



# Kernsville Elementary School

## KEEPING IN TOUCH - HOME AND SCHOOL COMMUNICATION

### “Academics, Arts, Athletics...Educating the Whole Child”

Technology has brought new meaning to the phrase “Keeping in Touch”. 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

**610-351-5840**

Parents may contact the school office directly by dialing our main number at 610-351-5840. 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 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. 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](http://www.parklandsd.org) and**

#### **TWITTER @KVCoyotes**

Parents may visit our district web site at **[www.parklandsd.org](http://www.parklandsd.org)** and twitter account **@KVCoyotes**. The 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. District-wide events can be retrieved from the calendar web page and a school menu can be retrieved from the Food Services web page. In addition, parents can email school personnel. Kernsville is also proud of its website **<http://www.parklandsd.org/kv/>**. You will find great information pertaining to grade level curriculum, special programs, guidance, the main office, our nurse, PTO, and much, much more on the e-communications page. The website will be another great way for parents to retrieve information. Children will also be able to use the site for schoolwork, fun activities, and to view schoolwork done by themselves and their peers.

### REGULAR SCHOOL HOURS

School will be held each weekday from 8:50 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

Kernsville Elementary School will be locked at all times, and all visitors are required to enter the school through the main entrance. The Parkland School District has initiated a new security protocol, which may require all visitors, including parents to show identification upon arrival. Acceptable forms of ID include:

- 1) Driver’s license or DOT identification card;
- 2) Commonwealth Agency Issued ID
- 3) U.S. Government Issued ID
- 4) U.S. Passport
- 5) U.S. Armed Forces ID
- 6) Employee ID
- 7) Student ID
- 8) Firearm permit.

When a visitor arrives at school, press the buzzer to contact the building secretary. The visitor will be asked their name and to state the nature of their visit. The visitor should be able to identify the name of the child, grade, and name of the staff member they have an appointment to see, if appropriate.

## STUDENT ARRIVAL AND DISMISSAL

Students are encouraged to use bus transportation provided by the school district. If a student is driven to school the designated parent drop off location for the school must be utilized, avoiding the bus entrances. Students will be allowed to enter the building at 8:35 a.m. and should report to their classrooms no later than 8:50 a.m.

	<u>Location</u>	<u>Arrival</u>	<u>Dismissal</u>
Parent Transport	West Doors	8:35 - 8:50	3:25
Students	by loading dock		

Bus Students Main Doors 8:35 - 8:50 3:30-3:45

Students who arrive after 8:50 a.m. are considered tardy and must be signed in by a parent or designated guardian. Students utilizing parent pickup at the end of the day should be picked up at the designated location.

## RECESS AND LUNCH SCHEDULES

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

Grade K 10:35am-11:20pm Grade 4 11:50pm-12:35pm

Grade 2 11:00am-11:45am Grade 5 12:15pm-1:00pm

Grade 1 11:25am-12:10pm Grade 3 12:40pm-1:25pm

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 - \$2.60; Reduced Lunch - \$.40; Breakfast-\$1.40; Reduced Breakfast \$.30 Ala Carte Milk - \$.50; Water - \$.50.

## LUNCH MENU OPTIONS

ELEMENTARY MENU: Each meal consists of 5 components: a student must take a minimum of 3 and one of the 3 must be a fruit/vegetable. A main entrée and two alternate entrees will be offered to all students in first through fifth grade for lunch. On alternate weeks, a salad bar will be one of the alternate entrees offered.

## 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 must be given to the classroom teacher in the morning. Verbal permission may be given through the school office. Verbal permission should be given 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 RECEIVED 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. and will be dismissed at 3:25 p.m. Students involved in parent transport to and from school must use the West doors by the loading dock area. The main doors are used for bus transportation only.

**A.M. Parent drop-off:** Vehicles should enter the school at the main entrance off of Kernsville Rd. and move in a single line around the outside perimeter of the West parking lot heading toward the school. Vehicles should move in succession to the sidewalk area, and then exit directly out of the parking lot at Kernsville Rd. A teacher will supervise the arrival of the children.

**P.M. Parent pick-up:** Parents must park their vehicle in the West parking lot, wait outside near the loading dock area and meet their child outside the building. A teacher will supervise the dismissal of the children.

## 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 la carte items which include a beverage or and "extra" (prices may vary) using the CAFTRAC system.

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 following written on the envelope "CAFTRAC", the student's first and last name, teacher's name and amount enclosed. 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. You may also log onto [www.myschoolbucks.com](http://www.myschoolbucks.com) and deposit monies into your child's meal account for a small fee.

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.



## STUDENTS WHO ARRIVE LATE OR LEAVE EARLY

**Any student who arrives late to school or leaves early from school must have a parent sign them in or out and that person may be required to show identification.** (see above for acceptable forms of ID). 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. **FOR SECURITY & SAFETY PURPOSES, PLEASE DO NOT SEND YOUR CHILD INTO THE SCHOOL BY THEMSELVES WHEN LATE. Parents need to escort child (ren) into the foyer and sign in their student. Students should proceed directly to the main office to check in for lunch. Please note that parents are not to enter the main building due to security reasons unless given access by the school office.**

A written request from the parent is necessary for a student to leave school early. These requests must be given to the classroom teacher in the morning. Upon the parent's arrival, the child will then be called from class to meet their parent in the vestibule entrance way. In the event of an emergency, parents should notify the school office of an early pickup, and this should be done as soon as possible to avoid any delay or confusion.

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. That person may be required to show identification.

## REPORTING A STUDENT ABSENT

If your child must stay home from school, please call and leave a message on our attendance hotline 610-351-5900, ext. 27711 by 9:15 a.m. that day. Homework requests may also be left with the message. The office staff will keep a log of all calls made before 9:15 a.m., and, therefore, a written absence excuse will not be necessary. If an absence is not reported before 9:15 a.m., a staff member will call the designated telephone number to inform the parent of the child's absence. If they are not able to speak with anyone, a message will be left and an excuse will be required within five (5) school days, or the absence may be considered illegal as required by the Compulsory Attendance Law. Parents are requested to complete a **VACATION/EMERGENCY PERMIT** for any planned or extended student absence from school. A week's notice must be given to compile homework for an absence of three days or more. This form is available from the school office and must be returned to the classroom teacher prior to absence.

## 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 9:00 a.m.** on the day of the absence (610-351-5840). The parent may pick up the homework at the school on the table in the foyer at the end of the day (3:30). Parents should be advised that the school cannot ensure a request for homework made after 9:30 a.m.
- **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 "Kernsville web page" provides school-wide information of school events at our school. A copy of the Parkland School District Activities Calendar will be sent home during the first week of school. The "Kernsville E-communications page" can be located at [www.parklandsd.org/kv](http://www.parklandsd.org/kv).

## ADMINISTRATION OF MEDICATION

The school nurse 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 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.

## **DELIVERY AND PICK-UP BEFORE, DURING AND AFTER SCHOOL**

Parents may drop off items for their child before, during, and after the regular school hours as circumstances dictate. Parents are requested to drop the item(s) off on the table in the foyer and a staff member will make the delivery to the classroom. **Please be advised that parents are not permitted to make deliveries to their child's classroom.**

A delivery should be placed on the table in the foyer and must 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 table in the foyer and will be labeled with the student's name and/or the parent's name.

**If a student forgets to take home their homework, projects, etc., following dismissal, the latest it can be picked up is 4:00 p.m. There will be no access to the building after 4 p.m.**

## **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 is located on the 1<sup>st</sup> week of school web portal. Parents should complete this form and submit 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 Kernsville 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.