

MADISON JUNIOR SCHOOL

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



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

August 19, 2022

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 that will be important for you and your child.

Many individuals helped in the preparation and setup for this school year. Thank you to our Principal's Secretary, Mrs. Patti Talerico, who ensures everything is in tip-top shape for our students and staff. And big thanks to our custodial staff, led by Mr. Felipe Reina. This team took special care to see that our classrooms and hallways are ready to go for the first day of school!

2022-2023 Bell Schedule

We are pleased to share this year's schedule, which includes a revised advisory and homeroom schedule. Our eight-period day starts with a 7:50 am opening bell and an eight-minute homeroom period. We will host fifty-one-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 all our schedules and calendars can be found on the MJS website under *Menu*, then *About Our School*. A very helpful visual of the schedule is noted below - Grade Level Schedules - this provides a bird's eye view of what the day looks like for students in each grade level.

[Daily A/B Schedule](#)

[Grade Level Schedules](#)

[A/B Rotation Days](#)

Opening Day

We start the school year off on Monday, August 29, with an adjusted opening schedule. On Monday, August 29, the first day of school, we ask our incoming 6th-grade students and any new to MJS 7th and 8th-grade students to report at the regular start time of 7:50 am. All other returning 7th and 8th-grade students 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.

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 below is an opening day schedule that is for use only on Monday, August 30. We will have printed copies of every student's schedule available for pickup on the front steps - students should arrive a few minutes early to pick up their printed schedules from alphabetically noted tables.

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

- 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 homeroom/advisory class.

8:50 am start time: All returning 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

[Opening Day Schedule](#)

Open House for Incoming 6th Graders and New 7th & 8th Graders

MJS will host an open house for all incoming 6th graders, and new 7th & 8th-grade students to MJS on Wednesday, August 24, from 9-11 am. Students may tour the building with a friend or family member, and our student council members will be available at various locations throughout the building to give mini-tours in important locations and answer any questions. Students may come anytime during this window of time.

Our school nurse, Polly Bliss, will be at MJS during this open house and available to accept student medications.

New Faculty

It is with great enthusiasm that I introduce a returning faculty member to MJS, Mr. Rich Vasquez, Special Education. Mr. Vasquez is joining us from the high school, and we are excited to have him back! For your reference, a full listing of our 2022-2023 staff teaching teams is available on the website and by clicking the link below.

[MJS Teaching Teams 2022-2023](#)

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 19th 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 can 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 at marottal@madisonnjps.org or Kathy Siso 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](#) for further directions.

1. Demographic Information
2. [Computer and Internet Use and Agreement & Parent/Student Permission](#)
3. [Computing Device Student Responsibility Contract](#)
4. District Media Consent and Release Form
5. NURSE: Annual Medical Info. Update and Permission for Medication Administration
6. Health Insurance
7. Madison Mail & Email Consent to Send Out

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.

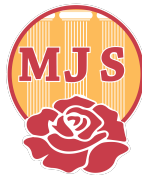
Sincerely,



Principal
Madison Junior School

Important Dates to Remember:

- August 19, 2022** - Genesis Portal Opens
- August 24, 2022** - MJS Open House
- August 29, 2022** - First Day of School
- September 5, 2022** - Schools Closed for Labor Day
- September 26, 2022** - Schools Closed for Rosh Hashanah
- September 21, 2022** - Picture Day
- September 22, 2022** - MJS Back To School Night



Other Important Information

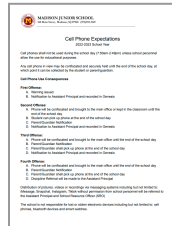
Absent or Tardy

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

Cell Phones

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. Please take a moment to review the MJS Cell Phone Expectations with your child.

Cell Phone Expectations 2022-2023

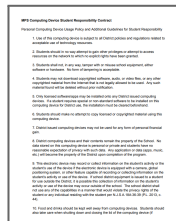


Chromebooks

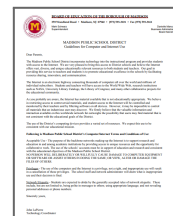
Incoming sixth-grade students will receive their Chromebooks on the first day of school. Students with district-issued Chromebooks should bring their charged Chromebooks with them on the first day of school. Students will be transporting their Chromebooks to and from school daily, so it is important to charge them at home before reporting to school each day. In addition, students are required to use school-issued protective cases.

Please note that several of the mandatory forms you must complete on Genesis include your acknowledgment and acceptance that you and your child will adhere to district computing guidelines. Be sure to review these guidelines with your child before starting school.

MPS Computing Device Student Responsibility Contract



Guidelines for Computer & Internet Use



Lunch Service

We will be hosting grade-level lunches this year in the cafeteria, as noted by periods ending with L on the daily schedule. The district will no longer be offering a free lunch for all students. Please be sure to use the application for Free and Reduced Lunch Applications if you qualify. An opportunity to purchase snacks during each lunch period will be available using cash or a child's school lunch account; however, students must have a positive balance on their lunch account to purchase snacks. All lunch service information, including opening new student accounts and applying for Free/Reduced lunch, [can be found here](#).

Lockers

All grade levels will use lockers daily this year. Teachers understand that many of our students, including our incoming 6th 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.

Late Drop-Off of Students

If you are dropping your child off late, please send your child into school with a note/handwritten excuse, or you may walk your child into school and speak directly with the school secretary.

Early Pick-Up of Students

If you have to pick up your child early for an appointment, there is no need to call ahead or email. Simply ring the front doorbell, and you will be let into the main office to sign your child out.

Student Drop-off and Pick-up

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 pull into MJS to drop off or pick up their child in the MJS parking lot from 7:30-8:00 am or from 2:45-3:15 pm. Should you need a temporary pass to pull into school, please contact your counselor. Parents are encouraged to drop off and pick up on both sides of Brittin St. Please also be aware of our handicapped parking locations and park only in designated visitor spots. See the map below for a visual explanation.

Forgotten Items

If your child has forgotten an item and you would like to drop it off, we have a drop-bin located outside the front doors. This bin is 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. If the item is needed immediately, please ring the bell to drop the item off with the school secretary.

Mask Optional

Madison Public Schools continues to be a mask-optional learning environment. If you choose for your child to wear a mask to school, it is helpful to send extra masks in their backpack.

Communication

The district utilizes a system of integrated communication platforms. Please consider the following:

- Our student information system is Genesis. Please ensure that your most current contact information is in Genesis.
- The district has a website/communication tool called Apptegy. Our website can be downloaded as an app, and we will utilize this app to push out notifications, such as text alerts, newsletters, and announcements. To stay up-to-date, it is recommended that you download the MPS app on your mobile phone. Search for "Madison Public Schools" in your device's app store. You can select a default school that the app opens to each time you use it. You can easily access staff directories, news items and alerts, calendar events, and important district/school documents.
- Parents/guardians should review the [MJS Communication Protocol](#) to determine who to contact in different situations.

Back to School Night

Back to School Night will be held on Thursday, September 22 at 6:30 pm.

School Supplies

Our school supply list can be found on the website or by clicking this link - [School Supply Lists](#)

Student Handbook

Our student handbook can be found inside your child's agenda pad or on our website by clicking this link - [Student Handbook 2022-2023](#)

Parent Organizations

[Madison Education Foundation MEF](#)

[Madison Music & Arts MMA](#)

[Madison Junior School 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 2022/2023 school year truly successful.

We will reach 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. Please 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 Christina Notaro at notaropto@gmail.com or Irene Rodin at rodinpto@gmail.com.

*Enjoy the last days of summer,
Christina & Irene*

Drop off/Dismissal Map

