



Olga Hugelmeyer  
Superintendent of Schools

Evelyn Rodriguez-Salcedo  
Principal

Nancy Georgette  
Colomb Thomas-Petit  
Vice-Principals

August 2019

Dear Parents/Guardians and Families:

On behalf of the staff here at Juan Pablo Duarte – José Julián Martí School No. 28, 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:

- Students will enter and dismiss through the school playground (little gym doors).

#### ➤ **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).

- Breakfast will be served inside of the classrooms.

**Juan Pablo Duarte – José Julián Martí School No. 28**

➤ **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)**

**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.

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**\*\*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.

### ➤ **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

### ➤ **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 flu vaccination by January 1<sup>st</sup> in order to attend school. For any and all medical updates or concerns, please contact the school nurse.

**Juan Pablo Duarte – José Julián Martí School No. 28**



➤ **Back-to-School Night**

Our ***Back-to-School Night*** is scheduled **on Tuesday, September 19<sup>th</sup>, 2017 at 6:00 p.m.** This is a great opportunity to learn about the school's expectations, policies, and procedures. You will be able to meet your child's teacher as well as visit your child's classroom.

We look forward to another successful 2019 - 2020 school year!

Sincerely,

Evelyn Rodriguez-Salcedo  
Principal

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- You will find your child's homeroom number noted on the label adhered to this letter. Your child needs to wear the label on the first day of school.
- **Kindergarten students** will enter through the gym doors. Breakfast will be served inside of the classrooms.
- **Students within Grades 1-4** will enter through the Cafeteria.
- **Students within Grades 5-8** will enter through the Main Entrance.

At dismissal, students will be escorted to the following locations by their teacher:

- **Kindergarten students** will be dismissed on Fulton Street, starting at 2:50 p.m.
- **1<sup>st</sup> and 2<sup>nd</sup> Grade students** will be dismissed through the cafeteria exit door, starting at 2:55 p.m.
- **3<sup>rd</sup> and 4<sup>th</sup> Grade students** will be dismissed through the main entrance at 2:55 p.m.
- **5<sup>th</sup> - 8<sup>th</sup> Grade students** will be dismissed through Marshall Street at 3:00 p.m.

**Juan Pablo Duarte – José Julián Martí School No. 28**



Once students arrive to school, they will not be permitted to leave the premises. Classroom instruction will begin promptly at 8:20 a.m. Please plan to drop-off your child by 8:20 a.m. in order to allow adequate time for the student to go to his/her locker and report to homeroom in a timely manner. It is extremely important that all students arrive to school on time in order to maximize their optimal learning experience.

We would like to remind you that the driving speed limit, within the designated parameters of our school, should **not exceed 15 mph.** Traffic tends to back-up; so please plan to drop-off your child accordingly and **drive safely.** In addition, please **do not use the exit to enter the parking lot.** This practice does not only endanger the safety of your child, but it endangers your safety and the safety of other drivers and pedestrians as well.

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Students will be allowed to enter the building at 7:50 a.m., if they wish to eat breakfast.

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If you should ever wish to speak to a teacher and/or schedule a parent-teacher conference, please feel free to contact the Guidance Department at 908-436-3950.

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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>.

### ➤ **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)**

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If a student decides to bring his/her cell phone to school, it must be **turned off** and kept inside of the locker from 8:20 a.m. to 3:00 p.m. The main office is always available to allow outgoing calls in the event of an **emergency**. Parental support in this effort is greatly appreciated.

#### ➤ **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**)

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#### ➤ **Health Related Information**

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#### ➤ **Back-to-School Night**

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