



Schnecksville Elementary School Important Parent Information



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 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 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.

On the last page of this information packet are the telephone numbers and e-mail addresses for all staff.

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 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

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 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. Parents can then select “Schnecksville Elementary” to view all Schnecksville and district wide events. The “Schnecksville Elementary School Shark Report” provides school-wide information for 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 “Schnecksville Elementary School Shark Report” will be sent home on the last Friday of each month.

Regular school hours

School will be held each weekday from 9:00 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.

Access to the school

The 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 8:45 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 being done to prevent accidents.

	<u>Location</u>	<u>Arrival</u>	<u>Dismissal</u>
Parent Transport	Main Doors	8:45-9:00	3:26
Bus Students	Bus Lobby	8:45-9:00	3:30-3:40
AM Kindergarten	Bus Lobby	8:45-9:00	11:50
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 8:45 a.m. and 9:00 a.m. and they will be dismissed at 3:26 p.m. Students involved in parent transport must use the main doors by the office.

Parent Drop-off in the morning

- 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.
- Students may arrive at 8:45. The doors will remain locked until then.
- 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. Please park in an assigned parking spot.
- 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 approximately 3:26.
- 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 wait by the main door to get your child. In order for parents 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 procedure in place is to insure a safe dismissal for everyone who is out there. In order to make it safe, these procedures must be followed. Thank you again for your support in making this happens. A teacher will supervise the dismissal of students and the movement of cars for parent transport at the end of each day. 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 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

Any student who arrives late to school or leaves early from school must sign 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.

Vacations

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.

Delays and cancellations due to inclement weather

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

Morning Kindergarten	11:00 a.m. to 12:45 p.m.
Afternoon Kindergarten	1:45 p.m. to 3:30 p.m.

Students who are absent from school due to illness

Parents are asked to call the school **before 9:00am** and inform the secretary if your child will be absent. This would also be a good time to request homework. If you get the voicemail system, please press the number “3” to leave a message in the voice mailbox. You may also 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 illness in advance of the absence. This written notification should be directed to the classroom teacher.

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 12:00 NOON** on the day of the absence (610-351-5900 extension 24711). 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. In addition, on Tuesday and Thursday, there will be a salad of the day and on Monday, Wednesday and Friday there will be a cereal bowl lunch served. 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	\$1.00
Lunch	\$1.65
A la Carte Milk	\$.40
Kindergarten Milk	\$.07

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, a letter requesting additional money will be sent home.

Last Name	First Name	Phone	Email Address
ANDREOLI	ASHLEY	24123	ANDREOLIA@PARKLANDSD.ORG
ANDRESS	ROBIN	24110	ANDRESSR@PARKLANDSD.ORG
BOEHMER	ROBERT	24403	BOEHMERB@PARKLANDSD.ORG
BOWEN	WILLIAM	24500	BOWENW@PARKLANDSD.ORG
DAVIS	LINDA	24132	DAVISL@PARKLANDSD.ORG
DIETRICH	DENISE	24114	DIETRICH@PARKLANDSD.ORG
FARRELL	MARY	24520	FARRELLM@PARKLANDSD.ORG
GILMORE	BRANDI	24510	GILMOREB@PARKLANDSD.ORG
HAHN	BRIAN	24111	HAHNB@PARKLANDSD.ORG
HAUSMAN	CORY	24126	HAUSMANC@PARKLANDSD.ORG
HOFFMAN	RICHARD	24128	HOFFMANR1@PARKLANDSD.ORG
KENNEDY	JUDI	24401	KENNEDYJ2@PARKLANDSD.ORG
LEIBENSPERGER	NATALIE	24135	HYDRON@PARKLANDSD.ORG
LESSER	WENDY	24129	LESSERW@PARKLANDSD.ORG
MADEY	DEBRA	24404	MADEYD@PARKLANDSD.ORG
MARSHALECK	JOANNE	24122	MARSHALECKJ@PARKLANDSD.ORG
MARZANO	ANDREA	24400	MARZANO@PARKLANDSD.ORG
MATEJICKA	JOANN	24660	MATEJICKAJ@PARKLANDSD.ORG
MCGILLOWAY	DIANE	24125	MCGILLOWAYD@PARKLANDSD.ORG
MYERS	LINDA	24115	MYERSL@PARKLANDSD.ORG
O'BRIEN	JOSEPH	24580	OBRIENJ2@PARKLANDSD.ORG
PISTON	KAY	24118	PISTONK@PARKLANDSD.ORG
REICHARD	KATHLEEN	24112	REICHARDK@PARKLANDSD.ORG
SHELLY	LYNN	24570	SHELLYL@PARKLANDSD.ORG
SHIFFER	RACHEL	24130	SHIFFERR@PARKLANDSD.ORG
STETTLER	PAMELA	24117	STETTLERP@PARKLANDSD.ORG
STRAUSS	JULIA	24124	STRAUSSJ@PARKLANDSD.ORG
SWEENEY	CATHY	24409	SWEENEYC@PARKLANDSD.ORG
SYSLO	MARK	24140	SYSLOM@PARKLANDSD.ORG
TOTTEN	MARCIA	24120	TOTTENM@PARKLANDSD.ORG
URBAN	KATHY	24127	URBANK@PARKLANDSD.ORG
WEABER	SARAH	24133	WEABERS@PARKLANDSD.ORG
WEBER	LINDA	24530	WEBERL@PARKLANDSD.ORG
WENDLING	DONNA	24572	WENDLINGD@PARKLANDSD.ORG
WILDER	MAURA	24131	WILDERM@PARKLANDSD.ORG