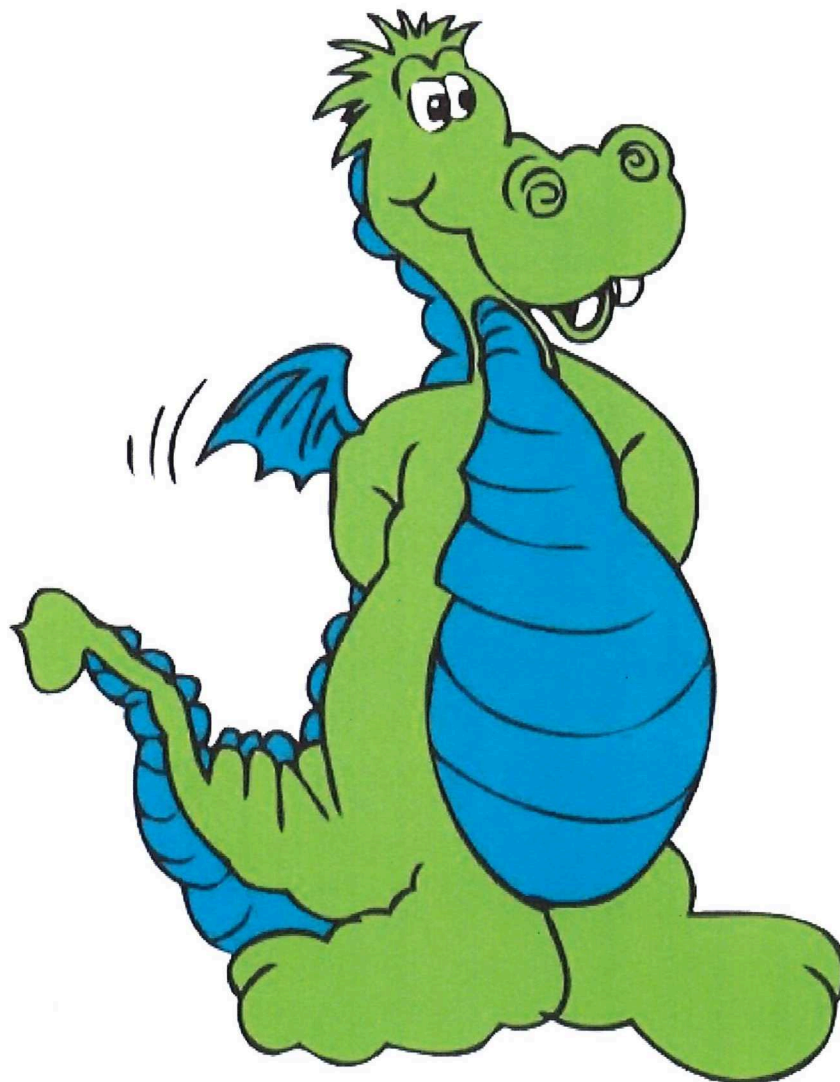
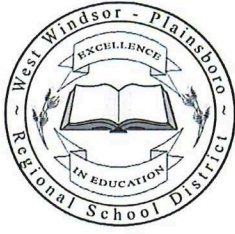


**DUTCH NECK  
ELEMENTARY SCHOOL  
NEW STUDENT ORIENTATION**

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## DUTCH NECK ELEMENTARY SCHOOL

*A safe community where children come first*

392 Village Road East  
Princeton Junction, NJ 08550  
Telephone: (609) 716-5400  
David J. Argese, Principal  
Laura Bruce, Assistant Principal

Summer, 2023

Dear Parents/Guardians,

We would like to take this opportunity to welcome you to Dutch Neck Elementary School and the West Windsor-Plainsboro School District. As your child begins to embark upon the exciting journey ahead, we look forward to partnering with you over the coming four years. The next phase of your child's life will be one in which there will be several new beginnings and milestones. The first day of school will be one that you and your child will remember for years to come. You are now part of the Dutch Neck community which is dedicated to helping your child grow into a healthy, happy and productive citizen.

As you prepare your child for school, it is helpful to develop positive attitudes. Dutch Neck is an exciting place where your child will be developing friendships and relationships with peers and teachers while learning new concepts and ideas. Your son or daughter will grow physically, academically, socially and emotionally in the years ahead. In order to facilitate this process and develop self-confidence, encourage your child to do his/her very best. Let your child know that school is both interesting and important, and help him/her to develop the skills of listening, cooperating, and following directions. Talk to your child about school and his/her feelings about it. It is common for children to feel excited as well as anxious or a little nervous. Sharing your own positive experience about school can be very helpful. The support from you will mean a great deal.

Together we can help your child strive to be his/her best and make school an exciting experience. We look forward to working with you and your child throughout this coming school year and the years ahead.

Sincerely,

David J. Argese  
Principal

Laura Bruce  
Assistant Principal

*Building upon our tradition of excellence, the mission of the West Windsor-Plainsboro Regional School District is to empower all learners to thoughtfully contribute to a diverse and changing world with confidence, strength of character and love of learning.*

## ATTENDANCE/TARDINESS/EARLY DROP OFF/EARLY DISMISSAL

### ATTENDANCE

Regular attendance gives each student the chance to make the most of everything our educational program has to offer. **Late arrivals (after 8:55 a.m.) and early dismissals (before 3:15 p.m.) will be documented in the student's attendance record.** A letter will be sent home if your child is excessively absent or tardy. To report your child's absence, go into Genesis, click on NOTIFY ATTENDANCE OFFICE and follow the prompts.

### TARDINESS

If for any reason a child is late, it is necessary for him/her to report to the main office upon arrival. A late pass **MUST** be obtained so that the student's attendance can be corrected. A letter will be sent home for excessive tardiness.

### EARLY DROP OFF

Please know that it is our school's policy that children are NOT to be dropped off *prior* to 8:40 a.m. **Before that time there is no supervision for your child and it is not safe to leave them unattended.** While we do not encourage parents to bring their child to school prior to 8:40 a.m., it is the responsibility of the parent to supervise his/her child in the waiting area outside of the main entrance doors at the front of the school until 8:40 a.m. If you need morning care before 8:40 a.m. you can sign your child up for Extended Day Program (EDP) which is available from 7:00 a.m. - 8:40 a.m. As always, help is appreciated in following the school's policies so that all of the Dutch Neck children are safe.

### EARLY DISMISSAL

If for any reason a child needs to be dismissed early from school, a **NOTE MUST** be sent to the classroom teacher. If a note is not received, the child will be sent home the usual way established by the parent. When the child is picked up early you are **required** to sign the early dismissal register in the main office.

An e-mail notification or voice mail message **WILL NOT** be accepted for early dismissal, as it may not reach the teacher in time.



### CHANGE OF DISMISSAL PROCEDURE

If your child has a change in the routine of how they are dismissed (change from going home on the bus to being parent pick-up for example) please send in an handwritten note. You are welcome to email the teacher as well, but in the rare case that the teacher is absent, the substitute does not have access to their emails, so please always include a note for your child to give the teacher if there is any change.

### CHANGE OF ADDRESS AND TELEPHONE

Parents/guardians are requested to notify the Registration Office immediately upon any change of residence and/or home telephone number. It is imperative that we have this information up to date in case of any emergency. Proof of residence must be brought over to the Registration Office at 321 Village Road East, West Windsor, NJ. Call (609) 716-5000 x5505 for further information. Please be sure to update any other changes on Genesis.

### EXTENDED STUDENT VACATIONS/ABSENCES POLICY AND PROCEDURE

Student absence for family vacations is discouraged. However, should it be necessary for a student to be absent for an extended amount of time, the parent or guardian must complete an **Extended Absence Request Form** at least *one week* prior to the scheduled vacation/extended absence. **Request Forms** are available in the main office. **Request Forms** include the district's complete attendance policy.

### TRANSFERS

When a family plans to move to another school district, please notify the school as soon as possible of your plans to move. Transfer of Records forms may be picked up in the main office or found on the district website [www.ww-p.org](http://www.ww-p.org).

### HEALTH OFFICE INFORMATION

Dutch Neck School Nurse, Brenda Lavan, R.N., will be happy to assist you with any student health concerns. She may be reached at (609) 716-5400, ext. 5403.

Please be aware of some procedures that are to be followed in helping to safeguard your child's health.

1. The school attempts to provide an environment in which the student will be safe from accidents. If any accident or sudden illness occurs, first aid will be given and the student's parents notified. No care beyond first aid will be given by the school physician or nurse.
2. A health insurance form can be found on your child's Genesis account. These forms are used to **update health insurance information** in case of an emergency and your child is brought by ambulance to a hospital emergency room. Please fill out the **entire form** and make sure you **sign and date** it at the bottom.
3. **DO NOT SEND A STUDENT WHO IS COMPLAINING OF FEELING ILL, OR WHO HAS HAD A FEVER THE NIGHT BEFORE TO SCHOOL.** Children must be fever-free for 24 hours before they return to school (**WITHOUT TYLENOL**). Those children who are sent to school in less than 24 hours will be sent home upon their arrival. These children invariably feel ill in class and must be sent home. It is unfair to the other children in the class as well as the teacher to be exposed to a student with a possible contagious illness.
4. When a student will be out of school for any length of time, please notify Tel-Safe at (609) 716-5400 x5410 or prompt 4. For a prolonged illness of three or more days a note is required for admittance into class.
5. **If any medication must be administered to a student during school hours, it MUST be submitted under the following conditions to the nurse.**
  - a. The approved school district form (available in the school nurse's office or on the district website [www.ww-p.org](http://www.ww-p.org)) for the "Administration of Medication in School" must be completed by the student's physician, and signed by the parent.
  - b. The form and the container with the pharmacist's label designating patient's name, instructions, name of drug and name of physician **must be given to the nurse by the parent.**
6. If a student cannot take physical education classes due to an illness for a prolonged period of time, a note from a physician is required. If the illness is short term, a note stating the reason for the excuse must be sent by the parent to the nurse.
7. In order to attend school, state law dictates that each student's immunization requirements must be fulfilled. These requirements are stated on the school calendar and in the school registration packets.

Further information regarding school health services is provided in the registration packets and the school calendar. If you have any questions regarding the above information, please call the school nurse at (609) 716-5400 x5403. The main thrust of our efforts is directed at the well-being of your child in a healthful school environment. Only through parent-school cooperation can this be accomplished.

### **Prior to Opening:**

Should inclement weather force the cancellation of school, the decision to do so will be made as early as possible. The following methods of communication will be available: website: [www.ww-p.org](http://www.ww-p.org); email/text message from WWP\_Schools (School Messenger); District Twitter account and Facebook; and District app.

### **During the School Day:**

Should it become necessary to close school during the day because of ice, snow, storm, sleet, etc., the following methods of communication will be available: website: [www.ww-p.org](http://www.ww-p.org); email/text/phone message from WWP\_Schools (School Messenger); District Twitter account and Facebook; and District app.

It is imperative that parents/guardians plan with their children for emergencies. All emergency information should be kept up to date on Genesis. Each decision regarding school openings must be done on a case-by-case basis as the number one priority is safety. Thank you in advance for your patience and understanding.

## **WW-P COMMUNICATIONS**

### **SOCIAL MEDIA**



Make sure to follow the district on WW-P's official social media pages.

Twitter: [Twitter.com/WWP\\_Schools](https://twitter.com/WWP_Schools)

Facebook: [Facdebook.com/WWP.Schools](https://facebook.com/WWP.Schools)

Instagram: [Instagram.com/WWP\\_Schools](https://instagram.com/WWP_Schools)

### **DISTRICT WEBSITE**

To keep in touch with all the latest news about WW-P, we urge parents to visit the district web site. The district website ([www.ww-p.org](http://www.ww-p.org)) is the place to turn for news about schools along with the district calendar of events. Every Friday, parents will receive a school and PTA newsletter. This gives parents the opportunity to check out the latest happenings in our school and throughout the district. Parents should check to make sure their Genesis account has an up-to-date e-mail address, as the district uses those e-mails for its electronic communications.



## GENESIS

The WW-P student database system is called *Genesis*. This is a web-based system, which allows students, parents, and staff to access the information from any computer or smartphone. It is our belief that by making this information readily available to you, we strengthen the lines of communication and improve your child's educational experience. Once you sign up for a *Genesis* account, you will not have to re-register. The USER ID and password are the same from year to year. If you do not have an account in *Genesis*, please send an e-mail to: [wwpsis@wwprsd.org](mailto:wwpsis@wwprsd.org). This will generate a response to your e-mail and an account will be created. Once you receive this information, you can log on and check your account. Should you encounter any problems, help is available by sending a question to this address: [wwpsis@wwprsd.org](mailto:wwpsis@wwprsd.org). Please note that after three unsuccessful login attempts *Genesis* disables an account for security purposes. To re-enable the account, please send an e-mail to: [wwpsis@wwprsd.org](mailto:wwpsis@wwprsd.org). You will use the *Genesis* system to report your child's absence.

## SCHOOL MESSENGER

SchoolMessenger provides a comprehensive communication tool for the district. WW-P is able to send out automated/recorded phone messages, text messages and emails. SchoolMessenger integrates with *Genesis* and pulls parent and guardians' emails and cellphone numbers. It is important for parents to ensure that their contact information in *Genesis* is accurate as SchoolMessenger will send messages to the accounts and phone numbers listed in *Genesis*.

How messages will be sent:

- For emergencies, which will require the immediate notification of parents, such as lockdowns and evacuation situations, or an early dismissal after the school day has started; we will use every communication tool which will include: notice via phone calls, text messages (if they have opted-in) and emails. All information will be posted to the district's website, Twitter and Facebook pages.
- For school closings (before the school day i.e., the night before or the morning of) parents and guardians will receive text messages (if they have opted-in) and emails.

All information will be posted to the district's website, Twitter and Facebook pages.

-For reminders, such as upcoming school closings, holidays, or parent-teacher conferences, WW-P will notify parents and guardians via email. In addition, the information will be posted on the website, and on the district's Facebook and Twitter pages.

In addition to the above emergency communication protocols, we have created a process to decrease the amount of emails received by parents and guardians from the school district. Each school sends out one newsletter-style email including all PTA/PTSA, school, and districtwide news on a weekly basis. All 10 newsletters are published on the website each week.

Transportation uses SchoolMessenger to notify parents of delays. Transportation updates regarding delays are sent out via SchoolMessenger's text message feature (if opted-in). These messages will be targeted at each bus routes' specific student list.

To receive text messages from WW-P please follow the information below:

-If you are registering new students for the upcoming school year, you will receive an opt-in text message by the first week in August.

-If you are enrolling your student for the current school year, you will receive an opt-in text message within two business days from your meeting with the Registrar.

-Check and make sure your information in your Parent Genesis Account is correct and that your cellphone number is one of the first two numbers listed and it is listed as a cell number and not a home/land number. If you update this information the new cellphone number(s) listed will receive an automated message the following day.

-If you are unable to receive short-code text messages please contact your network provider.

-If you have opted out in the past through a different school district and want to receive future communication from WW-P text "Y" to 67587.