



J. Christian Bollwage Finance Academy

Olga Hugelmeyer, Superintendent

Dr. Megan Marx, Principal

Antonio Almeida, Vice Principal

August 2021

Welcome Back to All Parents/Guardians and Students!

On behalf of the entire staff here at the J. Christian Bollwage Finance Academy, it is with great anticipation and an overwhelming sense of excitement that we welcome all of our families back to **in-person instruction for the 2021 – 2022 school year beginning on Thursday, September 9th!** We are eagerly awaiting to resume our productive partnership with you in order to ensure that our children reach their highest academic potential within a safe and vigorous classroom environment. We share the responsibility for our children's success and we want you to know that we will work diligently to reclaim excellence on our path forward.

We would, first of all, like to reiterate a shared message that the Elizabeth Public Schools will maintain its pledge, guided by the principles of exceeding CDC expectations, to open schools for in-person instruction responsibly, place the health and the safety first for both our students and team members, provide high-quality instruction to all students, and deliver accurate and timely communication to families and team members. Please visit our Back to School link on our district website for additional information on returning to school located at <https://www.epsnj.org/backtoschool>.

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| Health and Safety Protocols | <p>Providing 24/7 protection against Covid-19 and the Delta Variant for students, teachers, and in the classroom is a top priority.</p> <ul style="list-style-type: none">• Masks will be required for all students and staff members.• We have provided every classroom with air purifiers that have a HEPA filter.• We have ensured adequate supplies to support healthy hygiene behaviors, including soap, tissues, face coverings, and hand sanitizers (with at least 60 percent ethyl alcohol) for students and staff members who can safely use hand sanitizers.• We have provided electrostatic sprayers in every school. The sprayers will enable custodial staff to more efficiently disinfect our schools. Detailed attention will be given to high-touch areas such as door handles, desktops, sink handles, handrails and restrooms throughout the day.• We have posted signage in high visibility areas to remind students and staff members of proper techniques for handwashing, the covering of coughs and sneezes, and other prevention measures. |
| EPS School Calendar | <p>To review the EPS School Calendar for the 2021 – 2022 school year, please visit the following link: https://links.epsnj.org/calendar</p> |
| First Day of School/Arrival and Dismissal Procedures | <p><i>The 2021 – 2022 school year will begin on Thursday, September 9th, 2021.</i> In-person instruction will be conducted during the hours of 7:45 a.m. to 2:29 p.m.</p> |



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In order to help facilitate both a smooth and orderly mode of transition during the times of arrival and dismissal, please adhere to the following safety procedures:

Breakfast is served from 7:15 a.m. to 7:40 a.m. Students are expected to arrive to school on time. Consequences for tardiness will include phone conferences with a parent, afterschool detentions, and, possibly, Saturday detention.

Schedules will be available on PowerSchool in late August. **Please log into PowerSchool to view your homeroom and schedule.** On the **first day of school**, students will report to their **homeroom** at 7:45 a.m. All students will follow the **schedule** that is indicated in PowerSchool.

PowerSchool Parent Portal Instructions

NEW AND RETURNING PARENTS TO EPS

To obtain instructions on how to navigate the PowerSchool Parent Portal please visit the EPS Website at <https://www.epsnj.org/PowerSchoolInstructions>.

If you experience technical difficulties with accessing your child's PowerSchool information, please contact your child's school or visit the EPS website at [Student Services / New Student Registration \(PreK-12\) \(epsnj.org\)](#). From there, please click on the "**PowerSchool Parent Portal Help**" tab. Please scroll down and click on the school that your child currently attends. You will then be directed to complete an online contact form. After clicking the **Save** and **Done** buttons at the bottom, your request will be submitted and someone from the school will be in contact with you as soon as possible.

PowerSchool Student Portal Instructions

To obtain instructions on how to navigate the PowerSchool Student Portal, please visit the EPS website at <https://www.epsnj.org/PowerSchoolInstructions>

All students will follow the **homeroom schedule** that is indicated in PowerSchool.

Uniform Policy

Dress Code Guidelines are established to promote a standard of appearance that enhances the learning environment as well as allows for the reasonable comfort of all students. Uniforms are expected to be worn daily.

The uniform and dress code requirements for your child's school are provided on the EPS website at <https://www.epsnj.org/backtoschool>. Please refer to the "**Uniform Policy**" tile and follow the instructions provided.

Parents, we are asking for both your cooperation as well as your support in regard to your child's adherence to the uniform policy. Students who do not adhere to the school uniform policy will not be permitted to enter the building on **Thursday, September 9th** or any school day thereafter. Please do not hesitate to contact the main office if you should have any questions with respect to the uniform policy.



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Electronic Devices

For the past few years, our school has operated as a 1:1 technology school; and as a result, all students will continue to utilize a laptop computer for their daily classroom instruction. Students should make every effort to take excellent care of their laptops throughout the school year, as this is a very special privilege. Our 1:1 technology implementation will continue to ensure that our students attain the competitive standards that are needed to foster both college and career readiness. *All students are required to bring their charged laptops and power cords to school daily.*

NEW ENTRANTS

All new students to the district will receive their laptop during the first week of school.

9TH GRADE STUDENTS

Freshmen will receive their laptops at the 9th Grade Orientation which is scheduled to take place on **August 26th at 10:00 a.m.** at the J. Christian Bollwage Finance Academy.

Stay Connected

NEW AND EXISTING PARENT INSTRUCTIONS

It is extremely important that we have the most updated home address and/or phone numbers so that we may contact you in the event of an emergency or to discuss your child's progress. Please be sure to update your contact information by logging into your PowerSchool Parent Portal and filling out the Emergency Information form found under the Forms link throughout the course of the school year should there be a change in either your home address and/or phone number. Open communication between the home and the school is expected and is one of the more pertinent keys to academic success in school.

Our Notification system enables staff members to contact parents through email, text, and through verbal messages recorded on the phone. Through this system, parents are immediately alerted of urgent information, major events, and/or upcoming dates. To ensure that this system will continue to operate in its highly effective manner, it is very important that we have **the most current and accurate information on file for each and every student.**

To obtain information on how to keep your contact information up-to-date, please visit the EPS website at <https://www.epsnj.org/backtoschool>. Please refer to the "Stay Connected" tile and follow the instructions provided on how to update your information on PowerSchool.2

Please do not hesitate to reach out to us with any questions at (908) 436-6500. Additional information is available on the Bollwage Finance website, which is accessible through the Elizabeth Public Schools website (www.epsnj.org) and on our school's Facebook page.



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| District/School Information | <p>Please ensure that all of the required documents listed below are reviewed and completed by the first day of school and that all personal information is updated regularly. All of the required forms must be updated on PowerSchool in the “Forms” section.</p> <ul style="list-style-type: none">• Emergency Information Form• Notice Regarding Physicals• Media Release Form• Student Internet & Network Permission Form with Elizabeth Internet Use Policy• Acceptable Use For Technology – Electronic Mobile Device Form• Emergency Connectivity Fund (ECF)• Lunch Application <p>In order to obtain access to the required documents that are indicated above, please visit the EPS website at https://www.epsnj.org/backtoschool. Please refer to the “<i>Forms and Applications</i>” tile and follow the instructions provided.</p> |
| Transportation | <p>Transportation will be available for the following students:</p> <ul style="list-style-type: none">• Elementary students who live more than 2.0 miles from their school• High school students who live more than 2.5 miles from their school• Students whose IEP include transportation services <p>All students will be socially distanced while being transported to and from school.</p> |
| Orientation Dates | <p>Thursday, August 26th at 10:00 a.m. at the J. Christian Bollwage Finance Academy 447 Richmond Street, Elizabeth, NJ 07202.</p> <p>At the Freshmen orientation, students and parents will have an opportunity to learn more about the J. Christian Bollwage Finance Academy.</p> |
| Back-to-School Night | <p><i>September 29th, 2021 at 7:00 PM.</i></p> |

We hope that you will all continue to enjoy the remainder of the summer. We look forward to resuming in-person instruction on **Thursday, September 9th**. Let’s mark this time as the school year in which we all begin to work together in order to reaffirm equity, reestablish expectations, and reclaim excellence!

Sincerely,

Dr. Megan Marx
Principal