



Dr. Frank Ranelli
Superintendent of Schools

Andrew Kehoe
Principal

James Overton
Assistant Principal

**Martin Luther King
Intermediate School**
5205 Ludlow St.
Piscataway, NJ 08854
732 699-1563, ext. 5440
Fax 732 699-1677
www.piscatawayschools.org

August 25, 2022

Martin Luther King Intermediate Families:

It is with great excitement that I write today and welcome all MLK families to the 2022-2023 school year. I truly believe that 4th and 5th grade is an age where all possibilities are open for educating our students. It is a wonderful crossroads of exploration, excitement, and opportunities for our students to grow.

With this letter I hope to provide clarity on a number of school opening details as we prepare for what I know will be a successful start to the year. Please carefully review the details below and do not hesitate to reach out to my office if you have any questions.

Your Child's Homeroom Placement

Along with this letter you are also receiving a letter from your child's homeroom teacher. I ask that you give it a look so your child knows who to report to on the first day. Please be advised that the placement process is a carefully planned process with many moving parts and considerations. Setting your child up for academic success this year is the biggest part of this planning process. Please be advised your child's homeroom teacher is one piece of their schedule. Along with his/her homeroom teacher your child will also have a number of creative arts and support teachers, and in most cases, another "team teacher" as well.

Where to Find Information This Year

One of my top priorities is constant and clear communication from MLK to our families. It is my firm belief that schools work best when everyone – parents, teachers, and students – remain on the same page. There will be exciting school events, important curricular dates, and at times, simple general observations about daily life here at MLK that will be shared. Here are some ways we will accomplish that:

- The MLK Snapshot - our weekly office newsletter will come to you every Thursday afternoon starting next week. You can find our summer newsletter [here](#) to get an idea of what this will look like.
- Periodic phone message - At times I will leave a Sunday message that highlights especially important upcoming events for the week ahead.
- Schoology Class Pages - Schoology is the hub for your child's classes! You can set up a parent Schoology account [here](#).
- Genesis - This remains the location for grades, report cards, contact information, attendance, and a variety of other important information related to your child. This is also an essential space for contact information. Please review your Genesis information to make sure we have the most updated phone numbers, email addresses, and contact names.
- Piscataway Schools Website - The district [website](#), and our school's [website](#), are great places for general information and updates.
- Give us a call - Last, but certainly not least, if you are ever confused about anything - please give us a call at 732-699-1563. We have a wonderful office staff that can help with any need.

GENERAL SCHOOL INFORMATION

School Hours for Martin Luther King

Regular Full Day Schedule	8:05 am to 2:20 pm
Half Day Schedule	8:05 am to 12:25 pm (Lunch Served)
2 Hour Delayed Opening	10:05 am to 2:20 pm (Lunch Served)
Before School Care	7:00 am to 8:00 am
After Care	2:20 to 6:00 pm

Important September Dates:

Please mark your calendar for a few important September events:

- Tuesday, September 6th - First Day for Students
- Wednesday, September 14th - Picture Day
- Week of September 19th - The PTO Scholastic Book Fair. You can find information about our PTO in my summer newsletter.
- Wednesday, September 21st - Back to School Night at 6:30pm.
- Monday, September 26th - No School (Rosh Hashanah)

ENTRANCE AND DISMISSAL GUIDANCE

Please use the following information to help us facilitate smooth arrival and dismissal procedures this year:

ARRIVAL

- Students will be allowed to enter the school once the bell rings at **7:45am**, and the late bell will ring at **8:05am**. Students arriving after 8:05 must be signed in by a parent.
- Teachers will be present both inside and outside of the building to welcome students as they arrive, and to direct them to their respective classrooms.

If you plan to drop off your child, we ask that you adhere to one of the following procedures:

1. After 7:45, you will be allowed to enter the side parking lot to drop off your child. Please do not enter the parking lot prior to 7:45am. When entering the lot, please let your child out at the walkway leading to the side entrance of the school (Door 7). After dropping off your child, we ask that you exit the parking lot in an effort to help keep the traffic moving smoothly. Please refrain from parking in the lot when dropping off your child, to facilitate a smooth process for all parents.
2. You have the option to park along Witherspoon Street between MLK and Conackamack, and let your child out to walk down one of the paths to the entrance at the back of the building (Door 5). Students who will be walking or transported by car will be able to enter as well as be dismissed daily through this rear entrance. A teacher will be on duty outside of that doorway each morning at 7:45am and afternoon at 2:20pm.

During the first week of school, please refrain from using the “horseshoe” in front of the building for dropping off your child, as it will be reserved for buses. Beginning the second week of school, you may use the main horseshoe for drop-off only, after 8:55am.

DISMISSAL

- School ends at 2:20pm. Please be mindful that fourth grade students designated as “walkers” (walking home or getting picked up by car) will be released from the side door (Door 7) at dismissal, and are not required to be signed out. If you will be picking up your child at dismissal, you can park in the staff lot and wait in the area outside of Door 7.
- Please notify your child’s teacher if you plan to pick up in back of the school (Witherspoon Street/Conackamack), and the teacher will dismiss him/her from Door 5 (the back exit/entrance facing Conackamack).

It is important that if there is any planned variation from your child’s normal transportation procedures, please contact the school main office ahead of time via phone or email so that we can plan accordingly.

Bus and Transportation Information - Bus passes will be sent to parents by the Transportation Department before the start of the year. For any questions regarding bussing, please contact our Transportation Department at 732 572-2289 Ext. 2364 or 2365. You can also visit their website for more information. <https://piscatawayschools.org/district /transportation>

ADDITIONAL INFORMATION

School Meals

- The US Department of Agriculture did not extend the free meal program for all students in the 2022-2023 school year. Eligible families must complete the School Nutrition Application to be approved for free or reduced meals this year. Families are encouraged to complete the application online using the Genesis parent portal. The application can also be downloaded from our website. The School Nutrition Application for free meals and information about breakfast and lunch can be found on our [Food Services](#) section of our district website.
- Students can purchase breakfast and/or lunch daily. For the 2022 - 2023 school year: Breakfast will be \$1.75, Lunch will be \$2.75.

Health and Safety Protocols

- If you have not done so yet, please see this year's return to school guidance for Health and Safety Protocols at our [RETURN TO SCHOOL INFOGRAPHIC](#) and [Superintendent's Parent Letter](#). Additionally, please see this link for information regarding our current [COVID-19 PROTOCOL](#).
- Students will not be permitted to drink directly from water fountains. Please send your child to school with drinking water and/or a refillable bottle. Water bottles may be refilled in school.
- Health Office/Isolation Area: Students with symptoms related to illness will be referred to the health office. Individuals determined to display symptoms will be evaluated by our school nurse and parent/guardian will be contacted immediately.

Once again, I want to reiterate how excited we are to welcome you for this school year. While there is much information contained in this letter, I know you may still have questions. Please do not hesitate to reach out via email (akehoe@pway.org) or phone (732-699-1563). I look forward to meeting everyone soon!

Sincerely,



Andrew Kehoe
Principal
Martin Luther King Intermediate School
(732) 699-1563