



Olga Hugelmeyer, Ed.D.
Superintendent of Schools

Berthenia Harmon Carolina
Principal

August 2026

Dear Parents/Guardians and Students,

Welcome to the 2026-2027 school year! On behalf of our Team Members at Nicholas M. Butler School 23, 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.

The 2026-2027 school year will begin on Thursday, September 10, 2026. 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:

See Attachment.

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,

Berthenia Harmon Carolina
Principal

Nicholas Murray Butler School No. 23

631-657 Westminister Avenue, Elizabeth, New Jersey 07208 Annex - 500 North Broad Street, Elizabeth, NJ 07208
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Back to School Resources Guide

List of School Supplies



Teachers will share any additional supplies requested on the 1st day of school.

Back to School Night Information



Tuesday, October 6, 2026, at the following times:

- **Main Building – 5:30 p.m. located at 501 Union Avenue, Elizabeth, New Jersey 07208**
- **Annex Building – 6:30 p.m. 500 North Broad Street, Elizabeth, New Jersey 07208**

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 \(powerschool.com\)](https://www.elizabethpublicschools.org/Student-and-Parent-Sign-In).

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
Nicholas Murray Butler School No. 23	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

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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



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

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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.

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.

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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 (16/14)				
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 (16/16)				
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		

ATTACHMENT

➤ Student Arrival and Dismissal Procedures

The 2026-2027 school year will begin on **Thursday, September 10, 2026**. Classes will be in session between the hours of **8:20 a.m. until 3:00 p.m.** To help facilitate a smooth transition, please adhere to the following arrival and dismissal procedures:

To orient our new and returning families to our Nicholas Murray Butler School No. 23 campus, please note that we are housed at two locations:

Main Building 631-57 Westminster Avenue	Grs. K-2 & Grs. 5-8
Annex (located at the Mitchell Building) 500 North Broad Street	Grs. 3 & 4

Thursday, September 10th

The classroom assignment for your child can be found by accessing your PowerSchool Parent Portal.

Main Building Kindergarten students, along with a parent/guardian, will meet their assigned teacher at the classroom door located by the playground at 8:20 a.m. Parents will not be permitted in the classroom / building. Students will be dismissed from their classroom doors at 2:55 p.m. Students in Grades 1-2 and 5-8 will meet their respective homeroom teachers on the field at 8:20 a.m. - Dismissal will be as follows: Grade 1 – Door #7 Grade 2 – Main Entrance Grade 5 – Door # 12 Grades 6-8 – Door # 14 (by cafeteria)	Annex Teachers will meet students in front of the school building at 8:20 a.m. <i>Only students will be permitted to enter the building.</i> NOTE: Please ensure that your child is aware of his/her homeroom assignment.
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Nicholas Murray Butler School No. 23

Effective Monday, September 14, 2026 and for the remainder of the school year

- ◇ *Student Arrival is 8:20 AM.*
- ◇ *Students are marked tardy after 8:36 AM*

- **Kindergarten** will enter at 8:20 a.m. via their individual classroom doors located by the playground. Dismissal will take place from the individual classroom doors at 2:55 p.m.
- **Grade 1** will enter at 8:20 a.m. via Door #7 located by the playground. Dismissal will take place at 2:55 p.m. at **Door # 7**
- **Grades 2 & 5** will enter at 8:20 a.m. via the Main Entrance – A & B. Dismissal for students in Grade 2 will take place via the Main Entrance. Gr. 5 will be dismissed by their assigned teachers via **Door # 12** at 3:00 p.m. and proceed through the gate located by the field.
- **Grades 6-8** will enter via the field gate and proceed to **Door # 14** located by the cafeteria entrance. Dismissal for students in Grades 6-8 will take place at 3:00 p.m. via **Door # 14** and exit via the gate located by the field.
- *Annex students will continue to enter and exit via the main entrance.*

➤ **Breakfast Program**

School breakfast is served daily to all students. 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.

For the 1st day of school only, breakfast will be provided during homeroom for all students.

For the remainder of the school year, our breakfast program will continue to operate in the same way in which it has operated in prior school years:

- Breakfast will be served from 7:50 a.m. to 8:10 a.m. to **students in Grades 5-8** at the Main Building and to **students in Grades 3-4** at the Annex.

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- Doors will open for students at both locations at 7:50 a.m. Students will not be permitted to enter for breakfast after 8:10 a.m.
- **Grades K-2** will be served breakfast in their respective classrooms.
- At 8:20 a.m., doors will reopen to all students for the start of the school day. **Please adhere to this schedule and ensure that your child is properly supervised until doors open at the designated time.**

Please note that this is not a time for social gathering. Students who enter the building at 7:50 a.m. are expected to cooperate with the assigned staff members and enjoy breakfast with their classmates. However, any student who does not meet this expectation and compromises the safety of others will jeopardize participation in the breakfast program. Should this occur, the student will be unable to participate in the program for an assigned time period, and a parent conference will be required prior to resuming participation.

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