



Olga Hugelmeyer, Ed.D.  
Superintendent of Schools

Berthenia Harmon Carolina  
Principal

August 2024

Dear Parents/Guardians and Students,

We, the entire staff here at **Nicholas M. Butler School No. 23** are honored and elated to welcome all of our students and family members to the 2024 -2025 school year **beginning on Friday, September 6<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/her optimal level to reach their 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 2024-2025 school year will begin on Friday, September 6<sup>th</sup>, 2024.** Instruction will be conducted during the hours of 8:20 a.m. to 3:00 p.m. 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:

*See Attachment.*

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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 2024-2025 school year, please visit the following link: [School Calendar for 2024-2025.pdf \(epsnj.org\)](#)

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#### **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

**Nicholas Murray Butler School No. 23**



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 **Thursday, August 29<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 and Dress Code Policies"** tile and follow the instructions provided.

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



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 6<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.**

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

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631-657 Westminister Avenue, Elizabeth, New Jersey 07208

Annex - 500 North Broad Street, Elizabeth, NJ 07208

Ph. 908.436.5900 • Fax: 908.436.5893 Ph. 908.436.5535 • Fax: 908.436.5529

Email: [harmonbe@epsnj.org](mailto:harmonbe@epsnj.org) • Website: [www.epsnj.org](http://www.epsnj.org)



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 for Your Child*” 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 6<sup>th</sup>, 2024.***

Students entering 6<sup>th</sup> grade with birthdays on or after ***Friday, September 6<sup>th</sup>, 2024*** 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.

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**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 19<sup>th</sup>, 2024 as follows:**      **Main – 5:30 p.m.**      **Annex - 6:00 p.m.**

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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 6<sup>th</sup>***.

Regards,

Berthenia Harmon Carolina  
Principal



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

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## ATTACHMENT

### ➤ Student Arrival and Dismissal Procedures

The 2024 -2025 school year will begin on **Friday, September 6<sup>th</sup>, 2024**. Classes will be in session between the hours of **8:20 a.m. until 3:00 p.m.** 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 two locations:

Main Building 631-57 Westminster Avenue	Grs. K-2 & Grs. 5-8
Annex (located at the Mitchell Building) 500 North Broad Street	Grs. 3 & 4

### **Friday, September 6<sup>th</sup>, 2024**

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

<p>Main Building</p> <ul style="list-style-type: none"> <li><b>Kindergarten students</b>, along with a parent/guardian, will meet their assigned teacher at the classroom door located by the playground at 8:20 a.m. <b>Parents will not be permitted in the classroom / building.</b></li> </ul> <p><b>Students will be dismissed from their classroom doors at 2:55 p.m.</b></p> <ul style="list-style-type: none"> <li><b>Students in Grades 1-2 and 5-8</b> will meet their respective homeroom teachers on the field at 8:20 a.m.</li> </ul> <p><i>Dismissal will be as follows:</i>  Grade 1 – Door #7  Grade 2 – Main Entrance  Grade 5 – Door # 12  Grades 6-8 – Door # 14 (by cafeteria)</p>	<p>Annex</p> <ul style="list-style-type: none"> <li>Teachers will meet students in front of the school building at 8:20 a.m. <i>Only students will be permitted to enter the building.</i></li> </ul> <p><b>NOTE:</b> Please ensure that your child is aware of his/her homeroom assignment.</p>
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**For the 1<sup>st</sup> day of school only, breakfast will be provided during homeroom for all students.**

- ◇ *Student Arrival is 8:20 AM.*
- ◇ *Students are marked tardy after 8:36 AM*
- ◇ *Annex students will continue to enter and exit via the main entrance.*

**Nicholas Murray Butler School No. 23**



**Effective Monday, September 9th, 2024 and for the remainder of the school year**

- ◇ *Student Arrival is 8:20 AM.*
- ◇ *Students are marked tardy after 8:36 AM*
- ◇ *Annex students will continue to enter and exit via the main entrance.*

- Kindergarten students will enter at 8:20 a.m. via their individual classroom doors located by the playground. Dismissal will take place from the individual classroom doors at 2:55 p.m.
- **Grade 1** will enter at 8:20 a.m. via Door #7 located by the playground. Dismissal will take place at 2:55 p.m. at **Door # 7**
- **Grades 2 & 5** will enter at 8:20 a.m. via the Main Entrance – A & B. Dismissal for students in Grade 2 will take place via the Main Entrance. Gr. 5 will be dismissed by their assigned teachers via **Door # 12** at 3:00 p.m. and proceed through the gate located by the field.
- **Grades 6-8** will enter via the field gate and proceed to **Door # 14** located by the cafeteria entrance. Dismissal for students in Grades 6-8 will take place at 3:00 p.m. via **Door # 14** and exit via the gate located by the field.

#### ➤ **Breakfast Program**

School breakfast is served daily to all students. 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 way in which it has operated in prior school years:

- 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.

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- 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.

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