

# 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  
Richard Tola, Vice-Principal

August 30, 2023

Dear Parents/Guardians and Students,

Thank you for taking the time to read my previous letter sent to you via email prior to schedules be published. This letter contains additional information regarding school procedures. The ID tag on the next page has been updated to include your child's 6-digit ID number and fit in a clear sleeve. If you have not already printed out the other tag, I ask that you use this one.

Sincerely,  
*Stacey Coglianese*  
Principal

## Samsel Upper Elementary School Information

### Back-to-School Night

The annual "Back to School Night" will be held on Monday, September 18, 2023, from 6:00 – 8:00 pm. We encourage all parents to attend this event, as it will provide the opportunity to meet administration, teachers and staff members and visit classrooms.

### General School Information

Please carefully read the 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. An updated version will be posted on the school's website.

### Breakfast and Lunch

Breakfast: \$1.60 (free or reduced)

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

Free and reduced meal applications **must be submitted every year** to determine eligibility. Applications can be found [here](#). If your child will be buying lunch, you should put money on their My School Bucks account. More information about My School Bucks can be found at [My School Bucks](#)

### Transportation Information

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 (UES #) 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 732-316-4044/4055. **If you have moved, you should have already updated your information in Oncourse during the annual update.** Please download the *Stopfinder* app for up-to-date information on arrival/departure of your child's bus. All students are encouraged to take the bus. As a reminder, no parent/guardian should board a bus without permission.

### 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. AM drop-off: 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, staying to your left. 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 email [sues.dismissal.change@sayrevillek12.net](mailto:sues.dismissal.change@sayrevillek12.net). Please refer to the Parent/Student agenda for additional information.
3. Walkers (students who will be picked up daily) will be released from Door #4 beginning at 2:45 pm. If you plan to pick-up a “walker,” please park your car in the lower parking lot and report to the area near Door #4. Parking in a fire lane or in front of the dumpsters is prohibited. All guardians and students should use the crosswalks.

### **PTO**

Please consider joining the PTO. Joining the PTO does not require you to volunteer, but it helps to support the many wonderful programs that they provide the children. Please join the Samsel Upper Elementary School PTO Facebook page to stay abreast of their activities. The first PTO meeting will be held on September 13, 2023 at 7:00 pm in the SUES Cafeteria (Door #4). We hope to see you there!

### **“Samsel Sends/ Bomber Blasts” Emails**

During the school year, the school and district will send out information via email. Please do not unsubscribe to either. If you unsubscribe to one, you will no longer receive any information from the school or district.

### **Suggested Supplies**

A suggested supply list is posted on our website ([samsel.sayrevillek12.net](http://samsel.sayrevillek12.net)). It can be found under the “Families” section. Additional information can also be found on the teacher’s website which can be found by clicking “Our Community” then “Teacher Websites.”

### **Dress Code**

The student dress code can be found on page 5 of our Student Handbook. Please use this [link](#) to access it. Flip flips and shoes without backs must not be worn, and I strongly recommend that students do not wear open-toed shoes.

### **Water Bottles**

Our school is equipped with water bottle filling/ water fountain stations. To maintain a safe environment, metal water bottles (ex: Hydro Flasks, Yetis, etc.) should not be used during class time. These metal bottles are of concern regarding safety and distractions. If you choose for your child to have water during class time, please have him/her bring and use a container made of plastic material. During class time, students should only be hydrating with water when necessary. Other child appropriate drinks may be sent in with students to drink during lunch periods. Thermos and insulated containers may be used at lunch time when needed.

### **Lanyards**

All students, staff, volunteers and visitors are required to wear a district issued lanyard at all times. If your child attended the SUES or Arleth school last year, please have him/her wear his/her green lanyard on the first day. Please have your child wear the tag below.

## **Things to know for the first day of school**

- Please check your child’s schedule and bus number on the Parent Portal. 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.
- If you are having difficulty accessing your child’s schedule, please email: [Parent.Portal@sayrevillek12.net](mailto:Parent.Portal@sayrevillek12.net). Please make sure that all fines, if applicable, have been paid.
- Students should arrive to their bus stop approximately 10 minutes prior to the stop time noted on the district’s website ([www.sayrevillek12.net](http://www.sayrevillek12.net), Departments, Transportation). Please download the *Stopfinder* app.
- If you are dropping your child off, although bus transportation is strongly encouraged, please follow the directions of the staff members upon your arrival at the SUES. All students should arrive between 8:15 and 8:25 am. Do not drop your child off and leave them unattended earlier than 8:15 am.

- Please do not walk your child to the building at drop-off. We have plenty of staff available during drop off to be sure all students safely enter the building.
- Once students arrive, 4<sup>th</sup> grade students will be directed to the cafeteria and 5<sup>th</sup> 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 during the first few days of school.
- If your child arrives at school and all staff has entered the building, you will need to park your car and walk your child to the main entrance (under the clocktower) where a parent/guardian can sign them in with security.
- 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 in the first few days. We ask for your patience, as we want to make sure that all the students are on the correct buses.
- All students must wear the tag below (or something similar) on the first day of school.

<b>First name:</b> _____
<b>Last name:</b> _____
<b>Grade:</b> _____ <b>Bus route:</b> UES_____
<b>Homeroom teacher:</b> _____
<b>6-digit ID #</b> _____

