



Olga Hugelmeyer  
Superintendent of Schools

Jenny Costa Reguinho  
Principal

August 2023

Dear Parents/Guardians and Students,

We, the entire staff here at **Terence C. Reilly School No. 7**, are honored and elated to welcome all of our students and family members to the 2023-2024 school year ***beginning on Friday, September 8<sup>th</sup>***! Our promise is to provide an innovative and personalized learning environment that ensures that every child achieves excellence. Within a safe, rigorous, and welcoming environment, we believe that every student can and will learn at his optimal level in order to reach his highest educational potential.

Please take the time to visit our district website and the ***Back to School link*** at <https://www.epsnj.org/Page/4374> for additional information on returning to school. Many of the important topics addressed in detail on the district website are also provided below for your immediate review:

#### **FIRST DAY OF SCHOOL / ARRIVAL AND DISMISSAL PROCEDURES**

***The 2023–2024 school year will begin on Friday, September 8<sup>th</sup>, 2023.*** 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:

#### **Arrival Procedures: (Entrance/Exit Doors have Signs indicating Grade Level Entrance/Exit)**

- **Students in PreK** will enter using the Cafeteria Entrance and Ground Floor Entrance on Loomis Street. Doors will open at 8:20 a.m. and breakfast will be served in homeroom.
- **Students in Grades 2-3** will enter using the entrance on First Avenue. Doors will open at 8:00 a.m. and breakfast will be served in homeroom.
- **Students in Grades 4 & 5** will enter using the Main Entrance on Loomis Street. Doors will open at 8:00 a.m. and breakfast will be served in homeroom.
- **Students in Grades 6-8** will enter using the entrance on Second Avenue at 7:50 a.m. for breakfast in the cafeteria.
- **Students arriving on the bus** will enter using the Rankin Street entrance.



Dismissal Procedures: (Please Bring ID with you when picking up your child)

**Pre-K Students**-Doors will open for Pre-K dismissal at 2:45 p.m. Students will be dismissed from the **Cafeteria Exit and Ground Floor Exit on Loomis Street**. (Same entrance they enter in the morning.)

**Parent Pick-Up: (Various Locations)**

- **2<sup>nd</sup> and 3<sup>rd</sup> Grade:** Students will be dismissed from the **Playground on 1<sup>st</sup> Avenue and Rankin Street at 3:00 p.m.** (Same side of the building the students enter in the morning.) **During inclement weather:** 2<sup>nd</sup> and 3<sup>rd</sup> Grade will be dismissed from the Auditorium Doors on 1<sup>st</sup> Avenue. (Same entrance they enter in the morning.)
- **4<sup>th</sup> and 5<sup>th</sup> Grade:** Students will be dismissed in front of the **Main Entrance on Loomis Street**. (Same entrance they enter in the morning.) **During inclement weather:** 4<sup>th</sup> and 5<sup>th</sup> grade students will be dismissed from the Main Entrance Door on Loomis Street.
- **6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade:** Students will be dismissed from the **Auditorium Doors on Loomis Street**.
- Students in **Ms. Matos', Ms. Regan's and Mrs. Ulrich's** classes will be dismissed from the **Gym 1 Door** which exits onto the **Playground on Rankin Street**. Please Bring ID with you when picking up your child.

**Walkers:** Students will continue to be dismissed from the **2<sup>nd</sup> Avenue Exit**. Students must exit the building and school grounds at this time. Parent/Guardian must fill out the dismissal procedure paperwork to grant permission before student is approved to be a walker.

**Busing Students**- Students will board their designated routes and be transported to the locations indicated on their transportation letters. Letters containing bus route information will be sent home by the Elizabeth Public Schools Transportation Department during the **last week of August**. Students who qualify must live more than 2.0 miles from the school

- In regard to **daily parking**, please note that Loomis Street is a one-way street. Please refrain from double-parking in order to allow for a smooth transition of arrival/dismissal procedures and entry into the building.

Please ensure that **BLUE** dismissal procedure paperwork included in this mailer is returned on **Friday, September 8<sup>th</sup>**. Visit the EPS website at <https://www.epsnj.org/Page/4374> and follow the instructions provided on how to update your information in PowerSchool.

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**EPS SCHOOL CALENDAR**

We ask that you guide and support your child's learning by ensuring that he/she attends school daily, arrives on time, and is ready for the day's learning experience.



To review the EPS School Calendar for the 2023–2024 school year, please visit the following link: [SchoolCalendarfor2023-2024SchoolYear.pdf \(epsnj.org\)](https://epsnj.org/SchoolCalendarfor2023-2024SchoolYear.pdf).

### **POWERSCHOOL PARENT PORTAL INSTRUCTIONS**

PowerSchool is an electronic management system that is utilized by the Elizabeth Public Schools in order to collect, store, and maintain pertinent student data and records. The application provides parents with real-time access to information that pertains to a student's schedule, attendance, grades, and academic progress; it also offers a convenient and accommodating way for both parents and teachers to communicate as needed. Therefore, everyone stays connected. Schedules for the upcoming 2023-2024 school year will be available to view on PowerSchool on **Wednesday, August 30<sup>th</sup>**.

### **NEW AND RETURNING PARENTS TO EPS**

Parents of new students must request a new account in order to input all of the information required to navigate the PowerSchool Parent Portal. Parents of existing students will need to log in, input, and update any changed information that has occurred for their child.

To obtain instructions on how to navigate the PowerSchool Parent Portal, please visit the EPS website at [Student and Parent Sign In \(powerschool.com\)](https://powerschool.com).

If you experience technical difficulties while accessing your child's PowerSchool information, please contact your child's school or visit the EPS website at [Student Support Services / Student Registration \(PreK-12\) \(epsnj.org\)](https://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.

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### **POWERSCHOOL STUDENT PORTAL INSTRUCTIONS**

To obtain instructions on how to navigate the PowerSchool Student Portal, please visit the EPS website at [Student and Parent Sign In \(powerschool.com\)](https://powerschool.com).

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### **UNIFORM POLICY**

The intended purpose for the EPS dress code is to promote a positive self-image and to enhance school pride amongst our students. Health, safety, and educational well-being are the primary objectives for the dress code with the goal of fostering an environment that is conducive to discipline as well as to education. School uniforms are expected to be worn on a daily basis.



The uniform and dress code requirements for your child's school are provided on the EPS website at <https://www.epsnj.org/Page/4374>. Please refer to the "**Uniform Policy**" tile and follow the instructions provided. \*For the **G&T Uniform Policy**, specific to our school, please go to our **Terence C Reilly No.7/Homepage** at <https://www.epsnj.org/reilly>.

Parents, we are asking for both your cooperation as well as your support regarding 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 **Friday, September 8<sup>th</sup>** 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.

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### **STAY CONNECTED**

#### **Receive School Reminders/Updates via Text Message!**

Sign up to receive messages from your child's school and the Elizabeth Public Schools

### **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 a 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/Page/4374>. Please refer to the “*Stay Connected*” tile and follow the instructions provided on how to update your information on PowerSchool.

In addition, please consider volunteering your services and supporting the Parent/Teacher Organization (PTO) at your child’s school. The PTO provides many opportunities for families within the school community to get involved and *stay connected*. Please be sure to sign up and learn more about the many resources that are available for your child here within the Elizabeth Public Schools.

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#### **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/Page/4374>. Please refer to the “*Forms and Applications*” tile and follow the instructions provided.

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#### **IMMUNIZATION REQUIREMENTS**

The state of New Jersey has mandated that all children born after January 1<sup>st</sup>, 1997 and enrolled in Grade Six, **will be required to receive a booster dose of the diphtheria, tetanus and pertussis vaccine (Tdap) as well as one dose of meningococcal vaccine.**



Documentation that your child has received the required sixth grade immunizations must be turned into the school nurse no later than ***Friday, September 8<sup>th</sup>, 2023***.

Students entering 6<sup>th</sup> grade with birthdays on or after ***Friday, September 8<sup>th</sup>, 2023*** 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.

**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.**

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#### **TRANSPORTATION**

Transportation will be available for the following students:

- 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
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#### **BACK-TO-SCHOOL NIGHT**

We look forward to meeting parents/guardians at our **Back-to-School Night** on ***Thursday, September 21, 2023-Prek at 4:30 pm and Grades 2 to 8 at 6 pm.***

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#### **SOCIAL - EMOTIONAL LEARNING**

Now more than ever, today's generation of young adults are contending with many unimaginable challenges due to the aftermath of our most recent unprecedented times. In order to ensure that the continuance of positive school climates as well as the healthy development of the whole child progresses, the Elizabeth Public Schools recognize how critically essential social-emotional learning skills are for our students and their successful performance in school, in work, as well as in life; as a result, we will continue to foster social-emotional skills as a daily practice in the classrooms. Creating a safe learning environment where students are able to engage in the core competencies of self-awareness, self-management, social awareness, relationship skills, and responsible decision-making will help to provide students with the skills required to navigate through those complex challenges in life.



We hope that you will all continue to enjoy the remainder of the summer. Let's continue on our shared mission to reaffirm equity, reestablish expectations, and reclaim excellence! We look forward to starting another journey together on ***Friday, September 8<sup>th</sup>***.

Sincerely,

Mrs. Jenny Costa Reguinho  
Proud Principal of Terence C. Reilly School NO. 7