

# *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, 2021

Dear Parents/Guardians and Students,

Welcome to the 2021-2022 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. Our first day of school is Wednesday, September 8, 2021.

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. The first opportunity will be during the PTO (Parent-Teacher Organization) meeting on Monday, September 20, 2021. Information regarding the meeting time and format will be sent via our "*Samsel Send*" emails. 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 available, Tuesday, August 24, 2021. Schedules will be available for students whose parents have completed the annual update. If you need help with the Parent Portal, please email the portal administrator at: [parent.portal@sayrevillek12.net](mailto:parent.portal@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 bus route numbers can be found on the Parent Portal. Bus stops and approximate times can be found on the district website ([www.sayrevillek12.net](http://www.sayrevillek12.net), DEPARTMENTS tab, TRANSPORTATION, SUES. Please check this near the start of school. The bus stop times in Oncourse/Parent Portal are NOT accurate. If you have moved, please be sure to notify us immediately so that we have your proper information regarding the bus routes. 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 8:30 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. The “Grab and Go” breakfast bags will be distributed beginning at 8:15 am. All car riders (walkers) must report to school prior to 8:25 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.***

### 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. 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. Information can also be found on our Facebook and Twitter pages.

### Transportation Information

Information regarding transportation can be found at the district website ([www.sayrevillek12.net](http://www.sayrevillek12.net)) under DEPARTMENTS >TRANSPORTATION>SUES. *Please note: As of the date of this letter, the stops have not been updated for the 2021-2022. Please check back closer to the opening of school.* 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. **If you have moved, please contact the main office so that we can update our records for your child’s safety.** Any delays in bus departure from the school will be posted on Facebook and Twitter.

### 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.**

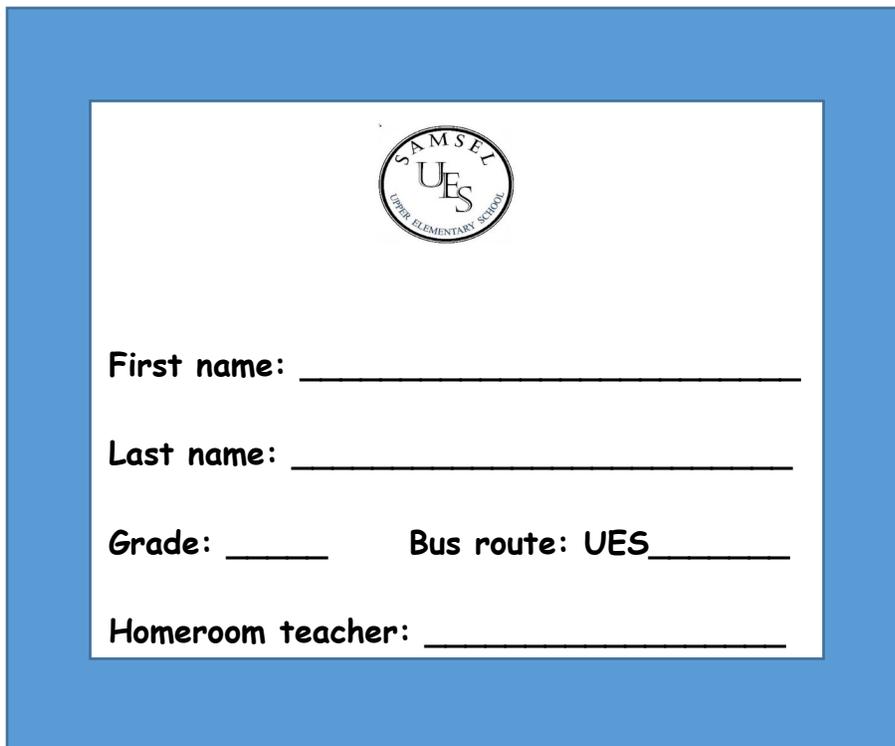
1. AM drop-off: Drivers are required to use extreme caution while on the school grounds. After entering the parking lot, immediately turn right and proceed slowly around the loop. School monitors will be out directing traffic to assist drivers. Students should sit behind the driver in the back seat for 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) and copy your child’s homeroom teacher.** 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 2:45 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 fire lanes is prohibited. Walkers will only be released from the main office. \***

### Health and Safety

The Sayreville School District will follow all health and safety guidelines determined by the State and Department of Health. Masks will be required. Please refer to Dr. Labbe’s “Talk Sup” emails for additional information regarding masks, social distancing, health screenings and quarantining if necessary.

## 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.
- 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).
- 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 8:25 am.
- 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 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 assistance.
- Dismissal may take a little longer on 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 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 below tag 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:** \_\_\_\_\_