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August 2021

Welcome Back to All Parents/Guardians and Students!

On behalf of the entire staff here at Madison-Monroe School No. 16, 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>.

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 is 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**

The 2021 – 2022 school year will begin on Thursday, September 9th, 2021. In-person instruction will be conducted during the hours of 8:20 a.m. to 3:00 p.m.

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:

Bookbags, handbags, etc. are subject to be searched. Please **open these items** as you enter the building.

ARRIVAL:

The 2021-2022 school year will begin on *Thursday, September 9th, 2021* and it is a full day of school for all students within grades Pre-K – 8. Please keep in mind that we will operate on a regular day schedule:

- **Kindergarten and 1st Grade Students** will enter from the Monroe Avenue entrance and follow the directions on the enclosed map.
- **2nd and 3rd Grade Students** will enter from the front North Avenue entrance and follow the directions on the enclosed map.
- **4th, 5th, and 6th Grade Students** will enter through the front entrance of the Main Building and follow the directions on the enclosed map.
- **7th and 8th Grade Students** will enter from the Monroe entrance of the Main Building and follow the directions on the enclosed map.

DISMISSAL:

- **Pre-Kindergarten Students** will be dismissed at 2:55 p.m. via their TCUs.
- **Kindergarten Students** will be dismissed at 2:55 from the Monroe Avenue side of the building.
- **1st Grade Students** will be dismissed at 3:00 p.m. from the Monroe Avenue side of the building.
- **2nd and 3rd Grade Students** will be dismissed from the front entrance of North Avenue.
- **Rooms 3-107 and 3-B5** will exit from the side entrance near the Circle Garden on North Avenue.

NOTE: Parents, please wait for your child on the sidewalk and not in front of the entrance doorways or on the school steps. Please consider parking in the parking lot on Monroe Street. Please do not block the doors.

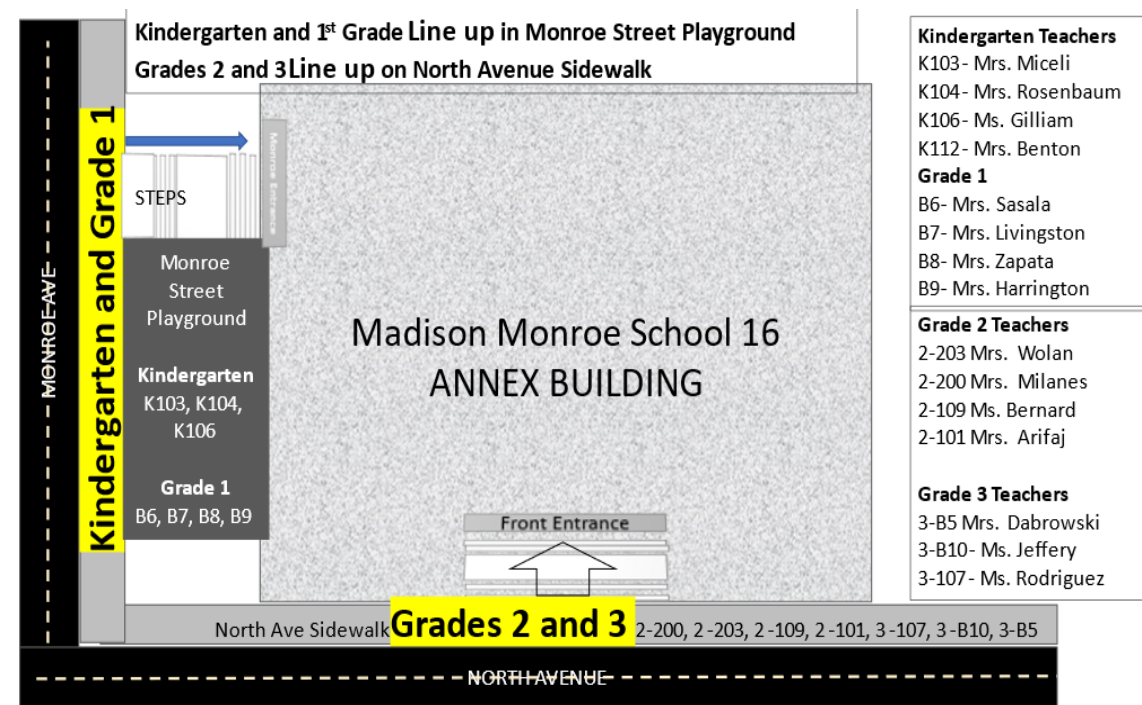
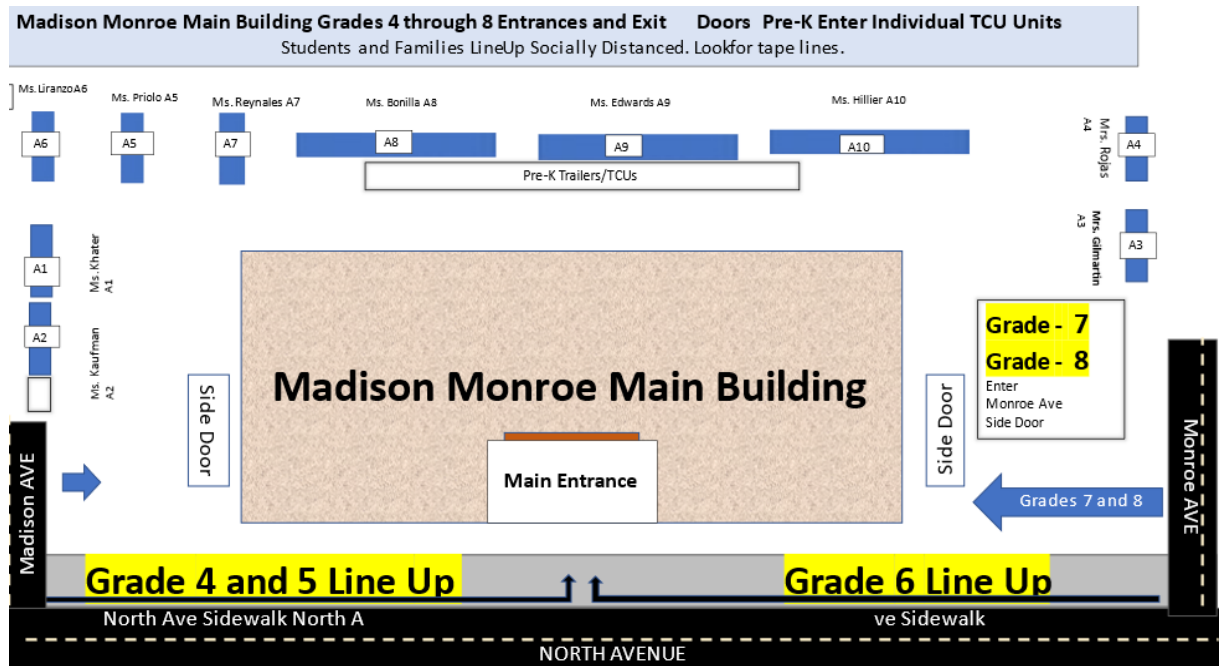
BUSED STUDENTS will be called at 2:50 p.m. to board their buses.

It is imperative that students are picked-up on time at the end of the day at 3:00 p.m.

- If necessary, please make prior arrangements as to whom will be responsible for your child at dismissal. Please indicate where your child should meet the designated individual so that he/she can be picked-up or walked home.
- Teaching and instruction is in session until 2:55 p.m. every day for students who are not boarding a bus.
- If your child must be picked-up early, you must sign him/her out in one of the Main Offices and show proper identification. Remember that an early dismissal means that your child will miss some of his/her learning activity. All students, parents, and visitors must enter the building through the main entrance's security area of each building.
Parents and visitors are required to sign in and show appropriate identification.

- An older child who is responsible for picking-up a younger child must wait outside of the younger child's designated exit or decide on a mutual meeting place outside of the building.
- Please park your car appropriately and obey all traffic laws as specified; we do not want you to get a ticket or to be in the midst of any kind of danger. North Avenue is often congested with both cars and trucks. Use the parking lot if necessary. Please do not double or triple park.

ALL EXIT DOORS are locked at all times.



PowerSchool Parent Portal Instructions	<p><u>NEW AND RETURNING PARENTS TO EPS</u></p> <p>To obtain instructions on how to navigate the PowerSchool Parent Portal please visit the EPS Website at https://www.epsnj.org/PowerSchoolInstructions.</p> <p>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 <i>"PowerSchool Parent Portal Help"</i> 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 <i>Save</i> and <i>Done</i> buttons at the bottom, your request will be submitted and someone from the school will be in contact with you as soon as possible.</p>
PowerSchool Student Portal Instructions	<p>To obtain instructions on how to navigate the PowerSchool Student Portal, please visit the EPS website at https://www.epsnj.org/PowerSchoolInstructions</p> <p>Pk: (Three-Year Old) – Three-Year-Old children placed at a Private Provider will receive a separate communication with information regarding their preschool teacher, etc.</p> <p>Pk-8: All Pk – 8 students will follow the homeroom schedule that is indicated in PowerSchool.</p>
Uniform Policy	<p>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 on a daily basis.</p> <p>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 <i>"Uniform Policy"</i> tile and follow the instructions provided.</p> <p>Parents, we are asking for both your cooperation as well as your support in regards 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 <i>Thursday, September 9th</i> 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.</p>
Electronic Devices and Personal Property	<p>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 <u><i>laptop computer</i></u> for their daily classroom instruction. Students should make every effort to take excellent care of their <u><i>laptops</i></u> 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. <i>All students are required to bring their charged laptops and power cords to school daily.</i></p> <p><u>NEW ENTRANTS</u></p> <p>All new students to the district will receive their iPad/laptop during the first week of school.</p> <ul style="list-style-type: none"> • Bookbags, folders, binders, pencil cases, sweaters, sweatshirts, and/or hoodies should be marked with the child's name in pen or marker.

- For the safe and effective operation of Madison-Monroe School No. 16, please refer to the *policies and guidelines* that are located on the EPS website at <https://www.epsnj.org/backtoschool>.
- Please check your child's bookbag and folder daily for homework assignments and important communications.
- **Cell phones and iPods ARE NOT PERMITTED to BE USED in the school building during instructional time.**
- While it is understandable that many students have cell phones for emergency purposes, ***cell phones must be turned off and handed in at the front entrance while in school.*** If a student has a cell phone in his/her possession beyond the front entrance, it will be confiscated. Parents will then be notified to retrieve the cell phone from the Principal's office.
- Lockers, for students in Grades 7 and 8, ***are subject to search as in accordance with District Policy.***

**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 and follow the instructions provided on how to update your information on PowerSchool.

IMPORTANT PHONE NUMBERS:

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| • Main Office (Main Building) | 908-436-5770 |
| • Main Office (Annex Building) | 908-436-4048 |
| • Principal (MAIN Building): | 908-436-5755 |
| • Vice-Principal (ANNEX Building): | 908-436-4050 |
| • Secretary at the ANNEX Office: | 908-436-4048 |
| • Head Secretary at the MAIN Office: | 908-436-5757 |
| • Nurse at the ANNEX Building: | 908-436-4049 |
| • Nurse at the MAIN Building: | 908-436-5760 |
| • Guidance Counselor at the MAIN Building: | 908-436- 5771 |
| • Social Worker at the MAIN Building: | 908-436-5775 |
| • Head Cook at the MAIN Building: | 908-436-5765 |

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:</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>
Immunization Requirements	<p>The state of New Jersey has mandated that all children born after January 1st, 1997 and enrolled in Grade Six, <u>will be required to receive a booster dose of the diphtheria, tetanus and pertussis vaccine (Tdap) as well as one dose of meningococcal vaccine.</u></p> <p>Documentation that your child has received the required sixth grade immunizations must be turned into the school nurse no later than <u>Monday, August 30th, 2021.</u></p> <p>Students entering 6th grade with birthdays on or after August 16th, 2021, must provide written confirmation from your child’s healthcare provider of the vaccination appointment. This appointment should be within two weeks of your child turning 11 years of age. The immunization record must be submitted immediately following the appointment. The Elizabeth Public School District is compelled by law to ensure that all students receive their required immunizations.</p> <p><u>Children who do not meet immunization requirements or do not have documentation of a scheduled appointment within two weeks of turning 11 years of age will be excluded from school beginning the first school day.</u></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>
Breakfast Program	<ul style="list-style-type: none"> • For lunch applications, 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. It is important that these forms are completed. • <i>Lunch bills must be paid on time.</i> • Breakfast will be served daily for students in grades K-8 from 7:50 a.m. to 8:15 a.m. in both cafeterias in the Main and Annex Buildings. At 8:20 a.m., students in grades K-8 will report to their classrooms. • While students are welcomed to bring their own lunch to school, Madison – Monroe School No. 16 <i>discourages the admittance of fast food within the school environment</i>

because we are a Healthy Alliance School.

- Birthdays are celebrated on a special Friday of each month, as noted on the school's monthly calendar.

**Social/Emotional
Behaviors**

- *Acting out behaviors of disrespect, disruption, disturbance to the learning environment, and any and all types of bullying will not be tolerated.*
- Students will receive detention or suspension for said breaches of discipline. Parents will be notified by phone and by mail.
- Kindly refer to the District's **Code of Conduct** provided on the EPS website at <https://www.epsnj.org/backtoschool>. Said information will be shared at Back-to-School Night.
- The Social Worker/Guidance Counselor is available to assist families with information pertaining to social/emotional behaviors.

**General School
Supplies**

Please provide your child with the following school supplies for the start of the school year. A more detailed list was given to each student during the last week of school.

Pre-K: 2 Folders (2 Pockets) with student's full name and family phone number
Bookbag with full name written on the inside
Blanket
Extra change of clothes with attached name
Box of Tissues and Baby Wipes

Grades K-5: Bookbag with full name written on the inside
Pencil case with 3-5 sharpened pencils, erasers, and red pencil/pen
5 Plastic Folders (2 Pockets) with student's full name and family phone number
4 Marble Notebooks and 1 Math Marble Notebooks
2 1" inch 3 ring binders
Elmer's Glue Sticks
Box of Crayons (16/24 count) / Markers / Colored Pencils / Dry Erase
Markers / Erasers
Box of Tissues and Disinfecting Wipes
Personal set of headphones, preferably a set with a microphone
USB Flash drive
Library Card (suggested)

Grades 6-8: Same as Grades K-5 plus the following (different size binder):

3-inch Binder with Dividers
Loose leaf Paper (Standard Size Packet)
Personal set of headphones, preferably a set with a microphone
USB Flash drive
Library Card (suggested)

**Back-to-School
Night**

Madison-Monroe School No. 16
September 30th, 2021 at 5:30 p.m.

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,

Antonio Di Fonzo and Marlene Hasegawa