

KRATZER ELEMENTARY SCHOOL

IMPORTANT SCHOOL INFORMATION

FOR PARENTS AND STUDENTS

KEEPING IN TOUCH - HOME AND SCHOOL COMMUNICATION

Technology has brought new meaning to the phrase “Keeping in Touch”. Over the past six years, the Parkland School District has instituted a new telephone system and an Internet web site to enhance our home and school communication. Today, teachers and parents are just a few buttons away on the telephone or a simple mouse click away on the computer. Listed below are procedures for parents to use when the need arises to communicate with school personnel.

COMMUNICATING WITH THE SCHOOL OFFICE BY TELEPHONE

610-351-5820

Parents may contact the school office directly by dialing our main telephone number at 610-351-5820. 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 to 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.

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 particular, the “Kratzer Chronicle” monthly newsletter can be retrieved from the Kratzer Elementary School home page on the district web site. In addition, parents can email school personnel using their home computer.



STUDENT ARRIVAL AND DISMISSAL

In the past, some students have been dropped off prior to our starting time. In the best interest of the students’ safety, parents are reminded not to drop off any children before 8:35 a.m. There is no supervision for “early arrivals” at that time. If you need to make arrangements, the Y-Care program is available before school begins. Thank you for your cooperation in this matter. **Students are permitted to enter the school at 8:35 a.m. Dismissal will begin at 3:25 p.m.** The Kratzer 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>
Car-riders/ YCare	Side Doors (Cafeteria)	8:35-8:50	3:25
Walkers	Side Doors	8:35-8:50	3:28

Parents involved in transporting their children to and/or from school should be prompt with the times listed above. Please make sure your children are here on time and ready to begin working at 8:50 a.m. Afternoon Kdg. begins at 12:45 p.m. AM Kdg. dismissal and PM Kdg. arrival will occur at the front of the school through the A and B Hallway doors that are accessible from the bus loop.

STUDENTS WHO ARRIVE LATE OR LEAVE EARLY

Any student who arrives late to school or leaves early from school must be escorted by a parent/guardian and signed 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. Students will only be released to parents in the main office.

In the event of an emergency, parents should request permission from the school principal for a student to leave school early. Whenever necessary, these requests should be made as soon as possible to avoid any delay or confusion.

Classroom teachers will release the student to the parent when this permission is granted.

A written or verbal permission is needed for a student to be released early from school.

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. Verbal permission should be given to the office as early as possible when an **UNEXPECTED** need to transport a student arises. **STUDENTS WILL BE SENT HOME ON THEIR SCHOOL BUS IF PARENT PERMISSION IS NOT GIVEN BEFORE THE END OF THE SCHOOL DAY.**

Students who are transported by their parents to and from school should arrive between 8:35 a.m. and 8:50 a.m. They will be dismissed at 3:25 p.m.

Cars involved in parent transport should enter the school at the side parking lot and join the rotation to the side door. Please follow the arrows displayed on the macadam and observe all traffic signs for safety.

Students should exit and enter their car under the supervision of the staff members on duty once the car is positioned along the sidewalk area by the cafeteria. Parents are not permitted to park their cars and walk over to pick up students, thus avoiding students having to walk between cars. A staff member will supervise and assist students into cars during the arrival and dismissal of students. We appreciate your cooperation with these procedures to insure the safety of students and an orderly flow of traffic.



HOMEWORK ASSIGNMENTS FOR STUDENTS ABSENT FROM SCHOOL

Parents may acquire 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 10:00 AM on the day of the absence (610-351-5820). 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 insure a request for homework made after 10:00 AM.
- A FRIEND MAY PICK UP THE HOMEWORK. A friend may pick up the homework for a student who is absent from school provided there is a mutual agreement between both sets of parents for the safe delivery of the homework. A friend should follow the same procedures as a sibling to acquire the homework.

LEGAL DOCUMENTS

If you have any legal documents pertaining to child custody arrangements, please make a copy for the school file. Without any documentation provided to the school, either parent will be allowed access to their child.



DELIVERY AND PICK-UP BEFORE, DURING AND AFTER SCHOOL

Parents may make a delivery or pick-up before, during and after the regular school hours as circumstances dictate. Parents are requested to make the delivery or pick-up at the school office.

A delivery should be placed in the entrance area between the double doors. Items should be labeled with the student's name and the teacher's name for easy identification and distribution. A pick-up arranged in advance will also be placed on the counter in the school office and will be labeled with the student's name and/or the parent's name.

Parents and students should request permission and/or an escort from a school staff member when a visit to the classroom is necessary before or after the regular school hours.

*****Please be sure to read and review the Parkland School District Elementary Parent/Student Handbook, which has more detailed information. This can be found online or you can request a hard copy from the Office.***



RENOVATION UPDATE

Renovations to Kratzer School are well underway! Over the summer we began work on Phase 2 of the project and also finished up Phase 1. The Office was relocated to a 3rd Grade classroom for the entire summer. For the 2014-2015 school year, the Main Entrance will be back in use. Our new Office Suite has been completed, along with the 5th Grade Wing. Grade 4 will start the year with a temporary move into the portables until mid-October. I will communicate updates to you monthly. Please be patient with this process, as it will be ongoing up until the beginning of the 2015-2016 school year.



ABSENTEE HOTLINE

If your child is going to be absent, please call the building absentee hotline BEFORE 9:00 a.m. The hotline number is: 610-351-5900, ext. 21711.

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 note will not be necessary. If an absence is not reported by 9:00 a.m., a staff member will call the parent to inquire about their child's absence. You may also request homework when you leave a message on the hotline.

