



## Schnecksville Elementary School Important Parent Information



Hello Parents,

This letter highlights information specific to Schnecksville Elementary School. Much of this information is also part of the Parkland School District Elementary School Student Handbook. I strongly encourage you to take the time to read this newsletter and become familiar with the procedures utilized at school. This information will help you to save time and answer many of the questions you might have about picking your child up, reporting absences and other topics that might only come up once in a while. By adhering to these procedures you also help us maximize classroom time and minimize disruptions. Thank you in advance for your time and effort.

Sincerely,

***Mr. Bowen***

### **Keeping in Touch – Home and School Communication**

#### **Communicating with the school office by telephone 610-351-5830**

Parents may contact the school office directly by dialing our main telephone number at 610-351-5830. In most cases, the school Administrative Assistant 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 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 mail 610-351-5900**

Parents may leave a voice message for school personnel by dialing the district's voice mail 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 mail system should not be used 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 mail system operates 24 hours a day, 7 days a week.

## **Information and e-mail through the Parkland School District web site**

Parents may visit our district web site [www.parklandsd.org](http://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 Schnecksville Elementary School monthly newsletter can be retrieved from the Schnecksville Elementary School home page on the district web site. In addition, parents can email school personnel using their home computer.

## **Calendar of school events**

The Parkland School District Activities Calendar provides district-wide information for school events at all schools in the district. The calendar is available on the district website [www.parklandsd.org](http://www.parklandsd.org). Parents can then select “Schnecksville Elementary” to view all Schnecksville and district-wide events. In our continued effort to be a “green” school we utilize the E-Friday Folder. The folder link can be accessed by entering the Schnecksville page on the district website and clicking the E-Friday Folder located on the top of the page. This folder is updated daily with all news and flyers that have, in the past, been sent home with the students.

## **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, 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 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 at the start of school.

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

Morning Kindergarten	10:50 a.m. to 12:35 p.m.
Afternoon Kindergarten	1:45 p.m. to 3:30 p.m.

## **Access to the school**

Schnecksville Elementary School is open from 8:00 a.m. to 4:00 p.m. each weekday during the school year. Doors to the school will be locked during most of the school day with the exception of student arrival times. A buzzer at the main entrance of the school office will allow visitors access to the school when doors are locked.

## Student arrival and dismissal

Students are permitted to enter the school at 8:35 a.m. Dismissal will begin at 3:30 p.m. Afternoon Kindergarten students may arrive at the bus lobby at 12:45. The Schnecksville 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. Please note the library entrance will not be used during morning arrival. This is to prevent parking lot congestion and accidents.

	<u>Location</u>	<u>Arrival</u>	<u>Dismissal</u>
Parent Transport	Main Doors	8:35-8:50	3:30
Bus Students	Bus Lobby	8:35-8:50	3:30-3:40
AM Kindergarten	Bus Lobby	8:35-8:50	11:35
PM Kindergarten	Bus Entrance	12:45-12:50	3:30

Parents involved in transporting their children to and/or from school should be prompt with the times listed above.

## Parent transport to and from school

Written 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. **IN EMERGENCIES ONLY**, 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 given before the end of the school day.**

Students who are transported by their parents to and from school need to arrive between 8:35 a.m. and 8:50 a.m. and they will be dismissed at 3:30 p.m. Students involved in parent transport must use the main doors by the office.

### Parent Drop-off in the morning

- Students may arrive at 8:35. The doors will remain locked until then.
- Cars involved in parent transport must enter the school at the front parking lot nearest Route 309
- Cars must make an immediate right turn and move in a single line around the outside perimeter of the parking lot heading toward the school.
- Parents may pull up to the sidewalk area located in front of the main office. **PLEASE DO NOT PULL OUT OF LINE AND GO AROUND CARS.**
- Please pull your car up to the front of the line as much as possible while leaving a reasonable amount of space between the cars in front of you.
- Students are to immediately enter the building at the main door only.
- Parents are asked to not walk their child to the door unless they are dropping off items, such as cupcakes, in the office. Anytime you have people walking between cars, it presents a tremendous safety risk.

- If you do need to park, please park in an assigned parking spot and not along the sidewalk. Parking in line will hold up the other parents who are waiting.

### **Parent Pick-up in the afternoon**

- Pick-up starts at exactly 3:30.
- A teacher will supervise the dismissal of students and the movement of cars for parent transport at the end of each day.
- Parents are asked to remain in their cars and to stay in line. **PLEASE DO NOT PULL OUT OF LINE AND GO AROUND CARS.**
- Students will be sent to their car if they are within the sidewalk that runs along the front of the building. While you are waiting in line, students will wait with a staff member near the flagpole.
- I ask that parents only exit their vehicle to help their child get into their car.

Please do not get out of your car to wait by the main door to get your child. In order for parents and students to get from the main door to their cars, they must walk between the cars in line. Again, this causes a very big safety concern. While I understand that an adult is escorting a child, there is still potential for an accident to occur. So again, I please ask parents to not pick-up their child at the main entrance.

The reason we have these procedures in place is to insure a safe dismissal for everyone at parent pick-up. In order to make it safe, these procedures must be followed. Thank you again for your support in making this happen. We appreciate your cooperation with these procedures to insure the safety of students and an orderly flow of traffic.

### **Delivery and pick-up of materials 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 is to 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 (such as homework when a child is ill) 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 need to 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.

### **Students who arrive late or leave early**

Parents of any student who arrives late to school or leaves early from school must sign the student 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 must be given to the classroom teacher in the morning. Parents need to meet their child at the school office when a student is scheduled to leave school early.

**In the event of an emergency**, parents must 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. Parents are asked to complete the Vacation/Emergency Permit, which is available in the office.

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 due to illness**

Parents are asked to call the school **BEFORE 9:00 AM**. This is also a good time to request homework. Please call 610-351-5900 extension 24711 to access the Schnecksville Absentee Hotline.

If a phone call is made to report an absence, a written excuse is not necessary for any student absence from school. If a call is not made, a written excuse must be given to the classroom teacher when the student returns to school. Parents need to contact the school nurse when a student has been absent for three or more consecutive days due to illness. Parents are requested to provide written notification for extended student absence from school due to health reasons in advance of the absence. This written notification should be directed to the classroom teacher.

After three (3) days of absence the school nurse, principal, or school secretary may call the home to inquire, regarding the reason for the absence. Parents are required to complete a blue excuse card or provide a note for each period of absence.

### **Physician's excuse requirement**

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.

## **Students who are absent from school due to vacation**

Vacations taken during the school year are not encouraged. However, when vacations are planned, the parents should complete the Vacation/Emergency Permit at least a week before the leaving date. This form is available in the office. This allows time to inform teachers and to organize their expectations of missed schoolwork. Requests for homework must be made at least 1 week in advance of a vacation.

## **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 absentee hotline **BEFORE 9:00 AM** on the day of the absence (610-351-5900 extension 24711) or from the office **BEFORE 12 NOON**. The parent may pick up the homework in the school office at the end of the day until 4:00 p.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. **A note is required from the parent of the child bringing home the homework.** A friend should follow the same procedures as a sibling to acquire the homework.

## **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.

## **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. An "Elementary Acknowledgement 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 Schnecksville Elementary School PTO and the Parkland School District provide for a majority of the cost and transportation of all field trips taken by our teachers and students during the year.

## Lunch menu options

A main entree will be offered to all students in first through fifth grade for lunch. An alternative entree will be offered to students in second through fifth grade. First grade will get the alternative lunch in late October. Students will be required to make their lunch menu selection in advance with the classroom teacher during opening exercises each day.

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

Breakfast	\$1.10
Lunch	\$2.00
A la Carte Milk	\$ .40
Kindergarten Milk	\$ .10

Students may purchase additional a la carte items like an extra slice of pizza or chicken nuggets. The cafeteria also offers food items from national retailers like Frito-Lay. A complete listing along with prices can be found on the food services webpage located on the PSSD website.

Students who receive free lunch can get free breakfast. Students who receive reduced lunch can get the reduced breakfast.

## The CAFTRAC System

The CAFTRAC 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 system.

Money may be deposited into a student's account any morning before the start of school. Deposits in the form of cash or checks, payable to the "**PSD Cafeteria Account**," need to 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 of \$2.00, on Wednesday, a letter requesting additional money will be sent home. If the negative balance reaches \$10.00, the cafeteria staff will call home.