



Olga Hugelmeyer, Ed.D.
Superintendent of Schools

Maria Gaeta
Principal
Francesca Ferrera
Vice Principal

August 2026

Dear Parents/Guardians and Students,

Welcome to the 2026-2027 school year! On behalf of our Team Members at **Madison Monroe School No. 16**, we are excited to welcome you back to school on **Thursday, September 10, 2026**.

We look forward to a year filled with learning and meaningful opportunities for every student and partnering with our families to create a positive and successful school year. Our promise is to provide an innovative and personalized learning environment that ensures that every child achieves excellence.

Please review the following arrival and dismissal procedures to help ensure a safe and efficient start to the first day of school and throughout the 2026-2027 school year:

First Day of School – Arrival and Dismissal Procedures.

First Day of School: Thursday, September 10, 2026

Instructional Hours: 8:20 a.m. – 3:00 p.m.

ARRIVAL:

The first day of school, **Thursday, September 10th**, 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:

- **Kindergarten** will enter through the front entrance and proceed directly to the classroom.
- **1st Grade Students** will enter from the Monroe Avenue Side Door and follow the directions on the enclosed map. 1st Grade Students will meet their teacher in the playground on Monroe Avenue. In case of inclement weather students will proceed to the Annex Gym.
- **Grades 2, 3, 4-B5 & 4-B11** will enter from the front North Avenue Main Entrance and follow the directions on the enclosed map. 2nd, 3rd, & 4th Grade students will meet their teacher in the Annex Gym for the first day of school.
- **4-6 & 5th Grade Students** will enter through the Madison Avenue Side Door of the Main Building.

Madison – Monroe School No. 16



- **Grades 6-7-8 Students** will enter from the North Avenue entrance of the Main Building and follow the directions on the enclosed map.

DISMISSAL:

- **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 Grade, 3-B10, 4-B5 & 4-B11** will be dismissed at 3:00pm from the front entrance of North Avenue.
- **3-107** will exit from the side entrance near the Circle Garden on North Avenue at 3:00pm.
- **4-6 and 5th Grade Students** will be dismissed from the Madison Side Door at 2:55pm.
- **6th & 7th Grade Students** will be dismissed from the Main Entrance at 3:00pm.
- **8th Grade Students** will be dismissed from the Monroe Avenue Side Door of the building at 3:00pm.

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.

- If necessary, please make prior arrangements as to who 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 in Power School under FORMS: Student Supervision after school dismissal).
- 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 Door with Security and show proper identification. Remember that early dismissal means that your child will miss some instruction. 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 amid 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.

Madison – Monroe School No. 16



ELIZABETH PUBLIC SCHOOLS

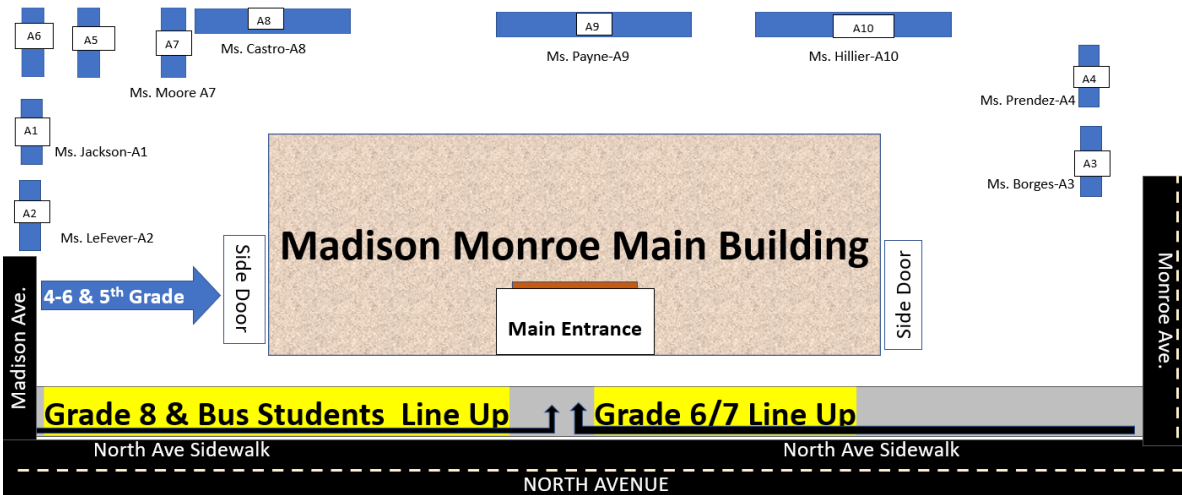
Every Child, Achieving Excellence

Madison Monroe School No. 16 Main Building Arrival & Dismissal

PreK: Arrival and dismissal take place at your child's individual classroom door.

4-6 & 5th Grade: Arrival & Dismissal at the Madison Avenue Side Door.

Grades 6, 7 & 8: **Arrival:** Main Entrance **Dismissal:** Grades 6 & 7-Main Door, Grade 8-Monroe Avenue Side Door



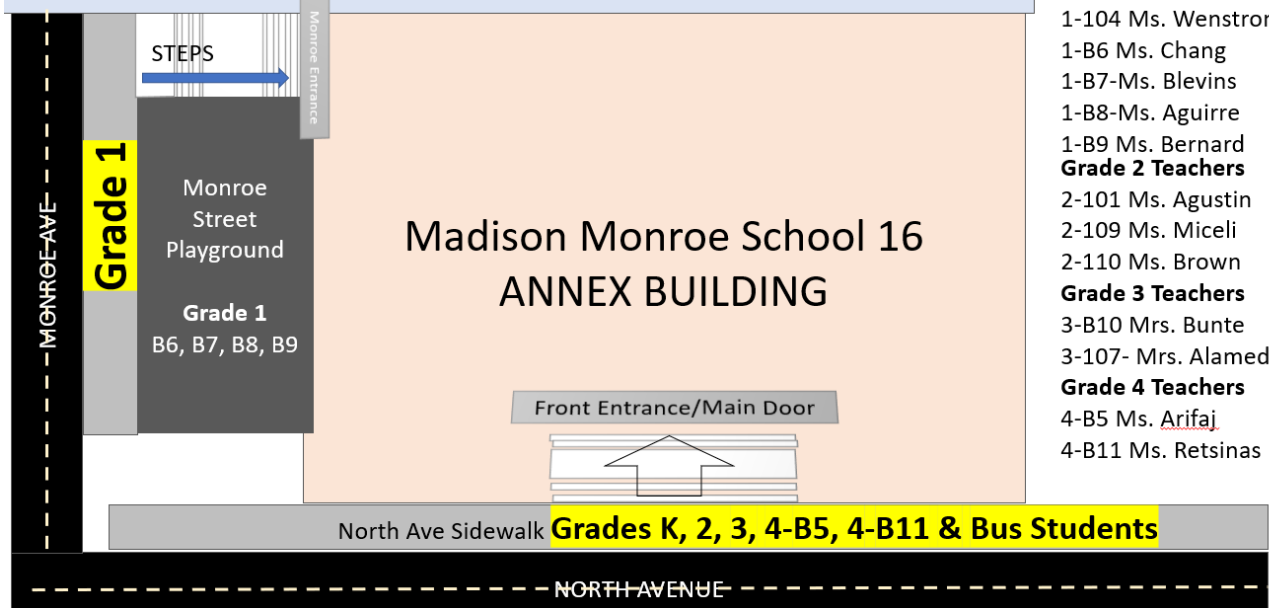
Madison Monroe School No. 16 ANNEX Building Arrival & Dismissal

Kindergarten: Arrival & Dismissal Front Entrance (Classrooms)

1st Grade: Arrival & Dismissal Monroe Street Playground

Grades 2, 3 and Classrooms 4-B5, 4-B11: **Arrival:** Line up on North Avenue Main Entrance

Dismissal: Main Door



Kindergarten Teachers

K-103 Ms. Chang

K-106 Ms. Gilliam

K-112 Ms. Pereyra

Grade 1 Teachers

1-104 Ms. Wenstrom

1-B6 Ms. Chang

1-B7-Ms. Blevins

1-B8-Ms. Aguirre

1-B9 Ms. Bernard

Grade 2 Teachers

2-101 Ms. Agustin

2-109 Ms. Miceli

2-110 Ms. Brown

Grade 3 Teachers

3-B10 Mrs. Bunte

3-107- Mrs. Alameda

Grade 4 Teachers

4-B5 Ms. Arifaj

4-B11 Ms. Retsinas

Madison – Monroe School No. 16

1091 North Avenue, Elizabeth, New Jersey 07201 ● Ph: 908.436.5770 ● Fax: 908.436.5756

Email: gaetama@epsnj.org ● Website: www.epsnj.org



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
 - 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: 908-436- 5771
 - Social Worker: 908-436-5775
 - Head Cook at the MAIN Building: 908-436-5765
-
- **Breakfast:** Breakfast will be served daily for students in grades K–8 from 7:50 a.m. to 8:15 a.m. in the cafeterias of both the Main and Annex Buildings. At 8:20 a.m., students will report directly to their classrooms to begin the school day.
 - **Lunch:** Students are welcome to bring lunch from home. However, as a Healthy Alliance School, Madison Monroe School No. 16 discourages bringing fast food into the school. Please note that we are also a **nut-free school** to help ensure the safety of all students.
 - **Birthdays:** Student birthdays are recognized on a designated Friday each month, as indicated on the school calendar. To maintain a safe and focused learning environment, balloons and birthday parties are not permitted at school.
 - **Please label all of your child's belongings with their name** to help ensure lost items can be easily identified and returned.
 - **Communication:** Please check your child's agenda, backpack, and folder each day for homework assignments, schoolwork, and important communications from our school. We will also send home via email a monthly newsletter and calendar.
 - Please review the district's updated **Cell Phone and Electronic Device Policy**. While we understand that many students carry cell phones for safety and emergency purposes, all cell phones must be powered off and kept in students' backpacks upon entering the school building. Any cell phone that is visible or in a student's possession (outside of their backpack) after entering the building will be confiscated, and a parent or guardian will be required to pick it up from the Principal's Office. In addition, students in Grades 6-7-8 must store their backpacks, with their cell phones inside, in their designated classroom area or locker during instructional time.

Madison – Monroe School No. 16



- **Lockers** assigned to students in Grades 7 and 8 are school property and may be searched in accordance with District policy.

Please take the time to visit our district website and the ***Back-to-School*** link at <https://www.epsnj.org/students-and-families/back-to-school-parent-resources> for more information on returning to school. Additionally, many important topics are addressed on the following pages for your immediate review. These topics include ***the updated district cell phone policy in accordance with state bell to bell cell phone law***, *back to school night date, transportation, immunization requirements, student schedules, school calendar, etc.*

Thank you for your continued partnership and support. Together, we will make the 2026-2027 school year a successful and rewarding experience for all students. Enjoy the rest of your summer, and we look forward to welcoming everyone back on ***Thursday, September 10, 2026!***

Sincerely,

Ms. Gaeta, Principal

Madison – Monroe School No. 16



ELIZABETH PUBLIC SCHOOLS

Every Child, Achieving Excellence

Back to School Resources Guide

List of School Supplies



See Enclosed School Supply List by Grade

Back to School Night Information



Wednesday; September 23, 2026, at 5:30pm, Please report to your child's classroom.

Transportation



Transportation is available for elementary students who live more than 2.0 miles from the school.

PowerSchool Information



PowerSchool gives families access to student schedules, attendance, grades, and important school information.

- **2026-2027 student schedules will be available on Monday, August 24, 2026.**
- New families should create a Parent Portal account. Returning families should log in and update any contact information or emergency contact information before school begins.
- To obtain instructions on how to navigate the PowerSchool Parent Portal, please visit the EPS website at [Student and Parent Sign In \(powerschool.com\)](http://Student and Parent Sign In (powerschool.com)).

School Uniforms



- Students are expected to wear the approved school uniform every day. Uniform requirements for our school are:

SCHOOL	GRADES PRE K - 3 BOYS	GRADES PRE K - 3 GIRLS	GRADES 4-8 BOYS	GRADES 4-8 GIRLS
Madison-Monroe School No. 16	Navy Blue Polo* Khaki Pants or Khaki Shorts Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater*	Navy Blue Polo* Khaki Jumper* or Khaki Skort Navy Blue Tights or Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater*	Navy Blue Polo* Khaki Pants or Khaki Shorts Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater*	Navy Blue Polo* Khaki Pants or Khaki Skort Navy Blue Tights or Navy Blue Socks Black Flat Appropriate Shoes Navy Blue Cardigan Sweater*

*All items marked with an asterisk must have the embroidered LEAP logo (neighborhood school emblem).

Technology



Madison – Monroe School No. 16



ELIZABETH PUBLIC SCHOOLS

Every Child, Achieving Excellence

K – 8 – Our school operates as a 1:1 technology school. Students are expected to:

- Bring their laptop charged every day.
- Bring their charger/power cord.
- Take proper care of their device throughout the year.

New students will receive their laptops during the first week of school.

Stay Connected!



Please make sure your phone numbers, address, and emergency contacts remain current in PowerSchool throughout the school year. The district uses phone calls, text messages, and emails to share important announcements, emergency notifications, and school updates. To obtain information on how to keep your contact information up to date, please visit the EPS website at <https://www.epsnj.org/students-and-families/back-to-school-parent-resources>.

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*.

Required Forms



Please review and complete the required forms by the first day of school, including:

- Emergency Contact Information
- Notice Regarding Physicals
- Media Release Form
- Student Internet & Network Permission Form with Elizabeth Internet Use Policy
- Acceptable Use for Technology – Electronic Mobile Device Form
- Title I Compact
- 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/students-and-families/back-to-school-parent-resources>

Immunization Requirements



Pre – Kindergarten - 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. Please submit proof of your child's required immunization as soon as possible, but ***no later than November 30, 2026***. Students who do not have the required immunization documentation on file by November 30, 2026, ***will be excluded from school beginning December 1, 2026***, in accordance with New Jersey immunization regulations.

Madison – Monroe School No. 16



Grade 7 - The state of New Jersey Department of Health ***requires*** all students entering the seventh grade to have **one dose of Tdap (Tetanus, Diphtheria, and Pertussis vaccine) and one dose of Meningococcal vaccine.** To meet the New Jersey requirements, both vaccines must have been given **on or after your child's tenth birthday.** Documentation that your child has received the required seventh grade immunizations must be turned into the school nurse no later than ***Thursday, September 10th, 2026.***

Students entering 7th grade with birthdays on or after ***Thursday, September 10th, 2026,*** 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 10 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.

Please be advised that students who do not meet the State's immunization requirements may be excluded from school until the required documentation is submitted. Documentation must be signed by your child's healthcare provider.

Updated Cell Phone Policy

Elizabeth Public Schools has adopted an updated cell phone policy in accordance with New Jersey Department of Education Guidelines and state law that, at minimum, requires schools to prohibit the use of personal internet-enabled devices during the entirety of the school day for students in kindergarten through grade 12. The policy will be implemented as follows:

K-5: Policy: Students are not permitted to bring cell phones or devices to school. If brought to school: Cell phones and devices must be checked in the classroom upon arrival and stored securely for the duration of the school day. They will be returned to students at the end of the day. Parents will receive a notification via Class Dojo or School Messenger (PowerSchool) from the school requesting that personal devices be left at home.

Grades 6-8: Policy: Students are not permitted access to their cell phones or other devices at school during school hours. Students are encouraged to leave devices at home. If brought to school: Cell phones and devices must be checked in the classroom upon arrival and stored securely for the duration of the school day. Students will re-gain access to their device at the end of each school day.

Madison – Monroe School No. 16



ELIZABETH PUBLIC SCHOOLS

Every Child, Achieving Excellence

2026-2027 School Calendars



ELIZABETH PUBLIC SCHOOLS 2026-2027 SCHOOL CALENDAR

7/3/26	Fri	Independence Day Observance – Schools and District Closed
9/1/26	Tue	New Team Member Orientation
9/3/26	Thu	Opening Day for 10-Month Administrators
9/4 & 7/26	Fri, Mon	Labor Day Weekend - Schools and District Closed
9/8/26	Tues	Schools Open for Administrators, Team Members & Faculty Meetings
9/9/26	Wed	Professional Development Day for Team Members
9/10/26	Thu	Schools Open for Students
9/21/26	Mon	Yom Kippur – Schools and District Closed
9/28/26	Mon	Schools Close at 12:15 p.m. for Professional Development
10/12/26	Mon	Columbus Day Observance – Schools and District Closed
10/22/26	Thu	Schools Close at 12:15 p.m. for Professional Development
11/3/26	Tue	School Close at 12:15 p.m. for General Election
11/5-6/26	Thu, Fri	NJEA Convention – Schools and District Closed
11/11/26	Wed	Veterans' Day – Schools and District Closed
11/25/26	Wed	Schools Close at 12:15 p.m. for Thanksgiving Recess
11/26-27/26	Thu, Fri	Thanksgiving Recess – Schools and District Closed
12/7/26	Mon	Schools Close at 12:15 p.m. for Professional Development
12/23/26	Wed	Schools Close regular time for Christmas Recess
12/24-31/26	Thu - Thu	Christmas Recess - Schools and District Closed
1/1/27	Fri	New Year's Day Observance - Schools and District Closed
1/4/27	Mon	Schools Reopen
1/12/27	Tues	Schools Close at 12:15 p.m. for Parent-Teacher Conference
1/18/27	Mon	Observance of Dr. Martin Luther King, Jr.'s Birthday – Schools and District Closed
2/8/27	Mon	Schools Close at 12:15 p.m. for Professional Development
2/15/27	Mon	Presidents' Day – Schools and District Closed
3/2/27	Tues	Schools Close at 12:15 p.m. for Professional Development
3/10/27	Wed	Schools and District Closed for Eid-al-Fitr–
3/19/27	Fri	Schools Close Regular Time for Easter Recess
3/22-25/27	Mon-Thu	Schools Closed for Easter Recess
3/26/27	Fri	Easter Recess - Schools and District Closed
3/29/27	Mon	Schools Reopen
5/31/27	Mon	Memorial Day – Schools and District Closed
6/1/27	Tues	Schools Close at 12:15 p.m. for Primary Election
6/18/27	Fri	Schools and District Closed for Juneteenth
6/22/27	Tue	Schools Close at 12:15 for Students and Team Members
6/23/27	Wed	Schools Close for 10-Month Administrators

Key

	Schools Closed		Schools and District Closed
	Schools Close at 12:15 p.m.	(xx/xx)	Teachers/Students Total Days Per Month

This calendar provides 181 team member days, 180 student days, and 1 Professional Development Day.

In the event that schools must close for inclement weather, etc., days will be made up commencing with June 22, 2027 with an additional day added to the calendar for each day missed through June 30, 2027 to fulfill the legal requirement of 180 days of school attendance for the regular school year. If additional days are needed beyond June 30, 2027 days will come from Easter Recess commencing with March 25, 2027 and working backward from the end of that week.

Administrative offices will remain open until 4:30 p.m. daily except Fridays during summer hours. On Wed., November 25, 2026 all schools will close at 12:15 p.m. for Thanksgiving Recess; administrative offices will be open regular hours and all 12 month employees and all secretaries, security personnel, and custodians will follow their regular schedules.

JULY				
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER (18/14)				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER (21/21)				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER (18/16)				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER (17/17)				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY (19/19)				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY (19/19)				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH (17/17)				
MON	TUE	WED	THU	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL (22/22)				
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY (20/20)				
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE (15/15)				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		