

2019-2020 ESHLEMAN ELEMENTARY

HANDBOOK

872-9540

<https://eshleman.pennmanor.net>



ATTENDANCE

Excuse forms or a written note from a parent should be returned to the classroom teacher immediately following an absence but will not be accepted after three days. If your child is absent for 3 or more consecutive days, he/she will need a doctor's note in order for the absence to be excused. If your child is absent for a portion of the school day, the number of minutes missed instruction will be added to his/her attendance record. Arrival after 9:00 am is considered tardy and students will need to bring an excuse card or handwritten note signed by a parent explaining the reason for the tardiness. Automated phone calls will be made to parents of students absent in grades 1 - 6. We recommend calling the school office prior to 9:15 AM to report your child absent. Excuses can be submitted electronically.

BLOG

Parents are encouraged to sign up for electronic notification on our school blog. Information about Eshleman events and a current building calendar are available at this site. With 'electronic notification', you will receive an email when a new item is posted on the blog.

BREAKFAST

Breakfast will be available to all students beginning 25 minutes before the start of school each day. Students should be dropped off at the front entrance. Students arriving on the bus will be dismissed from the bus upon arrival at the school. Breakfast is \$1.25. Children qualifying for free or reduced lunch will also receive a free or reduced price for breakfast.

BUILDING EXPECTATIONS

Our building staff knows that the future is in our school. We will be working with students on meeting expectations regarding being part of a community and showing appropriate behavior in all areas of the school. This includes, but is not limited to: appropriate behavior in the bathrooms, clearing and cleaning your space in the cafeteria, acknowledging that students are learning and therefore remaining quiet in the halls, being a good sport, following classroom rules, etc. Information regarding our expectations will be shared early in the school year and discussed if a need for consequences arises. Inappropriate behaviors and poor choices are viewed as part of growing up, and consequences, if needed, will often be directly related to the area where we hope to improve behavior. For example, if a student leaves a mess in the lunch room, they may be asked to return to their space and clean up. Above all, as parents and teachers, we strive to protect the learning environment from disruptions. It is the expectation that students, parents, and school personnel help to minimize disruptions.

BULLYING/CYBERBULLYING

As defined in the school board policy:

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. *Substantial interference with a student's education.*
2. *Creation of a threatening environment.*
3. *Substantial disruption of the orderly operation of the school.*

Possible Consequences:

- Required counseling within school.
- Parent conference.
- Loss of privileges.
- Exclusion from school-sponsored activities.
- Detention
- Suspension
- Expulsion
- Referrals to counseling outside of school.
- Referral to law enforcement officials.

Situations that look like bullying or are bullying will be documented in written format and shared with parents for a signature. If any situation becomes repeated and unwanted, further consequences will be assigned.

BUS POLICY

Students will be assigned seats and **MUST** remain seated until the bus arrives at their bus stop. They will be expected to keep the aisles clear and avoid all behaviors that may divert the driver's attention from driving safely. If damage is done to the bus, the offender will pay for it. Respect for the driver and for other students will be expected at all times. Riding the bus is a privilege, not a right. Students who violate bus rules or jeopardize the safety of bus riders may forfeit their bus riding privileges.

BUS BEHAVIOR POLICY

We will continue using a **"Three Strikes, You're Off" system** to address inappropriate behavior. Be aware that the following disciplinary steps will be taken when bus issues are brought to my attention:

First strike: Bus Referral 1

The student will lose their recess privileges for the day and the referral will be sent home to parents, which needs to be signed and returned the following school day. Students may not regain their recess until the office receives the signed note.

Second strike: Bus Referral 2

The student will lose their recess privileges for the week and the referral will be sent home to parents, which needs to be signed and returned the following school day. Students may not

regain their recess until the office receives the signed note. In addition, the student's seat will be moved to allow for closer supervision by the bus driver.

Third strike, you're "OFF": Bus Referral 3

The student will lose their recess privileges for one week and lose their bus privileges for a period of time to be decided by the principal. The bus referral will be sent home for parent signature and must be returned the following school day. During this time, parents will need to provide transportation for their child.

***Exception: Any physical aggression may result in an immediate bus suspension per the principal's discretion.**

Additionally, the district policy states that each student will be **assigned one bus and one bus stop**. Due to safety concerns, students will only be able to ride the bus to which they assigned. Walking students will not be allowed to ride a bus. Students may not ride home on a different bus for purposes of transportation for after school activities. The district transportation director must approve all changes.

DELAYS

2 Hour Delay (Modified Kindergarten)-Students will be picked up two hours later than regularly scheduled, with school beginning at 10:50 am. Morning kindergarten students will be dismissed at 12:45 pm for parent pick up. Afternoon kindergarten can be dropped-off between 1:35 and 1:40. School will start at 1:45 pm and be dismissed at 3:25 pm. Delays and early dismissals are announced radio stations: WDAC, WIOV, WLAN, WSBA, WQXA, WJTL and WRKZ and TV stations: WGAL and WLYH. Please do **NOT** call the school for this information.

EARLY DISMISSALS

A parent note must accompany all early dismissals for doctor's appointments, etc. These notes should be given to the teacher the morning of the appointment, so that the office is aware of the times. **Please include child's first and last name and teacher on all notes.**

ELECTRONICS

No devices should be brought to school except with teacher permission and/or for riding the bus. Students are permitted to use electronics while riding the bus. These privileges will be revoked if a student shares the device, takes pictures or videos of other students and has the volume turned on for others to hear. Electronics should be turned off and in backpacks upon arrival to school and during school hours. Additionally, the guest wireless network is to be used solely for educational purposes. Students are solely responsible for any equipment that he/she brings to school. Penn Manor School District is not liable for lost, stolen, or damaged equipment.

GRADES ON-LINE

Parents of students in grades K-6 are able to view their child's grades and/or attendance (grades K-2—attendance only) throughout the school year using Penn Manor's student

information system entitled, Sapphire. To apply for an account parents should visit:
<https://www.pennmanor.net/parents/sapphirehelp/>

HEALTH ROOM

All medication, including prescription and over-the-counter medications, including Ibuprofen (Motrin or Advil) and Acetaminophen (Tylenol) require the written permission of the prescribing physician and the parent or guardian.

Per PMSD school board policy, students may **NOT** transport **ANY** medications except emergency auto injectors, inhalers, and prescription eye drops.

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.

HOURS

The elementary day begins at 9:00 am and ends at 3:30 pm. Doors open at approximately 8:50 each morning. There is no supervision before this time. Students purchasing a school breakfast will be supervised breakfast beginning at 8:35 am. Morning kindergarten begins at 9:00 am and is dismissed at 11:35 am. Afternoon kindergarten begins at 12:55 pm and is dismissed at 3:30 pm. **Students should not be dropped off any earlier than 8:45 am, unless eating breakfast. To avoid blocking the bus lane, please drop students in the parking lot next to the handicap parking spaces.** If you need to drop your child off earlier than 8:45 am, we have the services of the YWCA available to you. The doors open at 6:30 am. They also provide after school care that is available until 6:00 pm. There is a charge for this service and you must be pre-registered. Details can be obtained by calling 393-1735 ext. 265 or by visiting www.ywcalancaster.org.

LENGTHY ILLNESSES

If your child has a lengthy illness and will miss 2 or more days of school and you would like to have homework collected, please give the teacher 24-hours notice in order to gather the homework needed.



LOST AND FOUND

There is a lost and found located outside the office. It will be emptied and things donated at the end of each marking period.

PETS

We have many children who are highly allergic to different types of animals and we need to be sensitive to their individual situations. Therefore, we request that **NO** pets be brought into the building.



PHONE NUMBER/ADDRESS CHANGE

Please inform the office of **any** changes in phone numbers and addresses. You will be required to provide a photo ID and proof of residency for your new address and sign documentation at the school office. In case of an emergency or a sick child, it is imperative that we are able to reach a parent or guardian. If you live with another family for an extended period of time, you will be asked to provide verification annually showing the address in the form of a bill or photo ID.

PREPLANNED ABSENCE

If a preplanned absence is necessary, parents are required to fill out a form for **prior approval**. Forms may be obtained from the office; please give the principal ample time (at least five days) to allow for good communication between the parent, teacher and school office. All assigned work will be your child's responsibility to complete within the time allotted by the classroom teacher (no more than 3 weeks).

*Please note, **NO** preplanned absences will be approved during PSSA testing.

SCHOOL DISTRICT CALENDAR

Please refer to the school district calendar, which can be found on our district website, for important information such as early dismissals and closing information. Please refer to www.pennmanor.net/district/calendar/.

SCHOOL DRESS

Loose fitting clothing or footwear (including flip flops), which could cause injury, are not appropriate for school. Shorts should be long enough to reach fingertips when students are standing up straight. **Spaghetti strap shirts and muscle shirts will not be permitted.** Clothing that advertises any drugs, alcohol or tobacco products, is of questionable taste or is potentially disruptive to the educational program will not be permitted. No hats will be permitted to be worn in the building.

SCHOOL MEAL CHARGES AND ACCOUNTS

The district permits students to incur reasonable charges for school meals. In an effort to ensure the effective operation of the district's food service program, the district establishes the following procedures for student payment of school meals. Information can be found at <https://www.pennmanor.net/food-services-forms-and-resources/>

At the Elementary Level -Meals will always be provided to students as per federal regulations. Students will not be permitted to purchase a la carte items when they have a negative balance for charged lunches. Menus can be found at:

<https://www.pennmanor.net/food-services/menus/>

Parents may pay for school meals using the online www.myschoolbucks.com account, send in payment daily with their student, or send in a check or cash to put in the student's account. (Please write child's name on check or envelope)

Meal Pricing — Nutritious meals are essential to the growth and development of our children. Well-balanced lunches are available to your child on a daily basis in the school cafeteria. Penn Manor School District participates in the National School Lunch Program, which means that we must meet certain nutritional criteria when we serve your child lunch. Each lunch we serve offers your child protein, fruits, vegetables, bread, and milk. The lunch prices for the 2019-2020 school year as follows: elementary-\$2.35, secondary-\$2.50, \$3.50, \$3.75; reduced lunches-\$0.40; and adult lunches-\$3.75/\$4.50. Breakfast prices are: elementary-\$1.25, secondary-\$1.50, reduced price-\$0.40; adult-\$2.00, milk-\$0.60.

STUDENT PICK UP AT DISMISSAL

If you plan to pick up your child, a written note signed by a parent/guardian must be sent to school in the morning. If your situation changes, you must call the office no later than 2:30 PM. Again, in order to protect instructional time, teachers will be notified of all changes to end-of-day plans for the students at 3 PM. At 3:30, pick-up students will be dismissed to the car-rider door. If you are picking your child up at the end of the day, you must use either the parking lot line or the bus lane (behind the buses). A staff member will dismiss students as their parents are identified. PLEASE BE PROMPT when picking up your child.

TOYS

Due to the potential interruption to the learning environment and the danger of them being broken, lost or stolen, these items are **NOT** to be brought on the bus or to school.

VISITORS

To ensure building security, all parents, visitors, and former students are required to report to the office to obtain a visitor's pass. We request that you use the outside intercom to state your name and reason for visiting. To avoid interruptions to the classroom, parents are asked to leave all messages and materials at the office. The office will notify the teacher or student as soon as possible.

Parents wishing to volunteer in the school must complete a volunteer application, get clearances, and be approved by administration prior to volunteering in the building. See the PM website for additional information.

Parents are also requested to notify the teacher in advance when they wish to confer on matters concerning their child. Arrival and departure times are particularly busy for teachers and we would appreciate you scheduling appointments that do not interfere with these times.