



August 15, 2022

Dear TJS Families,

Welcome to the 2022-2023 school year! I sincerely hope the summer months have afforded you and your family some downtime and the opportunity to make lasting memories. The staff and I are looking forward to seeing all of our students and families on August 29, 2022, for the first day of school.

Last school year, the staff, students and I worked collaboratively to write our very own school mission and vision statement. In addition, students alongside their teachers, generated keywords that they believed embody Torey J. and last year's fourth-graders (now our rising fifth-grade class) designed a student theme statement for the 2022-2023 school year. We are excited to share the outcomes of our work and enter this new school year proudly with it at the forefront of our work each and everyday.

Torey J. is... *inclusive, innovative, welcoming, resilient, empowering*

Mission Statement

Torey J. Sabatini School is dedicated to providing an inclusive learning environment that fosters social-emotional growth and enables students to take ownership of their learning while preparing them to be independent thinkers who impact their global community.

Vision Statement

Our vision is to be responsive to student needs while engaging learners, with a commitment to an interdisciplinary and differentiated learning approach.

Together we will strive to foster a collaborative community prepared to continue our intellectual and emotional development.

We will reflect upon our practices to continuously adapt and improve.

Student Theme Statement (*Written by the fifth-grade class of 2023*)

At Torey J. we welcome all. We put our paws together and stand up tall. Working hard to do our best because we're the Jaguars of TJS!

School / District Goals

Torey J. has been bustling with activity this summer! Several of our teachers were involved in district curriculum writing projects and many engaged in professional development opportunities. Moving into this new school year, a continued district goal is to further implement and refine our comprehensive Multi-Tiered System of Support (MTSS) to meet the needs of students across the learning continuum. An ongoing school goal is to continue to prioritize ways in which we can create a more inclusive learning community. Post-pandemic there has been an increased need for us to continue to enhance and support the social-emotional learning needs of our elementary students. This year we will also focus on building a larger culture and love of reading in our students through various reading initiatives. To continue to stay up-to-date on school-wide initiatives and instructional programs, parents/guardians are encouraged to read the weekly Principal Newsletter which is shared each Friday of the school year.

Main Office Transition

Please join me in welcoming Mrs. Marcy Dakss who started in her role as Main Office Secretary in early July! She is joining us with previous experience as a substitute secretary in the Livingston School District and many years of corporate experience in recruiting, specifically in the field of technology. Mrs. Dakss transitioned with Mrs. Empson in early July and has quickly and proactively learned the ropes to ensure a successful start to the new school year with smooth operations in the main office. Mrs. Dakss can be reached at dakssm@madisonnjps.org or by calling the main office at 973-593-3182.

Many Thanks

Thank you to all the TJS parents for your continuous support, engagement, and commitment to our school community. Thank you to the PTO leadership of Sara Buckley and Lindsey Dubman for their work and participation in meetings to prepare for the new school year. Thank you to the district central office team of professionals and board of education members for their dedication and the countless hours spent preparing for our return to school.

I am grateful to our new school secretary, Mrs. Marcy Dakss, for her willingness to dive right in this summer and her around-the-clock planning and preparation. Our amazing custodial team consists of Ms. Sonia Lawson (head custodian), Mr. Nick Vassallo, and Mr. Gerald Jessie, who worked tirelessly this summer to prepare the classrooms and building for opening day. In addition, we are grateful to some other buildings and grounds custodial staff members, Mr. Casey Young and Mr. Glenn Deter, who beautifully painted 6 classrooms in the upstairs new wing, the upstairs new wing hallway, and the upstairs connecting hallway with a fresh coat of white and gray paint! This is the beginning of a long-term plan to freshen and paint all the classrooms, stairwells, and hallways of Torey J. Lastly, I would also like to extend my appreciation to the many teachers who have eagerly begun preparing for the new school year by setting up their classroom spaces, engaging in meetings, and planning with their colleagues during the months of July and August!

Important Calendar Dates

- ★ August 19, 2022 - Summer Packet available on Genesis at 3:00 PM
- ★ August 19, 2022 - Class Placement available in Genesis at 3:00 PM (*see below for more information*)
- ★ August 25, 2022 - PTO New Family Welcome Outdoor Popsicle Party (12:45 - 1:15 PM)
- ★ August 25, 2022 - Teacher Outdoor Meet and Greet
 - Grade K/1 (1:25 - 1:50 PM)
 - Grade 2/3 (2:00 - 2:25 PM)
 - Grade 4/5 (2:35 - 3:00 PM)
- ★ August 29, 2022 - First Day of School begins at 8:30 AM
- ★ September 2, 2022 - Spirit Wear Day (first Friday of every month!)
- ★ September 5, 2022 - Schools Closed for Labor Day
- ★ September 21, 2022 - TJS Back to School Night at 7:00 PM
- ★ September 26, 2022 - Schools Closed for Rosh Hashanah
- ★ September 28, 2022 - School Picture Day!

Grade and Teacher Information

For your reference, our 2022-2023 grade-level configurations will include:

- ★ Kindergarten - 3 homerooms (Rachel Lemon, Suzanne Pelkey, Meredith Waryha)
- ★ First Grade - 2 homerooms (Emily DeMarco, Caroline Dietz)
- ★ Second Grade - 3 homerooms (Amanda Adrion, Tonya Galinsky, Megan Niper)
- ★ Third Grade - 2 homerooms (Nicole Cancelliere, Jenna Madden)
- ★ Fourth Grade - 3 homerooms (Kate Lade, Suhee Lee, Jim Stricchiola)
- ★ Fifth Grade - 2 homerooms (Colleen Kennedy, Vickie Zourzoukis)

With these grade-level configurations, we are thrilled to have Rachel Lemon transitioning from a first-grade teacher to a kindergarten teacher, Kate Lade transitioning from a third-grade teacher back to a fourth-grade teacher, and Colleen Kennedy transitioning from a fourth-grade teacher to a fifth-grade teacher. Joining our special education team of educators is Kaitlyn Gravina, who has worked in the district for the last nine years and is joining us from CAS.

This year we have several new staff members joining us: Amanda Adrion (grade 2 teacher), Suhee Lee (grade 4 teacher), Carrie Guarino (school nurse), and Josephine Porter (music leave replacement teacher for Donna McEachern). Please join me in welcoming all new and returning teachers and staff!

Class Placements

Class placements will be available in **Genesis on Friday August 19, 2022, at 3:00 PM**. Please remember there are many factors that are considered for class placements. In order to receive your child's teacher placement this year, all parents/guardians must login and complete the indicated forms in Genesis (detailed on the following page). Please note an important change in our process, parents/guardians will not receive an emailed memo indicating your child's teacher assignment.

Summer Packet of Parent Forms

There are several forms that need to be completed directly in the Genesis Parent Portal before children return to school. These forms will be made available on August 19, 2022. The mandated forms that are to be completed are as follows:

- ★ Media Consent / Release Form
- ★ Computer / Internet Use and Agreement Form
- ★ Certification to Complete Daily Student Screening
- ★ Demographic Information
- ★ Computing Device and Student Responsibility Contract
- ★ Madison Mail and Email Consent to Send Out Form
- ★ Nurse - Annual Medical Information Update Form
- ★ Nurse - Permission for Medication Administration Forms
- ★ Nurse - Grade 5 Immunization Requirements
- ★ Health Insurance Form

Additional forms that need to be completed are also available on our [school website](#).

- ★ [Arrival / Dismissal Form](#) - This form must be completed for each child and should be provided to your child's teacher on the first day of school, Monday, August 29, 2022.
- ★ TJS PTO Information / Dues Form
- ★ Health Office Information

Six-Day Elementary Letter Day Schedule:

Last year the elementary schools transitioned from a Monday to Friday traditional schedule to a 6 day (A to F day) schedule. The transition was positive and provided many benefits, such as consistent grade level schedules, teacher planning time, and a dedicated intervention period for each grade. It is important that all families take note of the 2022-2023 [Elementary Letter Day Schedule](#) that maps out all the letter days for the entire school year. Parents are encouraged to print the letter day schedule as a reference, as it will be helpful once your child's teacher shares with you the class specials schedule. This way, parents/guardians will be prepared to know what letter days to send your child(ren) to school with library books or to wear sneakers for PE class.

Family Handbook

The [TJS Family Handbook](#) contains general information about our school and operating procedures. It is imperative that families take time to review this document as there is important information regarding notification of absences, student code of conduct, student support services, student safety, health and nutrition guidelines, and so much more. The TJS Family Handbook can also be accessed on our [website](#).

School Supplies

For your reference, the grade-level general student supply lists are [posted here](#) on our website. Teachers will communicate directly with families via email if any additional items are needed.

Food Consumption - Snacks and Lunch

A designated working snack time (typically 10 to 15 minutes) occurs during your child's day. All snacks eaten in the classrooms **must be nut-free**. Parents are encouraged to pack healthy snacks. Within every class schedule, is a 25 minute lunch period. Students may bring lunch or purchase food from the district food service company. More information can be found in the Family Handbook.

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 certain Google features, it would be very helpful for at least one parent of every student to establish a Google email address.

Chromebooks

All students will be using a district issued Chromebook in the classroom. You may also look on the Madison School District's [Chromebook Central](#) for additional information about Chromebooks.

Goodbye Zoom... hello Google Meet!

Please note that we will be transitioning away from using Zoom as our primary video conferencing platform. Zoom previously allowed educational institutions to have meetings for more than 40 minutes, but has recently removed this feature. Due to the new time limit feature on Zoom, and our need to have virtual instruction and/or meetings over 40 minutes, we will be switching to using Google Meet as our primary video conferencing platform, since there is no time limit.

Mask Optional

Our school 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 labeled in a Zip-loc bag.

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. If at any time you change your email address during the school year, please contact Mrs. Dakss in the main office directly to inform her of the change.
- ★ 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. In order 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 will be able to easily access staff directories, news items and alerts, calendar events, and important district/school documents.
- ★ In addition to the website, we frequently communicate through Twitter and Facebook [@ToreyJSabatini](#). These forums will serve as a means for the staff and I to highlight events, announcements, and parent resources. Parents/guardians are encouraged to follow us!
- ★ Parents/guardians should review the [TJS Communication Protocol](#) to determine who to contact in different situations.

Visitors/Drop-Off Items

For safety and security reasons, all visitors must have a previously scheduled appointment with a staff member in order to be admitted into the building. Visitors will be asked to state their name, order of business, and who they are scheduled to meet with. All parents/guardians are encouraged to review our detailed [visitor protocols](#), so that they are prepared with the necessary identification (i.e. Driver's License) upon arriving to the building. If you have to pick up your child for an appointment or have to change arrival/dismissal you will need to contact the main office via email or telephone. Any drop-off items should be placed in the container outside the front entrance of the school.



Morning Drop-Off Procedures and Designated Entrances

There are three designated entrances for morning drop-off. Your child's designated entrance is determined by grade and location in the building and assists us with congestion and general traffic flow throughout the building. Staff members will be placed at designated door entrances to assist as needed.

Students should not arrive at school earlier than 8:30 AM. The supervision of students begins at 8:30 AM. The morning drop-off window for all students is between 8:30 AM and 8:40 AM. Pedestrians are encouraged to utilize the sidewalks and not cut across the TJS parking lot or Glenwild Circle as it is an active roadway.

DESIGNATED ENTRANCE/EXIT DOOR	CLASS	
Main Entrance Door #1 - (Closest to Glenwild Rd.)	K-Lemon K-Pelkey	K-Waryha ERI-Schiller
Entrance Door #3 (Middle)	1-DeMarco 2-Adrion 2-Niper	1-Dietz 2-Galinsky ERI-Lennox
Entrance Door #4 (Closest to Woodland Rd.)	3-Cancelliere 4-Lade 4-Stricchiola 5-Zourzoukis	3-Madden 4-Lee 5-Kennedy

Afternoon Pick-Up Procedures

Teachers will dismiss their entire class by bringing them outside at their designated door at 3:15 PM.. We ask that when parents/guardians have picked up all of their children, that they immediately leave the school property to avoid the typical dismissal congestion that occurs.

Bus Students

Bus students are dropped off in front of the BOE office on Woodland Rd. At 8:30 AM, students will be greeted by a supervising staff member who will walk them towards their designated building entrances.

First Days of School

The first days of school bring forth many emotions for students and their families. Our TJS staff of educators works hard to make each and every child's experience at school a positive one. We hope to instill a love of learning and excitement around coming to school. We will continue to act as partners in your child's education to ensure they are safe, supported, cared for, proud of our school community, and empowered to learn each and every day.

Thank you in advance for your careful review of this important back to school information. The staff and I are truly looking forward to welcoming the children back in the building and are dedicated to making this school year a successful experience for everyone. We look forward to seeing you during our Teacher Meet and Greet Sessions on Thursday, August 25, 2022.

Warm regards,

Ileana Garcia

Ileana Garcia, Principal
Torey J. Sabatini School
garciai@madisonnjps.org

TOREY J. SABATINI

INCLUSIVE INNOVATIVE WELCOMING RESILIENT EMPOWERING

Our Mission

Torey J. Sabatini School is dedicated to providing an inclusive learning environment that fosters social-emotional growth and enables students to take ownership of their learning while preparing them to be independent thinkers who impact their global community.

Our Vision

Our vision is to be responsive to student needs while engaging learners, with a commitment to an interdisciplinary and differentiated learning approach.

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