

Samsel Upper Elementary School

Educating Today's Learners To Be Tomorrow's Leaders

298 Ernston Road
Parlin, NJ 08859
732-316-4050

Stacey Coglianese, Principal
Scott Nurnberger, Vice-Principal

August 22, 2017

Dear Parents/Guardians and Students,

Welcome to the 2017-2018 school year! As the summer draws to a close, I look forward to the excitement of a new school year and working together with you to make it a successful one. Our summer staff has worked hard to prepare the school for your children and I would like to thank all the parents for updating their information on InfoSnap. Our first day of school is Thursday, September 7, 2017.

Together, teachers, students, and parents/guardians make a strong community. We appreciate your support as your child enters the classroom, learns, and grows throughout the year. Parent involvement is a very important aspect of every child's education and is one of the primary factors in students' success in school. I encourage you to get to know each other so that we can build new relationships and support each other as the need arises. There will be two opportunities in September to connect with one another: the first PTO meeting will be held on Wednesday, September 20th at 6:30 pm in the cafeteria and Back-to-School Night will be held on Monday, September 25th from 7-9 pm. I look forward to your presence and involvement throughout the year at the SUES.

Please take the time to read the important information regarding Samsel Upper Elementary School on the following pages. Schedules will be posted on the Parent Portal beginning, Wednesday, August 23, 2017 at 2:00 pm. If you need help with the Parent Portal, please email the portal administrator at powerschool@sayrevillek12.net. To assist your child on the first day, it is strongly suggested that your child wear a name tag including their **first and last name, bus route** (UES #__) and his/her **homeroom teacher**. I have included one at the end of this letter. Feel free to print it out or make your own. These name tags will assist the staff members in helping your child get to his/her homeroom teacher and home safely on the correct bus. **Please note that your child's bus number and bus route information, including bus stop, will be available through the Parent Portal using the new eLink feature, as per the email sent by Dr. Labbe.** If you have moved, please be sure to notify us immediately so that we have your proper information regarding the bus routes. Likewise, if any of your demographic information has changed since you updated through InfoSnap, please contact the Main Office to make us aware. As was done in the elementary schools, informational flyers will be sent home electronically through the "*Samsel Send*" each Thursday afternoon. Please make sure that we have your current email address. Upon review of the above, please feel free to call us with any questions.

Please accept my best wishes for a successful school year at Samsel Upper Elementary School. I welcome your thoughts, comments and suggestions. If you have any questions, please do not hesitate to call. I look forward to working with you and your child throughout the school year to provide a productive and safe learning environment that supports student success.

Sincerely,
Stacey Coglianese
Principal

Samsel Upper Elementary School Information

School Hours

Classroom instruction begins at 8:40 am with students dismissed at 2:45 pm. All students may begin entering the building at **8:15 am** with homeroom beginning at 8:30 am. Students may begin entering the building at 8:00 am through the cafeteria for breakfast only. Any student who arrives after 8:30 am must be signed in by a parent/guardian in the main office. The “Grab and Go” breakfast bags will be distributed beginning at 8:00 am. All car riders (walkers) must report to school by 8:15 am if they wish to eat breakfast. *School supervision will be provided beginning at 8:15 am. Please do not have students report prior to this time.*

Open House

The annual “Back to School Night” will be held on Monday, September 25, 2017 from 7:00 – 9:00 pm. We encourage all parents to attend this event, as it will provide the opportunity to meet teachers and staff members and visit classrooms.

Shuttle bus service will be provided from Sayreville War Memorial High School, as parking is limited on this evening. Parents are encouraged to take advantage of this service.

General School Information

Please carefully read the updated Parent/Student Agenda that will be distributed to every student during the beginning of the school year. This contains specific information regarding school rules and regulations, guidelines and procedures. Please also take the time to read through all other important documents enclosed in the “Samsel Folder.” Please return any necessary documents as soon as possible.

Breakfast and Lunch Prices

Breakfast: \$1.60 (free or reduced)

Lunch: \$2.85 (reduced price - \$.40)

Free and reduced meal applications are available on the website and will be distributed on opening day. Lunches may be prepaid.

Transportation Information

Information regarding transportation can be found at the district website under Departments/Transportation:

<http://sayrevillek12.net/cms/One.aspx?portalId=233846&pageId=487210>

As indicated in Dr. Labbe’s email of 8/20/17, we will also be launching a new feature on the parent portal called eLink which will display your child(ren)’s bus schedule. To access eLink, click the Transportation button on the left hand side of the Parent Portal and a page will be displayed with your child’s username and password, as well as a link.

We suggest that you arrive ten minutes prior to your pick-up time and verify the bus number before allowing your child(ren) to board the bus. Please pay particular attention to the bus number as you may have several buses that travel your route. Please direct all questions regarding transportation to the Sayreville Board of Education Transportation Office. Transportation may be reached at 732-316-4045. **If you have moved, please contact the main office so that we can update our records for your child’s safety.**

Drop-Off / Pick-Up Policy

We encourage your child to ride the bus daily. In this way, they will become familiar with children in your neighborhood and know others when they need to ride the bus. Although this is suggested, we expect to have a high number of parents who will drop-off and pick-up their children during the first few days of school. **For the safety of our students, staff and parents, we ask that you assist us by following the guidelines listed below.**

1. Drivers are required to use extreme caution while on the school grounds. After entering the parking lot, immediately turn right and proceed slowly around the loop. School monitors will be out directing traffic to assist drivers. Students should sit behind the driver in the back seat for a safe and quick disembarkation from your vehicle.
2. **If you plan to pick-up your child(ren) from school during the year, please provide your child(ren) with a note on that day. Notes should be submitted to the homeroom teacher immediately upon entering the classroom.** Please refer to the Parent/Student agenda for additional information.
3. Walkers (students who will be picked up daily) will continue to be released from the main office beginning at 2:35 pm. If you plan to pick-up a “walker,” please park your car in the lower parking lot and report to the area under the clock tower to sign out your child.

** Parking along the bus and fire lanes is prohibited. Walkers will only be released from the main office. **

Things to know for the first day of school

- During this week, please check your child's schedule on the Parent Portal and bus information by accessing eLink. This is the information that will be used to help your child find their homeroom teacher on the first day, and get them home safely. If for some reason, you feel the bus number we have for your child is incorrect, please contact the school at 732-316-4050 or the Transportation Department at 732-316-4045. The student will be sent home on the bus which is indicated in the Parent Portal and eLink.
- Students should arrive to their bus stop approximately 10 minutes prior to the stop time noted on the district's website (www.sayrevillek12.net, Departments, Transportation).
- If you are dropping your child off, although bus transportation is strongly encouraged, please follow the directions of the staff members upon your arrival to the SUES. All students should arrive between 8:15 and 8:30 am. Homeroom starts PROMPTLY at 8:30 am.
- Once students arrive, 4th grade students will be directed to the cafeteria and 5th grade students to the gym. Signs will be available for guidance.
- Once students enter the cafeteria/gym, they will locate their teacher. Each teacher will be holding a sign with his/her name on it. Many staff members will be available to assist the students in finding their teacher. This procedure will occur the first few days of school.
- At the end of the school day, homeroom teachers will escort the students to the gym or the cafeteria where students will line up for dismissal. Bus numbers are clearly labeled in these areas. Homeroom teachers will inform the students of whether they should go to the gym or cafeteria for dismissal.
- Dismissal may take a little longer on the first few days of school. We ask for your patience, as we want to make sure that all the students are on the correct buses.
- Please have your child wear the tag below on the first and second days of school.



First name: _____

Last name: _____

Grade: _____ **Bus route:** UES _____

Homeroom teacher: _____