



**EASTERN LEBANON COUNTY
ELEMENTARY SCHOOLS**

2009/2010

PARENT/STUDENT HANDBOOK

Eastern Lebanon County Elementary Schools

Fort Zeller Elementary School - (610) 589-2575
(610) 589-5815 Fax
Principal, Mrs. Terrie Stauffer
Mrs. Lori Newswanger , Secretary

Jackson Elementary School - (717) 866-2624
(717) 866-9690 Fax
Principal, Mrs. Laurie A. Bowersox
Mrs. Monica Hil, Secretary

Myerstown Elementary School - (717) 866-4521
(717) 866-6791 Fax
Principal, Mrs. Laurie A. Bowersox
Mrs. JoAnn Swingholm, Secretary

Schaefferstown Elementary School - (717) 949-6818
(717) 949-8488 Fax
Principal, Mrs. Terrie Stauffer
Mrs. Nancy Hibshman, Secretary

**In the interest of your child's safety
and sound education
all parents and visitors must stop in the office
before visiting any classroom.
Entrance during the day is by use of the video bell at the Main Door.**

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**EASTERN LEBANON COUNTY SCHOOL DISTRICT
2009-2010 SCHOOL CALENDAR**

Wednesday, August 26, 2009	First Day for <u>All Staff</u>
Thursday, August 27, 2009 Students	Research & Development Day for Teachers – No
Monday, August 31, 2009	First Day for all Students
Friday, September 4, 2009	Labor Day Weekend – NO SCHOOL
Monday, September 7, 2009	Labor Day Weekend - NO SCHOOL
Monday, October 12, 2009	Columbus Day – NO SCHOOL
Tuesday, October 13, 2009 Students	Research & Development Day for Teachers – No
Wednesday, November 25, 2009	Conference Day – No Students
Thursday, November 26, 2009 Through	Thanksgiving Vacation - NO SCHOOL
Monday, November 30, 2009	Thanksgiving Vacation - NO SCHOOL
Thursday, December 24, 2009 Through	Winter Vacation - NO SCHOOL
Friday, January 1, 2010	Winter Vacation - NO SCHOOL
Monday, January 18, 2010	Martin Luther King, Jr. Day - NO SCHOOL
January 25, 2010	Semester Break (HS – NO SCHOOL)
Friday, February 12, 2010	Research & Development Day for Teachers
Monday, February 15, 2010	President's Day - NO SCHOOL
Wednesday, March 31, 2010	Conference Day – No Students
Thursday, April 1, 2010 Through	Spring Vacation - NO SCHOOL
Monday, April 5, 2010	
Friday, May 7, 2010 Staff)	Research & Dev Day/Staff Appreciation (All Faculty &
	NO SCHOOL for students!
Monday, May 31, 2010	Memorial Day - NO SCHOOL
Thursday, June 10, 2010	Last Pupil Day

EASTERN LEBANON COUNTY SCHOOL DISTRICT

BOARD OF DIRECTORS

2009/10

Mrs. Donna Moyer.....President
Mr. Howard Kramer.....Vice President
Mr. Douglas Good.....Secretary
Mr. Leon MollTreasurer
Mr. James Simmermon
Mr. Jack Kahl
Mr. Howard Kramer
Mr. Scott Houtz
Mr. Ray Ondrusek
Ms. Carrie Boyer
Hartman Underhill & Brubaker..... Solicitor

DISTRICT ADMINISTRATION

Dr. Richard Nilsen..... Superintendent of Schools
Dr. Randall Grove Assistant Superintendent
Ms. Gwen Boltz Business Manager
Mrs. Amy Shoemaker Director of Pupil Services

ELEMENTARY PERSONNEL

Fort Zeller Faculty

Kindergarten Nancy Miller
 Kristi Skilling
Grade 1 Jan Ogurcak
 Joyce Warholic
Grade 2 Terrie Moore
 Connie Knauss
Grade 3 Stephanie Bicher
 Sue Gingrich
Grade 4 Kristi Fields
 Amy Price
Grade 5 Kristi Reichard
 Laura Weaver
Resource Room Michelle Longenecker
 Sara Fuhrman

JACKSON FACULTY

Kindergarten Michelle Zurick
 Ruthanne Gray
Grade 1 Allison Ebersole
 Kristi McDonnell
 Cody Hassler
Grade 2 Jane Gruber
 Jennifer Ziegler
Grade 3 Shirley Ericson
 Jacqueline Shaak
Grade 4 Lynn Houtz
 Brock Hoover
Grade 5 Lindsey Hibshman
 Eric Longenecker

MYERSTOWN FACULTY

Kindergarten Jamie Yocum
 Anne Frederick
Grade 1 Kimberly Eshleman
 Angela Kendall

MYERSTOWN FACULTY

Grade 2 Beth Kane
..... Suzanne Lucky

Grade 3 Erin Attivo
..... Elizabeth McGuire
..... Deborah Hickernell

Grade 4 Michael Frost
..... David Hull

Grade 5 Meghan Boyer
..... Bradley Entrekin
..... Vanessa Correll

Resource Room Jeremy Sweigart
..... Amanda Roland
..... Stacy Snavely
..... Jennifer Gerhart

SCHAEFFERSTOWN FACULTY

Kindergarten Erin Marquette

Grade 1 Melissa Karli
..... Ashley Arnold

Grade 2 Michelle Altland
..... Becky Hower

Grade 3 Jonelle Edris
..... Nan Gift

Grade 4 Lynnette Peterschmidt
..... Nicholas Wright

Grade 5 Gretchen Miller
..... Kathy Shappell

SPECIALISTS

Art Lauren Panza

Art Kimberly Zellers - Sandoe

Music Brian Klinger

Music Holly Serio

Instrumental Music Michael Stauffer

SPECIALISTS

Physical Ed.	Todd Gaffney
Physical Ed.	Frannie Slobonik
Librarian	Karen Mohn
Librarian	Margaret Troxel
LEAP	Janice DuBois
Nurse (M)	Kimbra Behney
Nursing Assistant(J)	Donna Fornwalt
Nursing Assistant(S)	Elizabeth Quenzer
Nursing Assistant(FZ)	Jenni Snyder
Reading	Anissa Mogel
Reading	Beth Knight
Reading	Karen Wagner
Reading	Beverly Henry
Reading	Patricia Hall
Reading	Heather Miller
Guidance	Michael Muhr
Psychologist	Elizabeth Weidner
Psychologist	Dennis Zimmerman
Speech (FZ/S)	Holly Harnly
Speech (J/M)	Sherri Newman
Technology Facilitator	Judy Uhrich
Elementary Math Coach	Sally Brunner
Elementary Reading Coach	LauraBeth Krpata

STATEMENT OF PHILOSOPHY

We perceive the total school organization as being continually responsive to the social, emotional, physical, intellectual and aesthetic needs of each pupil.

As educators we understand that we share responsibility with other community agencies, organizations, and parents to provide the emerging adult with a worthy self-image and a constructive approach to his varied roles in life.

Thus we recognize the need for a flexible educational program that will permit varied learning experiences. We will utilize individualization, foster an independent and continuing quest for knowledge and encourage wholesome attitudes and values.

MISSION STATEMENT

To provide quality education opportunities for all students so that, as citizens, they can successfully meet the challenges and responsibilities of the future.

VISIONS

- * A school-community environment characterized by high expectations, respect for academic excellence, and mutual caring which ignites students at all grade levels.
- * A Board of Education, professional staff, and community functioning in an atmosphere of cooperation and mutual trust that results in a totally unified educational program.
- * An effective community relations program that fosters district credibility, an awareness of school facility needs, and creative partnerships producing fiscal stability.
- * A student population which has expanded visions/ aspirations so that upon graduation all pupils are prepared for higher education or an occupation.
- * A technology program integrated into the instructional, administrative, and community educational programs to enhance knowledge and higher order thinking skills necessary for life-long learning.

Adminstration of Medication

Administration of Medications to School Students (Adopted From State Guidelines)

ONLY PRESCRIBED MEDICATION WILL BE GIVEN AT SCHOOL

- A. When it is absolutely necessary for students to be given medication at school, it shall be done according to the following guidelines.
1. A parent request form (provided by the school) must be completed giving the school permission to give medication ordered to the student.
 2. By law a written order from a physician that includes student's name, medication's name, dosage, and time of administration is required.
 3. Medication must be in a container officially labeled by a physician or pharmacist. The label must include: student's name, physician's name, date of original prescription, medication's name, dosage, and time of administration. Any over-the-counter medication must be in the original container, and be accompanied with a note indicating dosage.
 4. Administration of medication shall be done by the school nurse, in her absence a designee will assist the student in administering medication.
 5. Medication must be brought to the office with the appropriate authorization/instructions at the beginning of the school day.
- B. A yearly standing order of adrenaline to be given for severe anaphylaxis will be supplied to each nurse by the school physician.

ADMISSION KINDERGARTEN AND FIRST GRADE

For **admission to kindergarten** in any school year, a child must have attained the age of five years on or before September 1st of the school year. Kindergarten Orientation (for parents) and Kindergarten Screening (for children) are held in Spring.

For **admission to first grade**, a child must be six years of age on or before September 1st of the school year.

EARLY CHILDHOOD PHILOSOPHY

Growth and development with a child is a function of his/her internal time clock and the environment(s) in which the child lives. It is recognized that there are different internal time clocks for his/her own pace in these domains. Further, it is recognized that the child lives in multiple environments. Minimally, each child participates in his family, school, sibling, peer and neighborhood environments. Research and practical observation indicate that there is an interaction effect between the child (and his unique time clock) and his/her environment. That is, the interplay of the environment and the child is greater than the sum of its parts. One (child) plus one (environment) does not equal two (child growth and development). Rather, it equals four (learning). From this understanding of how children grow and learn, it is held that every child must be accepted and accommodated at his/her level. Given this philosophical position, the following represents what we know about children.

- * Children learn constantly and continuously throughout their lives.
- * Children learn at different rates.
- * Children have different rates of retention of learning.
- * Children learn through different modes.
- * Children learn what is socially acceptable by watching adults.
- * Children learn better if they have a positive self-concept.

KINDERGARTEN ENTRANCE

Students who have reached the chronological age requirements for admission to kindergarten will not be refused admission. Parents may be advised that their child is displaying at-risk factors associated with academic and/or social-emotional problems in the kindergarten setting. Depending on the severity of those problems, parents may be given recommendations above and beyond the routine suggestions for kindergarten preparedness.

ATTENDANCE POLICY

Regular attendance helps build a good foundation for learning. If it is necessary for your child to be absent or late, his teacher will give him a form for you, the parent, to fill out and sign. Please return excuse cards promptly when your child has been absent. "**Illness**" or "**sickness**" are not satisfactory explanations. (ex. cough, sore throat, vomiting should be used).

ABSENCES

The following reasons for absences are valid, excused:

1. Illness.
2. Serious illness, or death in the immediate family.
3. Emergency medical or dental attention.
4. Absences approved in advance with school principal.
5. Authorized religious holidays.

The following are **NOT** excusable absences in accordance with state attendance laws:

1. Truancy. (**Arriving to school at 9:01 or later without valid, excused reason**)
2. Missing the school bus.
3. Trips not approved in advance.
4. Shopping.
5. Hunting, fishing, attendance at games.
6. Birthday or other celebrations.

ATTENDANCE REGULATIONS AND PROCEDURES

Attendance at school is mandatory by state law for students under the age of seventeen. The law prescribes legal action with possible fines for excessive illegal absences.

Attendance in school is a prerequisite to learning.

To maintain good attendance and enforce state laws and district policies, the following regulations and procedures will be in effect for the elementary schools:

- A. Parents and guardians should telephone the school each day their child is expected to be absent (before 8:45 AM). May leave a phone message earlier. (Students will still need a written excuse for all absences.)
- B. Students who are absent more than 20 days, without a valid reason, may be denied promotion.
- C. Absences, for which excuses are not provided, will be considered unexcused after three (3) days have elapsed. Excuse cards should be submitted to the office.
- D. Home visitations will be conducted for certain cases.
- F. Following ten absences, parents will be asked to furnish doctor excuses for future absences. Absences without a doctor's excuse will be considered unexcused.
- G. Students who exceed the limit of unexcused absences (3) will be referred to the District Justice for fines.

EDUCATIONAL TRAVEL

Educational trips that expose a student to various geographical, cultural or historical sites are permitted during the school year. However there are specific guidelines that must be followed for these days to be excused. These are:

1. The number of school days of excused absences, for educational tours/trips, shall be a maximum of six (6) per school year.
2. All absences for educational tours/trips in excess of six (6) days per pupil shall be considered illegal and/or unexcused, with applicable penalties (ie... fines).
3. The Principal must receive an educational trip form **2 weeks** prior to the trip for approval. This educational trip form will be shared with the teacher to allow time to compile assignments to be completed during the trip.
4. Upon returning to school, the student will, on his/her own time, be responsible for making up the work missed and will be held accountable for such knowledge and/or skills as they pertain to his/her continuing education.

CAFETERIA

Breakfast and lunch is provided for those children desiring to buy a meal. **A LUNCH DEBIT SYSTEM** is in effect. See instructions below. Daily menus and choices are listed in the monthly menu sent home to each family. **Breakfast cost is \$1.00, Lunch cost is \$1.70, extra milk .40.**

An Instructional Assistant is in charge of the lunchroom. Students are expected to maintain reasonable behavior and quiet at appropriate times. The Assistant will dismiss the classes at the appropriate times. Specific rules are posted in the cafeteria and will be enforced by Instructional Assistant with assistance, when necessary, by teachers and principals.

Cafeteria Debit System: All lunch money must be in a sealed envelope, properly identified with child's first and last name, home room, amount and Pin#. A routine for paying every two weeks or monthly is appropriate. Cafeteria will only let you know when the child's account has a negative balance. If we have not received payment for lunches your child will be given a bag lunch till the account is paid.

CONFERENCES

School conferences can be requested by either parent or teacher. The parent may feel free to call the school office to arrange for an appointment. Please do not interrupt a teacher during the school time. Parent/teacher conferences will be scheduled twice during the school year. It would be appreciated whenever possible to make a daytime appointment.

CURRICULUM PROGRAM: EDUCATIONAL ACTIVITIES

The elementary school program includes the following curriculum areas:

Language Arts, Mathematics, Science, Social Studies, Health and Physical Education, Library, Music and Art.

DISCIPLINE CODE - ELEMENTARY LEVEL

The Eastern Lebanon County Elementary Schools feel that in order for students to learn and be taught, an atmosphere conducive to learning and teaching must be maintained. Therefore, all students will be expected to abide by the following:

- A. Students will be expected to respect the rights and property of their fellow students. Activities that will not be tolerated are:
 - 1. name calling and teasing
 - 2. physical abuse-(hitting, tripping, spitting, etc.)
 - 3. stealing
 - 4. bullying in general including racial slurs
 - 5. throwing objects at others
 - 6. any disrespect to staff or volunteers
 - 7. chewing gum

- B. Students will be expected to demonstrate a proper attitude and sense of respect for all school personnel. Activities that will not be tolerated are:
 - 1. disobedience to request or orders from any school personnel
 - 2. addressing staff in any fashion other than Mr., Mrs., or Miss.
 - 3. causing embarrassment to staff because of improper language or activity
 - 4. lying to school personnel

- C. Students will be expected to treat the property of the school with respect. Activities that will not be tolerated are:
 - 1. disobedience to request or orders from any school personnel
 - 2. destroying or defacing school property
 - 3. littering

- D. Students will be expected to demonstrate proper behavior in school and be responsible for their actions. Activities that will not be tolerated are:
 - 1. causing disruption in class because of immature or irrational behavior
 - 2. refusal to attempt to perform assigned classroom tasks, assignments and homework
 - 3. copying the work of others
 - 4. not adhering to teacher's classroom rules

- E. Students will not bring to school or use any toy weapons, pocket knives, guns, etc.

- F. Students will be expected to adhere to the School Districts Terroristic Threat policy (No. 218.3)

- G. While passengers on school district vehicles, students guilty of conduct which, in the opinion of the School Board and/or Administration, causes or is liable to cause injury to other passengers or to the vehicles, shall be denied the use of school district transportation for such a period of time as the School Board and/or Administration believes is appropriate to the conduct involved.

- H. Whenever a child is sent to the Principal's office for discipline, the parents will be called and informed of the problem.

- I. Classroom teachers have specific classroom rules & procedures that are communicated via newsletters and special booklets handed out at the beginning of the school year.

DRESS AND APPEARANCE GUIDELINES

We take pride in the appearance of our school. Your dress reflects the quality of the school, of your conduct, and of your school work. All students are requested to dress and groom themselves neatly in clothes that are suitable for school activities. Dress is expected to be decent and not overly revealing. Clothes considered inappropriate includes:

1. No short shorts are allowed. Students may wear walking shorts, gym shorts, or hiking shorts.
2. No attire with holes or tears.
3. Attire that is offensive, vulgar, or disruptive to students or staff is not permitted.
4. Attire which may be destructive to school property or persons is not allowed. (ie...safety pins, chains, etc...)
5. Clothes, hats, etc., with questionable sayings on them or which advertise or convey acceptance of alcohol, drugs, or controlled substances are not permitted.
6. Heelies, flip-flops, high heeled shoes, platform shoes or slippers are not allowed.
7. Shirts with spaghetti straps or halters are not permitted. See through (mesh type) blouses and shirts are not allowed. Tank tops must have a strap width of 1 ½ inches.
8. Only prescription glasses may be worn in the building, no sunglasses.
9. Hats will not be worn inside the school building.

GUIDELINES - TRANSPORTATION

The ELCO School District offers school bus transportation for the convenience of students within the guidelines established by the Pennsylvania School Code. Parents sometimes request variations in their child(ren)'s transportation schedule to accommodate babysitters, work schedules, or even sleepovers. These variations include different pickup or discharge locations on certain days, or even riding different buses on some days. As our district grows in size, student transportation schedules become very complicated and affect an increasing number of students. We have great concern for the safety and security for those students who vary their transportation schedules. We do not want to miss picking up a waiting student or dropping off a student at an incorrect stop on any given day.

Therefore, our liability carrier and the ELCO School Board, request that we have a consistent school transportation policy. Consequently, the following policy will be in effect:

- (1) Requests for ELCO School District bus transportation from locations other than near the student's home will be considered only if it is in the school attendance area to which the student is assigned. Kindergarten students will be assigned to a morning or an afternoon kindergarten session, depending on the location of their home or babysitter.
- (2) Students will be assigned to bus stops on a consistent basis only. ELCO School District is willing to provide transportation to a location other than the student's home. However, parents must designate a consistent A.M. and P.M. location. The A.M. stop must be the same location for each day of the week. Likewise, the P.M. stop must be the same location for each day of the week. The A.M. stop and the P.M. stop may be in different locations but must remain in the same school attendance area. Kindergarten students must also have one designated location for their noontime transportation.

For example: mother works on Tuesdays and Thursdays only. The parent needs to decide if the kindergarten bus stop will be at the babysitter on Tuesdays and Thursdays and mom transports child to school on Mondays, Wednesday, and Fridays; or if the kindergarten bus stop will be at home on Mondays, Wednesdays, and Fridays, and the babysitter transports the child to school on Tuesdays and Thursdays.

- (3) Students will be permitted to ride only the school bus to which they are assigned. In addition, for safety reasons, students will be permitted to get on and off the bus only at the stop to which they are assigned. Exceptions to the assigned transportation may be granted by building principals for emergency reasons. Students wishing to ride other buses on occasion for emergency purposes must secure a bus pass from the school office, to be permitted to ride another bus or get on or off their bus at another bus stop. Parents need to provide prior written requests to their school office to secure permission. The school office will issue the student a bus pass to give to the bus driver. Students who fail to get a bus pass will go home via their normally scheduled means of transportation. Notes requesting transportation changes will not be accepted by the bus driver. Bus drivers will only accept a note instead of a bus pass, if a student is at a different bus stop in the morning, due to an emergency situation.
- (4) Any permanent changes in transportation arrangements require two (2) days notice before going into effect, after approval has been secured. This will allow sufficient time for the transportation office to notify all parties concerned so appropriate bus arrangements can be made. Students need to arrive at their bus stop ten (10) minutes before the designated pickup time. The ELCO School District is not responsible for student conduct to, from, or at the bus stop. For safety purposes, students are not to cross a road until the school bus comes to a complete stop. Students should then cross the road approximately 10 feet in front of the bus to remain visible to the driver at all times. School buses are the property of Brightbill Transportation, Inc. and students need to treat this property with respect and assist in helping keep the bus neat and clean.

School bus stops are established by the transportation department and approved annually by the ELCO School Board.

SCHOOL BUS RULES

1. Cooperate with the bus driver.
2. Be courteous.
3. Do not eat or drink on the bus.
4. Stay seated.
5. Do not throw trash on the floor.
6. No profane language.
7. Keep head, hands, and arms inside the bus.
8. Do not play radios on the bus.
9. No shouting.
10. Do not be destructive.

BUS REGULATIONS

Student behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students.

Students who have committed acts of misbehavior are subject to the following penalties:

1. Pushing, hitting, shouting, tripping, littering, profane language, insulting driver, eating or drinking, opening windows against drivers' orders, arms or hands out of windows, refusing to identify himself to the bus driver, or other similar offenses deemed by the principal to merit the following penalties:

First Offense

- A warning and parents will be notified

- Second Offense - Suspension of riding privileges for three days
- Third Offense - Suspension of riding privileges for ten days

2. Fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of windows, opening exit doors, or other similar offenses deemed by the principal to merit the following penalties:

- First Offense - Suspension of riding privileges for three to ten days
- Second Offense- Suspension of riding privileges for thirty school days
(Review case after ten school days)
- Third Offense - Suspension of riding privileges for the remainder of the year (Review case after thirty school days)

3. Hitting or pushing the bus driver, throwing objects at the bus driver when he/she is on or off the bus, or other similar offenses deemed by the principal to merit the following penalty:

- First Offense - Immediate suspension of riding privileges. (Review case after thirty school days)

Names of students and the nature of the misconduct shall be reported in writing on the proper form by the bus driver. Acts of misbehavior which occur during the morning trip shall be reported upon arrival at school the same day that the alleged misbehavior occurred.

Alleged misconduct occurring during the afternoon bus trip will be reported the following morning. Every effort will be made to effect disciplinary procedure within a 24-hour period. However, a student brought to school by school bus shall be returned home by bus prior to the beginning of any suspension of his/her riding privileges.

Principals shall notify the parents in writing of the nature of the misconduct and of any disciplinary action which has been taken.

Bus Rider Rules

Students should arrive at their assigned school bus stop approximately 10 minutes early and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should keep their hands and head inside the bus at all times. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the school bus.

- * Students need a signed note from a parent/guardian in order to ride a different bus.
- * Do not throw anything out of the window.
- * Bus riders are not permitted to leave their seats while the bus is in motion.
- * Be absolutely quiet when approaching a railroad crossing.

Reminder - It is a privilege to be provided with transportation to and from school. Students who abuse this privilege may be suspended from school transportation and the parents will be required to provide alternate transportation.

AUDIO AND VIDEO CAMERAS ON BUSES

Audio/Video cameras will be installed on a rotating basis in “black boxes” on the buses transporting students. The audio/video cameras are intended to discourage acts of misbehavior and will be used to identify the cause of inappropriate bus conduct.

Audio/Video cameras will be installed by the supervisor of transportation or a designee on an “as need” basis.

Audio/Video tapes identifying inappropriate bus behavior may be used at conferences with parents and as evidence of disciplinary action.

Audio/Video tapes will be erased within 24 hours if no inappropriate behavior is recorded.

Audio/Video tapes may be viewed by parents only to document their child’s conduct.

UNAUTHORIZED SCHOOL BUS ENTRY

A person who enters a school bus without prior authorization of the driver or a school official, with intent to commit a crime or disrupt or interfere with the driver, or a person who refuses to disembark after being ordered to do so by the driver, commits a misdemeanor of the third degree.

IN-SERVICE SESSIONS

Each year the Department of Education is contacted to approve early dismissals to provide time to conduct teacher in-service activities. These dates will be announced a few days prior to each early dismissal, or late start. These dates are listed on the school calendar and at the beginning of this handbook.

LOST LIBRARY MATERIALS

All students are held responsible for the return, in good condition, of all library materials. Students will be charged the original purchase price of all library materials not returned.

LOST AND FOUND

There are a number of lost and found articles brought to the office during the course of a school year. If you have lost something either on the bus or at school, please check in the lost and found box in the cafeteria where the lost and found articles are stored.

PARENT/TEACHER ORGANIZATIONS

Parent/Teacher organizations in the ELCO Elementary Schools play a major role in improving communication between the home and school. The parent/teacher organizations in each school are as follow:

Fort Zeller Parents/ Teachers - Friends of Fort Zeller

Jackson..... Parent/Teacher Organization

Myerstown.....Parent/Teacher Organization

Schaefferstown Schaefferstown Parent/Teacher Fellowship

In the elementary grades parents attend parent-teacher conferences, work and help out with school fairs, chaperone field trips, serve as homeroom mothers, work with their child's teacher on special projects and provide suggestions for school improvement. Some of these activities that encourage parent participation during their child's education in the primary grades are organized and sponsored by our parent/teacher organizations. Therefore, these groups play a major role in providing a well rounded school program for children in the elementary grades.

PARENT VOLUNTEER PROGRAM

Parent volunteers come into the school to help out with various projects and activities taking place on the elementary level. This program proves to be very beneficial to everyone who participates, particularly the children. You are invited to participate when you are able—just call the office.

PHYSICAL EDUCATION EXCUSE POLICY

Students who are ill or disabled due to an injury/ disease must have a doctor's excuse from the attending physician. Students must have a doctor's release to participate upon returning to class. Those students with a doctor's excuse are also unable to participate in recess activities. Any student not having an excuse will be asked to perform to the best of their capability.

Students bringing a note from home (written by a parent) to be excused will have their problem reviewed and a decision will be made at that time.

PLAYGROUND

Please do not allow children to bring their own equipment to school. It can easily be lost or placed into storage with school property.

READING RECOVERY

Reading Recovery is an early intervention program for beginning readers to help them discover for themselves the strategies, or ways, that good readers use to tackle and draw meaning from text.

REPORT CARDS

An evaluation of each child's progress will be given two times during the school year for kindergarten students, and four times for grades one to five. Evaluations will be shared with parents through scheduled parent/teacher conferences, twice a year. Progress in citizenship and in the subject areas are evaluated.

SCHOOL DAY

GRADES 1 - 5

Mon.- Fri: 9:00 AM to 3:30 PM

KINDERGARTEN

Mon.- Fri: 9:00 - 11:45 (AM Session)
12:45 - 3:30 (PM Session)

GRADES 1-5 and FULL DAY KINDERGARTEN 2-HOUR DELAY (INCLIMATE WEATHER)

11:00 AM start time – 3:30 PM dismissal

MODIFIED KINDERGARTEN

11:00 - 12:45 (AM Session)
1:45 - 3:30 (PM Session)

SCHOOL HEALTH SERVICES

Listed below are a few of the health services provided for your child each year by our school nurse.

1. Check all records of original entries (Kindergarten & first graders who had no access to Kindergarten) for proper immunizations

Required immunizations include:

(I) The following minimum immunizations are required at all grade levels:

- (a) Diphtheria and Tetanus - 3 or more properly spaced doses of DTP, DTaP, Td or DT, or any combination of the three.
- (b) Polio - 3 or more properly spaced doses of polio vaccine (IPV or OPV)
- (c) Measles, Mumps and Rubella - Two properly spaced doses of MMR.
- (d) Hepatitis B - Three properly spaced doses of hepatitis B vaccine.

(II) The following minimum immunizations are required for all students entering school for the first time.

- (a) Diphtheria and Tetanus - 4 or more properly spaced doses of DTP, DTaP, Td, or DT or any combination of the three with 1 dose administered on or after the fourth birthday.
- (b) Polio - 3 or more properly spaced doses of polio vaccine (IPV or OPV)
- (c) Measles, Mumps and Rubella (MMR) - two properly spaced doses of MMR, the first dose at 12 months of age or older.
- (d) Hepatitis B - Three properly spaced doses of hepatitis B vaccine.
- (e) Varivax - One dose of chicken pox vaccine.

The dates of these immunizations are recorded on each child's health record. Either medical or

religious reasons are the only two exemptions from immunization. Original enterers who do not have the basic immunizations will be excluded from school.

2. Hearing screening is conducted each year for Kindergarten through Third Grade.
3. Vision screening is conducted each year for all students as early in the school year as can be scheduled.
4. Dental examinations are required upon original entry to school. Kindergarten, Third and Seventh Grade. Exams are conducted in the Fall unless the child was examined recently by their private dentist and recorded on a form provided by the school.
5. Physical examinations are required upon original entry to school. Kindergarten, Grades 6 and 11. Children are exempt from school exams when a private exam was completed and recorded on a form provided by the school within the proceeding 12 months.
6. All elementary students are weighed and measured once a year.
7. Anytime your child has had a physical or dental examination, additional immunization, surgery, special health needs, etc., please notify your school nurse so that this information can be recorded on your child's health record.

SCHOOL INSURANCE

Information regarding insurance coverage of your child during the school day and also for 24 hour coverage is sent home at the beginning of the school year for those that are interested in participating in this program.

SCHOOL PICTURES

The elementary schools work out a contractual agreement with a photographer to take both individual and group pictures during the year. This service provides quality pictures of the children for the parents at a reasonable cost. Your child's school receives a 20% commission of these sales which is used to purchase small items and provide assembly programs for the children that are needed throughout the year.

SCHOOL SUPPLIES

Children in the elementary grades will be limited to one pencil per month and one tablet as needed. Children will be encouraged to conserve school supplies, and take good care of books. **Additional items may be requested by individual teachers for the classroom.**

Children in 3rd grade are asked to purchase a recorder as part of the music program.

STUDENT RECORDS - ACCESS DIVORCE AND CUSTODY ARRANGEMENTS

Federal regulations give both natural parents the right to access their child's education records unless there is a court order, state statute or legally binding document specifically prohibiting access. Where guardianship is an issue, or where the parents are separated or divorced, the school district should be informed and given a copy of any court order denying either parent access to the records. Moreover, in cases where the request for access to records is made by a non-custodial parent, the school district will verify the person's identity and notify the custodial parent of the request. In this way the school district can ascertain whether any valid reasons exist for denying the request. In any of the situations described above, it is the duty of the parent seeking to deny access to the records to provide the school district with a copy of the court order or other document that limits or controls access to student records. Because the burden is on the parent wishing to deny access, in the absence of an order or other document, the school district should presume that the requesting parent has the authority to inspect and review the child's records. Conversely, if there is a court order barring access of the non-custodial parent, then the school district must advise the parent that no information will be released until the order terminates and may neither confirm nor deny that the child is enrolled in the district.

Finally, state regulations also allow parents to designate a representative to inspect, review and copy their child's records. PDE recommends that the school district require any such designation to be in writing.

SUPPORT SERVICES GUIDANCE AND COUNSELING

Elementary guidance and counseling services are available to all students, parents and staff at each elementary school in the Eastern Lebanon County School District. The primary emphasis of the program is to help children both recognize and achieve specific social, emotional and academic skills which are basic to healthy development and the accomplishment of individual life and career goals.

The elementary counselor assists children in learning these skills by consultation with teachers and parents, group and individual support services, classroom guidance activities and presentations, and parent education services.

TELEPHONE

Only in emergency situations are the children permitted to use the telephone.

TESTING PROGRAM

Third, fourth and fifth graders are given the Pennsylvania System of School Assessment test which includes Mathematics and Reading. This test also includes a fourth grade Science test and a fifth grade writing test.

TITLE I

Title I is a federally funded program which appropriates funds to local school districts for the operational expenses of supplemental programs for eligible students. The Title I Early Childhood Program is offered to eligible students in grades K-2 to help them with readiness and/or reading skills. A reading specialist helps the students either in the building Reading Center or within the regular classroom.

Not all Title I first grade students will be involved in Reading Recovery. Parents will be notified separately if their child is selected for participation in the Reading Recovery component of Title I.

Parent involvement in the Title I Program is strongly encouraged. Parents of Title I students are contacted throughout the school year by oral and/or written communication.

WALKERS/CAR

Walkers should arrive at school between 8:45 – 9:00 A.M., but not earlier than 8:30 A.M. if attending the breakfast program. Children should not be dropped off at school before 8:30 a.m., if attending the breakfast program and not earlier than 8:45 if not attending the breakfast program. Walkers are not permitted in the building before 8:45 a.m., if not attending the breakfast program.

Scooters, skate boards, or bicycles are *not* permitted to be ridden or brought to school.

WEATHER /EARLY DISMISSALS

When it is necessary to close school due to bad weather, announcements will be made over radio (WLBR, WVLV, WHP, WEEU, WGSB, Q106), and local TV stations(WLYH, WGAL). Please tune in for this information. Do not call the school since the telephone must be used for emergency preparations. Please make any necessary arrangements in advance for weather emergencies.

WELLNESS

In an effort to promote healthy eating habits and comply with federal wellness regulations during the 2008 – 2009 school year the following guideline will be in place. Classroom parties or Holiday celebrations will be allowed to have items that contain sugar as the first ingredient (such as cupcakes), but an alternative healthy 2nd choice must be provided (such as fruit or vegetables).

WITHDRAWALS /TRANSFERS

Please notify the ELCO School District Central Registration office @ 717-866-7117, Ext. 2317 when planning to move from our school district.

NOTES

