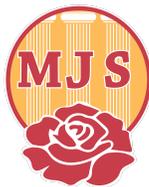


MADISON JUNIOR SCHOOL

160 Main Street
Madison, New Jersey 07940
973-593-3149



Brooke Phillips, *Principal*
Frank Perrone, *Assistant Principal*

August 18, 2021

Dear MJS Families,

It's hard to believe that school begins in less than two weeks. In preparation for the first day of school, I am writing to share relevant information about the upcoming school year and to highlight noteworthy staffing changes and details about our schedule for the new school year.

2021-2022 Bell Schedule

We are excited to share our new full-day schedule with the community, which includes a return to in-person Wednesday advisory periods, STEM and art classes, and daily after-school help until 3:15 pm. Our eight-period day starts with a 7:50 am opening bell and a 7:55 am first-period starting bell. We will host fifty-three-minute periods for all subject areas and twenty-five-minute lunch periods for each grade level. Our school day ends at 2:49 pm, with extra help available every day until 3:15 pm.

Links to our schedules and A/B rotation calendar can be found on the MJS website under *Menu*, then *About Our School*. A very helpful visual of the schedule is noted below - Detailed Student Schedule - this provides a bird's eye view of what the day looks like for students in each grade level.

[Daily Schedule](#)

[Detailed Student Schedule](#)

[A/B Rotation Days](#)

Opening Day

We start the school year off on Monday, August 30, with an adjusted opening schedule. On Monday, August 30, the first day of school, we are asking our incoming 6th-grade students and new MJS 7th and 8th-grade students to report at the regular start time of 7:50 am. All other incoming 7th and 8th graders should report one hour later, at 8:50 am. We will use this hour to help our new students get comfortable with daily entry and to support them most thoughtfully on their first day in a new building.

7:50 am start time: All incoming 6th-grade students and new to MJS 7th and 8th-grade students

- All students report to the front door
- A brief assembly will be held in the auditorium and then students will be sent to meet with their advisory class.

8:50 am start time: All other 7th and 8th-grade students

- 7th-grade students should report to the front doors
- 8th-grade students should report to the side door entrance near the faculty parking lot

Students should know the classroom location of their advisory period as we will start the first day with these small groups before heading off to attend every period in the day. Linked here is an [opening day schedule](#) that is for use only on Monday, August 30.

New Faculty

It is with great enthusiasm that I introduce new members who have joined our talented staff as a result of recent retirements, transfers, and resignations. We are invested in hiring the best educators and support staff to work with our students, and I am confident that these individuals will be excellent additions. Please join me in welcoming:

- Ms. Pauline Bliss, School Nurse
- Mr. Vince Chen, World Language Mandarin
- Ms. Sarah Fielder, Art
- Ms. Priscilla Sanches, ESL
- Ms. Margaret Steiner, 6th-grade English
- Mr. Anthony Viega, PE/Health

Also, for your reference is our teaching teams for the 2020-2021 school year:

	Math	English	Social Studies	Science
6th Grade Team A	Danielle Dalessio	Margaret Steiner	Steve Finkelstein*	Kelley DeRosa
6th Grade Team B	Stefania Lambusta	Michelle Brennan*	Amanda Tobia	Patrice Donnelly
7th Grade Team A	Amanda McPeek*	Paige Henry	Richard Newbery	Ali Spangler
7th Grade Team B	Anna Hatzimanuel	Lisa Toto*	Silver Laur	Barbara Zabel
8th Grade Team A	James Boverly	Caitlin Young*	Katherine Ferris	Zachary Kovach
8th Grade Team B	Iman Suleiman	Danielle Mack*	Matthew Millichap	Monica Brady

* indicates team leader

Lunch Service

We will be hosting grade-level lunches this year, as noted by periods ending with L on the daily schedule. Our grades will be split by their A and B teams to support social distancing, with one team in the cafeteria and the other in the auditorium. Students will sit at tables or in seats facing one direction with social distancing in place. Within these two groups, we will further pod our students to remain in one area with their first-period class. These measures will help us support social distancing and complete any contact tracing should it become necessary.

The district will continue to offer a free hot lunch for all students. An opportunity to purchase snacks during each lunch period will be available, however, students must have a positive balance on their lunch account in order to purchase snacks. When the weather permits, we will rotate cohorts of students to have lunch on the picnic tables located outside the cafeteria.

Mandatory Forms on the Genesis Parent Portal (link: [Genesis Parent Portal](#))

The Genesis Parent Portal will be available to fill out your forms starting on August 18th at 3 pm. We recognize that this can be a cumbersome process and appreciate the time you take to complete everything requested of you. Please remember that if you have more than one child attending MJS, you will need to complete the applicable forms for each child.

Once this process is completed, you will be able to view your child's schedule. If there are any errors or concerns, please feel free to email your guidance counselor, who will return on August 25. The guidance counselor is identified on your child's schedule. Please contact Libby Marotta (last names A-L) at marottal@madisonnjps.org or Kathy Siso (last names M-Z) at sisok@madisonnjps.org.

To access the forms, the Primary Guardian will need to log into the parent portal. Upon signing in to the parent portal, you will be prompted to complete or review each of the following forms. The forms will be listed under the forms tab. Please note that all forms must be filled out to gain access to any additional information, other than contact information, in the Parent Portal. Please also note that the forms will only be available to the Primary Guardian. Once the Primary Guardian fills out the forms, the portal will be unlocked for all Guardians and Students. If you encounter difficulty signing into the parent portal, please contact the Main Office at (973)-593-3149 or [click this link](#).

1. COVID 19 Annual Question
2. Demographic Information
3. Computer and Internet Use and Agreement & Parent/Student Permission
4. Computing Device Student Responsibility Contract
5. MHS Day of Service Consent
6. Military Consent to Contact
7. MHS Diploma Name (Mandatory for 12th Grade Parents Only)
8. District Media Consent and Release Form
9. NURSE: Annual Medical Information Update Form
10. NURSE: Permission for Medication Administration (If applicable)
11. Health Insurance
12. Madison Mail & Email Consent to Send Out

Thank You

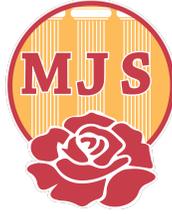
Many individuals helped in the preparation and setup for this school year. A big thanks to our custodial staff, led by Mr. Philip Reina. This team took special care to see that our school hosted many engaging summer programs for students and that our classrooms and hallways are ready to go for the first day of school!

Please continue to read further for other important information about our upcoming school year. Should you have any questions or feedback, please don't hesitate to reach out at any time. We look forward to seeing our students on opening day.

Sincerely,



Brooke Phillips
Principal
Madison Junior School
phillipsb@madisonnjps.org
(973)593-3149 x3199



Other Important Information

Absent or Tardy

The MJS Roll Call number is (973) 593-3149, Option 1. A parent or guardian must call this number by 8:40 am. Students are not permitted to call in themselves. To avoid missing instructional time, students must be in their class by 7:55 am.

Back to School Night

Back to School Night will be held on Thursday, September 23. More information will follow on how this important evening will run.

Chromebooks

Incoming sixth-grade students will receive their Chromebooks on day two of school. Students with district-issued Chromebooks should bring their charged Chromebooks with them for their first day of school. The students will be transporting their Chromebooks to and from school daily. It is important that the students charge their Chromebooks prior to reporting to school each day. In addition, students are required to use school-issued protective cases.

Google

Your child's teacher(s) will utilize Google Classroom to post instructional materials, directions, lessons, and assignments. Please refer to this excellent resource for information about Google Classroom - [A Parent's Guide to Google Classroom](#). For parent access to specific Google features, it would be very helpful for at least one parent of every student to establish a Google email address.

Health & Safety Protocols

We are keeping many safety protocols from last year in place, including:

- mask use
- social distancing
- wiping down desks at the end of each period
- hand sanitizing stations in every classroom doorway in addition to hallway/entryway locations
- two students in the bathrooms at a time

We ask that if your child is not feeling well or showing any COVID-like symptoms, you keep him/her/them home for the day. Our staff will follow these same guidelines as we all work together to keep our school as healthy as possible and remain open.

Masks - Students and staff are required to wear face masks that cover their nose and mouth while in the building, and when they are not at least six feet apart outside, unless in an instance when doing so would inhibit the student's health. Dependent on the specific needs of students, special modifications to such requirements shall be considered. Students and staff may bring their own masks or masks will be provided by the school.

Lockers & Cell Phones

We will be using lockers to start the school year. Teachers understand that many of our students, including our incoming 6th and 7th graders, are new to using lockers and handling padlocks. Ample time will be provided on the first day for practice with lockers, and patience will be given during the first weeks as students adjust to opening and working within this new space.

To support social distancing, each grade level will set times for students to visit lockers on an even and odd basis. This will be explained to students during the opening days of school.

School policy indicates that cell phones and backpacks be kept inside lockers during the school day. Cell phones should be turned off and kept inside the locker all day. If students need to reach home during the day, they can come to the main office to call home, or if they are feeling unwell, they should visit Nurse Bliss. We will encourage all student cell phones to remain in lockers to best support high student engagement and learning levels in our classrooms.

Parent Organizations

[Madison Education Foundation MEF](#)

[Madison Music & Arts MMA](#)

Madison Junior School Parent Teacher Organization PTO

A note from the PTO: Through the generosity of our MJS community, the PTO has been able to provide a wide range of support to our school, including student social events, teacher hospitality/appreciation, educational enrichment, parent/student assemblies and speakers, and support for 8th Grade graduation events, to name a few. Last year also saw the PTO helping to provide necessities for the health and safety of our teachers and students. We hope to continue this support in the upcoming year, and with your help, we can make the 2021/2022 school year a truly successful.

We will be reaching out in the coming weeks with more information on paying your dues and opportunities to volunteer. Your contribution is greatly appreciated. The easiest way to support the MJS PTO and our efforts is through dues. And volunteer to join us in any capacity you can, we welcome ALL assistance! In the meantime, if you have any questions, please reach out to Amy McClelland amyvmcclelland@gmail.com or Melissa Waterstredt melissawaterstredt@gmail.com.

*Enjoy the last days of summer,
Amy and Melissa*

Physical Education

Students will have PE and health in person this year, however, students will not be required to change clothes, so it is suggested they dress comfortably.

School Visitors/Item Drop-Off

Due to COVID, only essential visitors will be permitted to enter the building. If you have to pick up your child for an appointment or have to change arrival/dismissal, please contact Mrs. Damiano in the main office, and you will be directed to wait at the front door for your child.

If your child has forgotten an item and you would like to drop it off our grade level, drop-bins will be located outside the front doors. These bins are checked periodically, and your child will be notified to pick up the item in the main office. Please be sure to label your item with your child's last name and grade level.

[School Supply Lists](#)

[Student Handbook 2020-2021](#)

Student Drop-off and Pick up

We encourage our parents to carpool whenever possible. Since safety is our primary concern, we urge everyone to be respectful of crossing guards, administrators, and faculty. For the safety and protection of our students, parents are not allowed to drop off or pick up their child in the MJS parking lot from 7:30-8:00 am or from 2:45 pm - 3:15 pm. Parents are encouraged to drop off on Brittin St., enabling both sides of Dodge Field to be used as a supplemental drop-off area. See the map below for a visual explanation. Please also be aware of our handicapped parking locations and park only in designated visitor spots.

Drop off/Dismissal Map

