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Superintendent of Schools

Oscar Crespo, Jr.  
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August 2021

### ***Welcome Back to All Parents/Guardians and Students!***

On behalf of the entire staff here at Robert Morris School No. 18, 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**

Providing 24/7 protection against Covid-19 and the Delta Variant for students, teachers, and in the classroom is a top priority.

- 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**

To review the EPS School Calendar for the 2021 – 2022 school year, please visit the following link: <https://links.epsnj.org/calendar>

### **Robert Morris School No. 18**



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

*The 2021 – 2022 school year will begin on Thursday, September 9<sup>th</sup>, 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:

**MORNING ARRIVAL PROCEDURES (8:20 a.m.):**

K-134 and K-137- Enter through their classrooms on Durant Street.

K-102 - Enter 1st door on left side (classroom - nearer to Stanley Terrace).

K-103, 1-P1, 1-P2 - Enter through 3rd doors on left side (nearer to Stanley Terrace).

1-224 - Enter through classroom K-137 on Durant Street.

Grades 2-3 – Enter through 2nd doors on left side (nearer to Stanley Terrace).

Grades 4-8 - Enter through the main doors in front of the building.

\*Grades 4-8 ONLY - For breakfast, report to the cafeteria beginning at 7:50 a.m.

**AFTERNOON DISMISSAL PROCEDURES (3:00 p.m.):**

K-102, K-134, K-137 - Pick up at their designated homerooms.

K-103, 1-P1, 1-P2 - Pick up at 3rd door on left side (nearer to Stanley Terrace).

1-224 - Pick up at room K-137.

Grade 2 - Pick up at the playground in the back of the building.

Grade 3, 5-201, 5-203 - Exit through 1st doors on Durant Street.

Grade 4 and 5-M1- Exit through 2nd door on left side (nearer to Stanley Terrace).

Grades 6-8 - Exit through far brown doors (near Kindergarten classes) on Durant Street.

**Robert Morris School No. 18**



<b>PowerSchool Parent Portal Instructions</b>	<p><b><u>NEW AND RETURNING PARENTS TO EPS</u></b></p> <p>To obtain instructions on how to navigate the PowerSchool Parent Portal please visit the EPS Website at <a href="https://www.epsnj.org/PowerSchoolInstructions">https://www.epsnj.org/PowerSchoolInstructions</a>.</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 <a href="https://www.epsnj.org/StudentServices/NewStudentRegistration">Student Services / New Student Registration (PreK-12) (epsnj.org)</a>. From there, please click on the <b>"PowerSchool Parent Portal Help"</b> 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 <b>Save</b> and <b>Done</b> 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>
<b>PowerSchool Student Portal Instructions</b>	<p>To obtain instructions on how to navigate the PowerSchool Student Portal, please visit the EPS website at <a href="https://www.epsnj.org/PowerSchoolInstructions">https://www.epsnj.org/PowerSchoolInstructions</a></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 <b>homeroom schedule</b> that is indicated in PowerSchool.</p>
<b>Uniform Policy</b>	<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 <a href="https://www.epsnj.org/backtoschool">https://www.epsnj.org/backtoschool</a>. Please refer to the <b>"Uniform Policy"</b> 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 <b>Thursday, September 9<sup>th</sup></b> 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>
<b>Electronic Devices</b>	<p><b>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>laptop computer</u> for their daily classroom instruction.</b> Students should make every effort to take excellent care of their <u>laptops</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</i></p>

**Robert Morris School No. 18**



to school daily.

#### NEW ENTRANTS

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

#### **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.

#### **District/School Information**

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:

- 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

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 ***"Forms and Applications"*** tile and follow the instructions provided.

#### **Robert Morris School No. 18**



<b>Immunization Requirements</b>	<p>The state of New Jersey has mandated that all children born after January 1<sup>st</sup>, 1997 and enrolled in Grade Six, <b><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></b></p> <p>Documentation that your child has received the required sixth grade immunizations must be turned into the school nurse no later than <b><u>Monday, August 30<sup>th</sup>, 2021.</u></b></p> <p>Students entering 6<sup>th</sup> grade with birthdays on or after August 16<sup>th</sup>, 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><b><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></b></p>
<b>Transportation</b>	<p>Transportation will be available for the following students:</p> <ul style="list-style-type: none"><li>• Elementary students who live more than 2.0 miles from their school</li><li>• High school students who live more than 2.5 miles from their school</li><li>• Students whose IEP include transportation services</li></ul> <p>All students will be socially distanced while being transported to and from school.</p>
<b>Back-to-School Night</b>	<p><i>September 27<sup>th</sup>, 2021 at 6:00 p.m.</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 9<sup>th</sup>***. 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,

Oscar Crespo, Jr.  
Principal

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