

FOGELSVILLE ELEMENTARY SCHOOL

IMPORTANT SCHOOL INFORMATION

FOR PARENTS AND STUDENTS

KEEPING IN TOUCH - HOME AND SCHOOL COMMUNICATION

COMMUNICATING WITH THE SCHOOL OFFICE BY TELEPHONE

610-351-5800

Parents may contact the school office directly by dialing our main telephone number at 610-351-5800. In most cases, the school secretary will answer the call personally. During high volume periods, calls may be directed to the school's general voice mailbox where parents can leave a message and a return call will be made as soon as possible. All requests that need attention before the end of a particular school day should be made through the school office using our main telephone number. In particular, verbal permission for parent transport at the end of the day or a request for homework should always be made through the school office and our main telephone number. In addition, parents should use our main telephone number when there is a need to speak directly with school personnel during the school day. The school office and our main telephone system operate each weekday from 8:00 a.m. to 4:00 p.m.

COMMUNICATING WITH SCHOOL PERSONNEL BY VOICE MAILBOX

610-351-5900

Parents may leave a voice message for school personnel by dialing the district's voice mailbox system at 610-351-5900. When prompted, parents should enter the five digit extension for the staff member they wish to contact. **Attached to the back of this newsletter is a list of the voice mailbox extensions for our school personnel.** This method of communicating with school personnel should be used when a message or request does not need attention before the end of the school day. The voice mailbox system should not be used to give verbal permission for parent transport, to request homework, or for any other matter that needs attention before the end of the school day. Parents should contact the school office using our main telephone number when they need to speak with school personnel directly. The district's voice mailbox system operates 24 hours a day 7 days a week.

INFORMATION AND E-MAIL THROUGH THE DISTRICT WEB SITE

www.parklandsd.org

Parents may visit our district web site at www.parklandsd.org. This web site has web pages for the school district calendar, the board of education, the administration, curriculum and instruction, policies, athletic events, and food services. In addition, each school in the district has a separate home page of information. The district web site is a great way for parents to retrieve the information that never seems to make it home in the backpack. In addition, parents can email school personnel using their home computer. **Attached to the back of this newsletter is a list of email addresses for our school personnel.**

REGULAR SCHOOL HOURS

School will be held each weekday from 9:00 a.m. to 3:30 p.m. Vacation days, teacher in-service days, early dismissal days, late start days, and inclement weather days will create variations in the regular school hours. The school office will operate from 8:00 a.m. to 4:00 p.m.

ACCESS TO THE SCHOOL

The Fogelsville Elementary School is opened from 7:00 a.m. to 4:00 p.m. each weekday during the school year. Doors to the school will be locked during the school day with the exception of student arrival and dismissal times. Doors will be unlocked from 7:00 a.m. to 8:30 a.m. and from 3:15 p.m. to 4:00 p.m. A buzzer at the main entrance by the school office will allow visitors access to the school when doors are locked. If you need to enter the building after hours because your child left something behind, you must ring the buzzer and be escorted to the classroom by a staff member.

STUDENT ARRIVAL AND DISMISSAL

Students are permitted to enter the school at 8:45 a.m. Dismissal will begin at 3:30 p.m. The Fogelsville staff will be available to supervise the arrival and dismissal of students. The following

locations and times will be used for the arrival and dismissal of students.

	<u>Location</u>	<u>Arrival</u>	<u>Dismissal</u>
Parent Transport Students	Back entrance by the Gym	8:45-9:00	3:30
Bus Students	Main Doors	8:45-9:00	3:30-3:50

Parents involved in transporting their children to and/or from school should be prompt with the times listed above. It is important that you drop off/pick up **in the designated area only.**

LUNCH AND RECESS SCHEDULES

A lunch and recess period will be conducted on all regular school days according to the following schedule.

Grade 2	11:00 - 11:45	Grade 1	12:20-12:50
Grade 5	11:20-12:05	Grade 3	12:00-12:50
Grade 4	11:40 - 12:05		

Students may bring a lunch from home or purchase a school lunch. The following cafeteria prices are in effect for this school year.

	Student Lunch		\$1.75
A la Carte Milk	\$.50	Kindergarten Milk	\$.10
		Juice	\$.30

LUNCH MENU OPTIONS

A MAIN ENTRÉE and a CEREAL MEAL will be offered to all students in first through fifth grade for lunch. In addition, an ALTERNATE ENTRÉE will be offered to students in second, third, fourth and fifth grade. Students will be required to make their lunch menu selection in advance with the classroom teacher during opening exercises each day.

PARENT TRANSPORT TO AND FROM SCHOOL

Written or verbal permission from the parent is necessary for a student to participate in parent transport from school. Written permission should be given to the classroom teacher in the morning. **In the event of an unexpected need to transport your child home from school, verbal permission may be given through the main office. These requests must be received by 2:00pm so the classroom teacher will receive the message.**

Students who are transported by their parents to and from school should arrive between 8:45 a.m. and 9:00 a.m. and they will be dismissed at 3:30 p.m. Students involved in parent transport should use the entrance located by the gym.

Cars involved in parent transport should enter the school from Industrial Blvd. Cars should move in a single line in succession to the sidewalk area in front of the gym. Cars should exit directly out of the parking lot onto Industrial Blvd.

Students should exit and enter their car when it is positioned along the sidewalk area in front of the gym. Parents are requested to avoid a double line of cars along the sidewalk area causing students to move between cars. Staff members supervise the arrival & dismissal of students and the movement of cars for parent transport. We appreciate your cooperation with these procedures to ensure the safety of students and an orderly flow of traffic.

THE CAFTRAC SYSTEM

The CAFTRAC Debit System will be used in our school cafeteria to assist parents and students in managing lunch money from day to day during the school year. (Students may purchase the school lunch, a beverage and a la carte items using their CAFTRAC account.)

The CAFTRAC operator will alert students of a low balance in their account. If an account reaches a negative balance, a letter requesting additional money will be sent home.

Money may be deposited into a student's account any morning prior to the start of school. Deposits in the form of cash or checks, payable to the "PSD Cafeteria Account", should be placed in an envelope clearly marked with the student's name and the teacher's name. If a parent would like to deposit money into more than one child's account, the envelope should clearly indicate the amount to be deposited into each account. Students may place their envelope in the CAFETRAC box in the cafeteria as they arrive at school.

STUDENTS WHO ARRIVE LATE OR LEAVE EARLY

Any student who arrives late to school or leaves early from school must sign in or out in the school office. This procedure is mandatory in order to keep accurate attendance records and maintain student security. Parents should remind students of this procedure whenever it is necessary.

A written request from parents is necessary for a student to leave school early. These requests should be given to the classroom teacher in the morning. Parents should meet their child at the school office when a student is scheduled to leave school early.

In all cases, students will be released only to their custodial parent unless written or verbal permission from the custodial parent is received to do otherwise.

STUDENTS WHO ARE ABSENT FROM SCHOOL

If your child is absent, please call the building absentee hotline before 10:00 am. You may also request homework when you leave your message.

***Hotline number 610-351-5900 extension 22711**

By reporting your child's absence, we can ensure that all students have arrived to school safely. The office staff will keep a log of all calls made before 9:00 a.m. and therefore an excuse blank will not be necessary. If an absence is not reported before 9:00 a.m., a staff member will call the number designated by the parent to inform the parent of the child's absence. If they are not able to speak with anyone, then a message will be left and an excuse blank will be required within 3 school days or the absence may be considered illegal.

After 10 days of absence from school in any one school term, a physician's certificate of illness may be required for any student covered by the Compulsory Attendance Law. Any absence not so certified by a physician's certificate of illness may be declared "unexcused/illegal" and all the penalties of this code made effective.

DELAYS AND CANCELLATIONS DUE TO INCLEMENT WEATHER

A new communication system called Connect-Ed will be utilized to inform parents of all late starts, early dismissals and cancellations due to weather and other emergencies. More information will be sent home.

Please note the following schedule for Modified Kindergarten during Late Openings:

Morning Kindergarten 11:00 am to 12:45 pm
Afternoon Kindergarten 1:45 pm to 3:30 pm

EMERGENCY/VACATION PERMITS

From time to time, unusual circumstances may occur which require that a student be excused for a portion of a school day, a full day, or days.

If the situation involves a full day or more of school and is known advance, the parent should complete the Vacation/Emergency Form prior to the student's absence with a full explanation or the nature of the absence.

HOMEWORK ASSIGNMENTS FOR STUDENTS ABSENT FROM SCHOOL

Parents may request homework assignments for students who are absent from school in one of the following ways.

- **A SIBLING MAY PICK UP THE HOMEWORK.**
The sibling should request the homework from the appropriate classroom teacher in the morning before school begins. The sibling may pick up the homework at the end of the school day.
- **A PARENT MAY PICK UP THE HOMEWORK**
The parent should request the homework through the school office BEFORE 12:00 NOON on the day of the absence (610-351-5800). The parent may pick up the homework in the school office at the end of the day. Parents should be advised that the school cannot guarantee a request for homework made after 12:00 noon.

CALENDAR OF SCHOOL EVENTS

The Parkland School District Activities Calendar provides district-wide information for school events at all schools in the district. A copy of the Parkland School District Activities Calendar will be sent home during the first week of school. Extra copies of the

calendar are available in the school office. In addition, the calendar is available on the Internet at: www.parklandsd.org

ADMINISTRATION OF MEDICINES

The school nurse or the nurse's aide will administer medications to students during the school day with parental and/or physician permission. Parents must complete a "Medical Authorization Form" before any medication can be dispensed at school. In addition, parents are required to bring the medication to school. Medication should not be sent to school with a student. These procedures are mandatory to ensure the proper and safe administration of medications. Parents are advised to contact the school nurse or nurse's aide whenever it is necessary to administer medication to their child during the school day.

FIELD TRIPS

Students and teachers will be involved in field trips throughout the school year. Parental permission to participate in field trips is necessary for all students. A "Field Trip Permission" form will be sent home with students during the first week of school. Parents should complete this form and return it to the classroom teacher as soon as possible.

Teachers will provide parents with advance notice for all field trips. This notice will include the date, time and location of the field trip along with the intent of the field trip. Parents should alert teachers to any special accommodations their child may need when participating in a field trip.

ATTACHED ARE THE VOICE MAILBOX EXTENSIONS AND EMAIL ADDRESSES FOR OUR SCHOOL PERSONNEL.
PLEASE BE ADVISED THAT ALL VOICE AND E-MAIL MESSAGES ARE MONITORED FOR SECURITY PURPOSES.

FOGELSVILLE ELEMENTARY SCHOOL VOICE MAILBOX EXTENSIONS AND E-MAIL ADDRESSES