

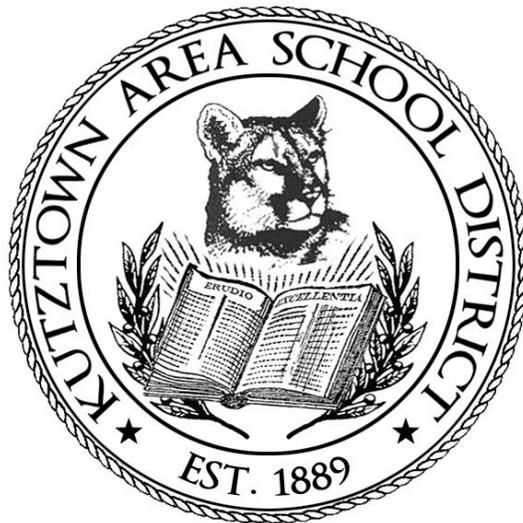
# Kutztown Area School District

## Greenwich-Lenhartsville Elementary School

### ABC Parent Handbook

### 2015-2016

*“The mission of the Kutztown Area School District is to inspire learners to grow as contributing members of the global community.”*



Greenwich-Lenhartsville Elementary School  
Mr. Erin J. Anderson, Principal  
610-756-6948  
Web: [www.kasd.org](http://www.kasd.org)

*~Maximize Potential, Embrace Change, Create the Future~*

**Parents:** *Please keep this book in a safe place. It contains important information you may need to reference throughout the school year.*

**Greenwich-Lenhartsville Elementary School Mission Statement:**

*Through the active involvement of our professional and caring staff, parents, and shared leadership, Greenwich-Lenhartsville Elementary offers all students a safe learning environment and a comprehensive educational program. We feel both parents and teachers have valuable talents, skills, and resources that can be used in a positive way to provide our students with a tremendous learning opportunity. In partnership with all stakeholders, we are dedicated to meeting the academic, social, and emotional needs of all our students.*

Dear Parent(s) / Guardian(s):

Welcome to the 2015-2016 school year! We are excited to see all our students on the first day of school at Greenwich-Lenhartsville Elementary School on Monday, August 24. Whether you are a newcomer to our school or an “old timer,” we hope you will find this school year to be a memorable and exciting one.

Along with many other elements, we believe that cooperation and respect are essential elements to experiencing success. With that in mind, we kindly ask that you read this handbook thoroughly and discuss its contents with your child. After you have read and discussed it, please sign and return the acknowledgement page at the end of this handbook. You may then keep this handbook as a handy referral throughout the school year.

We thank you in advance for taking an active role in your child’s education and hope you will continue to seek out more opportunities to be a part of your child’s educational experience. Please be sure to read your child’s classroom newsletters and check our school website and teacher websites often for upcoming events and information.

Another great way to be involved is to become an active member of our Parent Teacher Organization (PTO). Our PTO is a wonderful group that supports the learning and growth of our students in many ways. Information including meeting dates and times will be distributed to families at Back To School Night and is available throughout the year. We hope to see you in attendance at least one PTO meeting between September and June.

At Greenwich-Lenhartsville Elementary School, we believe that every child can and will learn. We hope you will join us in providing your child with those opportunities to learn and grow by being an active partner in their education. We are looking forward to working together with you and your child this school year!

Believe,

Mr. Erin J. Anderson  
Principal, Greenwich-Lenhartsville Elementary School

**GREENWICH-LENHARTSVILLE ELEMENTARY SCHOOL  
2015-2016 Staff**

<b>Mr. Anderson</b>	Principal
<b>Mrs. Barrell</b>	Secretary
<b>Mrs. Fly</b>	Office Aide
<b>Mrs. Parker</b>	Kindergarten
<b>Mrs. Dahlquist</b>	Kindergarten
<b>Mrs. Austin</b>	Grade 1
<b>Mrs. Wessner</b>	Grade 1
<b>Ms. Dewald</b>	Grade 2
<b>Mr. Sabetti</b>	Grade 2
<b>Mrs. Young</b>	Grade 3
<b>Ms. Scheidt</b>	Grade 3
<b>Mrs. Oswald</b>	Grade 4
<b>Mrs. Raifsnider</b>	Grade 4
<b>Mrs. Ashman</b>	Grade 5
<b>Mrs. Blatt</b>	Grade 5
<b>Mrs. Nattress</b>	Special Education/Read 180
<b>Mrs. Schoener</b>	Special Education
<b>Mrs. Oppmann</b>	Special Education
<b>Mrs. Steigerwalt</b>	School Counselor
<b>Mrs. Keglovits</b>	Reading Specialist
<b>Mrs. Heid</b>	Instructional Support
<b>Mrs. Sherrer</b>	Staff Nurse
<b>Mrs. Hill-Chaney</b>	Art
<b>Mr. Ebner</b>	Technology
<b>Mrs. Hartman</b>	Vocal Music
<b>Mrs. Caulfield</b>	Library
<b>Mrs. Ziegler</b>	Gifted Program
<b>Mrs. Mohler</b>	Instrumental Music
<b>Mr. Fretz</b>	Fitness
<b>Mr. DeWitt</b>	Speech/Language
<b>Mr. Ritzman</b>	Head Custodian
<b>Mr. Torres</b>	Custodian
<b>Mrs. Silberman</b>	Paraprofessional
<b>Mrs. DeLong</b>	Paraprofessional
<b>Mrs. Moyer-Bercaw</b>	Reading Aide
<b>Mrs. Berger</b>	Head Cook
<b>Ms. Fusselman</b>	Food Service
<b>Mr. Boger</b>	Custodian
<b>Mrs. McCoach</b>	Paraprofessional
<b>Mrs. Faust</b>	Paraprofessional
<b>Mrs. Sharp</b>	Library Aide
<b>Ms. Ruch</b>	RTII Aide
<b>Mrs. Wessner</b>	Food Service
<b>Mrs. Schmeck</b>	Elementary Nurse

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## ABC'S OF POSITIVE PARENTING

**A**ccept the individuality of your child.

**B**elieve in your child.

**C**ompliment the smallest efforts of your child.

**D**iscipline your child calmly and without anger.

**E**njoy simple things with your child.

**F**orgive your child.

**G**reet your child with a smile.

**H**ug your child.

**I**mitate the simple faith and optimism of your child.

**J**oke with your child.

**K**now what matters most to your child.

**L**ove your child with daily expressions of affection.

**M**odel appropriate behaviors for your child.

**N**urture the creativity in your child.

**O**bserve classroom progress through your child's schoolwork.

**P**ause and have fun with your child.

**Q**uestion the amount of time you spend with your child.

**R**ead frequently.

**S**tudy and grow with your child.

**T**alk in a gentle tone to your child.

**U**nderstand and nurture the traits you wish for your child.

**V**alue the time you share alone with your child.

**W**ork toward appreciating small successes with your child.

**XXX** – Give your child lots of hugs and kisses.

**Y**ield to building happy memories with your child.

**Z**ero in on your strengths as parent-celebrating the positive differences you are making for a better tomorrow.

Dr. Anthony P. Witham  
President  
American Family Institute

## **10 reasons for reading to your children...**

- 1. Because when you hold them and give them this attention, they know you love them.*
- 2. Because reading to them will encourage **them** to become readers.*
- 3. Because children's books today are so good that they are fun even for adults.*
- 4. Because illustrations in children's books often rank with the best, giving children a lifelong feeling for good art.*
- 5. Because books are one way of passing on your values.*
- 6. Because books will enable your child's imagination to soar.*
- 7. Because, until they learn to read themselves, they will think you are magic.*
- 8. Because, for that short space of time, they will stay clean and quiet.*
- 9. Because, if you do, they may then let you read in peace.*
- 10. Because every teacher and librarian they ever encounter will thank you.*

## ARRIVAL

### Early Arrivals

Greenwich Elementary students may enter the building at the main entrance. Children will be supervised in the gym and cafeteria between 8:15 and 8:45 a.m. At 8:45 a.m., they will be dismissed to their classrooms. Students should not arrive at school earlier than 8:15 a.m. We realize that there may be an emergency situation during the year when it becomes necessary to drop your child off before 8:15 a.m. If that should happen, please call the office to make special arrangements.

### Late Arrivals

Students arriving after 9:00 a.m. should enter through the front door and report to the main office. Students arriving after 9:00 a.m. will be marked tardy. Students arriving after 10:30 a.m. will be marked as a half-day absence.

### Arrival Time

Students arriving by car should arrive no later than 8:45 a.m. This will allow ample time to unpack and prepare for the day. **Students who arrive after dismissal to the classrooms (8:45 am) are less likely to be prepared for the start of the school day.**

## ASSEMBLY PROGRAMS

The Greenwich Elementary School Parent Teacher Organization graciously provides funding for assembly programs throughout the school year.

## ATTENDANCE

Policy #204 – Attendance:

### SEE APPENDIX A (ATTENDANCE) IN BACK OF THIS BOOK

Students are expected to attend school in accordance with the laws of this State. The following conditions constitute acceptable reasons for absence from school: illness, quarantine, recovery from an accident, required court attendance, death in family, family educational trips, and educational tours and trips.

A child who has been absent will be given an excuse blank upon their return to school. Our office will also accept a written excuse signed by a parent (up to 10 per school year) or a physician's excuse. If no excuse is returned within three (3) school days following the absence, it will be considered illegal/unexcused and recorded accordingly.

*After 3 or more consecutive days of absence (excluding approved educational trips) at any time or after 5 total absences in one marking period (excluding approved educational trips), a child's classroom teacher will contact the parent via a phone call or email to check in. The teacher will speak with the parent regarding any missed assignments, classwork, and/or homework and generate a plan for*

*how/when the work will be completed.*

*After 10 cumulative days of absence, **including approved educational trips**, the school principal will contact the parent via a phone call or email to schedule a conference with the parent, classroom teacher, principal and school counselor. The conference will be held to determine the need for any additional supports the child or family may need to improve attendance.*

*After 15 cumulative days of absence, **including approved educational trips**, the parent will be contacted by either the school principal or school counselor to generate a formal Truancy Elimination Plan to improve attendance. The parent will be required to attend a Truancy Elimination meeting with the classroom teacher, school counselor, and principal.*

After three illegal/unexcused absences, the school district reserves the right to refer the matter to the District Justice for prosecution in accordance with the provisions of the PA School Code. Letters will be sent when a student has excessive tardiness, or when a student has 10 cumulative days of absence and 15 cumulative days of absence.

**When a physician sees students during the school day, parents are urged to request a medical excuse. Absences accompanied by a doctor's excuse are not considered to be cumulative. A student is permitted no more than 10 cumulative days of absence documented by parental excuse each school year. (Absences documented by doctor's excuse can exceed this limit.)**

**The school day officially begins at 9:00 a.m.** Students who arrive prior to 10:30 a.m. will be marked tardy, and a tardy slip will be issued. After 10:30 a.m., the student will be charged with a half-day absence. A student who leaves prior to 2:00 p.m. will be charged with a half-day absence.

**Medical/Dental appointments** – If you wish to have your child excused from school for a medical/dental appointment, please notify the teacher at the beginning of the school day or call the school office. Please come to the office to pick up your child and again upon returning her/him to school. All students are signed in and out on the register in the office. The office staff will call the classroom to ask the teacher to release your child. ***In most cases, Dr. appointments scheduled during school hours will not require a student to miss an entire day of school. Depending on the time or location of the appointment, the child is expected to be at school either immediately before or immediately after the appointment.*** We appreciate your efforts to schedule medical/dental appointments at times other than school hours.

**The following guidelines have been developed based on the recommendations of the Pennsylvania Department of Education and in compliance with District Policy #204.**

**Excessive Absences:**

When a student reaches the threshold of cumulative absences in a school year (10 days documented by parental excuse *or educational trip*), a letter will be sent to the parents informing them that any absences thereafter must be substantiated by a doctor's note, or the absence will be deemed unlawful/unexcused. In turn, if excessive unlawful absences have accrued, truancy proceedings may be instituted.

*Procedures:* When a student's absences reach or exceed 10 cumulative days, the Building Administration will issue a ten-day letter to the parents.

*In calculating the number of cumulative days, those absences verified by a doctor's note will **NOT** count toward the ten days.*

**Unlawful Absences:**

All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. **Parents should be informed that if they fail to provide a written excuse within three days of the absence, the absence would be permanently counted as unlawful.**

Parents/Guardians must submit the written explanation within three days of the student's return to school. Each building administrator will determine the validity of submitted excuses.

***First Unlawful Absence:***

First letter mailed home to the parent/guardian notifying them of the unlawful absence.

***Second Unlawful Absence;***

Second letter mailed home to the parent/guardian notifying them of the unlawful absence.

***Third Unlawful Absence:***

Third letter mailed home to the parent/guardian notifying them of the unlawful absence and requesting a school-family conference to develop a Truancy Elimination Plan.

***Fourth and Subsequent Unlawful Absences:***

**School will notify the family that the truancy elimination plan has been violated and issue truancy citation(s).**

**Truancy Elimination Plan:**

Issues to be reviewed at the school-family conference include the appropriateness of the child's educational environment, current academic difficulties, physical or behavioral health issues, and family/environment concerns. At the end of the

conference all parties should sign a comprehensive TEP that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

### **BIRTHDAYS**

Student birthdays are announced over the intercom during Morning Announcements. Students may bring a small, healthy treat to school to be enjoyed by their classmates. *Please limit the treats to finger food and inform the teacher in advance that your child is bringing a treat on that day.* Please remember that if you decide to bring something in, it should be just a “treat,” not a birthday “party.”

Birthday parties are a wonderful part of childhood. Unfortunately, when invitations are sent to school but intended for only a limited number of students, hurt feelings result. Invitations will be distributed in school when **all girls, all boys or the entire class** are included. **The school is not permitted to give out student addresses and/or phone numbers.**

### **BIRTHDAY BOOKS**

Students are invited to purchase a book in honor of their birthday, which will become part of the library collection. You are welcome to call the school librarian for details.

### **BULLYING**

The Kutztown Area School District has worked to implement a bully prevention program to address bullying and other violent behavior among school children. Bullying occurs when one child or a group of children *repeatedly* hurt another child through words or actions. Bullying may involve physical aggression such as fighting, shoving, kicking; verbal aggression such as name-calling; or more subtle acts such as socially isolating a child. **Bullying will not be tolerated within our school family.**

#### **Warning signs of being bullied- A child:**

comes home from school with torn or dirty clothing, damaged books  
has cuts, bruises, scratches  
has few, if any, friends to play with  
seems afraid to go to school, complains of headaches, stomach pains  
doesn't sleep well, has bad dreams  
loses interest in school work  
seems sad, depressed or moody  
is anxious, has poor self-esteem  
is quiet, sensitive, passive

If your child shows several of these warning signs, it is possible that he or she is being bullied. You may want to talk with your child to find out what is troubling him or her

and schedule a conference with your child's teacher to discuss your concerns.

**Warning signs of bullying others- A child:**

teases, threatens, kicks other children

is hot-tempered, impulsive, has a hard time following rules

is aggressive toward adults

is tough, shows no sympathy toward children who are bullied

has been involved in other anti-social activities such as vandalism or stealing

talks about being in a special "club" or group

If your child shows several of these warning signs, it's possible that he or she is bullying one or more children. You may want to spend some extra time talking with your child about his or her behavior and schedule a conference with your child's teacher to talk about these issues.

**BUS RULES**

SEE TRANSPORTATION INFORMATION

**CALENDAR**

A calendar of school events can be found at our web page at [www.kasd.org](http://www.kasd.org).

**CHORUS**

Chorus is an extra-curricular activity that meets one time during a five-day cycle from 3:00-3:25 p.m. Fourth and fifth grade students may choose to participate in this activity.

All fourth and fifth grade parents will receive chorus information from the music department.

**COMMUNICABLE DISEASES**

Mild illnesses are common during the school year; however, there are a few illnesses that the Pennsylvania Department of Health mandates exclusion from participation in school. Below is a list of the diseases and the guidelines the district will be using for exclusion from school. Please refer to this as your guide in sending your child back to school after an illness. If you are unsure about sending your child to school with these guidelines, please contact the school nurse.

Streptococcal Pharyngitis (strep throat): Students should be excluded from school until their temperature is below 100 degrees Fahrenheit and at least 24 hours after the institution of appropriate antibiotics.

Acute Gastroenteritis (fever with vomiting and/or diarrhea): Students vomiting 2 or more times in the previous 24 hours and/or having a temperature above 100 degrees Fahrenheit should be excluded from school.

Conjunctivitis (pink eye): Students should be excluded from school until 24 hours after the institution of antibiotics or at the discretion of the school nurse or family physician.

Scabies: Students will be excluded from school until 24 hours after treatment is completed or at the discretion of the family physician.

Ringworm: Students should be excluded from school until 24 hours after the initial treatment.

Impetigo: Students will be excluded until 24 hours after institution of therapy and their temperature is below 100 degrees fahrenheit.

Varicella (chicken pox): Students will be excluded from school until the sixth day after the last appearance of lesions.

### **CONFERENCES**

Parent/teacher conferences are scheduled formally twice a year to update parents on their child's educational progress. Additional conferences may be scheduled by e-mailing the teacher, sending a note to the teacher or by calling the school office and having a message put into the teachers mailbox to return your call.

### **CONCUSSION MANAGEMENT**

SEE APPENDIX B (Concussion Management policy # 123.1) IN BACK OF THIS BOOK

### **CONNECT ED PROGRAM**

This is a school-to-parent communication system that allows the district to send messages by the telephone, email, or text alert. It can be used for messages relating to weather emergencies, early dismissals and any other important announcements. Your participation is optional. If you would like to participate, you may call the school to receive a Connect Ed form.

### **COUGH DROPS**

See MEDICATION.

### **CUSTODY INFORMATION**

Information is requested when an enrolled student does not reside with both natural parents due to separation or divorce. *The parent with whom the child resides will be considered the custodial parent*; however, the non-custodial parent has access to the child and the child's records in the absence of a court order forbidding it. It is the responsibility of the custodial parent to provide the school with any limiting court order. **Parents are reminded to update this information as it changes.**

### **DISCIPLINE/CODE OF CONDUCT**

It is an expectation that all students will conduct themselves in a courteous, responsible manner.

### **At Greenwich Elementary, We:**

- Are a Team
- Try our Best
- Learn From our Mistakes
- Celebrate Each Other's Success
- Create
- Respect Each Other

### **Greenwich Cougars "paws" to say:**

#### **I will be a good school citizen.**

- I show respect in words and actions.
- I treat others in a way I want to be treated.
- I work out differences in a peaceful manner.
- I take care of school property and the property of others.
- I demonstrate honesty in words and actions.

#### **I will be a quality worker.**

- I come to school prepared to learn.
- I actively participate in the learning process.
- I complete all assignments.
- I work to the best of my ability.

#### **I will practice self-control.**

- I make responsible decisions.
- I keep hands and feet to myself.
- I keep safety in mind at all times.
- I practice good listening skills

#### **Discipline Framework:**

In the event the teacher's classroom management plan is exhausted, a student will be referred to the building principal. The person referring the student will complete a discipline referral. Together, the principal and child will discuss the infraction. The appropriate warning or consequence will be assigned. These referrals have three levels. In accordance with KASD policy guidelines, there are instances where situations will be referred to the principal immediately and dealt with as a level three offense. In an effort to clearly articulate expectations, the teaching staff has developed the following discipline plan. Please read it carefully and discuss it with your child.

<u>Level I Offenses</u>	<u>Level II Offenses</u>	<u>Level III Offenses</u>
<ul style="list-style-type: none"> <li>• Disrupting the learning environment</li> <li>• Non-Compliance</li> <li>• Disrespectful behavior</li> <li>• Disrespect towards property</li> <li>• Technology violation</li> <li>• Bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Continued/Repeated disruption of the learning environment</li> <li>• Continued/Repeated non-compliance</li> <li>• Continued/Repeated disrespectful behavior</li> <li>• Continued/Repeated disrespect toward property</li> <li>• Continued/Repeated technology violations</li> <li>• Bus Misconduct</li> <li>• Theft</li> <li>• Physical aggression towards students</li> <li>• Property destruction</li> <li>• Repeated Bullying</li> <li>• Leaving the classroom without permission</li> </ul>	<ul style="list-style-type: none"> <li>• Physical aggression toward an adult(s)</li> <li>• Physical aggression toward another student causing injury</li> <li>• Fighting</li> <li>• Profanity/Abusive language toward adult(s)</li> <li>• Possession of any firearm(s)/ weapons (or look-alike) or drugs</li> <li>• Extreme disruption</li> <li>• Leaving school property without permission</li> <li>• Sexual Harassment</li> </ul>
<u>Level I Consequences addressed by teacher at the classroom level with classroom consequences</u>	<u>Level II Consequences consequences assigned by administrator</u>	<u>Level III Consequences consequences assigned by administrator</u>
<ul style="list-style-type: none"> <li>• Reflection</li> <li>• Time out</li> <li>• Apology</li> <li>• Parent contact</li> <li>• Think-it-Through sheet</li> <li>• Loss of privilege</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with student</li> <li>• Parent contact</li> <li>• Office time-out</li> <li>• Loss of privilege(s)</li> <li>• Apology</li> <li>• Behavior contract</li> <li>• Community service</li> <li>• Restitution</li> <li>• In-school suspension</li> <li>• Out of school suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with student</li> <li>• Parent contact</li> <li>• Office time-out</li> <li>• Loss of privilege(s)</li> <li>• Apology</li> <li>• Behavior contract</li> <li>• Community service</li> <li>• Restitution</li> <li>• In-school suspension</li> <li>• Out of school suspension</li> <li>• Referral to outside agency</li> <li>• Expulsion</li> </ul>

***The above lists are not exhaustive. In all cases, administration reserves the right to assign consequence based upon circumstances unique to each infraction.***

## **DISMISSAL**

Students being picked up by a parent are dismissed at 3:25 PM. Students who ride a bus will be dismissed at 3:30 PM. Planned early dismissals will be at 11:40 AM for students being picked up by a parent. Students who ride the bus will be dismissed beginning at 11:45 AM. 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/emergency contact form. 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 our transportation department at 610-683-7361 ext. 102 for more information.**

### **EMERGENCY EARLY DISMISSAL**

When dismissing students, teachers will refer to the emergency dismissal forms completed by parents at the beginning of the year. Students should also know what to do in an emergency dismissal situation. **PLEASE make sure that you have established an emergency dismissal plan with your child.**

During early dismissals due to weather or other emergencies, the dismissal time may vary. It is advised that you plan ahead for early dismissals. Your child should know what he/she is to do in an early dismissal situation. You may check the district website, wfmz.com, check the local news station on TV, or listen to your radio for updated information. Radio stations that announce early dismissals are: WAEB-AM (790), WAEB-FM (104.1), WKAP/WZZO-FM (95.1), WEEU-AM (850), WFMZ (100.7), Y102 (102.5), and WRAW-AM (1340).

### **ELEMENTARY STUDENT ASSISTANCE TEAM (ESAP)**

The goal of the ESAP Team is to assist students who are experiencing academic, behavioral, or other challenges in order that they have success in the regular classroom. The team is made up of the principal, the child's classroom teacher, the support teacher, the reading specialist, the guidance counselor, two regular education teachers, a special education specialist, a community agency liaison person, and other educational staff as needed. Parents are encouraged to participate as members of the team. The ESAP process is a positive, success-oriented program.

### **EMERGENCY DRILLS**

Fire drills are held monthly during the school year. Fire safety procedures are reviewed regularly with the students. Emergency lock-down, evacuation, and severe weather drills are scheduled routinely throughout the school year. Parents may be notified prior to the first emergency lock-down drill with the hope that a conversation about the importance of the drill may be conducted at home.

### **EMERGENCY INFORMATION FORMS**

A pupil emergency form will be distributed within the first few days of school. **Parents/guardians are urged to complete the form and return it to school immediately.** These forms will be on file in the office and the health room. They will be used in case of an emergency to contact the parent or emergency designee at home or at work. Please be sure that the emergency designee has accepted the responsibility. Parent contact numbers should be updated throughout the year as the need arises.

### **EMERGENCY STAFF LEADER**

The emergency staff leader helps to handle emergencies when the principal is not present in the school building. The emergency staff leader works with the principal

and staff to maintain order and a consistent routine during the principal's absence. Mrs. Blatt serves as the emergency staff leader in Mr. Anderson's absence.

### **EXCUSE BLANKS**

When a child is absent, an excuse blank or a note must be completed and signed by a parent or legal guardian. If using an excuse blank they may be obtained from your child's classroom teacher and the main office. The completed excuse blank must be returned to school within **3 days**.

### **FOOTWEAR**

Students are encouraged to wear sneakers or other sturdy footwear to school. Open sandals, flip-flops, and dress shoes are discouraged. The heels on shoes should not exceed two (2) inches. Sneaker/roller skate combination shoes are not permitted in school.

### **FREE AND REDUCED-PRICE LUNCHES**

In an effort to assist families, the Kutztown Area School District uses the Federal Income Eligibility Guidelines for free or reduced-price meals for qualified students. Forms are sent home at the beginning of the school year with each child. During the school year, these guidelines and applications are available in each school office. All information on lunch applications is strictly confidential. Feel free to contact the Food Service Director at 610-683-7346 ext. 120 if you have any questions.

### **GUIDANCE**

School Counselor services are available to all students. Developmental lessons are done in the classrooms in addition to individual and small group counseling. You may contact our school counselor by calling the school between 8:15 A.M. and 3:45 P.M.

### **GUM**

Students are not permitted to chew gum on school property.

### **HEALTH PROGRAM**

Medical examinations are required on admission to school. Dental examinations are required on admission to school and in the third grade.

Height, weight, and vision are checked annually. Hearing screenings are performed annually in kindergarten through third grade and as needed in grades four and five. The school is equipped to handle only emergency care for illness or injury. The parent will be notified about any necessary follow-up care. Emergency care given at school is temporary and in accordance with the standing orders of the school physician. Please contact the school nurse if your child has special needs.

## HEAD LICE

If a parent finds that their child has head lice, they should treat it with either an over the counter head lice treatment or treat with a prescription head lice product prescribed by their medical provider. All nits (eggs) should be manually removed. Please check all members of the household and treat as needed. The home should be treated as well. Students may return to school once the treatment is completed. Parents should monitor and check their child's head over the next 2 weeks for a re-infestation from nits. To prevent the spread of head lice, students should not play with other's hair or share combs, hair accessories, or hats.

If a child has symptoms of head lice in school, usually itching scalp or suspected insect observed, the teacher will send them to the school nurse for an assessment. If the nurse finds nits or louse, the parent will be contacted and the child will need to be treated. For more information on treating your family and home see [www.health.pa.gov/MyHealth/SchoolHealth/Pages/QuickLinks/Environmental/Pests.aspx#.VqE-pFLiXkI](http://www.health.pa.gov/MyHealth/SchoolHealth/Pages/QuickLinks/Environmental/Pests.aspx#.VqE-pFLiXkI)

## HOMEWORK

Homework is an important part of a child's educational program. Its purpose is to provide practice and reinforcement of important skills being taught in the classroom. Students are responsible for completing daily homework assignments. If your child forgets any work at school, and you wish to come back to pick up a forgotten book, **remember that the office (school) closes at 4:00 p.m.** Sample textbook copies are on loan at the Kutztown Public Library for students to use; however, they may not be removed from the premises.

If your child is absent and able to complete assignments, the parent may call the office in the morning (**before 9:00 a.m.**) to arrange for missed work. **Homework may be picked up in the office at the end of the school day between 3-4 p.m.** This will allow the teacher ample time to gather the assignments. If siblings are picking up homework, they should notify the teacher in the morning. They may report back at the end of the day to pick up the assignments.

## INJURIES

All students sustaining a serious injury at school or at home will not be permitted to participate in physical education or recess activities until cleared in writing by the child's physician. This is for the safety of all students.

## INSTRUMENTAL MUSIC

The elementary music program involves students in fourth and fifth grade. Students may choose to play a band instrument in fourth grade. Lessons are provided in school on a rotating pullout schedule for twenty minutes per week. The type of instrument, scheduling, and student ability determine how students are grouped for lessons. Lessons are continued on a semi-private basis in fifth grade.

An elementary band, which is made up of fifth grade students, meets weekly and performs in the Winter and Spring Concerts. Beginning in March, fourth grade

students will have group rehearsals in preparation for the Spring Concert.

### **INTEGRATED PEST MANAGEMENT (IPM)**

In an effort to protect every student from pesticide exposure, the Pennsylvania State legislature has mandated a new program for chemical usage and pesticide management within school districts. Otherwise known as IPM, parent information letters are posted on the district web page.

### **JUNK FOOD**

Parents who pack their child's lunch are encouraged to send healthy foods, such as fruits, vegetables and sandwiches. Milk is available for students who pack lunch. Please note that the board policy prohibits students from drinking soda as their lunchtime beverage.

### **LOST AND FOUND**

A "lost and found" box is located in the cafeteria. Please encourage your child to look for misplaced items. Parents are also encouraged to check the "box" for lost clothing items.

### **LUNCH MONEY**

The price of the standard school lunch for students is \$2.40. A la carte items are available at an additional cost. Each student is given a personal lunch account to buy food in the cafeteria, using the point of sale (POS) system. In addition to paying for meals separately, parents have the option to deposit money into their account from which the student may draw from 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.

### **LUNCH VISITATION**

Parents are welcome to eat lunch with their children in the cafeteria. We ask that parents avoid bringing fast food and soda. Please note that board policy prohibits soda as a lunchtime beverage. A note should be sent with the lunch choice (A, B, or C) to be ordered for that parent. Adult lunches cost \$4.00. While we welcome parents in the lunchroom, **accompanying children to recess cannot be permitted.**

### **MEDICATION**

Only medication prescribed by a student's doctor may be administered at school. The medicine should be brought to the Health room with the completed form. Medication forms are distributed at the beginning of the school year. Please contact the school nurse if your child needs daily medication or treatment.

Cough drops may be sent to school with the student when accompanied by a note from the parent. Please keep in mind that cough drops do pose a potential for choking, especially with younger students.

### **MOODLE**

*Moodle* is a web-based tool that many teachers use to provide parents and students with important information and learning activities related to students' experiences in the classroom. Please contact your child's teacher to learn more about how to access your child's classroom *Moodle* page.

### **NON-DISCRIMINATION POLICY**

The Kutztown Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, religion or handicap in its activities, programs or employment practices as required as required by Title VI, Title IX and Section 504. For information regarding 1) civil rights, 2) grievance procedures or 3) services, activities, and facilities that are accessible to and usable by handicapped persons, contact the district compliance officer, 251 Long Lane, Kutztown, PA 19530-9722 (610) 683-7361, extension 101.

### **OFFICE- Office hours are 8:00 a.m. - 4:00 p.m.**

The main office is located at the main entrance of the building. Parents and other school visitors are asked to report directly to the office to sign in each time they enter and exit the building. Visitors are required to **bring photo ID and wear a visitor badge during their stay.**

### **PTO**

The Greenwich PTO is committed to the support of our school community. Through various fundraiser and family activities, this organization actively involves parents in the school. Parents are encouraged to participate at the monthly meetings. Please check your school calendar for dates, times, and locations

### **PERSONAL APPEARANCE**

While school accommodates a wide variety of individual tastes, appropriate dress, which helps promote a positive school atmosphere, is encouraged. Students, with the assistance and guidance from their parents, have the responsibility to keep themselves, hair, and clothes neat and clean. Students will not be permitted to attend class where there is evidence that a lack of cleanliness constitutes a health hazard.

#### **Guidelines for School Dress:**

Short shorts, halter tops, muscle shirts, cut-off tee shirts with inappropriate messages and any other revealing articles of clothing will not be permitted. The following types of messages, symbols and types of clothing will be excluded from what is considered acceptable:

Articles displaying indecent messages, pictures, slogans or advertisements.  
Articles promoting drugs, tobacco, alcohol or other dangerous chemical products.  
Articles displaying violence.  
Articles which could be dangerous to students or property.  
Articles displaying symbols of death.

If any of these are worn to school, parents will be notified and asked to bring a suitable change of clothes to school. The use of make-up and perfume is discouraged at the elementary level.

In addition, common courtesy dictates that students will remove all hats upon entering the building and those hats will remain off until they have left the building. Exceptions will be made for special theme days such as ‘Hat Day’.

We would like to remind you that children need proper footwear to get the most out of scheduled gym activities and recess periods. It is impossible for them to play and compete safely in sandals, clogs, leather-soled dress shoes, and heels. We strongly urge you to be firm with your child (children) regarding this policy for their own safety.

Unless weather is unusually severe, children will be outside for recess. Therefore, it is your responsibility to dress them appropriately. This includes hats, gloves/mittens, boots, etc.

Thank you for helping us develop and maintain a positive school climate.

### **PHOTOGRAPHS**

At various times throughout the school year, your child’s picture and/or video image may be taken for educational or publicity purposes. **If you do not want your child to participate in any picture/video activities please check the appropriate box on the “student information sheet” which is sent home on the first day of school. If no box is checked, we will assume you are providing permission for your child to participate.**

### **PLAYGROUND**

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.

### **POLICIES**

The Kutztown Area School Board, in an effort to better inform those involved and to help the district function effectively, creates and updates policies that express the district position on issues, create rules, and express expectations for district employees and students.

These policies are available at the district office and in each building and on the

school website at kasd.org. They cover hundreds of topics, including weapons and sexual harassment from which the following excerpts have been taken. The district policy manual is available for review in the elementary school office.

**Sexual Harassment** - Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of sexual nature when made by a member of the staff to a student, when made by a student to another student, or when made by any student to a staff member. Incidents of subjected harassment should be reported to the school guidance counselor and/or building principal.

**Weapons and Dangerous Instruments** - The term weapon shall include, but not be limited to any knife, cutting instrument, cutting tool, nun chucks, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily harm. The term facsimile weapon shall include all instruments or implements resembling or intended to resemble a weapon. A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or facsimile weapon on school premises, at any school sponsored activities, or on any public or private conveyance providing transportation to a school or school sponsored activity...

#### **PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS**

Pennsylvania Standards and Regulations require that school districts notify parents throughout the district of child identification activities. This information is provided on the school district's web page or hard copies may be picked up in each school through the school counselor.

For more information; contact Mr. Matt Link, Assistant Superintendent (610-683-3261).

#### **QUESTIONS AND CONCERNS**

**Your child's teacher should be your first contact when you have questions or concerns.** Teacher contact information is available through the district website at the kasd.org home page by clicking on 'staff directory'. If you and the teacher are not able to resolve the issue, the building principal should then be contacted. Children's educational interests are best served when the lines of communication between home and school are open and positive.

#### **REPORT CARDS AND CONFERENCES**

Report cards are issued four times a year in grades one through five. They are given to parents at the first quarter conference, and sent home with students following the second, third and fourth quarters. Parents are asked to sign the report card envelope each quarter. Non-custodial parents may receive a copy of their child's report card by sending a written request along with four self-addressed envelopes to the school counselor each year. Report cards are issued to kindergarten students following the second and fourth quarters only.

In all grade levels, additional conferences may be scheduled throughout the school year by contacting your child's teacher.

### **RETENTION IN GRADE**

Retention shall be considered for any child in grades one through three if not meeting grade-level standards in reading and/or math. Retention shall be considered for any child in grades four and five if not meeting grade level standards in any two of the following subjects: reading, language arts, math, social studies, science or spelling. Children will be retained in Kindergarten only with parental permission.

### **ROLLERBLADES/SKATEBOARDS/SCOOTERS**

None are permitted in the school building or on the school grounds for obvious safety reasons. This includes sneaker/roller skate combination shoes.

### **SAFE ARRIVAL PROGRAM**

For added safety for our students, we use the "Safe Arrival" call program. As always, you are welcome to call us before 9:00 a.m. when your child is absent. After attendance is taken, and if you have not notified school of your child's absence, the school will begin the "Safe Arrival" calls. A form will be sent home giving you the option of participation.

### **SAFETY PATROL**

Safety Patrol members work to ensure the safety of students to and from school. All fifth grade students are eligible to participate as a safety patrol. However, a student may be removed from this "privileged position" due to poor academic standing, excessive student absences/tardiness, unwanted discipline report record, poor homework completion, or lack of good school citizenship behaviors.

### **FIVE-DAY SCHEDULE**

*The elementary schools follow a FIVE-DAY NUMBER (1-5) SCHEDULE. This is a DIFFERENT schedule than both the middle and high schools.*

***Following is an example of how the schedule will work:***

<i>Monday, August 24</i>	<i>-Day 1</i>	<i>Monday, August 31</i>	<i>-Day 1 *(cycle repeats)</i>
<i>Tuesday, August 25</i>	<i>-Day 2</i>	<i>Tuesday, September 1</i>	<i>-Day 2</i>
<i>Wednesday, August 26</i>	<i>-Day 3</i>	<i>Wednesday, September 2</i>	<i>-Day 3</i>
<i>Thursday, August 27</i>	<i>-Day 4</i>	<i>Thursday, September 3</i>	<i>-Day 4</i>
<i>Friday, August 28</i>	<i>-Day 5</i>	<i>Friday, September 4</i>	<i>-NO SCHOOL</i>

Your child's classroom teacher will inform you as to specialist number days (ex. art, music, fitness, computer and library).

## **STANDARDIZED TESTING**

Testing schedules will be posted on the district web page and information will be sent home with each student prior to the administration of any standardized assessment. Please note that per KASD School Board Policy, **student vacation requests during PSSA or district-wide standardized testing will not be approved.**

## **STUDENT DAY**

*Students may report to their respective classrooms at 8:45 a.m.* This will allow ample time to unpack and prepare of the day. The school day begins promptly at 9:00 a.m. and ends at 3:30 p.m.

## **STUDENT RESPONSIBILITIES (Pennsylvania School Code)**

Students have a responsibility to attend school regularly.

It is the responsibility of students to be aware of all rules and regulations for student behavior and conduct themselves in accord with them.

Students have a responsibility to express their ideas and opinions in a respectful manner so as not to offend or slander others.

Students have a responsibility to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

Students have a responsibility to dress and groom themselves so as to meet fair standards of safety and health and so as not to cause substantial disruption to the educational process.

Until a rule is waived, altered, or repealed, students are responsible for assuming the rule is in full effect.

Students are responsible for assisting the school staff in operating a safe school for all students enrolled in the school

It is the responsibility of students to be aware of and comply with state and local laws. Using public facilities and equipment with proper care is the student responsibility.

Submitting a proper excuse for absence from school is a student responsibility.

Students are responsible for being on time to all classes and other school functions.

Making all necessary arrangements for making up work when absent from school is a student responsibility.

It is a student responsibility to pursue and attempt to satisfactorily complete the courses of study prescribed by state and local authorities.

Students are responsible for avoiding inaccuracies in student newspapers or publications and indecent or obscene language.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, administrators, and all others who are involved in the educational process.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Information regarding this policy can be found on the district web page at [www.kasd.org](http://www.kasd.org).

## **TELEPHONE USE**

In an emergency, students are permitted to use the telephone in the classroom and the main office with teacher permission. *Students are permitted cell phones at school; however they are to be kept in their pack backs and **turned off**. As a general rule, student cell phone use is not permitted during the day.*

## **TOYS**

Toys are permitted in school **only** at the request of the classroom teacher for such activities as show-and-tell or indoor recess. Students should not bring toys, trading cards, and electronic devices to school. Frisbees etc. may be used in restricted areas established by the teachers on playground duty. This also applies to throwing softballs and footballs when students are restricted to the macadam playground due to field conditions. If a child brings a toy to school for use at daycare before or after the school day, the toy should remain in the backpack.

## **TRANSPORTATION INFORMATION**

**Please remember to send a note with your child if he/she needs to go home a different way. Remember if you call in the afternoon with a change, it disrupts the class when we need to call into the room with your message.**

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.

### **School Bus Rules**

- The bus driver may assign seats.
- 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 15<sup>th</sup>. 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. 102 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 of students involved in an incident on the bus will be notified and disciplinary action will be taken. ***Parents/Guardians 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.

### **UNBIRTHDAYS**

Students who celebrate their birthdays when school is not in session will be mentioned on the daily morning announcements.

### **VACATIONS**

See Appendix A- Policy #204 – Attendance:

**Please not: A written request for a student to be excused due to an educational/vacation trip must be submitted to the building principal no less than ten (10) school days prior to the trip. Forms can be picked up in the school office or printed off the district website.**

**The following will be taken into consideration by the principal in granting permission for the trip:**

The student's academic standing.

The student's attendance record.

The effect the absence will have on the student's educational welfare.

Exceptionality of the request.

Students are responsible for contacting teachers and making up missed work.

Students may be excused from school for family vacations, without approval by the school board, for up to five (5) days. The office should be notified, in writing, ten (10) days prior to the trip. Missed assignments may be made up upon the child's return to school; however, it should not be expected that assignments will be provided prior to the trip.

**Student vacations will not be approved during PSSA testing periods. Please check the school district's calendar for specific dates.**

### **VISITORS**

The main office is located at the main entrance of the building. Parents and other school visitors are asked to report directly to the office to sign in each time they enter and exit the building. Visitors are asked to **bring photo ID and wear a visitor badge during their stay.**

### **VOLUNTEERS**

Volunteers are always a welcome addition to our school community. *If you wish to volunteer in your child's classroom, you must contact your child's teacher. Please note that younger non-school age siblings (under age 5) are not permitted to be in classrooms with volunteers during the instructional school day.* Interested parties must complete necessary paperwork. Please contact our office staff if you need assistance.

### **WEATHER**

In the event of inclement weather, parents need to ask a responsible adult to listen to the radio or TV for late starts and school cancellations. The district also uses the Connect Ed system. This system calls the home with the information of delays, early dismissals, or closing. You have the option to participate in the program or not.

### **WEBSITE**

The Kutztown Area School District Website is available at [www.kasd.org](http://www.kasd.org). It contains important information on a variety of topics.

### **WORDS OF WISDOM**

Each morning on the announcements, students hear a positive message about making good choices and being a good person. These "Words of Wisdom" are part of our anti-bullying initiative designed to improve student and staff empathy and awareness of their daily choices.

### **XYZ**

If you have "eXtra" items to be considered for next "Year's" handbook, feel free to "Zip" them off to the office.

## **Kutztown Area School District Health Services Authorization for Medication During School Hours**

If your child must receive medication during school hours and if you are unable to come to school to administer the medication, a day's supply of prescribed medication can be sent to school under the following conditions:

The day's supply of medication must be plainly marked with the child's name, name of medication, and the dosage. The school will hold the medication in the health room or office. It will be the child's responsibility to go to the office/health room at the correct time for administration of the medication.

The prescribing physician must complete the following:

1- Child's full name:

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2- Diagnosis:

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3- Medication prescribed and term:

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4- Prescribed dosage and time schedule:

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5- Any other medications the child is currently taking:

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6- Side effects or limitations on activity:

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I certify that it is imperative that the medication prescribed above be taken during the school hours.

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Physician's Signature

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Date

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We request that the school personnel administer this prescribed medication to

\_\_\_\_\_ according to the attached directions from  
(student's name)  
our attending physician. As a parent/guardian of this child, we hereby release the Kutztown Area School District and all of its employees from any and all liability for damages my child may suffer as a result of this request.

---

Signature of Parent/Guardian

---

Date

**NOTICE TO PARENTS OF CHILDREN WHO RESIDE IN  
KUTZTOWN AREA SCHOOL DISTRICT  
PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS**

In compliance with state and federal law, notice is hereby given by the Kutztown School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If the District identifies your child as possibly needing such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- |  |                                    |
|--|------------------------------------|
| 1. Autism/pervasive development disorder | 8. Neurological impairment         |
| 2. Blindness or visual impairment        | 9. Other health impairments        |
| 3. Deafness or hearing impairment        | 10. Physical disability            |
| 4. Developmental delay                   | 11. Emotional disturbance          |
| 5. Mentally gifted                       | 12. Specific learning disability   |
| 6. Mental retardation                    | 13. Speech and language impairment |
| 7. Multi-handicapped                     |                                    |

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to **Mrs. Stephanie Steigerwalt Greenwich Guidance Counselor**).

In compliance with state and federal law, the **Kutztown Area School District** will provide to each protected handicapped student without discrimination or cost to the student or family,

those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing the person listed above or any building principal, or to Mr. Matthew Link, Assistant Superintendent at the District Office (610-683-3261).

Confidentiality: All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing either person named above or any building principal.

## **ABC Handbook Acknowledgement Form**

Dear Parent(s) / Guardian(s):

**Please sign and return this form to your child's classroom teacher  
by Friday, August 28.**

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_

Our signatures below acknowledge that we have read and understand the contents in the Greenwich-Lenhartsville Elementary School ABC Parent Handbook and discussed them together.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Appendix A:**

**Attendance Policy**

**#204**

**Appendix B:**

**Concussion**

**Management Policy**

**#123.1**