ABC Handbook
2020-2021
ADDENDUM

Guardians: Please keep this book in a handy place for future reference. It contains information you may need throughout the year.

Kutztown Elementary School
Kutztown Area School District
2020-2021

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DEBORAH L. BARNES, PRINCIPAL
~Maximize Potential, Embrace Change, Create the Future~
The contents of this addendum supersede information included in the Kutztown Elementary School ABC Handbook for the items listed below. These guidelines are in effect starting the 2020-2021 school year until further notice.

To be fully aware of the rules and procedures that are in place at KES, please use this addendum in addition to the KES ABC Handbook, 2020-2021.

**FACE COVERINGS ARE REQUIRED IN ALL KASD BUILDINGS.**

**ARRIVAL**

**Arrival Time**
Students arriving by car or by foot should arrive no earlier than 8:30 and no later than 8:45. This will allow ample time to unpack and prepare for the day. Students who arrive late are less likely to be prepared for the start of the school day.

Kutztown Elementary students may enter the building as follows:
- Walkers and Bike Riders: Walker Door near flagpole
- Car Riders, Grades K-2: Carport Doors
- Car Riders, Grades 3-5: Gymnasium Doors
- ALL CARS will proceed in a single-file line, entering the lower parking lot from Constitution Blvd., following alongside the building, and exiting back onto Constitution Blvd. via Siegfried Alley.
- Bus Riders: Front Doors

**Early Arrivals**
Absolutely no students will be permitted to enter KES prior to 8:30 AM.

**Late Arrivals**
Students arriving after 9:00 a.m. enter through the front door and will be marked tardy. A guardian must present the student at the buzzer, state the reason for tardiness, and send the student into the building. Guardians are not permitted to enter the building when dropping off late students. Students arriving after 10:30 a.m. will be marked as a half-day absence.

**Drop-off**
Cars are NOT TO ENTER the main entrance during arrival time. Students being dropped off by car MUST use the Carport Door (K-2) or Gym Door (3-5). Thank you for complying in the interest of all students’ safety.

**ASSEMBLY PROGRAMS**

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Live assemblies are temporarily suspended.

**BIRTHDAY TREATS**
Until further notice, birthday treats are not permissible.

**CAR PICK-UPS**
Students who are picked up by car will be dismissed at 3:30 to the Carport Door (K-2) or Gym Door (3-5). Parents are asked to move in a continuous line, stopping at the designated area to pick up their passenger(s). There shall be no double parking or crossing between stopped vehicles. Please do not park in the upper lot and plan to have your child walk up to your car. Students are to be picked up by 3:40.

**CHORUS**
Is temporarily suspended. We will reevaluate the possibility of implementing this program throughout the year.

**COMMUNICABLE DISEASES**

**COVID-19**: Exposure and/or diagnosis - refer to the CDC or Pennsylvania Department of Health for specific time frame of exclusion quarantine and isolation.

**DISMISSAL**
Students are dismissed at the end of the day and asked to report to designated areas for walkers, car riders, bus riders, and bicyclists. If a child is not going home in the usual manner on a particular day, the parent/guardian is asked to send a note to the homeroom teacher. A child will not be released to a third party unless that person is on the authorized pick-up list, and photo identification may be required. *ABSOLUTELY NO DISMISSAL CHANGES WILL BE ACCEPTED AFTER 1:00 PM.*

Also, please note that your child is NOT permitted to ride a bus to or from school with another student without express written permission from the transportation office in advance. Permission is granted only for emergency /childcare purposes and NOT for play dates. Please contact Tammy Warning at 610-683-7361 ext. 5531 for more information.

**KES PM Dismissal**
- **Car rider**: parent comes to side of building; parent stays in car line and child enters car at staff member’s direction.
- **Parent pick-up**: parent/authorized person comes to side cafeteria door (at flagpole) and signs child out.
- **Walker**: student signs themselves out at the side cafeteria door and walks home. All students who are walkers MUST have parental permission (signed note on file) allowing them to walk home from school without adult supervision. Students in kindergarten and grade one may not be dismissed as walkers.

**EXCUSE BLANKS**
When a child is absent, a written excuse is required. Email submissions to kesattendance@kasd.org are preferred. Excuse blanks or notes, written and signed by a legal guardian, will also be accepted. Excuses must be received by the school within 3 days or it will remain unlawful.

**ICE CREAM DAY**
Ice Cream program is temporarily suspended.
**INSTRUMENTAL MUSIC**
Mrs. Mohler will hold individual lessons with students in grades 4 and 5 using special equipment designed reducing COVID-19 risk while playing musical instruments. At this time, band is suspended.

**LUNCH MONEY**
The price of the standard school lunch for students is $2.80. We will not be serving la carte items at this time. Each student is given a personal lunch account to buy food in the cafeteria. In addition to paying for meals separately, parents/guardians have the option to deposit money into their account from which the student may draw for meals. This enables confidentiality of all students on the free and reduced lunch program, as well as allowing the lunch lines to move more quickly. In an emergency, a standard lunch may be charged and repaid the next day. Checks are to be made payable to KASD Cafeteria. Additional information regarding lunches can be found at www.kasd.org.

**LUNCH VISITATION**
At this time, visitors are not permitted during lunch time.

**PARENT PICK-UP**
Parent pick up at KES (at 3:35) describes a third alternative for children who do not ride a bus to depart the school. Families that choose this option park in the upper parking lot or walk to the school to meet their child at dismissal. The parent or guardian then waits at the “Parent Pick-up/ Walker Door” (cafeteria exit door, near flag pole) AT 6- FEET DISTANCE, WEARING A MASK, signs out their child with the staff member on duty, and departs for home. Please be prepared with photo ID. We appreciate your cooperation and patience at dismissal time to assure children’s safety. If you desire to remain in your vehicle when picking up your child, please use the “Car Pick-up” option as described in that section of this handbook.

**RECESS**
Students will have recess whenever the weather permits. Children should be dressed appropriately (including footwear) for the weather as well as for large muscle activity. In response to COVID-19 precautions, the following are in place for the safety of KES students:
- Individual classes are assigned a play area outdoors. These areas will rotate.
- Each class will be provided with recess equipment for the use of students in that homeroom only.
- Students will wash hands before and after recess.
- Face coverings are not required at recess.

**SCHEDULE**
The elementary schools follow a five-day (Days numbered 1-5) schedule.

Following is an example of how the schedule will work:

| Monday, August 31 – Day 1 | Friday, September 4 – NO SCHOOL |
| Tuesday, September 1 – Day 2 | Monday, September 7 – NO SCHOOL |
| Wednesday, September 2 – Day 3 | Tuesday, September 8 – Day 5 |
| Thursday, September 3 – Day 4 | Wednesday, September 9 – Day 1 (Cycle Repeats) |

Your child’s teacher will inform you as to specialist days (art, music, fitness, computer, library). To minimize exposure, each class will be assigned one special for approximately 5 weeks. By the end of the school year, all students will experience the entire curriculum from each area.
STUDENT DAY**
Students will report to their respective classrooms upon entry at KES. The school day begins promptly at 9:00 a.m. and ends at 3:30 p.m.

TOYS**
Items from home should remain at home.

TRANSPORTATION INFORMATION**
Please remember to send a note or email ssexton@kasd.org with your child if he/she needs to go home a different way. **ABSOLUTELY NO DISMISSAL CHANGES WILL BE ACCEPTED AFTER 1:00 PM. **

Students are not permitted to ride a different bus for play dates, school projects, etc.

The bus driver can safely carry out his/her responsibilities if all students cooperate to the fullest extent. The bus driver is in charge of the vehicle and as such has the same authority as a classroom teacher. A referral from the bus driver will be dealt with in the same manner as a referral from a classroom teacher.

PARENTS AND GUARDIANS OF KINDERGARTEN AND FIRST GRADE STUDENTS
For the safety of your child, someone must be available at the bus stop, in the afternoon, to take the student off the bus. If there is no one available to take the student off at the bus stop, the student will be transported back to their home school. A parent, or guardian, will be responsible to pick their child up after they are dropped off at their home school.

**Please note that the person taking a student off the bus should be standing at the bus door so the driver can release the student. This is for the safety and well-being of your child**

School Bus Rules
• The bus driver will assign seats so that students in the same household are seated together wherever possible.
• Face coverings must be worn at all times.
• Be courteous; observe same conduct as in the classroom.
• No profanity.
• Do not eat or drink on the bus; keep bus clean.
• Violence is prohibited.
• Remain seated, facing forward, speak quietly.
• No smoking.
• Keep your hands, head or any part of the body inside the bus.
• Do not destroy property.
• For your own safety, do not distract the driver through misbehavior.

Additional Rules for the School Bus
• Students should be at the bus stop five minutes prior to scheduled stop time.
• While waiting for the bus at the assigned stop, pupils must not play games on the road, enter into private property, or misbehave in any manner.
• Do not throw objects out the window.
• Pupils must wait for the bus to come to a full stop before attempting to get on the bus or before getting up from the seat to get off the bus.
• Animals, weapons, hazardous materials, large objects, dangerous objects, glass containers, etc. are not permitted on buses.
• Pupils are not to get off at any other than their assigned stop.
If a student must ride another bus for child-care purposes, the Childcare Request Form must be completed and mailed to the transportation office. Childcare requests must be made annually and no later than July 15th. Please contact your respective schools for the appropriate childcare form. Only existing routes will be used for childcare purposes.

- Pupils are not to get off at any other stop than their assigned stop. **Only in an emergency situation may a student ride another bus.** A written request must be made to the respective building office if such an emergency arises. If time does not permit a written request, please call the transportation department at 610-683-7361, ext. 5531 with your emergency request.

- Students are permitted to ride an alternative bus for emergency reasons only.

- **Only Kutztown Area School District students will be transported.**

Please remember that parents/guardians of students involved in an incident on the bus will be notified and disciplinary action will be taken. Students will be financially accountable for damage to the school buses or vans. Students should refer to their handbook and/or the district policy book for additional provisions.

**NOTICE OF USE OF AUDIO AND/OR RECORDING DEVICES ON SCHOOL BUSES AND/OR OTHER SCHOOL VEHICLES:** The safety of your children is of highest priority to the Kutztown Area School District. The purpose of this information is to provide you with the required notice that to the extent permitted by Pennsylvania law, audio and/or video recording devices may be used on all District operated school buses and/or other school vehicles to monitor the health, safety, and welfare of all students and staff. For additional information regarding the District’s use of audio and/or video recording devices and/or the maintenance, storage, and/or disclosure of the audio and/or video recordings, please see Board Policy #. 810.2.

**VISITORS**
Visitors will be limited. Persons needing to drop items off for a KES student or staff member will be directed to a table in the lobby. ALL people who enter KES must wear a face covering and apply hand sanitizer.

**VOLUNTEERS**
We are not accepting volunteers at this time.