



PATRICK McGAHERAN SCHOOL

63 Allerton Road – Lebanon, NJ 08833
Phone: 908-735-5151 Fax: 908-730-7744

www.ctsdnj.org

Principal, Mary Postma

August 2017

Dear PMG Families,

I hope your summer has been relaxing and enjoyable! The beginning of the school year is quickly approaching and I am very excited to begin a new year of learning. The entire PMG staff and I are looking forward to meeting our new second grade students and seeing our third graders again. We have been busy preparing the school for the new year. Schedules are made, class lists are complete, and the hallways and classrooms all sparkle!

We look forward to you visiting us on August 31. More details on this visitation and other important notes are listed below. You will also find an “Information at a Glance” document providing important contact and procedural information along with an automatic dismissal form attached to this summer packet.

School Visitation: Visitation is scheduled for Thursday, August 31 from 1:30-2:30 pm. This visitation time will give you an opportunity to take a walk through the building, visit new classrooms and say a quick hello to teachers.

Drop-Off: Morning arrivals start at 8:30 am. Staff members will meet children at the curb of the side parking lot at this time. Please do not get out of your cars; the staff will help assist the children (as needed) as they exit the passenger side of the vehicle. It is very important to keep the car-line moving, as many of our parents have other schools or jobs to get to. If you must get out of your car, please be sure to park in an assigned spot in the parking lot. For safety reasons, students are not permitted to enter the building earlier than 8:30 am to be sure the staff is on duty. Please DO NOT use the front of the school for drop-off. The front lot is reserved for staff vehicles and buses only.

Important Pick-Up and Dismissal Information: *On September 5, 6 and 7 we will assume that your child is riding the bus home unless we receive a daily note that he/she is getting picked up or staying for Work Family Connection.* A form is attached to this email and will also be sent home on the first day of school. Please use this form to indicate regularly occurring pick up days or Work Family days, thus eliminating the need to write a note each day. **The information on this form will take effect on Monday, September 11, 2017.** Dismissal begins at 3:10. Two doors on the side of the building (gym doors) will open. You will need to show identification (until staff members get to know you) and then we will release your child to you. If you need to pick up your child earlier than dismissal time for an unavoidable reason, please do so BEFORE 2:45 pm and pick up your child from the main office. Please be sure to send all changes in normal dismissal routines in writing to the office first thing in the morning. **Please do not email teachers with dismissal changes.** For safety reasons, we are unable to accept dismissal changes over the phone.

Communication: In the event of an emergency school closing or unexpected situation, parents will be notified via phone and email through the Clinton Township School District (CTSD) alert system. In addition, each month a newsletter will be sent to PMG families with upcoming events and important school/district news. Valuable information is shared on the CTSD website at www.ctsdnj.org Visit the Patrick McGaheran website for information specific to PMG.

Parent Portal: Is part of the district's PowerSchool student information system. Parent Portal allows parents/guardians to view their students' grades and attendance, submit updated contact information, and get in touch with teachers via email. To access the portal, use the following link: <https://ctsd.powerschool.com/public>

Please note that if you have not previously setup your guardian account, you will need the linking codes (Access ID and Access Password) unique to each student to link pupils to your login. These codes are sent out early in the school. If you have not received your access code/information or are having difficulty accessing the site, please email: parenthelp@ctsdnj.org. More detailed instructions for using the Parent Portal may be found on our Parent Portal web page using the following link:
http://ctsdnj.org/resources/parent_resources/parent_portal

Bus Information: You should have received information regarding your child's bus route. If you did not, please contact the transportation office. PMG buses are numbered P1- P10.

If you have questions related to transportation, please first email Mrs. Debbie Krupp at transportation@ctsdnj.org. The transportation phone number is 908-236-7235: press 9, then ext 512.

- The drivers WILL NOT release children at their bus stop unless a parent/guardian is present.
- Students are not permitted to ride a different bus than assigned.
- Students are permitted to get off their own bus at a different stop, if we have a written note from both the sending and receiving parent/guardian. A bus pass will be delivered to students in their homeroom.

Attendance: One of the most important things your child can do to achieve academic success is also one of the most basic: going to school every day. In fact, research has shown that your child's attendance record may be the biggest factor influencing their academic success. Our school day begins at 8:50. At 8:30 students begin to go to their classrooms and get ready for the school day.

Tardiness: Students who arrive to class after 8:50 a.m. are considered tardy. Students who are tardy miss the beginning of their morning classes and lose valuable instructional time. Tardiness can disrupt the attention of the teacher and the learning of fellow students. Please keep these thoughts in mind when bringing your child to school. We know there are times when tardiness cannot be avoided due to unexpected situations. Planning for an 8:30 a.m. arrival may help alleviate some of these stressful situations.

Mark Your Calendars



August 31	School Visitation Day CTMS: 12:30-1:30 pm RVS: 1:00-2:00 pm PMG: 1:30-2:30 pm SRS: 2:00-3:00 pm
September 4	Labor Day- School Closed
September 5	First Day for Students!
September 8	Welcome Back Ice Cream Social @ SRS, 4:30-6:00 pm
September 12	Back to School Night for Grades 2 and 3 (times to follow)
September 15	Super Spirit Day: Crazy Hair Day!
September 25	BOE Meeting @ CTMS, 7:30
September 26	School Photo Day
September 29	School Closed: Yom Kippur

If you have any questions, please do not hesitate to email or call me. I look forward to working with you and your child throughout the school year. Please be sure to enjoy what is left of your summer vacation!

Sincerely,

Mary Postma, Principal

PMG School Info-at-a-Glance
2017-2018

<p><u>Contacting Us</u></p> <p>All email addresses are staff members' first name initial and full last name followed by ctsdnj.org</p> <p>The main office phone number is: 908.735.5151</p> <p>The main office fax number is: 908.730.7744</p> <p>District Website: www.ctsdnj.org</p>	<p><u>Our Office Staff</u></p> <p>Mrs. Marianne Della Serra Secretary 908.735.5151 extension 9201</p> <p>Mrs. Brenda Butler Secretary 908.735.5151 extension 9202</p> <p>Mrs. Mary Postma Principal 908.735.5151 extension 9201</p>	<p><u>Health and Guidance</u></p> <p>Full Time- TBD Part Time - Linda McClurg School Nurse 908.735.5151 extension 9205</p> <p>Mrs. Carole Frey Guidance Counselor 908.735.5151 extension 9206</p>	 <p>Meet our school mascot, <i>Buddy the Bulldog.</i></p> <p>Our school color is BLUE.</p>
<p><u>Grade 2 Staff</u> Teachers</p> <p>Mrs. Lianne Bartram Mrs. Jennifer Cwynar Mrs. Kelly Newgarde and Mrs. Stephanie Snyder Mrs. Kristina Schultz Mrs. Heather Steinhauer and Mrs. Kerri Harbison Mr. Rich Verderamo</p> <p>Resource Room: Mrs. Katie Pill Special Educator: Ms. Danielle Nugent Teaching Assistants: Mrs. Sarah Barber, Mrs. Debbie Seguire</p>		<p><u>Grade 3 Staff</u> Teachers</p> <p>Mr. Tim Barton & Ms. Kristina Knapp Mr. Chris Cosgave Mrs. Kelly Hill & Mrs. Kristin McRae Mrs. Ana Kirk Mrs. Julie Mooney and Mrs. Maggie Bradford Mrs. Katie Shea</p> <p>Resource Room: Ms. Kristi Napp Special Educator: Ms. Danielle Nugent Teaching Assistants: Mrs. Barber, Mrs. Brooks, Mrs. Gorda, Mrs. Seguire</p>	
<p><u>Mission Statement</u></p> <p>The Clinton Township School District, in partnership with the community, achieves excellence for each child by ensuring a meaningful and challenging educational experience in a supportive environment, developing lifelong learners who are responsible and productive citizens.</p> 	<p><u>School Hours</u></p> <p>Regular Hours- 8:50-3:10 Early Dismissal- 8:50-12:50 Delayed Opening- 10:50-3:10</p> <p>Students may be dropped off beginning at 8:30.</p> <p>Students need to be picked up by 3:20.</p>	<p><u>Buses</u></p> <p>Please know the number of your child's bus. Numbers are P1-P10. Transportation Coordinator: Debbie Krupp, 908.236.7235 ext. 9512 Please use this number for transportation concerns before 8:00 am or after 3:30 pm.</p> 	<p>Special Area Teachers:</p> <p>Art: Ms. Kelly DiGioia Library: Mrs. Sue Ehlert Music: Mrs. Erin Repsher Physical Education: Mr. Scott Annan Technology: Ms. Dawn Napoli World Language: Senora Carrie Moore School-Wide Enrichment: Mrs. Diane Chelminiak</p> <p>Support Teachers:</p> <p>Literacy Support: Mrs. Roberta Grambor Mrs. Catharine Miller Math Support: Mrs. Melissa Hoffman</p>
<p><u>Morning Drop-Off and Parking</u></p> <p>Drop offs are in the side lot only, beginning at 8:30 am when staff members are present.. In order to keep the car line flowing, and to keep everyone safe, please do not get out of cars. Staff members will be available to assist students as they exit from the passenger (curb) side, as needed. If you do need to get out of the car, please park and utilize the sidewalk.</p>		<p><u>Afternoon Pick-Up and Dismissal</u></p> <p>Dismissal begins at 3:10. At this time a side gym door will open. Please have identification with you. All pick-ups should be completed by 3:20. On the occasion that you need to pick your child up early, please send in a note and indicate a time before 2:45. We will add your child's name to the early pick-up list. Early pick-ups are facilitated in the main office. After 2:45, all pickups will be in the gym.</p>	

<u>Absences</u> If your child is absent or tardy, please call and leave a message on our early alert line. Please share the following: Your name Child's name Reason for absence or Anticipated time of arrival (for tardy students) 908.735.5151 press 1 We are required to verify each absence, so if you do not leave a message on early alert, you will receive a phone call from the office.	<u>Allergies</u> PMG has a number of students with life-threatening food allergies. In order to maintain a safe environment for everyone, all classrooms are peanut and tree nut free for snacks. Some classrooms may have additional restrictions. This restriction is only for classroom snacks. Students are permitted to bring any type of lunch to the cafeteria.	<u>Notes from Home</u> Please direct all notes to your child's homeroom teacher and always include the date, teacher's name and your child's name. If you go away without your children, please notify the office in writing of the name of the person who will be in charge of your child. We will not release children to anyone not on your emergency contact sheet, including grandparents and siblings unless we have written permission from parents.	<u>Emergency Closings</u> Emergency Broadcasts will be sent via phone, text, and/or email, depending on the nature of the message. Contact information is pulled from PowerSchool, so it is very important to keep your information up to date. Closing information can also be found on the district website and www.wfmz.com
<u>District Offices</u> Dr. Pamela Fiander (interim) TBD Superintendent 908.236.7235 Mrs. Alice Steinheimer Director of Special Services 908.236. 6341 Mr. Edward McManus (Interim) TBD Business Administrator 908.236.7235	TBD Director of Curriculum 908.236.6341 Mrs. Joanne Hinkle Supv. Inst. Data & Assessment 908.236.6341 TBD Supervisor of Technology 908.236.7235	<u>Assessments</u> Students in Grade 2: Renaissance Star Students in Grade 3 Renaissance Star April PARCC Teachers progress monitor throughout the year with a variety of formative and summative assessments.	<u>Parties</u> Classroom celebrations are held for Fall/Halloween, Winter and Read Across America. Parents may volunteer to assist with parties. Homeroom parents are selected in September, and manage the coordination of parties. Siblings are NOT invited to parties.
<u>Birthday Celebrations</u> Birthdays are celebrated at PMG in the following ways: *Student names are announced on the PA system *Students may share a "Birthday Bag" that consists of items that tell the story of their lives. Parents are invited to assist in this sharing activity. *Students visit the office to receive a Birthday Pencil! Our focus is on our children and their importance as part of the PMG community. We want the children to be the main attraction; we ask that you NOT send in any food or party favors as part of the celebration.		<u>Progress Reporting</u> Conferences are held at the conclusion of the first marking period. At this time, progress will be documented on a conference report form. At the conclusion of the 2nd, 3rd and 4th marking periods, grades are posted in the Parent Portal of Power School. In addition to the descriptor grades, teachers write comments, specific to each child. These can be found by clicking on the dash "-" under the homeroom box for each marking period. If at any other time you have questions or concerns about your child's progress, please contact his/her teacher.	
<u>PMG- Where Friendships Grow</u> Our school-wide theme is "Where Friendships Grow", and will be centered around our bulldog, Buddy ,this year. During second and third grade students are working on developing friendships, with other individual students and groups of students. We promote our school rules of: <div>Take Care of Yourself Take Care of Others Take Care of our School Environment</div>  From time to time students have difficulty navigating these expectations as they are developing, not only academically, but also socially and emotionally. If your child is ever having difficulty that they need help with, please contact your child's teacher or guidance counselor. We will work hard to resolve conflicts, friendship issues or any other problems that may occur.		<u>Words of the Month</u> September- Friendship October- Respect November- Perseverance December- Generosity January- Courage February- Kindness March - Confidence April- Responsibility May- Empathy June- Honesty Teachers nominate students to win monthly Friendship Awards based on demonstrating the characteristics of the Word of the Month. Those selected receive a certificate and have their name announced during morning announcements. Students are also recognized for random acts demonstrating good character throughout the year.	

Patrick McGaheran School 2017-18

Important Pick-up & Dismissal Information

For the First Week of School:

From September 5 through September 8, we expect that your child is riding the bus home unless we receive a DAILY note that he/she is being picked up or staying for Work Family Connection (WFC.)

A dismissal directions form is attached and in addition will be sent home on the first day of school. Please indicate how you would like your child dismissed each day by noting regularly occurring pick-up days and/or WFC preferences, thus eliminating the need to write a note each day.

The information on this form will go into effect on Monday, September 11, 2017.

Please be sure to send any and all changes in normal dismissal routines in writing via your child's backpack, which will be forwarded to the main office first thing in the morning. Please do not email teachers regarding dismissal.

If your child will be attending WFC, be sure to notify BOTH the school and WFC regarding any changes in dismissal. For safety reasons, we are unable to accept dismissal changes over the phone.

Always be prepared to show ID when picking up your child.

2017-2018 AUTOMATIC DISMISSAL DIRECTIONS

PATRICK MCGAHERAN SCHOOL

Student Name:

Date:

Teacher Name:

Please indicate below how you would like your child dismissed each day. **We will dismiss your child automatically and accordingly, starting Monday, September 11, 2017.** Until then we will dismiss your child by bus unless we have a daily note stating otherwise.

If there is a permanent or temporary change to the schedule, please send changes in writing addressed to your child's teacher, via student backpack. The teacher will forward the notes to the main office.

Please return this form even if your child will be taking the bus each day and note accordingly.
RETURN FORM BY Thursday, 9/7/17

Please use the following terms & mark each day accordingly:

Bus, Pick-up, or WFC (Work Family Connection)

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

* Please Note: we will dismiss your child using the above schedule on early dismissal days as well – unless you send in a note informing us otherwise.

Parent/Guardian Signature, Date _____