



August 24, 2023

Dear TJS Families,

Welcome to the 2023-2024 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 September 5, 2023, for the first day of school.

As a school community, we are proud of the fact that we collaboratively wrote our very own school mission and vision statement. Students, alongside their teachers, helped to create the words that drive our daily work. For the second year in a row, our fourth-graders (now our rising fifth-grade class) wrote a student theme statement for the new school year. We are looking forward to making this a tradition.

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 2024*) - ***Together Jaguars Soar***

At Torey J., our Jaguars roar.

We put our minds together so we can learn more.

We have a blue ribbon to show how much we are driven.

We rise to the top and touch the sky

Because the TJS Jaguars will always try!

School / District Goals

Torey J. has been bustling with activity! Over the summer, several of our teachers engaged in professional learning opportunities. Moving into this 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. We will 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. 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.

Many Thanks

It requires teamwork to prepare for a new school year! I am grateful to our main office secretary, Mrs. Marcy Dakss, for her hard work, dedication, and forward planning that helps ensure we have everything we need for the first day of school. Thank you 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!

Our amazing custodial team consists of Ms. Sonia Lawson (head custodian), Mr. Nick Vassallo, and Ms. Ana Garcia, who worked tirelessly this summer to prepare the classrooms and building for opening day. In addition, we are grateful to various other buildings and grounds custodial staff members, specifically, Mr. Glenn Deter, who continued the work that he started last summer, painting 6 additional classrooms in the upstairs circle hallway as well as exterior entrance columns.

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 Mrs. Sara Buckley and Mrs. 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 the new school year.

Important Calendar Dates

- ★ August 25, 2023 - Summer Packet and Class Placement available in Genesis at 3:00 PM (*see below for more information*)
- ★ August 31, 2023 - PTO Sponsored Popsicle Party for New Families Only (1:00 - 1:30 PM) / TJS playground)
- ★ August 31, 2023 - School Tours for Kindergarten and New Families Only (1:30 - 2:00 PM / meet outside the main entrance of TJS)
- ★ August 31, 2023 - Teacher Meet and Greets - Open House Classroom Visits (2:00 - 3:00 PM)
- ★ September 4, 2023 - Schools Closed for Labor Day
- ★ September 5, 2023 - First Day of School begins at 8:30 AM
- ★ September 8, 2023 - TJS/Madison Spirit Wear Day (first Friday of every month!)
- ★ September 20, 2023 - TJS Back to School Night at 7:00 PM
- ★ September 25, 2023 - Schools Closed for Yom Kippur
- ★ September 28, 2023 - School Picture Day!

Grade and Teacher Information

For your reference, our 2023-2024 grade-level configurations will include:

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

With these grade-level configurations, we are thrilled to have Amanda Adrion transitioning from a second-grade teacher to a first-grade teacher, Jim Stricchiola transitioning from a fourth-grade teacher to a third-grade teacher, and Megan Niper transitioning from a second-grade teacher to a fifth-grade teacher. We are also excited to welcome some staff from other buildings in the district, Valarie Delli Paoli, joining us from CAS as a second-grade teacher. Also joining our special education team of educators are Ariel Morrison (from CAS) and Michael Dougherty (from KRS).

This year we have several new staff members joining us: Eileen Obermaier (art teacher), Alex Locke (library media specialist) who will be joining us in October, Lindsay Roller (special education leave replacement teacher for Kaitlyn Gravina), and Linda Eagle (ESL leave replacement teacher for Kerilyn Stockdale). Please join me in welcoming all new and returning teachers and staff!

Class Placements

Class placements will be available in **Genesis on Friday, August 25, 2023, 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 log in and complete the indicated forms in Genesis, which are detailed below.

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 25, 2023. 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, Tuesday, September 5, 2023.
- ★ TJS PTO Information / Dues Form
- ★ Health Office Information

Six-Day Elementary Letter Day Schedule:

The elementary schools operate on a 6-day (A to F day) schedule. The letter day schedule has 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 2023-2024 [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. The letter days are also posted daily on the school website.

Family Handbook **Important

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, the student code of conduct, the Harrassment, Intimidation, and Bullying Law, 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 is detailed in the [TJS Family Handbook](#) and food service information is also [posted here](#) on the district website.

Google

Your child's teacher(s) will utilize Google Classroom to post classroom information, instructional materials, 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.

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 me 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.

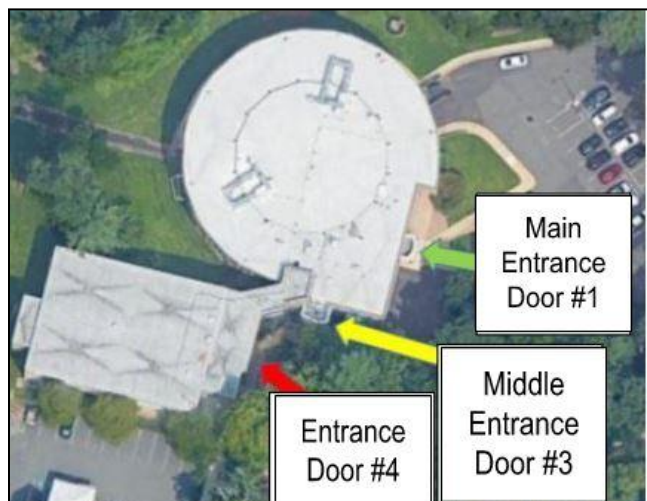
Visitors/Drop-Off Items

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 at 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.

First Day of School Drop-Off Procedures

For the first day of school only, all homeroom teachers will be positioned outside of the building by your child’s designated entrance to greet students and walk them inside the building to show them the route to their classroom. Parents/guardians are asked to ensure that they are aware of which door entrance their child will be utilizing prior to the first day (as indicated in the procedures detailed on the next page). Cones and signage for each homeroom teacher will be utilized. Our drop-off area becomes extremely congested on the first day of school. It is recommended that parents/guardians take any first day of school photos briefly prior to entering the drop-off areas close to the building. For parents/guardians of students in grades 1-5, we are kindly requesting that once you have found your child’s teacher cone/signage that you please “kiss and drop” as this will help decrease the foot traffic. Parents/guardians of kindergarten students may remain with their child’s class at their designated cone. Once all students are accounted for and have arrived, the homeroom teachers will escort the class inside the building.

Regular 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 level 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 should 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	1-Adrion 1-DeMarco 1-Dietz
Entrance Door #3 (Middle)	2-Delli Paoli 2-Galinsky ERI-Babich/Lennox	3-Cancelliere 3-Madden 3-Stricchiola
Entrance Door #4 (Closest to Woodland Rd.)	4-Lade 4-Lee	5-Kennedy 5-Niper 5-Zourzoukis

Afternoon Pick-Up Procedures

Grades 1-5 teachers will dismiss their entire class by bringing them outside at their designated door at 3:15 PM. Kindergarten teachers will bring their class out for dismissal at 3:10 PM. We ask that when parents/guardians have picked up all of their children, they immediately leave the school property to avoid the typical dismissal congestion that occurs. Establishing a "meeting spot" that is visible from the doors, but not directly in front of each exit door is ideal. It is necessary that our classes have room at each door to exit fully from the building, therefore, parents/guardians are asked to please not stand directly in front of exit doors at dismissal time.

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 toward their designated door entrance.

Meet and Greet

We are excited to offer an opportunity for students to meet their teacher. **The TJS Meet and Greet experience will be on Thursday, August 31, 2023, from 2:00 PM to 3:00 PM.** Parents/guardians may choose to bring school supplies to your child's classroom at this time or on the first day.

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 into 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 - Open House Classroom Visits on Thursday, August 31, 2023.

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.

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.

U.S. Department of Education National Blue Ribbon School 2021

KNOWLEDGE CHARACTER INSPIRATION