



Olga Hugelmeyer
Superintendent of Schools

Maria Labrador
Principal

Joia Hill
Vice-Principal

August 2019

Dear Parents/Guardians and Families:

On behalf of the staff here at Dr. Albert Einstein Academy School No. 29, 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:

- **All 2019 - 2020 homeroom assignments can be found on the front mailing label of the envelope. For all K-3 Grade students, please complete the enclosed card and have the child wear it on the first day of his/her arrival.**
- **Pre-K students** are dropped off at the Pre-K Gymnasium door which is located towards the back of the playground. Doors will open at **8:20 a.m.** and close promptly at **8:30 a.m.** If a student arrives after 8:30 a.m., he/she must be brought to the main office and receive a tardy slip. **Dismissal for all Pre-K students will take place in the Cafeteria.**
- **Doors for students in Grades K-8** will open at 7:45 a.m. Students in Grades K-8 will enter through the front door and pass through the metal detector. Parents *will not* be allowed beyond this point. **At dismissal, students in Grades K-3 will report to the Gymnasium to meet their teachers.**

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- Please note that our school is located on a main road. When dropping off or picking-up your child, do not double park in front of the building. Please be mindful of our neighbors and do not block private driveways. In addition, please do not block the school driveway; the driveway in front of the building is designated for buses ONLY. Student safety is among our top priorities and we hope to make the morning and afternoon transitions as orderly as possible.
- Also enclosed, for your immediate review, is the **District's Afterschool Dismissal Policy**. If your child plans to take the bus home, you ***do not*** need to fill out the enclosed form; however, if your child plans to walk home, it is **mandatory** that you fill out the form. Students who are picked-up will be signed out by a parent/guardian in the Cafeteria. Students who walk home will sign out and be released from the Cafeteria. **Please return the form on the first day of school on Thursday, September 5th.**
- **Please be informed that early dismissals will not take place after 2:45 p.m.**
- Students who are bused to school will be picked-up and dropped-off at their designated bus stops. Any questions regarding bus routes and transportation issues should be addressed to the Transportation Department at (908) 436-6820.
- ***If, for any reason, you need to change your child's transportation for the day, you must send a signed note to school with your child that morning to avoid confusion.***

➤ **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 Pre-K – 3** will be served breakfast in their homerooms.
- **Students in Grades 4-8** will be served breakfast in the Cafeteria from 7:45 a.m. to 8:20 a.m.

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➤ 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.

STUDENT UNIFORM

Girls – Grades Pre-K – 3	Boys – Grades Pre-K & Kindergarten
Burgundy Shirt* Khaki Jumper Khaki or Burgundy Tights or Socks Black Shoes Appropriate for School Burgundy Cardigan Sweater*	Burgundy Shirt* Khaki Pants Khaki, White or Black Socks Black Shoes Appropriate for School Burgundy Cardigan Sweater*
Girls – Grades 4-8	Boys – Grades 1-8
White Oxford Embroidered Shirt* Khaki Skort** Burgundy Cross Tie Khaki or Burgundy Tights or Socks Black Shoes Appropriate for School Burgundy Cardigan Sweater*	White Oxford Embroidered Shirt* Khaki Pants Solid Burgundy Tie Khaki, White or Black Socks Black Shoes Appropriate for School Black Belt Burgundy Cardigan Sweater*

Burgundy Cardigan Sweaters are part of the school uniform, but do not need to be worn daily if students are warm. Jackets, sweatshirts, and other sweaters **may not be worn** during the school day.

Dr. Albert Einstein Academy School No. 29

919 North Broad Street, Elizabeth, New Jersey 07208 • Ph: 908.436.6900 • Fax: 908.436.6920
Email: Labradorma@epsnj.org • Website: www.epsnj.org



PHYSICAL EDUCATION UNIFORM

White T-Shirt with Albert Einstein Academy Emblem
Burgundy Mesh Shorts with Albert Einstein Academy Emblem
Burgundy Sweatshirt with Albert Einstein Academy Emblem
Burgundy Sweatpants with Albert Einstein Academy Emblem

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 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 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

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➤ **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>.

➤ **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)**

Please note that absences and excessive tardiness can effect placement here at Dr. Albert Einstein Academy School No. 29.

➤ **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 flu 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.

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➤ **Back-to-School Night**

Our Back-to-School Night will be held on Tuesday, September 17th, 2019 at 5:30 p.m. for students in Grades Pre-K – 3 and at 6:30 p.m. for students in Grades 4-8. During this time, parents will have the opportunity to speak with teachers, visit classrooms, and sign up for the PTO. Please consider signing up.

****Please note: Computers will be available to set up PowerSchool accounts on Back-to-School Night and throughout the school year. Assistance will be provided.***

All of us here at Dr. Albert Einstein Academy School No. 29 anxiously await the beginning of a new school year. Our focus on the Science, Technology, Engineering, Arts/Architecture, and Mathematics components help to ensure that our students attain the competitive standards that are needed to foster both college and career readiness. We all look forward to starting another great year here at Dr. Albert Einstein Academy School No. 29. See you in September!

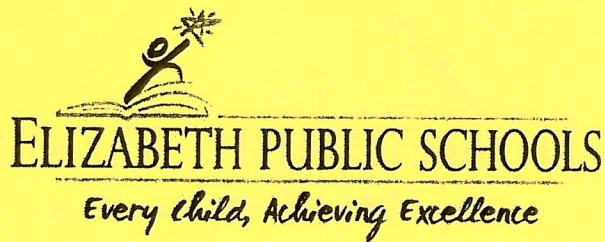
Sincerely,



Maria Labrador
Principal

Dr. Albert Einstein Academy School No. 29

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Students in the Elizabeth Public Schools shall have an annual physical examination performed at least one time during each developmental stage. **Parents are encouraged to take their children to their private physician.** The report of such private examination must be recorded on the health record of the Elizabeth Public Schools. The forms may be obtained by request from the school nurse. The school physical includes a genitalia exam for boys completed by the school physician.

Physical examinations begin in September. By law, every student between the ages of 10 and 18 is screened for scoliosis every two years. Parents are invited to be present and, if interested, are requested to notify the school in order that the school nurse may inform parents of the examination schedule. Unless your child's school nurse is notified to the contrary, it will be understood that your child may be given any of the following screenings: height, weight, BMI (body mass index), vision, hearing, scoliosis, and blood pressure. New Entrants must provide documentation of a physical examination within a current calendar year.

If your child has any type of medical condition, please inform the school nurse as soon as possible.

The dispensation of medication is normally not a function of education. In the event your child has to receive medication in school, e.g., antibiotics for a short time, the following guidelines are enforced:

1. Medication should be hand delivered to the school nurse via parent or guardian.
2. Medication should be in the original container appropriately labeled by the pharmacy or physician.
3. Under no circumstances will over-the-counter medication be administered by the school nurse.

If your child has to receive prescription medication for a chronic illness, please see the school nurse for the necessary forms to be filled out.

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If your child has any type of medical condition, please inform the school nurse as soon as possible. In the event of an emergency, it is imperative that we have an emergency telephone number to contact you. Please fill in the following portion and return it to the school nurse immediately.

EMERGENCY INFORMATION

Name of Student _____	Grade _____	Room Number _____
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Address _____	Telephone Number _____	Cell Phone Number _____
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Father's Name _____	Business Address & Telephone Number _____	Email Address _____
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Mother's Name _____	Business Address & Telephone Number _____	Email Address _____
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IF WE ARE UNABLE TO CONTACT PARENTS, PLEASE LIST FRIENDS WHOM YOU AUTHORIZE US TO CONTACT IN CASE OF AN EMERGENCY.

Name _____	Relationship _____	Address _____	Telephone Number _____	Cell Phone Number _____
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Name _____	Relationship _____	Address _____	Telephone Number _____	Cell Phone Number _____
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Does your child have health insurance?

Yes _____ If Yes, name of insurance company _____
 No _____ NJ FamilyCare provides free or low cost health insurance for uninsured children and certain low income parents. For more information, please call 1.800.701.0710 or visit www.njfamilycare.org to apply online.

You may release my name and address to the NJ FamilyCare Program to contact me about health insurance.

Signature: _____ Printed Name: _____ Date: _____

Form

REQUEST FOR STUDENT SUPERVISION AFTER SCHOOL DISMISSAL
(For Students in Grades Pre-K to 8)

Parent/Legal Guardian Name _____

Phone Numbers:

Home _____

Work _____

Cell _____

Child's Name/Grade _____ Teacher's Name _____

Child's Name/Grade _____ Teacher's Name _____

Child's Name/Grade _____ Teacher's Name _____

In accordance with Board of Education Policy, I am requesting my child(ren) listed above not be permitted to walk home from school alone unless escorted by a parent or an escort. Therefore, I am requesting the school only release my child(ren) listed above to a parent/legal guardian or the escorts I designate. I acknowledge I have received and reviewed Board Policy 5142.2 and understand my obligations in authorizing the school district to maintain supervision of my child(ren) after school dismissal including, but not limited to:

1. I and/or my designated escort may not be able to enter the school building until a time designated by the principal or designee which may be after other children are dismissed from school.
2. I and/or my designated escort will enter the school building and go directly to the location in the building the principal or designee designates to pick-up my child(ren). I or my designated escort will leave the school building promptly upon picking up the child(ren).
3. I understand this request shall be for every school day, including half-session and early closing days due to emergencies, and shall apply for the duration of time designated in Board Policy 5142.2.
4. I acknowledge a parent or designated escort is provided permission to enter the school building for the purpose to pick-up my child(ren). I or my designated escort agrees to pick-up my child(ren) in accordance with the timelines established by the principal or program administrator.
5. I understand that if I do not pick up my child(ren) within a thirty minute period past the end of the school day, the Division of Child Protection and Permanency (DCP&P) (formerly known as DYFS) and the Elizabeth Police Department may be called to pick up my child(ren).

The following persons are designated to pick up my child(ren) after school dismissal in accordance with the terms of Board Policy 5142.2.

Parent/Legal Guardian: _____

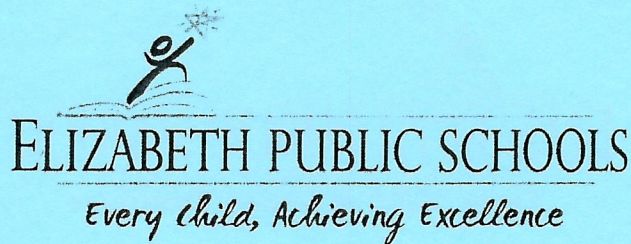
Escorts: _____

Parent/Legal Guardian Signature: _____ Date _____

My child is permitted to walk home from school alone, not accompanied by a parent or escort.

Parent/Legal Guardian Signature: _____ Date _____

PLEASE RETURN THIS COPY TO SCHOOL



NOTICE REGARDING PHYSICALS

Due to change in the New Jersey Administrative Code (N.J.A.C. 6A: 16-22) “each student medical examination shall be conducted at the medical home [student’s family physician or healthcare provider] of the student.” For example, the student’s physician or nurse practitioner/clinical nurse specialist may be acceptable.

Students should be examined at least one time during each developmental stage at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grade seven through 12). All physical examinations must be done in the medical home of the student.

If a student does not have a medical home (doctor), the school physician will perform the student medical examination in a district school health office, **after the parent/guardian signs the form that they do not have a family physician or healthcare provider.**

Student’s Name

Grade/ID Number

will receive a physical from family physician or healthcare provider.

we do not have a private physician and will need a physical exam completed by the District.

Parent/Guardian Signature

Date



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<p>MEDIA RELEASE FORM 2019-2020</p>
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Please complete Parts One and Two by responding either *YES* or *NO* to each. Then complete the information at the bottom of this sheet and return it to your child's teacher. Thank you for your cooperation.

PART ONE

This is to certify that I give permission for my son/daughter to be photographed or videotaped by Board of Education representatives and for the photos/videotapes to be used in Board of Education publications, displays, television programs, or news releases.

Please check one response: YES _____ NO _____

PART TWO

Upon occasion, local newspaper or television reporters visit our schools. I hereby give permission for my child to be photographed or videotaped by representatives from the media and for the photos/videotape to be used on local television broadcasts or in area newspapers. I understand that my child will not be interviewed by any newspaper or television reporter on Board of Education property without my consent.

Please check one response: YES _____ NO _____

Student's Name: (please print) _____ Student's Grade: _____

Print name of Parent/Guardian: (print) _____

Signature of Parent/Guardian: (sign) _____

Relation to Student: _____

Date: _____



**District Website Parent/Guardian Consent Form
2019-2020**

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image and personally identifiable information to be published on the district and/or school's web site.

As you are aware, posting of personally identifiable information on a web site, since global access to the Internet, does not allow us to control who may access such information. The law requires that we ask for your permission to use information about your child.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent or guardian. Personally identifiable information includes student names, photo or image, residential addresses, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal of your child's school and such rescission will take effect upon receipt by the school.

Check one of the following choices:

- ☐ I/We GRANT permission for this student's photo/image and all other personal identifiers listed above to be published on the school and/or district's public Internet site.
- ☐ I/We GRANT permission for this student's photo/image and name to be published on the school and/or district's public Internet site.
- ☐ I/We GRANT permission for a photo/image that includes this student without any other personal identifiers to be published on the school and/or district's public Internet site.
- ☐ I/We DO NOT GRANT permission for photo/image that includes this student to be published on the school and or district's public Internet site.

Student's Name: (please print) _____ Student's Grade: _____

Print name of Parent/Guardian: (print) _____

Signature of Parent/Guardian: (sign) _____

Relation to Student: _____

Date: _____