

## 2017-2018 Central Manor ELEMENTARY HANDBOOK

(717) 872-1401

<http://blogs.pennmanor.net/centralmanor/>

Receive CM texts: Text "@cmcomm" to 81010

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### HOURS

The elementary day begins as 9:00 AM and ends at 3:25 PM. Morning kindergarten begins at 9:00 AM and is dismissed at 11:35 AM. Afternoon kindergarten begins at 12:50 PM and is dismissed at 3:25 PM. **Students should not be dropped off any earlier than 8:50 am unless they are eating breakfast. To avoid blocking the bus lane, please drop students at the car rider door (gym) entrance.** If you need to drop your child off earlier than 8:50 AM, we have the services of the YWCA available to you. The doors open at 6:30 AM. They also provide after school care that is available until 6:00 PM. There is a charge for this service and you must be pre-registered. Details can be obtained by calling 393-1735 ext. 265 or by visiting [www.ywcalancaster.org](http://www.ywcalancaster.org).

### DELAYS

**2 Hour Delay (Modified Kindergarten)**-Students will be picked up two hours later than regularly scheduled. Morning kindergarten students will be dismissed at 12:45 PM. for parent pick up. Afternoon kindergarten can be dropped-off between 1:40-1:45 PM. School will start at 1:45 PM and be dismissed at 3:28 PM. Delays and early dismissals are announced via local radio & TV stations. Also, via the Penn Manor app and CM "Remind" texting service. Please do **NOT** call the school for this information.

### ATTENDANCE

Excuse forms or a written note from a parent should be returned to the classroom teacher immediately following an absence. An absence will be considered UNLAWFUL after three days without an excuse. Arrival after 9:00 AM is considered tardy and students will need to bring an excuse form or handwritten note signed by a parent explaining the reason for the tardiness. A parent must escort his/her child into the office upon a late arrival for any reason.

### PREPLANNED ABSENCE

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

### VISITORS

To ensure building security, all parents, visitors, and former students are required to report to the office to obtain a visitor's pass in exchange for keys or a photo ID. To avoid interruptions to the classroom, parents are asked to leave all messages and materials at the office. The office will notify the teacher or student as soon as possible.

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

### Visitors (continued)

Parents that wish to volunteer on a consistent basis must complete the Penn Manor Volunteer Application.

### STUDENT PICK UP AT DISMISSAL

**If you plan to pick up your child, a written note signed by a parent/guardian must be sent to school in the morning. If your situation changes, you must call the office no later than 3 PM.** At 3:27 PM, car rider students will be dismissed to the car pick up line at the side building entrance. If you are picking your child up at the end of the day, you must follow the pick-up procedures. A staff member will dismiss students, listed on the clipboard, as their parents are identified. All students who have not been picked up by 3:40 PM will be brought to the office to wait for their parent. PLEASE BE PROMPT when picking up your child.

### EARLY DISMISSALS

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

### SCHOOL DRESS

Loose fitting clothing or footwear (including flip flops), which could cause injury, are not appropriate for school. Shorts should be long enough to reach fingertips when students are standing up straight. Spaghetti strap shirts and muscle shirts will not be permitted.

Clothing that advertises any drugs, alcohol or tobacco products, is of questionable taste or is potentially disruptive to the

educational program will not be permitted. No hats will be permitted to be worn in the building.

### BULLYING/CYBERBULLYING

As defined in the school board policy:

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

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

#### **Possible Consequences:**

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

### BUS POLICY

Students will be assigned seats and **MUST** remain seated until the bus arrives at their bus stop. They will be expected to keep the aisles clear and avoid all behaviors that may divert the driver's attention from driving safely.

### Bus Policy (continued)

If damage is done to the bus, the offender will pay for it. Respect for the driver and for other students will be expected at all times. Riding the bus is a privilege, not a right. Students who violate bus rules or jeopardize the safety of bus riders may forfeit their bus riding privileges.

### **BUS BEHAVIOR POLICY**

We will continue using a “**Three Strikes, You’re Off**” system to address inappropriate behavior. Be aware that the following disciplinary steps will be taken when bus issues are brought to the attention of the office.

#### **First strike: Bus Referral 1**

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

#### **Second strike: Bus Referral 2**

The student will lose their recess privileges for the week and the referral will be sent home to parents, which needs to be signed and returned the following school day. Students may not regain their recess until the office receives the signed note. In addition, the student’s seat will be moved to allow for closer supervision by the bus driver.

#### **Third strike, you’re “OFF”: Bus Referral 3**

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

this time, parents will need to provide transportation for their child.

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

Additionally, the district policy states that each student will be **assigned one bus and one bus stop**. The district transportation director must approve all changes, in advance. These changes will only be permitted for emergency situations.

### **HEALTH ROOM**

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

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

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

### **PETS**

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

### **LENGTHY ILLNESSES**

If your child has a lengthy illness and will miss 2 or more days of school and you would like to have homework collected, please give the teacher 24 hours notice in order to gather the homework needed. If your child is out more than 3 consecutive days, he/she will need a doctor's note in order for the absence to be excused.

### **LOST AND FOUND**

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

### **ELECTRONICS**

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

### **TOYS**

Due to the potential interruption to the learning environment and the danger of them being broken, lost or stolen, these items are NOT to be brought on the bus or to school. Items such as fidget spinners and/or other similar devices are allowed if pre-approved by the classroom teacher and/or school counselor for therapeutic reasons.

### **PHONE NUMBER/ADDRESS CHANGE**

Please inform the office of any changes in address or phone numbers. In case of an emergency or a sick child, it is imperative that we are able to reach a parent or guardian.

### **SCHOOL DISTRICT CALENDAR**

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

### **GRADES ON-LINE**

Parents of students in grades 3 thru 6 are able to view their child's grades throughout the school year using Penn Manor's student information system entitled, Sapphire. Parents should visit: <https://sapphire.pennmanor.net/CommunityWebPortal/> to apply for an account.