

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 three 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 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 particular, the “Kratzer Elementary School Parent’s F.Y.I.” 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. **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 8:50 a.m. to 3:25 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.

DELAYS AND CANCELLATIONS DUE TO INCLEMENT WEATHER

A Connect Ed Message will be sent to all participating families in the event of school delays and/or cancellations due to inclement weather.



ACCESS TO THE SCHOOL

The Kratzer Elementary School is open from 8:00 a.m. to 4:00 p.m. each weekday during the school year. In order to insure greater safety for our students and staff, doors to the school will be locked during most of the school day with the exception of student arrival and dismissal times. Doors will be unlocked from 8:00 a.m. to 8:50 a.m. A buzzer at the main entrance by the school office will allow visitors access to the school when doors are locked. Visitors are **required** to sign in and receive a visitor’s badge in the office upon arrival to the school.

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	Side Doors (Cafeteria)	8:35-8:50	3:25
Walkers	Front 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 arc.

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.

STUDENTS WHO ARE ABSENT FROM SCHOOL

The school utilizes an absentee hotline for reporting students absent from school. If your child will be absent from school, a call should be placed to 610.351.5900 ext 21711. Please state the child's name, grade, teacher, reason for absence when leaving a message. Requests for homework may also be made at this time.

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 cafeteria 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 dismissal of students. We appreciate your cooperation with these procedures to insure the safety of students and an orderly flow of traffic.



LUNCH AND RECESS SCHEDULES

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

Grade 1	11:25 – 12:10	Grade 2	11:00– 11:45
Grade 3	12:40 – 1:25	Grade 4	11:50 – 12:35
	Grade 5	12:15 – 1:00	

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	\$2.00	Breakfast	\$1.10
A la Carte Milk	\$.50	Kindergarten Milk	\$.10

LUNCH MENU OPTIONS

A MAIN ENTREE will be offered to all students in first through fifth grade for lunch. In addition, an ALTERNATE ENTREE will be available for students if they wish. Students will be required to make their lunch selection in advance with the classroom teacher during opening exercises each day.



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.

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 CAFTRAC box in the cafeteria as they arrive at school.

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.



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.

CALENDAR OF SCHOOL EVENTS

The Parkland School District Activities Calendar provides district-wide information for school events at all schools in the district. The Kratzer Elementary School Calendar of Events provides school-wide information for events at our school. A copy of the Parkland School District Activities Calendar will be sent home during the first week of school. Extra copies of both calendars are available in the school office. Electronic versions of the school and district calendar s are available on the Intranet at: www.parklandsd.org The calendars are updated on an ongoing basis throughout the year.

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 when necessary. 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 insure 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.

ILLNESS

All children at one time or another become ill with cold or "flu." In many cases the child may become ill during the course of the day. We do not encourage students to miss school, but **if the child has a temperature, is sick to his/her stomach, or complains of dizziness, he/she should be allowed to rest at home.** In other cases, some students report to the health room for injuries sustained at home. These instances must be treated at home. Please inform the school in case of a change in employment or emergency number. If any unforeseen accident should happen during school hours, it is imperative that we be able to reach you in the shortest amount of time possible. We need your help in keeping our parent emergency contacts up to date at all times.

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.



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.

The Kratzer Elementary School PTO and the Parkland School District provide for the cost and transportation of all field trips taken by our teachers and students during the year.



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 on the counter in the school office and 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.

KRATZER ELEMENTARY SCHOOL
VOICE MAILBOX EXTENSIONS AND E-MAIL ADDRESSES

THE SCHOOL'S MAIN TELEPHONE NUMBER 610-351-5820
THE DISTRICT'S VOICE MAILBOX SYSTEM 610-351-5900

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 may 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 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.

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. 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 district's voice mailbox system operates 24 hours a day 7 days a week.

BELOW 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.

Karen Aulisio, Principal	aulisiok@parklandsd.org	Main Office	21000
Carl, Jane	carlj@parklandsd.org	Main Office/Secretary	21660
Kane, Elizabeth	kanee@parklandsd.org	Main Office Clerk	21000
Aoun, Maya	aounm@parklandsd.org	Rm. 103/Gr. 2	21103
Bankos, Christine	bankosc@parklandsd.org	Guidance	21510
Barrow, Lisa	barrowl@parklandsd.org	Speech/ Rm. 125	21125
Brokenshire, Gina	brokenshireg@parklandsd.org	ESL/Rm. 127	21127
Buck, Heidi	buckh@cliu.org	Rm. 101	21101
Clipper, Joan	clipperj@parklandsd.org	RTII/Rm. 124	21124
Crilley, Cathy	crilleyc@parklandsd.org	Learning Support/Rm. 105	21105
Crouthamel, Laura	crouthamell@parklandsd.org	Instrumental/Strings	21137
Dietz, Sharon	dietzs@parklandsd.org	Learning Support/Rm. 114	21114
Elneus, Rachelle	elneusr@parklandsd.org	Rm. 116/Gr. 3	21116
Exaros, Scott	exaross@parklandsd.org	Rm. 123/Gr. 5	21123
Feher, Louise	feherl@parklandsd.org	Music/Rm. 130	21130
Figueroa, Jason	figueroaj@parklandsd.org	Rm. 117/Gr. 3	21117
Foelker, Nicole	foelkern@parklandsd.org	Rm. 120/Kindergarten	21120
Foresto, Stephanie	forestos@parklandsd.org	Learning Support/Rm. 128	21128
Gehman, Sallie	gehmans@parklandsd.org	Rm. 121/Gr. 5	21121
Gelfo, Nicole	gelfon@parklandsd.org	Rdg. Specialist/Rm. 145	21145
Green, Derrick	greend@parklandsd.org	Rm. 111/Gr. 4	21111
Hanlon, Wendy	hanlonw@parklandsd.org	Rm. 102/Gr. 2	21102
Hein, MaraBeth	heinm@parklandsd.org	Rm. 119/Kindergarten	21119
Hillard, Carla	hillardc@parklandsd.org	Rm. 115/Gr. 3	21115
Krizan, Helen	krizanh@parklandsd.org	Art/Rm. 129	21129
Kuder, Tara	kudert@parklandsd.org	Rm. 104/ Gr. 2	21104
Lucas, Sandra	lucass@parklandsd.org	Rm. 107/Gr. 1	21107
Miller, Tracey	millert@cliu.org	Rm. 106	21106
Myslinski, Sonia	myslinskis@parklandsd.org	Rm. 108/Gr. 1	21108
Petri, Linda	petril@parklandsd.org	Rm. 109/Gr. 1	21109
Rabenold, Amy	rabenolda@parklandsd.org	Rm. 122/Gr. 5	21122
Rabenold, Ed	rabenolde@parklandsd.org	Gymnasium/Phys Ed	21580
Schrimpe, Diane	schrimped@parklandsd.org	Health Room	21520
Sell, Jenna	sellj@parklandsd.org	Rm. 112/Gr. 4	21112
Sicinski, Jennifer	sicinskij@parklandsd.org	Rm. 113/Gr. 4	21113
Urban, Kathy	urbank@parklandsd.org	Rm. 110/Gifted	21110
Waring, Melissa	waringm@parklandsd.org	Library	21570
Watson, Scott	watsons@parklandsd.org	Instrumental/Rm. 21137	21802