seen and a parent must come to school to pick up the confiscated items. Schools are not responsible for lost, damaged, or misplaced electronic devices. **(EBOE Policy Code 5131)**

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➤ Attendance

New Jersey statutes require every parent / guardian or other persons having custody and control of a child between the ages of 6 and 16 years to cause such child regularly to attend the public schools of the district. A student must be in attendance for at least 171 of the 180-day school year (95%). In order to be considered to have successfully completed the instructional program requirements of the grade / course to which he/she is assigned, no more than a total of nine (9) absences is allowed. **(EBOE Policy Code 5113)**

➤ Safety and Security

Please note that the safety of our students is of the utmost importance to us. Therefore, please have the proper photo identification readily available for the security guards in order to receive a visitor's pass upon entering the building. An orderly school environment is essential to the success of our learning program.

➤ Health Related Information

By New Jersey state mandate, all Pre-K students must have the flue vaccination by January 1st in order to attend school. All incoming 6th grade students must have the Tdap and Menactra booster shots before returning to school in September 2019. For any and all medical updates or concerns, please contact the school nurse.

➤ Back-to-School Night

Our Back-to-School Night will be held on Wednesday, September 25th, 2019 at 6:00 p.m. During this time, parents will have the opportunity to speak with teachers, visit classrooms, and sign up for the PTO. Please consider signing up.

Sincerely,

Oscar Crespo, Jr.
Principal

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