

# PENN MANOR ELEMENTARY HANDBOOK

## A DREAM

I dreamed I stood in a studio  
And watched two sculptors there.  
The clay they used was a young child's mind  
And they fashioned it with care.

One was a teacher  
The tools she used were books, music and art.  
One was a parent  
Who worked with a gentle, loving heart.

Day after day the teacher toiled  
With a touch that was deft and sure.  
While the parent labored by his side  
And polished and smoothed it over.

And when at last their task was done  
They were proud of what they had wrought.  
For the things they had molded into the child  
Could neither be sold nor bought.

And each agreed they would have failed  
If each had worked alone.  
For behind the parent stood the school  
And behind the teacher, the home.

Anonymous

We have designed this elementary handbook to help you and your child with policies and procedures. If you have any questions please don't hesitate to give us a call or refer to the Penn Manor School District calendar. We look forward to a healthy, productive school year and the development of a strong home-school partnership.

Sincerely,  
The Elementary Principals

Mrs. Deborah Holt, Principal Mrs. Dianne Smith, Secretary	Central Manor 872-1401	<a href="mailto:deb.holt@pennmanor.net">deb.holt@pennmanor.net</a>
Mr. Dan Martino, Principal Mrs. Lily Williams, Secretary	Conestoga 872-9535	<a href="mailto:dan.martino@pennmanor.net">dan.martino@pennmanor.net</a>
Mrs. Anne Carroll, Principal Mrs. Louise Aument, Secretary	Eshleman 872-9540	<a href="mailto:anne.carroll@pennmanor.net">anne.carroll@pennmanor.net</a>
Mrs. Tamara Baker, Principal (first half) Mr. Jerry Egan, Principal (second half) Mrs. Shirley Jackson, Secretary	Hambright 393-3818	<a href="mailto:tamara.baker@pennmanor.net">tamara.baker@pennmanor.net</a> <a href="mailto:jerry.egan@pennmanor.net">jerry.egan@pennmanor.net</a>
Ms. Shirley Murray, Principal Mrs. Mary Rothfus, Secretary	Letort 291-985	<a href="mailto:shirley.murray@pennmanor.net">shirley.murray@pennmanor.net</a>
Mrs. Carly McPherson, Principal Mrs. Traci Frantz, Secretary	Martic 284-4128	<a href="mailto:carly.mcpherson@pennmanor.net">carly.mcpherson@pennmanor.net</a>
Mrs. Jennifer Sugra, Principal Mrs. Kathy Campbell, Secretary	Pequea 464-3831	<a href="mailto:jen.sugra@pennmanor.net">jen.sugra@pennmanor.net</a>

## HOURS

The elementary day begins at 9:00 a.m. and ends at 3:25 p.m. Morning kindergarten arrives at 9:00 a.m. and is dismissed at 11:35 a.m. Afternoon kindergarten arrives at 12:50 p.m. and is dismissed at 3:25 p.m. When inclement weather or other emergencies interfere with our start or dismissal time, the following will happen:

If we are on a one hour delay, all students will be picked up one hour later than their scheduled bus pick-up time. Morning kindergarten students will then go home at their regular dismissal time. Afternoon kindergarten will operate on a normal schedule.

If we are on a two hour delay, (modified kindergarten) students will be picked up two hours later than their normal bus pick-up time. Morning kindergarten students will then stay until 12:45 p.m. and be bussed home at that time. Afternoon kindergarten students will be picked up 50 minutes later than their regularly scheduled time and then be dismissed at 3:25 p.m. as usual.

Delays and early dismissals are announced on the following radio stations: WDAC-FM, WIOV, WLAN, WSBA, WQXA, WJTL, and WRKZ. They will also be announced on the following television stations: WGAL, and WLYH.

## SIX DAY CYCLE

Our school operates on a 6-day schedule. The first day of school each year is called Day 1; the next is Day 2, etc. The school day that follows Day 6 begins another cycle as Day 1, and the cycle continues.

## ATTENDANCE

Excuse forms or a written note from a parent should be returned to the classroom teacher following an absence. If your child arrives after 11:30 p.m., it will be considered 1/2 day absent. If they depart before 1:00 p.m., it will be considered 1/2 day absent. Arrival after 9:00 a.m. and before 11:30 a.m. is considered tardy.

## PREPLANNED ABSENCE

If a preplanned absence is necessary, parents are required to fill out a form for prior approval that can be obtained from the office. The principal should be given ample time, (we ask that you give us approximately one week) to allow for good communication between the parent, teacher and school office. All assigned work will be your child's responsibility to complete.

\*The school district policy concerning family trips allows for one major trip (three days or more) or two minor family trips (two days or less) per year.

## VISITORS

To ensure building security, all parents, visitors, and former students are required to report to the office to obtain a visitor's pass. 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. If you are picking your child up at the end of the day, please park by the gym lobby entrance.

Parents are welcome to visit at any time. We ask that prior notification be made to the appropriate teacher. 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.

We encourage parents to schedule dentist appointments, etc. after school hours. However, we realize this is not always possible. If your child needs to be picked up early, we ask that parents report to the office and we will call your child's classroom teacher and have your child dismissed to meet you in the office. If they arrive late, we ask that you report to the office and we will send your child to their classroom after they check in.

### HEALTH ROOM

Both a parent and the physician signature along with specific instructions must accompany any prescription medication that needs to be taken during school hours from the physician. Medication should be taken to the health room upon arrival. A parent signature along with specific instructions must accompany non-prescription medication. It must be in its original container.

### POLICY ON PETS

Please check with the classroom teacher prior to bringing pets to school. We have many children who are highly allergic to different types of animals and we need to be sensitive to their individual situations.

### CONFERENCES

Conferences are scheduled during the month of November. A schedule for these conferences will be created after we receive input from you concerning convenient times to accommodate your schedule. A letter will go home prior to scheduling for your input. Please feel free to contact your child's teacher at any time during the year as the need arises.

### SCHOOL DRESS

School dress in the elementary is a matter of good judgment. Loose fitting clothing or footwear, which could cause injury, is not appropriate for school. We ask that shorts that are worn to school be long enough to reach just above the knee. 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. Please make every effort to mark your child's belongings with their full name (lunch boxes, jackets, etc.) This will help us to return items that are misplaced.

### BUS POLICY

Students will be expected to observe regular classroom rules for good conduct. They will be expected to take assigned seats and 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 their important job of driving safely. If damage is done to the bus, the offender will pay it for. 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. If your child will not be riding the bus home on any given day, we must have a note indicating the change signed by a parent. If we do not have a note, we are obligated to have your child ride the bus if someone is not here by the bus dismissal time. A phone call to the office will be sufficient in an emergency. (All students must ride their designated bus unless an emergency arises.) It is important that students arrive at the bus stop at least 5 (five) minutes early throughout the school year.

### BICYCLE RIDERS

Bicycle riding privileges are extended to third, fourth, fifth and sixth grade students who have the Principal's approval and written parent permission. The student riding the bicycle assumes the following responsibilities:

1. Have written permission from parents or guardians
2. Ride in a safe manner obeying all laws that pertain to the operation of a bicycle in the State of Pennsylvania, including wearing a helmet.
3. Arrive at school no earlier than 8:40 a.m.
4. Leave bicycle parked at designated location
5. Go directly home after school

The school district assumes no responsibility for the bicycle should it be lost or stolen. Failure to follow these guidelines may result in withdrawing the bicycle riding privilege.

#### WALKING STUDENTS

Walkers must:

1. Arrive at school no earlier than 8:40 a.m.
2. Go directly home
3. Follow designated route

#### ELECTRONIC EQUIPMENT AND TOYS

Radios, electronic games, tape recorders, etc., are enjoyable for children of all ages. However, because of the potential interruption to the learning environment and the danger of them being broken, lost or stolen, these items are not to be brought to school. Special exceptions may be granted when they relate to school projects.

#### SCHOOL CONDUCT

(See Penn Manor School District Student Guidelines for Grades K-6 on next page.)

PENN MANOR SCHOOL DISTRICT  
Student Discipline Guidelines  
 Grade K-6

When assigning discipline to a student, the administration takes the following into consideration. Circumstances may alter the consequences assigned. This policy can apply to behaviors within any area of the school campus.

1. How disturbing, threatening, or severe was the misbehavior?
2. Does the student's attitude indicate the potential for future problems in this area?
3. Has the student misbehaved in this way before?
4. What previous disciplinary action has been taken? Was it effective?
5. Has the student's failure to respond to a variety of disciplinary actions led us to the point where we may not be able to correct the student's behavior, but must now focus on the greater needs of the school family?
6. Does the student, due to age, maturity and awareness, have the ability to understand the consequences and ramifications of his/her actions?

	BEHAVIOR/SITUATION	POSSIBLE REPOSESES	NOTIFICATION TO PARENTS	LONG TERM ACTION/DISCIPLINE
1	Failure to complete homework/assignment	Teacher speaks with student after each event; stress responsibility, accountability; loss of privileges.	Depends on significance of the assignment on the child's education program.	Determine if need for investigation of a learning problem; develop plan with interventions to support desired behaviors.
2	Abusive/vulgar language	Meet with student to determine consequences; stress attitude, respect, caring; consider peer mediation, apology, other appropriate consequences; notify principal; assign detention or suspension.	Depends on the seriousness of the offense and on the child's intent.	Continuing behavior may need counseling and/or suspension. Develop plan with interventions to support desired behaviors.
3	Classroom disturbances or disruptions	Meet with student to determine problem; consider apology, contract, other appropriate consequences; notify principal; assign detention or suspension.	Depends on severity of disruption	Continued behavior may need counseling and/or suspension. Develop plan with interventions to support desired behaviors.
4	Cheating or lying	Meet with student to determine problem; stress honesty, trust, accountability; consider peer mediation, apology, other appropriate consequences; notify principal; assign detention or suspension.	Yes	If continual, assign suspension (in school or out of school). Develop plan with interventions to support desired behaviors.
5	Forging notes or excuses	Meet with student and/or parent; stress honesty, responsibility, accountability, trust; notify principal; assign detention or suspension.	Yes	If continual, assign suspension (in school or out of school). Develop plan with interventions to support desired behaviors.
6	Willful disobedience	Meet with student and/or parent; stress honesty, responsibility, accountability, trust; notify principal; assign detention or suspension	Yes	If continual, assign suspension (in school or out of school). Develop plan with interventions to support desired behaviors.
7	Harassment	Meet with student and/or parent to discuss seriousness; notify principal; stress caring, attitude, etiquette; consider peer mediation, apology, other appropriate consequences; suspend in or out of school.	Yes	If severe threats, involve police and/or referral to the Judicial Committee of the School Board. Develop plan with interventions to support desired behaviors.
8	Fighting	Meet with student, principal and/or parent to discuss seriousness; stress respect, attitude, loss of privileges; consider peer mediation, apology, other appropriate consequences. Suspend in or out of school.	Yes	If severe or more than once, may require police action and/or referral to the Judicial Committee of the School Board. Develop plan with interventions to support desired behaviors.
9	Vandalism or destruction of property	Meet with student, principal and/or parent to discuss seriousness; stress accountability, attitude, responsibility; student pays for all damages and cleanup time; loss of privileges. Suspend in or out of school	Yes	If severe or more than once, may require police action and/or referral to the Judicial Committee of the School Board. Develop plan with interventions to support desired behaviors.
10	Stealing/possession of stolen property	Meet with student, principal and/or parent; stress honesty, accountability, attitude, responsibility; restitution of property. Suspend in or out of school.	Yes	Severe incidents may require police action and/or referral to the Judicial Committee of the School Board. Develop plan with interventions to support desired behaviors.