

Paul W. Carleton School

"Building Leaders and Achievers"

August 24, 2020

Dear Parent/Guardian:

I am writing to welcome you and your student(s) to Paul W Carleton Elementary School and the 2020-21 school year. Whether you are the parent or guardian of a returning student, a new district resident, or coming from Field Street School, it gives me great pleasure to have an opportunity to work with you and all members of the Carleton School community to strengthen academic and social outcomes for all of our young people. As we begin this year, we are facing many challenges - challenges that we have never encountered before. Please know that the entire school community is committed to providing your student with a safe and supportive learning environment.

Please find below start times, and parent drop-off and pick-up information. There are some other items of note that will prove helpful to you as we begin the new school year.

Important Dates

- *School opens on Tuesday, September 8, 2020, and is a full day session with school starting at 8:30 a.m. and ending at 2:45 p.m. Cohort 1 (A-L) will report to school on September 8, 2020 and Cohort 2 (M-Z) will receive virtual instruction beginning on September 8, 2020. Please review the Cohort Schedule for detailed information.*
- *Full time virtual learners will begin on September 8, 2020.*
- *Classroom assignments will be included in a mailing on August 28, 2020.*
- *Virtual Back to School Night will be held on Wednesday, September 9, 2020 at 6:00 p.m.*
- *Breakfast in the Classroom program will begin on Monday, September 14, 2020. Please review the enclosed information and indicate whether or not you would like your child to participate in the program.*
- *PLEASE NOTE the School Age Child Care Program (SACC) WILL NOT BE OPERATIONAL TO BEGIN THE SCHOOL YEAR. More information will be forthcoming in the weeks ahead.*

Transportation & Student Drop Off and Pick Up

- *Parents are encouraged to drop off and pick up their students on Smith Avenue just outside of the entrance to the playground. During drop off, once students are safely on school grounds, we encourage all parents to remain in their vehicles while students are escorted inside by teachers and staff members to support social distancing.*
- *A reminder that even if your child was a walker/parent pick up during the previous school year, your child will be sent home on the school bus if they are issued a bus pass UNLESS the school receives a note indicating your child will be parent pick up.*

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- *As you can imagine, the first few days of school are a bit hectic. As a result, buses may run a few minutes late during the first few weeks of school as staff must check EVERY student's bus pass before they load the school bus to ensure they are delivered to their homes safely. We thank you in advance for your patience.*
- *Please make sure that your child has their bus pass securely with them each day. The bus pass will identify the proper bus for the student and will also identify their cohort for the school year.*
- *Students arriving after 8:35 a.m. will be considered late and will need to enter through the main entrance. Parents do not need to come into the building, (after the screening process) student's attendance will be captured and the student will be given a late note and sent to class.*

Miscellaneous Information

- *Paul W. Carleton and the Penns Grove Carneys Point School District utilize the "Connect-Ed" telephone system to contact parents with important information and announcements on a daily basis. Therefore, phone numbers must be updated regularly. Additionally, email addresses must also be updated as messages can be sent via Connect-Ed as well. Please ensure that your contact information is current to ensure you receive information from the school.*
- *On the first few days of school, students will bring home important papers that you will need to review, and possibly sign and return. Please read and respond accordingly and return necessary items to your child's teacher promptly.*
- *The student handbook may be found on the district website, www.pgcpschools.org. Please review the student handbook as it contains important information regarding instruction and our Title I programs. If you are unable to view the handbook online, please contact the Main Office so that we may provide you with a copy.*
- *Please be mindful that we are encouraging parents to conduct all business via telephone or email. Building access will be limited for all visitors to promote social distancing.*
- *The Board of Education prohibits acts of harassment, intimidation or bullying of students, employees, visitors and volunteers. The HIB Specialist is Mrs. Melissa Price, 856-299-1706 x 2100; mprice@pgcpschool.org; and the district HIB Coordinator is Ms. Charlyn Martin, 856-299-6300 x. 5150; cmartin@pgcpschools.org. The specific policy and procedures are on the district website; www.pgcpschools.org.*

On behalf of the Paul W. Carleton School staff, I want to thank you for allowing us an opportunity to teach your student(s). Our mission is to "instill social and academic confidence in our students by providing opportunities for creativity, expression and the satisfaction of intellectual curiosity". It is a responsibility that we take seriously. We look forward to your partnership.

*Sincerely,
Mr. Cameron D Baynes
Principal*