



Whitman Elementary School

827 Whitman School Road~Turnersville~NJ 08012~(856)-227-1103

"Paving the Way to Success"

Raymond F. Anderson, III
Principal

August 8, 2016

Dear Parents and Guardians:

The Whitman Elementary School Staff would like to welcome you to a new school year. We hope your summer has been a pleasant one and that you are looking forward to an exciting year of growth and learning. Again this year, your child will encounter several newly adopted innovations as they enter the 2016-2017 school year, specifically in the use of technology and new applications.

Enclosed is important information to assist you in preparing for the new school year. Please review it carefully. Class lists, as well as reporting areas, will be posted on the front doors of Whitman School after 4:30 PM on Friday, August 26, 2016. Students will begin the new school year on Wednesday, August 31, 2016 at 9:00 AM for a full day. Lunches will be served. Kindergarten buses will pick up all kindergartners and their day begins at 8:50 AM. Please see next page for student schedule times as they do differ for K and for grades 1-5.

Due to an increase in parent transportation (students grade 1-5), the area along Whitman School Road and Coach Road has been designated as a parking/loading zone area for the purpose of dropping off and picking up students as per posted times. Please note that we are asking parents/guardians who drop students off to do so on a rolling basis (i.e. no parking in the middle of the road). Please consult the student handbook, located on our website, for more detailed information.

Our dedicated staff here at Whitman Elementary School shares a common vision. The mission of our school is to create an equitable atmosphere in which children will develop self-worth, personal excellence, community mindedness, and a sense of responsibility towards themselves and others for the present and future. This is a task achievable when school and home work together as a team. Cooperation and communication will play a major part in your child's success. Our student/parent handbook has been revised and remains part of our homework book which is provided by our Home and School Council. Students in grades 2 through 5 will receive their copy on the first day of school, and students in grade 1 will receive their copy in a parent packet.

We hope this will be an enjoyable, positive, and productive year for your child. I look forward to seeing you at the Whitman Back to School Night scheduled for Thursday, September 15, 2016.

Sincerely,

Raymond F. Anderson, III
Principal

rfa/rfa
Attachments

General Information



School Hours – Early School

School hours are 9:00 AM to 3:20PM for grades 1-5

School hours are 8:50 AM to 3:10 PM for Kindergarten

Lunches:

Student Lunch-\$3.75

Breakfast:

Student Breakfast-\$2.00

Health Cards:

On the first day of school, all students will receive a health card. It is imperative that home telephone numbers, parents' work numbers, email addresses, and emergency contacts be listed on the health card in the event of an emergency. **PLEASE BE SURE TO CONTACT THE MAIN OFFICE IF ANY INFORMATION CHANGES DURING THE SCHOOL YEAR.**

Physical Education:

Students are required to wear appropriate clothing for physical education class. They must have sneakers on P.E. day.

Cell Phones:

Cell phones are not permitted to be turned on during the school day, therefore it is best that they be left safely at home. If a student needs to contact a parent or guardian, school phones are available for necessary communications. The school cannot be responsible for damage or loss of a student's personal property. Parents will be asked to pick up the cell phone in the event of student misuse.



What's New This Year??

Staff

- Ms. Kathy Austin, Special Education
- Mr. Steven Bowman, Special Education
- Ms. Mackenzie Landon, Special Education
- Ms. Susan Mazeika, Special Education
- Ms. Julie Palmisano, Grade 2
- Ms. Taylor Vandell, Kindergarten

Important Safety Rule

Students are not permitted to ride bicycles or skateboards to school.

Student Arrival and Dismissal Information



ARRIVAL PROCEDURE / PUPIL SUPERVISION

- All homeroom teachers and supervisory staff will be on duty each day by 8:55 AM (grades 1-5) and 8:45 AM (Kindergarten). Supervisory staff will be located at several locations including the corner of Whitman School Road and the driveway. Two members will have a two way radio at all times.
- Walking students (grades 1-5 only) should report to school no earlier than 8:55 AM. Students in grades 1-2 shall line up by the side doors near the trailers and will enter the building through those doors upon announcement. Walking students in grades 3-5 shall line up separately at the other end of the blacktop and enter through the double doors by the Art Room where teachers and safeties will be on duty. Please be advised that there is no supervision available for students prior to 8:55 AM.
- Crossing Guard times are 8:40 to 9:10 AM and 3:10 to 3:40 PM.
- Bus students will be dismissed from their bus at 8:55 AM each morning and report to their assigned homeroom holding area and will be greeted by their homeroom teacher.
- Vehicles are not permitted in the driveways from 8:40 to 9:10 AM and from 3:00 to 3:30 PM unless for medical reasons. Parents who drive their child to school are asked to drop them off along Whitman School Road or Coach Road. Parents are asked to be considerate of other parents and not park or remain in their cars beyond a quick drop off or pickup as this has become an issue, of which the police has been made aware, of blocking the roadway. *
Carpooling is suggested and for safety reasons the child should exit the car on the passenger side. Children should be dropped off on Whitman School Road by the school sign or on Coach Road for traffic reasons and for courtesy toward the residents around the school.
- Students arriving after 8:50 AM (Kindergarten only) or 9:00AM (grades 1-5) must be signed in at the main office by an adult with photo ID.

REGULAR DISMISSAL / PUPIL SUPERVISION

- At dismissal, walking students are supervised to the exit doors a few minutes prior to the buses being called. Teachers and safeties are stationed in the hallways and along the outside walkways. The students will exit through the side doors facing the playground and walk towards either the path leading to Academy Lane or along the sidewalk to the corner of the driveway and Whitman School Road. Parents who wish to personally meet their child are asked to meet them near the pathway or the corner of our school's driveway; not on school property.
- Walking students may be picked up along Whitman School Road or Coach Road. If you do not want your child to walk home and want to ensure that they are always released only to you, please see the attached letter and form. FOR GRADE 1 PARENTS OF WALKING STUDENTS: For the month of September, first grade walking students will be escorted to the playground area. The teacher assigned to that area will greet the students to oversee their dismissal to the parent or designated person. Parents are asked to wait on the blacktop area.
- The parent/guardian is responsible for reviewing the school calendar and e-backpack to comply with all school dismissal times and procedures.
- Bus students will be dismissed from the classroom by announcement via the public address system.
- On announcement, students will proceed quietly down the halls and exit through the front doors and go directly to their assigned bus. Teachers on duty will supervise.
- No student will be detained after school except under emergency circumstances or with prior parent contact (i.e. detention).
- Any student leaving before regular dismissal must be met in the main office by a parent/guardian or person authorized to act on his/her behalf as designated on the emergency card. All authorized persons must show a photo ID to office personnel prior to signing a student out of school. Parents are asked to limit these early dismissals for emergencies and appointments only and not on a daily basis. Students must attend school for a minimum of four hours to be considered present; this includes early dismissal days.
- Supervising Personnel will have two way radios at all times.

Student Arrival and Dismissal Information Continued...

- **Students in grades 1 – 5 who are not eligible for district-provided transportation shall be permitted to leave the building unescorted unless the parent/guardian provides prior written notification to the school of any arrangements for students requiring an escort.**
- **SEE THE ATTACHED LETTER AND FORM.**
- **Bus students will be permitted to leave the bus stop even if no escort is present.**
- **Students who miss their bus or are waiting to be picked up by a parent/guardian are to report to the main office. Supervision will be provided by either the homeroom teacher or office personnel for a limited number of minutes. Adults must present a photo ID prior to signing a student out of school.**

Unscheduled Early Dismissals

- **In the event of an UNSCHEDULED EARLY DISMISSAL, parents/guardians will be notified using the school's broadcasting system, Power Announcement. Students in grades 1-5 who are not eligible for district provided transportation or elect not to use it, will be permitted to leave the building unescorted unless the Parent/Guardian provides prior written notification to the school of any arrangements requiring an escort. All documented escort arrangements for unscheduled early dismissal will be considered applicable for the entire school year. Arrangements may only be altered in writing to the building Principal. Parents/Guardians are urged to discuss an emergency backup plan with their child(ren).**

Notification of Student's Absence

Parents must call the school Nurse at **856-227-1103, option 1 or 2** to report their child's absence or tardiness from school as soon as possible. Every attempt will be made to notify parents by 11:00 AM if a child is absent and the school has not been notified. A note is required on the day the child returns to school. A medical note is required after three consecutive days of absence.

The Kids' Choice Program

The Kids' Choice Program is available for parents/guardians who elect to use it. Students who sign up to participate in the Kids' Choice Program will be required to attend the program unless parents/guardians provide written notification to the main office on or before the day of the altered arrangements. Kids' Choice personnel will check-in with the secretary each day to secure documentation of altered arrangements. Students may not elect to take the bus home unless a Parent/Guardian has provided permission to the main office. If a student attempts to take a bus home without Parent/Guardian permission, he/she will be taken off of the bus and returned to his/her assigned program.

Kids' Choice contact numbers are: **856-316-6375 or 609-617-5310**



Welcome back to another exciting school year here at Whitman Elementary School!!!

"Paving the Way to Success"

Washington Township Public Schools
206 E. Holly Avenue
Sewell, NJ 08080
(856) 589-6644

Re: Student Dismissal Procedures

Dear Parent/Guardian:

The staff of Whitman Elementary School and I view the safety of students as one of our primary responsibilities, and we commit ourselves daily to working closely with you to ensure our students' well-being and safety during school hours as well as on their way to and from school. While the district provides bus transportation for elementary and middle school students who live more than 2 miles from school in accordance with state law, students in Grades 1 through 8 who are not eligible for district-provided bus transportation must either walk to and from school or are transported by their parent/guardian or through transportation arrangements made by their parent/guardian.

Students in grades 1 through 8 who are not eligible for district-provided bus transportation shall be permitted to leave the building unescorted unless other arrangements have been specified in writing by the parent/guardian. To this end, the Washington Township Board of Education has adopted a policy addressing pupil supervision after dismissal (Policy 8601: *Pupil Supervision and Safety Upon Dismissal*) that provides for the parents/guardians to request that their child(ren) not be released at dismissal unless the pupil is released to the parent(s) or legal guardian(s) or designated escorts. Escort arrangements must be made in advance by the child(ren)'s parent(s) or legal guardian(s). Anyone wishing to request this type of supervision must submit a completed Request for Supervision at Dismissal Form (attached) to the building Principal. Once filed, the child(ren) will be required to report to the Main Office at regular dismissal time where supervision will be provided. The parent(s) or legal guardian(s) or designated escort(s) will then be required to report to the Main Office and sign the child(ren) out. **Photo identification is required for all parents, legal guardians, or other approved escorts.**

This request will be honored for the entire school year and must be re-submitted at the beginning of each new school year. Parent(s) or legal guardian(s) may rescind their request by submitting a written request to the Principal. Included in the request must be the date they no longer request that the school provide supervision after dismissal for their child(ren).

If you wish to request this supervision after dismissal, kindly review and complete the attached request form, and return it to our Main Office prior to the date upon which an escort request is to be in effect.

If you have any questions, feel free to contact the Main Office.

Sincerely,
Raymond F. Anderson, III
Principal

Whitman Elementary School

Parental Request for Student Supervision at Dismissal Form

Student's Name: _____
Teacher: _____

Grade: _____

Having reviewed the notice regarding student dismissal procedures, I understand the Washington Township Public School's policy on ****Supervision of Students at Dismissal Time*** and would like to request at this time that my child be provided supervision at school dismissal pending his or her release to an escort(s) whom I have designated below. As part of this request, I understand the following guidelines which have been put in place to help ensure my child(ren)'s safety and to promote effective communication with the school relative to supervision at dismissal time.

I understand that:

- A parent/guardian or designated escort is required to report to the School's Main Office no later than **3:20PM** to meet my child(ren).
- The escort arrangements are my responsibility.
- A parent/guardian or designated escort is required to sign my child(ren) out in the Main Office and will be required to provide photo identification.
- A parent will need to provide advance written notification to the principal whenever it becomes necessary to change escort arrangements or add the name of an additional family member or friend as an escort for my child(ren).
- A parent must provide the school with up-to-date phone contact information for all individuals who are designated as an escort for my child(ren) in order that the parent or a designated escort can be reached in the event that an escort does not arrive in a reasonable time period (15 minutes after dismissal).
- In the event that my child(ren) is/are not picked up from school within 30 minutes of the school dismissal time, my child will be retained in the office and the school will need to contact proper authorities.
- This request shall be in effect for the school year in which it is submitted. A new form must be completed and submitted during each school year that supervision after dismissal is requested.
- A parent must submit a written request in order to rescind this request for supervision.

Print Parent or Legal Guardian Name Parent or Legal Guardian Signature Date

Please provide three (3) phone numbers at which you can be reached.

Home: _____ Cell: _____ Work: _____

Please list designated escorts below. Please provide two (2) phone numbers at which your designated escort(s) can be reached.

Name: _____ Phone: _____ Phone: _____

Name: _____ Phone: _____ Phone: _____

Name: _____ Phone: _____ Phone: _____

***Please see district website www.wtps.org for copy of policy, *Supervision of Students at Dismissal Time*.**