



# Public Schools of Plainfield New Jersey

## Jefferson Elementary School

Mr. Scot Burkholder, Principal  
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August 15, 2014

Parents and Guardians of Jefferson Elementary School Students,

**Please read this important communication regarding the morning, afternoon, and parent visitation procedures for the 2014-2015 school year at Jefferson Elementary School.**

### **Morning:**

**Jefferson School cannot be responsible for students dropped off or walking to school before 7:30 a.m..** The first staff members arrive at 7:30. Students that are walking to school or are waiting outside the school before 7:30 are not supervised and may be waiting in poor weather conditions. We consider this a serious concern and will follow up with parents who drop off students early to school. Parents should drop off their students outside the school building, if you would like to enter the building you will need to sign in the main office and receive a visitors pass at all times.

### **Parent / Community Visitation:**

All parents and community members visiting the building will be required to sign in to the main office when entering the building. The main office will contact your child's teacher to arrange for them to see you in the main office. This is done to ensure that there will be no interruption of the learning environment and to maintain a secure, safe school at all times. Parents and visitors will be verified as eligible to pick the child up according to the child's emergency contact form to ensure safety of all children at all times. Relatives or friends who are not on the emergency contact form and/or who have not been approved for pick up the student in writing will be denied access to our students.

### **Dismissal:**

Parents are encouraged to pick their students up promptly from school. Dismissal is at 2:35 p.m. Please wait outside for student dismissal so that all students can exit the building safely. When picking up students by car please follow the traffic pattern and do not make u-turns or quick movements that could endanger our students. After-school programs and intramural programs will be available once the Board of Education approves all offerings. A letter will go home with sign up information in September.

Jefferson Elementary School's safety policy is supported by New Jersey Law (N.J.S.A. 30:5B-26-29) and the Plainfield Board of Education Pupil Safety Policy #5142.

I want to thank you for adhering to this policy and helping us provide all students a safe and supervised environment during their time at Jefferson Elementary School.

Sincerely,

Scot R. Burkholder  
Principal, Jefferson Elementary School

*Jefferson Elementary School – Our students safety and academic excellence come first!*