



Olga Hugelmeyer, Ed.D.
Superintendent of Schools

Maria Gaeta
Principal

Francesca Ferrera
Vice Principal

August 2024

Dear Parents/Guardians and Students,

We, the entire staff here at **Madison Monroe School No. 16**, are honored and elated to welcome all of our students and family members to the 2024-2025 school year **beginning on Friday, September 6th**! 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 in order to reach their highest educational potential.

Please look at the label above for your child's homeroom assignment.

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 6th, 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:

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ARRIVAL:

The first day of school, **Friday, September 6th**, is a full day of school for all students within grades Pre-K – 8. Please keep in mind that we will operate on a regular day schedule:

- **Pre-Kindergarten** will enter directly into their TCU units and follow the directions on the map below.
- **Kindergarten** will enter through the front entrance and proceed directly to the classroom.
- **1st Grade Students** will enter from the Monroe Avenue entrance and follow the directions on the enclosed map.
- **2nd and 3rd Grade Students** will enter from the front North Avenue entrance and follow the directions on the enclosed map.
- **4th and 5th Grade Students** will enter through the Monroe Avenue entrance of the Main Building and follow the directions on the enclosed map.
- **6th, 7th, and 8th Grade Students** will enter from the North Avenue entrance of the Main Building and follow the directions on the enclosed map.

DISMISSAL:

- **Pre-Kindergarten Students** will be dismissed at 2:55 p.m. from their TCUs.
- **Kindergarten Students** will be dismissed at 2:55 p.m. from their classroom.
- **1st Grade Students** will be dismissed at 3:00 p.m. from the Monroe Avenue side of the building.
- **2nd and 3-B10 and 3-110 Students** will be dismissed from the front entrance of North Avenue.
- **Room 3-107** will exit from the side entrance near the Circle Garden on North Avenue.
- **Grades 4th and 5th** will be dismissed from North Avenue Main Building.
- **Grades 6th and 7th** will be dismissed from Monroe Avenue side of building of Main Building.
- **Grade 8th** will be dismissed from the Madison Avenue side of the building.

NOTE: Parents, please wait for your child on the sidewalk and not in front of the entrance doorways or on the school steps. Please consider parking in the parking lot on Monroe Street. Please do not block the doors.

BUSSED STUDENTS will be called at 2:50 p.m. to board their buses.

It is imperative that students are picked up on time at the end of the day at 3:00 p.m.

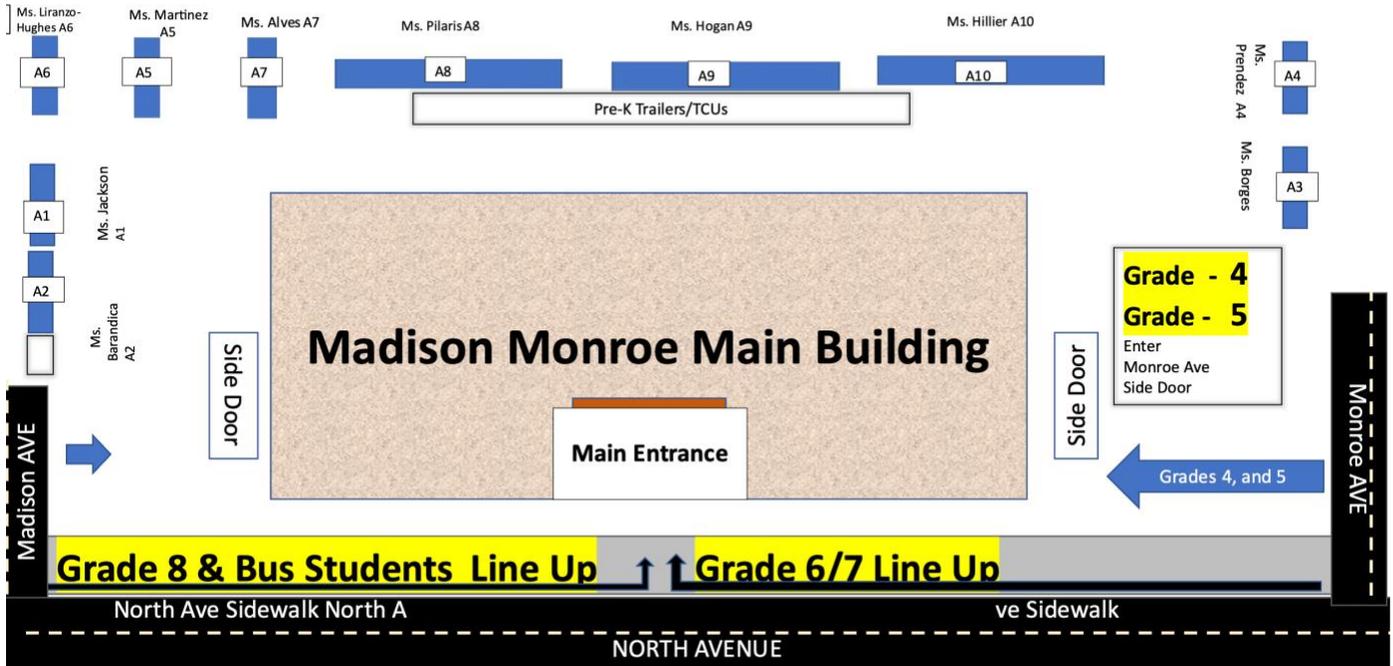
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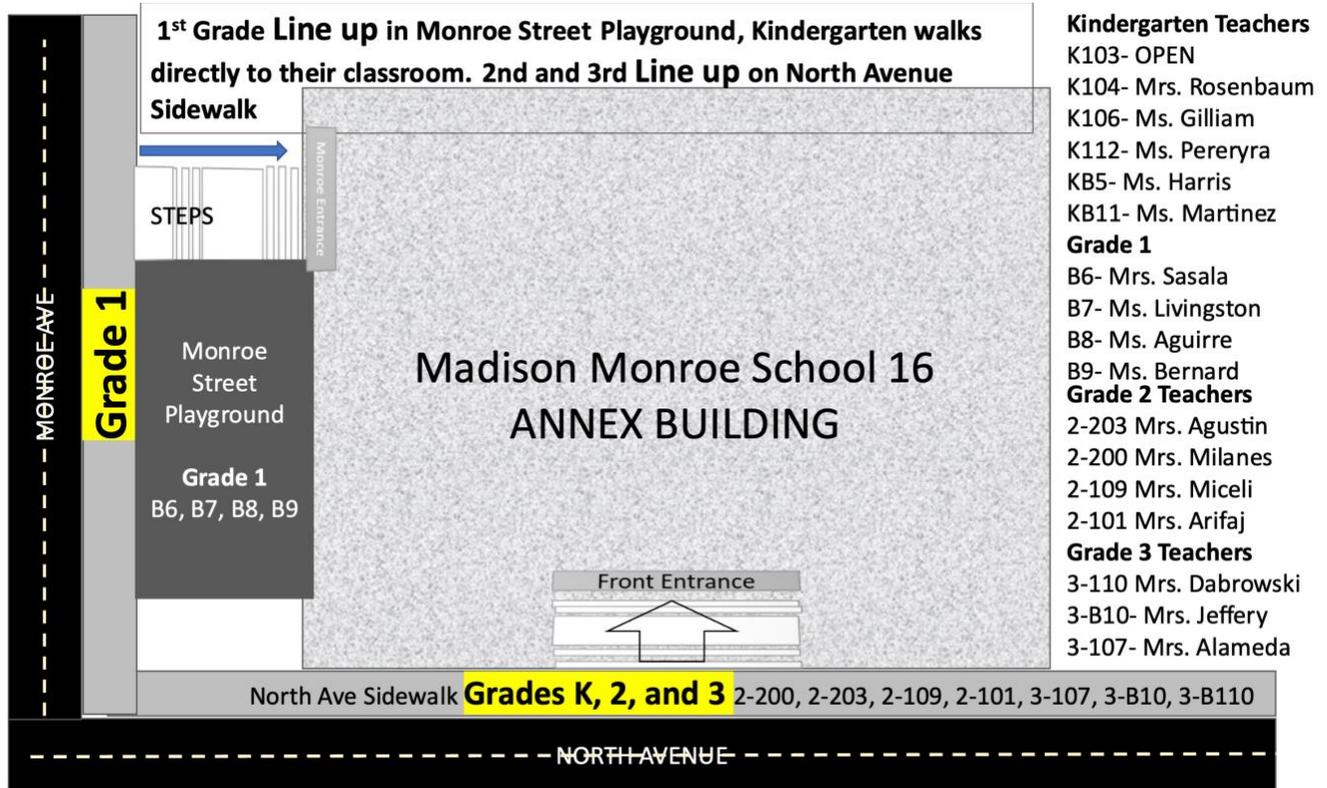
- If necessary, please make prior arrangements as to whom will be responsible for your child at dismissal. Please indicate where your child should meet the designated individual so that he/she can be picked-up or walked home (form must be completed for walkers).
- Teaching and instruction are in session until 2:55 p.m. every day for students who are not boarding a bus.
- If your child must be picked up early, you must sign him/her out in one of the Main Offices and show proper identification. Remember that an early dismissal means that your child will miss some of his/her learning activity. All students, parents, and visitors must enter the building through the main entrance's security area of each building. **Parents and visitors are required to sign in and show appropriate identification. Early dismissal will not be honored after 2:30 p.m.**
- An older child who is responsible for picking-up a younger child must wait outside of the younger child's designated exit or decide on a mutual meeting place outside of the building.
- Please park your car appropriately and obey all traffic laws as specified; we do not want you to get a ticket or to be in the midst of any kind of danger. North Avenue is often congested with both cars and trucks. Use the parking lot if necessary. Please do not double park.

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Madison Monroe Main Building Grades 4 through 8 Entrances and Exit Doors Pre -K Enter Individual TCU Units



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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:

Pre-K:

[SchoolCalendarWrapAroundProgramfor2024-2025.pdf \(epsnj.org\)](https://www.epsnj.org/SchoolCalendarWrapAroundProgramfor2024-2025.pdf)

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K-8:

[School Calendar for 2024-2025.pdf \(epsnj.org\)](#)

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 2024-2025 school year will be available to view on PowerSchool on *Thursday, August 29th*.

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 \(powerschool.com\)](#).

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 \(PreK-12\) \(epsnj.org\)](#). 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.

POWERSCHOOL STUDENT PORTAL INSTRUCTIONS

K-8:

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

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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.

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 6th* 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.

ELECTRONIC DEVICES

Pre-K:

The implementation of iPads into the preschool classrooms provides an opportunity for our youngest students to extend their learning through developmentally appropriate active-learning experiences. While the iPad can serve as a tool to help reinforce skills in the areas of reading, writing and mathematics, it can also provide opportunities for preschool students to investigate, explore, and create within the early childhood setting.

The implementation of the iPad is integrated seamlessly into the preschool curriculum during center time. iPads enhance student learning by providing opportunities for students to retell and create their own stories, investigate and explore exciting new places and diverse cultures, capture their learning through student created portfolios, and reinforce skills through books and learning applications.

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K-8:

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.

- Bookbags, folders, binders, pencil cases, sweaters, sweatshirts, etc. should be marked with the child's name in pen or marker.
- For the safe and effective operation of Madison-Monroe School No. 16, please refer to the policies and guidelines that are located on the EPS website at <https://www.epsnj.org/Page/4374>.
- Please check your child's bookbag and folder daily for homework assignments and important communications.
- **Cell phones, iPods, AirPods, etc. ARE NOT PERMITTED to BE USED in the school building during instructional time.**
- While it is understandable that many students have cell phones for emergency purposes, **cell phones must be turned off and placed in the backpack.** If a student has a cell phone in his/her possession (out of the backpack) beyond the front entrance, it will be confiscated. Parents will then be notified to retrieve the cell phone from the Principal's office.
- Lockers, for students in Grades 7 and 8, are subject to search as in accordance with District Policy

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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.

IMPORTANT PHONE NUMBERS:

- Main Office (Main Building) 908-436-5770
- Main Office (Annex Building) 908-436-4048
- Principal (MAIN Building): 908-436-5755
- Vice-Principal (ANNEX Building): 908-436-4050
- Secretary at the ANNEX Office: 908-436-4048

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- Head Secretary at the MAIN Office: 908-436-5757
- Secretary at the MAIN Office: 908-436-5773
- Nurse at the ANNEX Building: 908-436-4049
- Nurse at the MAIN Building: 908-436-5760
- Guidance Counselor at the MAIN Building: 908-436- 5771
- Social Worker at the MAIN Building: 908-436-5775
- Head Cook at the MAIN Building: 908-436-5765

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.

IMMUNIZATION REQUIREMENTS

Pre-K:

Please be advised that the State of New Jersey, Department of Health Services, has changed several immunization requirements. All children attending licensed childcare centers and preschools are required to receive an annual flu vaccination.

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Please provide proof of your child's required immunization as soon as possible and ***no later than December 20th, 2024***. Students who do not have the required documentation will be excluded from school as of ***January 2nd, 2025***.

K-8:

The state of New Jersey has mandated that all children born after January 1st, 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 6th, 2024***.

Students entering 6th grade with birthdays on or after ***Friday, September 6th, 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.

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.

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

BREAKFAST PROGRAM

For lunch applications, 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. It is important that these forms are completed.

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- Lunch bills must be paid on time.
- Breakfast will be served daily for students in grades K-8 from 7:50 a.m. to 8:15 a.m. in both cafeterias in the Main and Annex Buildings. At 8:20 a.m., students in grades K-8 will orderly report to their classrooms.
- While students are welcomed to bring their own lunch to school, Madison Monroe School No. 16 *discourages the admittance of fast food within the school environment* because we are a Healthy Alliance School. We are also a *nut free school*.
- Birthdays are celebrated on a special Friday of each month, as noted on the school's monthly calendar.

GENERAL SCHOOL SUPPLIES

Please provide your child with the following school supplies for the start of the school year. A more detailed list was given to each student during the last week of school and sent out via our Blackboard Connect several times during the summer months.

Pre-K: 2 Folders (2 Pockets) with student's full name and family phone number
Bookbag with full name written on the inside
Crib sheet and Blanket
Extra change of clothes with attached name
Box of Tissues and Baby Wipes
Family Picture

Grades K-5: Bookbag with full name written on the inside
Pencil case with 3-5 sharpened pencils, erasers, and red pencil/pen
5 Folders (2 Pockets) with student's full name and family phone number
4 Notebooks and 1 Math Marble Notebook
2 1" inch 3 ring binders
Elmer's Glue Sticks
Box of Crayons (16/24 count) / Markers / Colored Pencils / Dry Erase Markers / Erasers
Box of Tissues and Disinfecting Wipes
Personal set of headphones, preferably a set with a microphone

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Library Card (suggested)

Grades 6-8: Same as Grades K-5 plus the following (different size binder):
3-inch Binder with Dividers
Loose leaf Paper (Standard Size Packet)
Personal set of headphones, preferably a set with a microphone
USB Flash drive
Library Card (suggested)

BACK-TO-SCHOOL NIGHT

We look forward to meeting parents/guardians at our Back-to-School Night on **Wednesday, September 25th, 2024 at 5:30 p.m.**

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 6th.**

Sincerely,

Maria Gaeta, Principal

Madison – Monroe School No. 16

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