



Olga Hugelmeyer  
Superintendent of Schools

Berthenia Harmon Carolina  
Principal

Frederick Flowers  
Vice-Principal (Main)

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Vice-Principal (Annex)

August 2019

Dear Parents/Guardians and Families:

On behalf of the staff here at Nicholas Murray Butler School No. 23, 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 5<sup>th</sup>, 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:

To orient our new and returning families to our Nicholas Murray Butler School No. 23 campus, please note that we are housed at three locations:

- **Pre-Kindergarten students** are located at the Dwyer 9<sup>th</sup> Grade Academy - 501 Union Avenue. The classrooms can be accessed from both Union Avenue and Westminster Avenue.
- **Grades Kindergarten – 2 students and Grades 5-8 students** are located at 631 Westminster Avenue.  
**NOTE:** New for the 2019 - 2020 school year, we will have a Grade 4 ABL class housed at the Main Building.
- **Grades 3-4 students** are located at the Mitchell Building - 500 North Broad Street.

### **Nicholas Murray Butler School No. 23**

501 Union Avenue, Elizabeth, New Jersey 07208

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Annex - 500 North Broad Street, Elizabeth, NJ 07208

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**Thursday, September 5<sup>th</sup>, 2019**

- **The classroom assignment for your child can be found on the label affixed to your envelope.**

School No. 23 Main Building

- **Kindergarten students**, along with a parent/guardian, will enter the building via the Main Entrance at 8:20 a.m. and meet their teachers in the Gymnasium.
- **Students in Grades 1-2 and 5-8** will meet their respective homeroom teachers on the field at 8:20 a.m.

School No. 23 Annex

- Students will enter the building via the assigned entrance.
  - Teachers will meet the students in the Multi-Purpose Room located on the ground floor.  
*Only students will be permitted to enter the building.*
- NOTE:** Please ensure that your child is aware of his/her homeroom assignment.

School No. 23 Pre-Kindergarten

- Students will enter via their assigned classrooms.
- Parents/Guardians will be permitted to briefly visit with the teacher.

**Friday, September 6<sup>th</sup>, 2019 and thereafter**

- **Kindergarten students** will enter at 8:20 a.m. via **Door #7** located by the playground. Dismissal will take place from the individual classroom doors at 2:55 p.m.
- **Grades 1-2 students** will enter at 8:20 a.m. via the **Main Entrance – A**. Dismissal for **students in Grade 1** will take place at **Door #7** located by the playground. Dismissal for **students in Grade 2** will take place via the **Main Entrance**.
- **Grades 4-8 students** will enter via the **Main Entrance - B**. Dismissal for students in **Grades 4-5** will take place via the **Main Entrance**. Dismissal for students in **Grades 6-8** will take place via **Door #13** located by the field.

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**Nicholas Murray Butler School No. 23**



➤ **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](http://www.epsnj.org).

- Our breakfast program will continue to operate in the same manner in which it operated during the 2018-2019 school year.
- Breakfast will be served from 7:50 a.m. to 8:10 a.m. to **students in Grades 5-8** at the Main Building and to **students in Grades 3-4** at the Annex.
- Doors will open for students at both locations at 7:50 a.m. Students will not be permitted to enter for breakfast after 8:10 a.m.
- At 8:20 a.m., doors will reopen for the start of the school day. **Please adhere to this schedule and ensure that your child is properly supervised until doors open at the designated times.**

**Please note** that this is not a time for social gathering. Students who enter the building at 7:50 a.m. are expected to cooperate with the assigned staff members and enjoy breakfast with their classmates. However, any student who does not meet this expectation and compromises the safety of others will jeopardize participation in the breakfast program. Should this occur, the student will be unable to participate in the program for an assigned time period and a parent conference will be required prior to resuming participation.

➤ **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)**

**Nicholas Murray Butler School No. 23**



## STUDENT UNIFORM LIST

<b>BOYS</b>	<b>Grades PK – 3</b>	<b>Grades 4-8</b>
	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*
<b>GIRLS</b>	<b>Grades PK – 3</b>	<b>Grades 4-8</b>
	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 15<sup>th</sup> and October 1<sup>st</sup>.

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.

### Nicholas Murray Butler School No. 23



➤ **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 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>.

**Nicholas Murray Butler School No. 23**



➤ **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)**

➤ **Attendance**

New Jersey statues 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 upmost 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 1<sup>st</sup> in order to attend school. All incoming 6<sup>th</sup> 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**

**For students in Grades Pre-Kindergarten – 2 and students in Grades 5-8, our Back-to-School Night will be held on Tuesday, September 24<sup>th</sup>, 2019 at 6:00 p.m.** in the Main Building.

**For students in Grades 3-4, our Back-to-School Night will be held on Monday, September 25<sup>th</sup>, 2019 at 6:00 p.m.** in the Annex. During this time, parents will have the opportunity to speak with teachers, visit classrooms, and sign up for the PTO. Please consider signing up.

**Nicholas Murray Butler School No. 23**



All parents are invited to partner with our school by joining the Parent Teacher Organization (PTO). Our PTO is lead by Ms. Loretta Stevens and Mrs. Leidy Castro who, along with their team, have done an amazing job supporting our school. We need **YOU!** **Another way to support our school is to join via membership; PTO membership is \$5.00.** If you are interested in hearing additional information, please contact the school office.

In closing, the Nicholas Murray Butler School No. 23 faculty, staff, and administration are honored that you have entrusted us with your precious ones. We look forward to providing excellent educational services to you and your child. Personally, I wish to extend my best wishes for a wonderful school year as we work together to ensure that every child reaches his/her fullest potential and achieves excellence. As always, if I can be of assistance, please feel free to contact me at (908) 436-5885 or via email at [harmonbe@epsnj.org](mailto:harmonbe@epsnj.org). I look forward to serving you during this school year.

Sincerely,

Berthenia Harmon Carolina  
Principal

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