



THOMAS PRINCE SCHOOL
WACHUSETT REGIONAL SCHOOL DISTRICT

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Welcome Back TPS Students and Families,

Our summer is quickly coming to an end; it is hard to believe that on August 30th the 2016-17 school year begins! We are looking forward to a wonderful new school year filled with engaging learning opportunities, social growth, and building lifelong friendships. There will be some exciting changes and progression this school year. This school year we will continue our work with TPS's vision "to improve STEAM integrated education for all students in grades k-8 using evidence based practices." Moving forward we will completely implement PBIS (Positive Behavior Interventions and Supports); as our use of this system greatly improved our community last year. Attached to this letter you will find our "PBIS Matrix" and "TPS Pledge", these are guiding documents within our building that our entire community will know. It is an honor for me to be a part of the TPS and Princeton community and I look forward to working with you to guide your student's growth. I encourage parents to use our school website <http://www.wrsd.net/thomasprince/> and to reach out to me with any questions you may have.

I can't wait to hear from the kids about how much they read this summer and see how much they have grown!

Sincerely,
Shannon

Safety

Of utmost importance is the safety and well being of all the TPS children.

- Ms. Boyle and I meet quarterly with the fire and police departments to review our school safety plans.
- Our school building doors are locked during the school day; those wishing to enter must ring into the building at the main entrance. All visitors must sign-in at the main office and wear a visitor pass while in the building. Only visitors with official school business are allowed into the hallways and rooms.
- Outdoor recess is monitored by TPS staff. The staff is assigned to designated areas of the playground and no children at any time during recess are allowed into the woods.
- Students will not be dismissed to any adult without written parent permission. We will ask adults who are not on your child's emergency card to provide us with identification that we will photocopy.
- This year a transportation form will be sent home to be completed for all students. In this form you will be asked to provide how your child will go home and which adults will be responsible for your child. We appreciate your cooperation in completing these additional forms.
- We address safety with the students through PBIS, the matrix provided gives you our broad definitions. One way in which ensure students feel safe is by asking them who they identify as "safe adults" in our building. Please make sure to talk to your kids about safe adults and encourage them to talk to you and those adults about things they have questions.
- The administration, guidance counselors, and school psychologists are available to meet with you and your child(ren) over concerns you may have in regards to physical and emotional safety and well being

Drop off and Dismissal Procedure

Please know that during the first few days of school there is some leniency with the times and procedures described below. On the first day of school we allow parents to accompany their children into the building. The PTA will be hosting a "Boo Hoo Yahoo" in our gymnasium for parents to attend from 8:15-8:45am.

Morning Arrival 8am-8:25am

- ★ Bus students enter through the bus entrance (which faces Route 62) students exit the busses at 8:15am (or upon arrival if late). Students report directly to their homerooms.
- ★ Parent Drop off begins at 8am. NO CHILD should be dropped before 8am as the building is not open until that time. Students will be dropped at the main office entrance and walk into the cafeteria. Students stay in the cafeteria until 8:15am, at which time teachers walk students to classrooms by grade level.
- ★ The main entrance parking lot is now ONE WAY. Please obey the traffic laws and patterns. We ask that parents make one queue. Your children should exit your vehicle as quickly and safely as possible when you arrive at the sidewalk entrance. Remind your child(ren) not to walk behind your car and to get to the sidewalk immediately and to go directly into the school building to the cafeteria.
- ★ After 8:25 Am your child is tardy and must sign in at the office. After 8:30am you must walk your child into the building and sign that child into school at the office.

Dismissal 2:55pm

- ★ Bus Students are called by bus number to their busses; selected middle school students act as "bus buddies" to the kindergarten class
- ★ Parent pick up students are dismissed to the sidewalk area of the main entrance. Drivers form two lanes of pick up in front of the main entrance area to create a "Pick Up Zone". Cones are set up at the speed bump beginning at 2:45 to block cars; there will be no queueing of vehicles prior to 2:45. Drivers should not block the crosswalk nor the fire lane, and please turn off your cars while you wait for your children. As the children see their ride pull into the "pick up zone" they will put their hands up and walk to front of the curb. The teachers will then assure that the students get into the correct cars safely. Once all cars in the pick up area are safely loaded a staff member will release the cars. This rotation will continue until all students are picked up from the "pick up zone". A staff member will release vehicles as soon as all students are safely in the correct vehicle. Then the next set of vehicles will be instructed to pull forward into the "pick up zone".
- ★ Extended Day students report to the cafeteria at dismissal

Staff Changes

We have experienced quite a few changes in staff this year. I hope you will welcome our new staff with the same open arms Ms. Boyle and I were met with last year.

Please welcome:

Joy Kazarian - school psychologist
Emily Plante - Special Education grades 3,4,5,7,8
Paul Schubring - Social Studies grades 7&8
Lisa Linke - Cafeteria
Paula Sargeant- Cafeteria
Sheri Plouffe - Paraprofessional
Jennifer Dolat - Grade 3

There has also been some shifting of positions:

Deborah Cox- Grade 4
Beth Sullivan - Special Education grades k,1,2,6
Tracy Nourse - School Secretary
Melissa Devershian - school counselor