

2021-2022 CENTRAL MANOR ELEMENTARY HANDBOOK

3717 Blue Rock Road
Washington Boro, PA 17582
(717) 872-1401 (school phone)
717 872-9515 (school fax)

<https://centralmanor.pennmanor.net/> or follow [@CentralManorPM](#)



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HOURS

The elementary day begins at 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 prior to 8:50 am.** The morning car rider door will open at 8:30 am for breakfast students only. Please do not drop your student off early for breakfast, if they are not going to be eating breakfast. Morning car rider drop-off is 8:50 am. Bus riders will be dismissed at 8:40 am if they are eating breakfast.

When inclement weather or other emergencies interfere with our start or dismissal time the following will happen:

DELAYS

2 Hour Delay (Modified Kindergarten)- On weather related 2 hour delay days, school starts at 11:00 am not 9:00 am. Your bus pickup time will be 2 hours later than your regular pick up time. Morning kindergarten students will be dismissed at 12:45 pm for parent pick up. Afternoon kindergarten will start at 1:45 pm and be dismissed at 3:25 pm.

Notifications: For weather related cancellations, the Penn Manor School district will send out an automated phone call to all contacts in Sapphire alerting everyone. This information is also posted to the Penn Manor School District blog and our Central Manor Elementary blog. Please do **NOT** call the school for this information. You can also download the Penn Manor app to stay informed.

ATTENDANCE

Excuse forms should be submitted online via the Sapphire Parent Portal, or a written note from a parent may be returned to the classroom teacher immediately following an absence, but will not be accepted after three days. Arrival after 9:00 am is considered tardy and students will need to bring an excuse card or handwritten note signed by a parent explaining the reason for the tardiness. If you are bringing your child in late, for their safety, please park and escort him/her into the building. All students must be signed in if they are arriving late.

PREPLANNED ABSENCE

If a pre-planned absence is necessary, parents are required to fill out a form for **prior approval**. Forms may be submitted online via the Sapphire Parent Portal, or 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).

PARENT CONTACT INFORMATION CHANGES

Please inform the office of any changes in address or phone numbers. You may also update this through the Sapphire Parent Portal.

In case of an emergency or a sick child, it is imperative that we are able to reach a parent or guardian. If you move during the school year contact the office to submit a change of address form.

STUDENT PICK UP AT DISMISSAL

Our car rider line is located in the back of the building, please use the garden side of the building to access. We will have 2 car rider groups to start the year. The first group will dismiss at 3:25 pm and the second group at 3:35 pm. You child will be assigned to a dismissal group. We ask that all parents display the provided car rider placard in your window for staff to see. If you do not have your placard you will be asked to show ID to pick up. Extra placards can be made for other family members picking up, please contact the office if you need more.

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.

VOLUNTEERS

If you are interested in volunteering in your child's classroom or for school events please fill out a volunteer application and submit your clearances to the district for review. Volunteer packets can be picked up in the office. Once you have completed the application and obtained your clearances please submit them to the office. This is a district policy and the volunteer applications must be completed and submitted prior to your first day coming to volunteer at school.

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 are not permitted and all clothing must cover the torso.

Clothing that advertises any drugs, alcohol or tobacco products, is of questionable taste or is potentially disruptive to the educational program is not permitted. No hats or hoods may be worn in the building.

PARENT/TEACHER 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.

HEALTH ROOM:

All medication, prescription and over-the-counter, 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.

POLICY ON 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.

LOST AND FOUND

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

SCHOOL DISTRICT CALENDAR

Please refer to the school district calendar, which can be found on our district website or Penn Manor app, for important information such as early dismissals and closing information. Please refer to <https://www.pennmanor.net/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.

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. 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 my attention:

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**. Either the district transportation director or school administrator must approve all changes, in advance. These changes will only be permitted for emergency situations.

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.

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.

ELECTRONIC EQUIPMENT

Technology is an essential part of curriculum and instruction at Penn Manor School District. Over the past 10 years the district has expanded classroom technology availability, promoted teacher professional development and worked to weave technology into the fabric of student learning experiences.

Just as technology has become a part of our classrooms, students have also embraced technology for communication, homework and personal studies. In the past, the use of student owned cell phones, laptops, netbooks and iPods was forbidden during the school day. Penn Manor School District has recognized the importance of allowing students to utilize their own personal technology at school for legitimate instructional activities. For this reason, all district school buildings now offer filtered guest wireless access for students in all grade levels. Student and parents need to be aware of several rules and requirements before a device is brought to school:

- The student is solely responsible for any equipment that he/she brings to school. Penn Manor School District is not liable for lost, stolen or damaged equipment.
- Student use of personal electronic devices is still prohibited during the school day unless a teacher or principal grants permission.
- The guest wireless network is to be used solely for educational purposes. Any device being used for non-educational use will be subject to disciplinary policies outlined in the student handbook.
- Penn Manor IT staff and teachers do not install software or assist with personal student devices. Additionally, the district is not responsible for technical malfunctions on personal devices. Students are responsible for securing their devices with software updates and anti-virus tools.
- Additional details on the student guest network are available online: <https://www.pennmanor.net/techblog/?p=699>.

We are thrilled to offer this exciting new service and hope you and your child will be too. Questions related to the student guest wireless service may be directed to Charlie Reisinger, IT Director, via email: charlie@penmanor.net.

HOMELESSNESS

The Penn Manor School District seeks to ensure educational stability and success for homeless students. The district will ensure that homeless students have access to the same educational programs and services provided to other district students.

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:

- Sharing the housing of other persons due to loss of housing or economic hardship.
- Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
- Living in emergency, transitional or domestic violence shelters.
- Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
- Living as run-away children.
- Abandoned or forced out of homes by parents/guardians or caretakers.
- Unaccompanied youth, defined as any child not in the physical custody of a parent/guardian.

Students deemed homeless have the rights to:

- Immediate school enrollment.
- Enroll in the local school where they are living, or remain in their original school.
- Receive transportation to their original school, if requested.
- Receive free breakfast and lunch.

For questions, contact the Penn Manor School District Homeless Liaison, Jerry Egan at jerry.egan@penmanor.net or (717)872-9500.

