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 12, 2026

Dear Parents/Guardians and Students,

Welcome to the 2026-2027 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 continues to work hard to prepare the school for your child(ren) and I would like to thank all the parents that have taken the time to update your information on *Oncourse*.

The first day of school for students is Thursday, September 3, 2026. **The first day of school will be an early dismissal**. SUES students will dismiss at 1:00 pm. If you need to change your child's normal dismissal procedure for this day, please email: SUES.Dismissal.Change@sayrevillek12.net.

Please take the time to read the important information regarding Samsel Upper Elementary School on the following pages. Schedules will be available on Monday, August 17, 2026, through *Oncourse* for students whose parents have completed the annual update and do not have any outstanding fees. If you need help with the Parent Portal, please email the portal administrator at: parent.portal@sayrevillek12.net.

To assist your child on the first day, I ask that your child wear a name tag including their **first and last name**, **bus route** (UES #) and his/her **homeroom teacher**. I have included a template 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 find his/her homeroom teacher and home safely on the correct bus. Students will be given Sayreville School District issued green lanyards and nametags within the first several days. Students must wear this daily once they receive them.

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 8:30 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. Any student who arrives after 8:30 am must be signed in by a parent/guardian in the main office and will be marked late. ***School supervision will be provided beginning at 8:15 am. Children should not report or be dropped off before 8:15 am as there will be no supervision.*** If you need before or after care, please contact Leading Edge. Information can be found on the district website under the "Families" section. (https://www.sayrevillek12.net/families/leading-edge)

Drop-Off

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. If you must drop-off your child in the morning, **we ask that you assist us by following the guidelines listed below to keep students, staff and parents safe.**

1. Morning drop-off, if necessary: Drivers are required to use extreme caution while on the school grounds. After entering the parking lot, immediately (and slowly) turn right and proceed slowly around the loop. As you come around the loop, stay 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 and copy your child's homeroom teacher.** If you will need to pick up your child before dismissal, you should come to the front door (#1). If you plan to pick up your child at dismissal, please wait for your child at door #4. Please park in a parking spot or along the curb in the solar lot. Do NOT park in fire lanes or in front of the garbage area. Please use the crosswalks.

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 **Transportation Department at 732-316-4044 or 732-316-4045**. The student will be sent home on the bus which is indicated in the Parent Portal.
- Students should arrive at their bus stop approximately 10 minutes early. We ask for your patience at the beginning of the year.
- 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.
- Once students arrive, 4th grade students will be directed to the cafeteria and 5th grade students to the gym. Signs and staff 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.

- At the end of the school day, bus numbers will be called. Students will make their way to the bus parking lot and find their bus. Bus numbers are clearly labeled in these areas and teachers will be available to assist students. Please make sure that your child knows his/her bus number. The nametag below will be helpful to your child and his/her teacher.
- 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.
- Please make sure to download the district transportation app, *WheresTheBus*. This will allow you to identify the location of the bus. Once students begin to use their ID cards to swipe on the bus, you will also be able to see if they are on it.
- All students must wear the tag below (or something similar) on the first few days of school. It is suggested that the tag be pinned or placed on a lanyard. Some parents have used clear covers or reinforced it with tape. The tag below is very helpful for our staff and students therefore, I strongly encourage you to prepare this for your child.

First name: _____

Last name: _____

Grade: _____ Bus route: UES_____

Homeroom teacher: _____

6-digit ID #_____