

SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS  
SCHOOL ONE  
563 WILLOW AVENUE  
SCOTCH PLAINS, NEW JERSEY 07076

## PRINCIPAL'S NEWSLETTER

VOL. XXXXI, NO. 1

September 2019

**PRINCIPAL'S MESSAGE:** Welcome BACK TO SCHOOL for the 2019/2020 school year!!! We hope you have had a wonderful summer with your children! As we prepare for another school year, we want to provide you with as much information as possible to make your experience at School One a positive one. **Please read through this entire packet and return the requested materials to your child's teacher as soon as possible.**

Please join me in welcoming our teachers to another great year at School One! We are very excited to announce the arrival of new staff members Ms. Marina Karpa, Ms. Lyndsey Larsen, Ms. Amanda Luna, Mrs. Colleen Meyer, Mrs. Kelley Sponheimer, Mrs. Karen Taylor, and Mrs. Alison Welch.

Ms. Larsen will fill the capacity of Music Teacher while Mrs. Meyer will fill the capacity of School Nurse. Mrs. Welch fulfills the position of 3<sup>rd</sup> Grade Teacher while Ms. Luna covers Mrs. Romero while she is out on maternity leave for the year. Mrs. Sponheimer will fulfill the position of Pre-K Teacher and finally, Ms. Karpa and Mrs. Taylor will serve as lunch general aides.

The homeroom sections will be as follows for the upcoming school year:

**Pre-K A.M. & P.M.:** Mrs. Kelley Sponheimer

**Kindergarten:** Mrs. Kim Ciemiecki, Ms. Madison Savulich, and Mrs. Katherine Szczubelek

**First Grade:** Mrs. Marina Beirne, Mrs. Caitlin Disney, Ms. Meredith Sackheim, and Mrs. Kerry Scazafave  
(formerly Toumey)

**Second Grade:** Mrs. Jackie Duffy, Mrs. Cristina Shea, Mrs. Laura Smoot, and Mrs. Allison Valentin

**Third Grade:** Mrs. Nikki Glinski, Ms. Amanda Luna, Mrs. Nicole MacDermant, and Mrs. Alison Welch

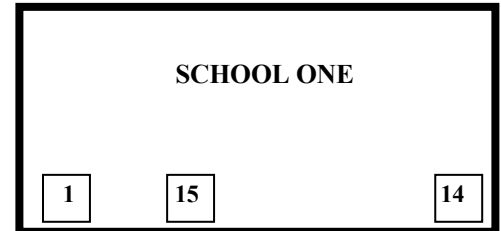
**Fourth Grade:** Mrs. Christine Mills, Mrs. Christine Segotta, and Ms. Ellen Young

All of our teachers bring a wide variety of experiences from both within the classroom and beyond the classroom's walls and I know they will each contribute in making the year a positive one for your child.

**DAILY SCHEDULE:** The first day of school for students will be **Thursday, September 5<sup>th</sup>**. It will be a full-session day. Supervision begins at 8:20 a.m., therefore, all students should plan to arrive between **8:20 and 8:35 a.m.** Teachers will be present at that time to greet students outdoors as identified below. **Students in AM Pre-K will be dismissed at 11:20 a.m. Students in PM Pre-K will be dismissed at 3:10 p.m. Students in Grades K-4 will be dismissed at 3:10 p.m.**

Students will enter and exit the building using the following doors:

Grade Level	Door # Enter	Door # Exit
Pre-K	1 (Lobby)	1 (Lobby)
Kindergarten	1 or 14	1 (Lobby)
1 <sup>st</sup>	1 or 14	1 (Lobby)
2 <sup>nd</sup>	1 or 14	15
3 <sup>rd</sup>	1 or 14	14
4 <sup>th</sup>	1 or 14	14



We do not assume responsibility for the supervision of children who do not comply with the above-stated arrival times. Please plan your child's arrival at school accordingly.

We ask our parents to please make all necessary arrangements for their children's dismissal from school **BEFORE** they leave for school in the morning. We realize that **OCCASIONALLY a true emergency arises**. In this situation, a message can be given to your child through the office. Please do NOT ask the office to convey messages of a social nature or reminders of appointments to your child.

**UPCOMING EVENTS:** For important upcoming dates, including school and PTA information, and brief summaries of happenings at School One, please see our website, [www.spfk12.org/schoolone](http://www.spfk12.org/schoolone). Some upcoming dates include:

- **September 5<sup>th</sup>**                    **Schools Open for Students**
- September 6<sup>th</sup>                    Return all School Forms to your Child's Teacher
  - Yearly Registration Update Form      • PTA Family Information Form
  - Dismissal Procedures Form            • PTA Committees Form
- September 11<sup>th</sup>                    School Spirit Day – Patriot Day: Wear Red, White and Blue
- September 13<sup>th</sup>                    PTA Summer Reading Logs Due
- September 13<sup>th</sup>                    PTA Staff Back to School Luncheon
- September 13<sup>th</sup>                    PTA Back-to-School Family Movie Night
- September 13<sup>th</sup>                    Free/Reduced Lunch Applications Due
- September 13<sup>th</sup>                    Pre-K Milk Money Due for the Month of October
- September 16<sup>th</sup> – 20<sup>th</sup>            Health and Wellness Week with PTA Assembly scheduled on 9/19
- September 16<sup>th</sup> – 20<sup>th</sup>            PTA Book Swap Collection Week
- September 16<sup>th</sup>                    PTA 4<sup>th</sup> Grade Committee Meeting
- September 17<sup>th</sup> & 18<sup>th</sup>            PTA Picture Days
- September 20<sup>th</sup>                    PTA Color Run
- September 23<sup>rd</sup>                    PTA Committee Chair Meeting / Room Parent Meeting
- September 24<sup>th</sup> & 25<sup>th</sup>            PTA Book Swap
- **September 26<sup>th</sup>**                    **Back to School Night (Single-Session Schedule)**
- September 26<sup>th</sup>                    PTA General Meeting
- September 27<sup>th</sup>                    School Spirit Day – Pajama Day
- **September 30<sup>th</sup>**                    **Schools Closed for Rosh Hashanah**





**SAVE THE DATE: BACK TO SCHOOL NIGHT WILL BE ON THURSDAY, SEPTEMBER 26<sup>th</sup>.** Elementary schools will follow a single-session schedule that day as follows:

**Morning Pre-K: 8:35 – 10:35 a.m.**

**Afternoon Pre-K: 10:40 a.m. – 12:40 p.m.**

**Grades K through 4: 8:35 a.m. – 12:40 p.m.**

Please remember that lunch and Pre-k milk is not served on single-session days. Stay tuned for the schedule for our Back to School program coming soon.

**ARRIVAL AND DISMISSAL:** When you bring your child to school at 8:20 a.m., it is imperative that school traffic patterns and township laws be obeyed. The area immediately in front of our building is the designated drop-off zone. Our school buses share this area with parents dropping off their children. Please remember...

- As you approach the school, please stay in the line of traffic.
- Once you move into the drop-off zone, **pull up as far as possible** and allow your child(ren) to depart on the PASSENGER side in a TIMELY manner.
- After your child has safely left your car, move **CAUTIOUSLY** into the street as soon as possible so other cars may move forward.
- Please remain patient so all children can be dropped off safely.
- **The area in the Drop-Off Zone marked with the dashed lines is for BUSES ONLY. Parents should not drop-off or park in this area, specifically for Pre-K during midday drop off and pick up.** We kindly ask Pre-K parents to obey the bus pick-up and drop-off areas during arrival and dismissal at 11:20 a.m. and 12:20 p.m. to ensure the utmost safety of our students.

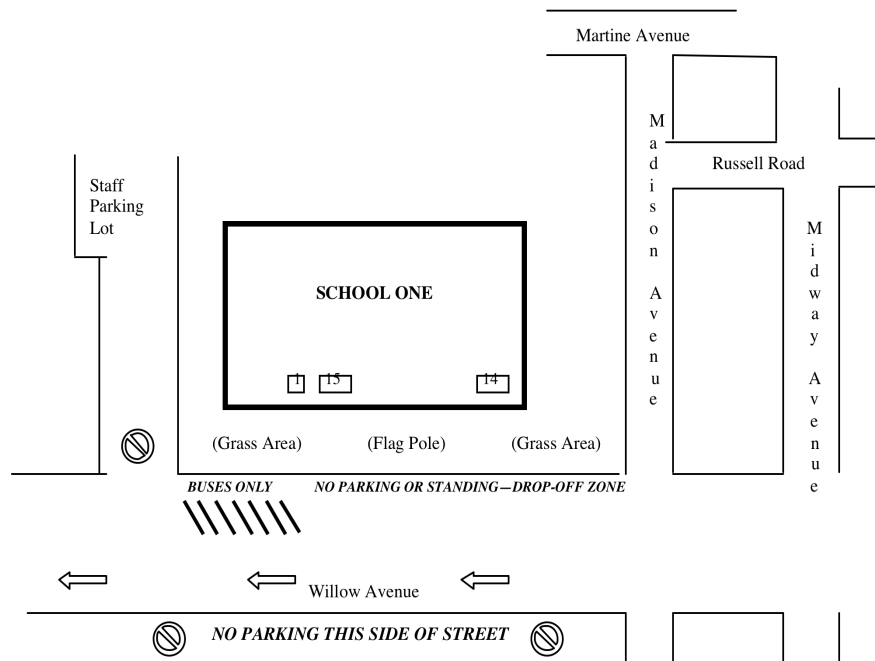
To prevent a parking or traffic violation from the Scotch Plains Police Department, observe the areas around the school that are posted as “**No Parking**” and “**No U-Turn.**” There is no parking or standing allowed on the opposite side of Willow Avenue across from the school. Be aware of the parking signs that are posted on the right-hand side of Madison Avenue as you face Park Avenue.

When picking up your children from school, please park on a side street and walk to the front of the building. Please stay about 15ft back from the exit doors. *As teachers dismiss students, their vision and attention must not be impaired or inhibited.* Please provide a pathway on the sidewalk by the front doors to allow our bus students to exit the building and board their bus safely. Please refrain from entering the building until our dismissal procedures are completed. If you wish to enter the building, our Board of Education Policy requires that you report to the school office, state your intentions and sign the visitor's book.

The driveway to the **staff parking area is NOT to be used to drop off or pick up students, nor is parking in the lot permitted during the school day. All parking spaces are assigned to staff members.**



Please refer to the diagram below for the school traffic pattern. Your cooperation with this system will be appreciated.



**BIRTHDAY CELEBRATIONS:** We recognize the joy and excitement that our students' birthdays bring. However, to limit the number of interruptions to the instructional day that can result from multiple celebrations in the building, parameters have been established so that the students can have an enjoyable celebration in their classrooms. Please adhere by the following guidelines:

- Birthday celebrations will take place in the child's classroom under the direction of the classroom teacher. **Parents should notify their child's teacher SEVERAL days ahead of time to establish an agreed upon date and time to celebrate.**
- Parents are encouraged to donate a book to the classroom, visit and read a book to class, or provide a small "token" i.e., pencils, erasers, bubbles, or glow sticks if preferred.
- Birthday treats in the form of food **will not be permitted.**
- **Children may NOT distribute birthday party invitations at school.**

**BUS INFORMATION:** If your child is eligible for bus transportation, the District's Transportation Coordinator, Ms. Marisol Rodriguez, should have contacted you prior to the first day of school. To contact her directly, please call 908-232-6161 Ext. 4010.

**Bus parents are asked to send a written note to school if your child is not taking the bus home on a specific day of the week. If there is a particular day(s) that your child will not be taking the bus home over the course of the year (such as for scout meetings, swim lessons, etc.), please send in a note indicating the specific dates.** Please remind your child to give the note to his/her classroom teacher first thing in the morning.

**DISMISSAL PROCEDURES FORM:** In order to maintain a smooth and safe student dismissal, please complete the Dismissal Procedures form and return it to your child's teacher **IMMEDIATELY.** This form should include the most up-to-date dismissal information for your child. If you have more than one child at School One, please complete one form for each child.

**DOGS ON SCHOOL GROUNDS:** It is my responsibility to ensure that our students have a safe entrance and dismissal from school. Therefore, I am appealing to all families who walk their dogs to or from school to please refrain from having their pets on school grounds. An ordinance is posted by our driveway entrance that states, “Walking dogs on school grounds is a violation which subjects dog owners to a fine and penalty by order of the Board of Education Scotch Plains-Fanwood.” I’m sure you will understand the importance of our students’ comfort levels as they come to and from school every day. I would greatly appreciate your cooperation as we abide by the ordinance recognized by our Board of Education.

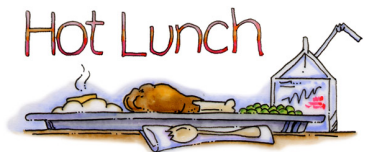
**FREE AND REDUCED LUNCH/MILK PROGRAM:** Applications for the Free/Reduced Lunch Program can be found on the web at [http://www.spfk12.org/free\\_reduced](http://www.spfk12.org/free_reduced). Please return the free/reduced lunch/milk application form by Friday, September 13<sup>th</sup>, **only if you are applying for this program.** The lunch program is available to students in Grades K through 4. Pre-K students are eligible for milk only. If you are applying, be sure to complete ALL pertinent information (incomplete forms will delay the application from being processed). **State regulations require that only one application per household (or one per foster child) be returned.** Parents whose children receive free or reduced price lunches or free milk may be required to provide supportive documentation regarding proof of income. A new application must be completed EACH year for eligibility.

**Please note...if your child received reduced price lunches (\$ .40 per lunch) or free lunches during the 2018/2019 school year, he/she will continue to receive the same benefits until the 2019/2020 applications have been reviewed or for the first 30 days of school.**

**LUNCH PROGRAM (GRADES K - 4):** School lunches will be offered starting on **Thursday, September 5<sup>th</sup>**. Please read the enclosed detailed information sheet regarding the purchase of school lunches and the on-line payment system. A copy of the September menu can be found on our website. Gluten-free menus are available by request only. Please contact the Main Office if you would like to receive a copy.

Please keep in mind that the school is unable to provide refrigeration for lunches brought from home or heat lunches that students bring to school.

If you have any comments about the school lunch program, you may email Pomptonian Food Service at [comments@pomptonian.com](mailto:comments@pomptonian.com). Please direct any inquiries to Steve Esposito at (908) 889-7333.



**LUNCH-TIME POLICY (GRADES K - 4):** The lunch/recess hour for Kindergarteners is from 11:20 a.m. to 12:20 p.m. Students in Grades 1 through 4 will have their lunch/recess hour from 11:50 a.m. to 12:50 p.m. Lunch may be brought from home (please label bags or lunch boxes with your child’s name) or purchased at school.

Children remain in school during the lunch/recess hour. If you wish to grant permission for your child to leave during this time, a note to that intent must be received before a student can be permitted to leave school during the lunch hour. **For added security and accountability, a parent or guardian MUST sign their child out in the Main Office if their child is leaving the building during lunch. Children leaving for lunch may NOT walk out of the building to an awaiting car. Please note that kindergarten children going home for lunch are dismissed at 11:20 a.m., and should NOT return to school prior to 12:15 p.m. Students in Grades 1 through 4 are dismissed at 11:50 a.m., and should NOT return to school prior to 12:45 p.m. Students should re-enter the building through the main front doors, and MUST be signed in by their parent/guardian.**

**PRE-K MILK MONEY:** Pre-K students who purchase milk will have it served during snack time. Pre-K milk sales will take place one day each month for the following month. Monthly notices will be sent home with students. The **MONTHLY** milk form and payment (either exact cash or checks made payable to Scotch Plains-Fanwood BOE) should be sent in an envelope to your child's teacher with your child's name, grade, teacher and milk choice (fat free, low fat, chocolate low fat or strawberry low fat) clearly marked. Milk cannot be purchased on a day-to-day basis. Due dates can be found on the principal's monthly newsletter and will be posted on our school website. Milk will be sold for the number of days school is in session for the subsequent month. Milk is not served on single-session days. Refunds for the day(s) a child is absent cannot be made.



**SCHOOL ONE PTA:** Our PTA officers for 2019/2020 include: Debbie Fitzgerald, President; Tracy Wright, 1<sup>st</sup> Vice President; Diann Kohler, 2<sup>nd</sup> Vice President; Maggie Colville, Recording Secretary; Denise Salamanca, Corresponding Secretary; and Caren Dankin, Treasurer. Many other dedicated people chair and participate in the committees that make up School One's PTA. You are encouraged to join them! Thank you to Mrs. Debbie Fitzgerald and the PTA Executive Board for their service this year, and their assistance in preparing for the new school year. The dedication and commitment of so many of you make the School One community an extraordinary place to work and learn.

**STUDENT ABSENCES:** Please remember to call the School One Attendance Line when your child is going to be absent or more than 15 minutes late. If you do not call to report your child's absence, we will call you. Should we be unable to contact you, the police may be called for assistance. A written note is also required concerning an absence upon your child's return to school.

When you call the attendance line, please state your child's name, grade, your child's teacher's name, and a detailed reason for your child's absence. Please speak slowly and clearly.

**SCHOOL ONE ATTENDANCE LINE**  
**(908) 322-7731, PRESS 1**  
**(AVAILABLE 24 HOURS A DAY)**



**STUDENT INSURANCE:** The Board of Education has approved student accident insurance for all students during school time. This premium is paid by the Board of Education. Parents have the option of selecting additional coverage, which is explained in the enclosed flyer. Please visit **[www.BollingerSchools.com](http://www.BollingerSchools.com)** for additional information and to apply online.

**SWIFTK12 ALERT SYSTEM:** Please be advised that the Scotch Plains-Fanwood School District has put in place a new emergency notification system to replace Honeywell. **SWIFTK12**, an application generated through PowerSchool, will be used as the district's primary emergency alert notification system. Parents will receive notification via email and/or phone regarding school closings or delays and any other type of emergency information as needed. Parents are urged to provide updates regarding changes to their contact information to the Main Office **IMMEDIATELY** so that notifications are received properly and timely.

*Have a Great Year!!!*