

Loganville-Springfield Principal's Newsletter

Back to School Edition-August 2018



Dear Loganville-Springfield Parents/Guardians:

On behalf of all the staff members, I would like to welcome everyone to Loganville-Springfield Elementary School. It is hard to believe that summer vacation is almost over, and the school year is about to begin. This first newsletter is packed with important information which will help you throughout the entire school year. Please keep this resource for your reference.

I am excited to begin my 3rd year as principal here at Loganville-Springfield! Work began this summer in preparation for the building project which it is slated to begin January 2019. I am happy to report that all preparation work was done accurately and on time. I am looking forward to spending time with your child and creating a memorable school year!

As another school year begins, I would like to encourage you to become actively involved in your child's education. I certainly realize that many of you lead busy lives. However, taking a few minutes in the morning or evening to read to your child, talk with your child about their school day, or go through their backpack and help them organize can have great benefits.

I am confident the 2018-2019 school year will be filled with opportunities for your child to learn and grow. The entire staff here at Loganville- Springfield Elementary School is a caring, hard-working, dedicated group of professionals committed to providing the children a high-quality education. Our staff members have been busy preparing their classrooms, collaborating, and planning for the first days of school.

Items on the following pages are important pieces of information. Thank you for taking the time to read these pages. This is an exciting time of year, enjoy the days to come and the thrill of beginning a new school year. Please do not hesitate to contact any of us here at Loganville-Springfield should you have a question or concern.

Sincerely,

Kelly S. Kessler

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Principal

Please check our Loganville-Springfield website for additional information and announcements of upcoming events.



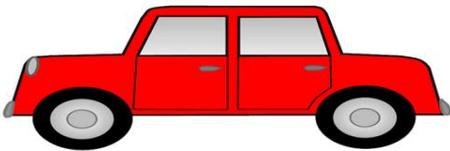
ARRIVAL/DEPARTURE TIMES FOR STUDENTS

The official school day starts at 8:50 AM. Students should be in their classrooms ready to begin the day. A bell rings at 8:50 AM, and students who are not in their classrooms are marked tardy (unless a bus is late). Student arrive on buses between 8:25 and 8:45 AM. Car riders and walkers should arrive between 8:35-8:45 AM. Please do not drop off students prior to 8:35 AM, as the staff is in meetings and preparing for the day.

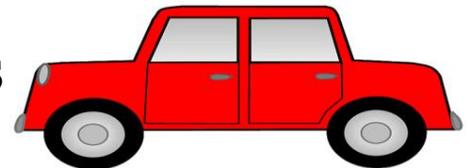
Students who are walkers or car riders will be dismissed at 3:20 PM. Students who ride buses will also begin their dismissal at approximately 3:25 PM (although we have several late buses that do not arrive until 3:40 for pick up).

If you plan to come in and pick up your child before the end of the day, please do so before 3:15 PM. You will need to come to the office, and the secretary will call for your child from his/her room.

SENDING A NOTE TO YOUR CHILD'S TEACHER IN THE MORNING HELPS THIS PROCESS GO SMOOTHLY



CAR RIDER PROCEDURES



AM PARENT DROP OFF

Parents dropping off their children in the morning should not arrive before 8:35 AM. Plan on dropping off your child between 8:35 - 8:45. This will allow us to "clear out" the first group of buses (at 8:30) and avoid some congestion. Parents should approach the school by coming up the side alley (from Loucks Road) and entering our lower parking lot. Cars should form a line to the upper (main) parking lot and approach the side of the building. Parents should wait in the car line and should release their child(ren) when you come to a complete stop in the line at the side of the building. The entire stopped line of cars should have their children exit their vehicles to help move the car rider line along more quickly. Parents are to exit down the side alley. There will be a staff member standing at the side of the building to make sure these guidelines are followed, and the students walk safely into school. Once the buses clear out, you will be instructed to move to the front of the building to drop off your children.

PLEASE HAVE YOUR CHILD SIT ON THE PASSENGER SIDE

IN SECOND ROW DURING DROP OFF

PM PARENT PICK UP

We will begin our dismissal process at 3:20 PM. Any student who is a car rider will report to the gym for dismissal. Parents who are picking up their children will be asked to form a loop around the primary playground's blacktop, with the beginning of the loop/line in front of the gym door (door #17). Cones will be used before 3:20PM to block the area so students can finish their recess time. A child will not be released until his/her car is in front of the gym door. Staff members will be in the gym to supervise this dismissal process. Parents should wait in the car line and not park and walk to the gym to pick up children. Although we will begin our car rider pick up process at 3:20 PM, if you wait to arrive until closer to 3:35 PM or 3:40 PM, you will avoid a lot of congestion! If you need to pick up your child before dismissal, please call and report to the office.

Parents who are picking up their children at dismissal are encouraged NOT to use the front entrance of the school. Parents should approach the school by coming up the side alley (from Loucks Street) and entering our lower parking lot. Parents can then drive to the gym, pick up their child(ren), and return through the lower parking lot and down the side alley. This would mean that only buses should be using the front entrance at dismissal. While we can't control all traffic using our main entrance at dismissal, we can avoid congestion by following this suggested pattern.

MAPS ILLUSTRATING DROP OFF AND PICK UP PROCEDURES CAN BE FOUND ON OUR SCHOOL'S WEBSITE & ARE ALSO INCLUDED AT THE END OF THIS NEWSLETTER

STUDENT ATTENDANCE & REPORTING YOUR CHILD'S ABSENCE

You can report your child absent by using one of the following two methods:

1. Call the school the morning of the absence (717-428-2240). Please feel free to leave a message on the voicemail to report your child's absence. It is not necessary to speak to someone personally.

OR

2. Email our school's office by clicking on 'Reporting Student Absences' under the *Parents* tab on our Loganville- Springfield home page.
(lsabsences@dallastown.net)

Please know that if you report your child absent using one of the above methods, a written excuse is no longer necessary.

Policies and procedures for accumulated excessive absences or unexcused absences (which would require a doctor's note) will continue to be enforced per district Policy #204. Please review THR attendance pamphlet that will be sent home with your child at the start of the school year.



BUS GUIDELINES

Please review the bus conduct rules found in the Back to School letter with your child. These guidelines can also be found on the district's website at www.dallastown.net under the 'transportation' department.

Riding a school bus is a privilege that can be revoked. Student behavior on the bus is an important part of the total school program. The school bus is an extension of the classroom and the driver oversees the bus and students.

Children should follow our three school-wide expectations while riding the bus -

BE SAFE, BE RESPECTFUL, BE RESPONSIBLE.

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STUDENT DRESS CODE



As you review the handbook's dress code section with your child, please note the following:

1. No hats may be worn inside the building (unless we are having a spirit dress day).
 2. Items of clothing or accessories which work in such a way as to attract undue attention will be avoided.
 3. Painting / dying hair unnatural colors should be avoided (unless we are having a spirit dress day).
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PRINCIPAL MONTHLY NEWSLETTER

During the school year, I will be sending monthly newsletters, PTO information, and other school/district communications via email. This works very well and considerably reduces the use of paper! Emails will be sent through our School Messenger system, and each child can be associated with two parent/guardian emails. **Throughout the year, if your email address changes, please call the school office to have your information updated.**

When you share/update your email at parent orientation night, please also know that your child's teacher may use your email address(es) to communicate with you during the year.

Hard copies of items will be provided for those families without email access.

DON'T FORGET TO UPDATE YOUR EMAIL ADDRESS IF YOU GET A NEW ONE!!



COMMUNITY FLYERS

Building principals are responsible for sharing community flyers with their families. Please know that all community flyers will be posted on our Loganville-Springfield home page under the *Information* tab and *Parents* tab. I will not send each flyer via email, so please periodically check our website for flyers that might be of interest to your child.

Be reminded that *Loganville-Springfield Elementary neither encourages nor discourages student participation in the services offered on these flyers, and the school assumes no responsibility for the accuracy of the information.*

Non-profit organizations should email flyer requests to either address below:

laurie.giorgi@dallastown.net or kelly.kessler@dallastown.net

Once approved, please know that I will try to post your flyer in a timely manner.

FIELD TRIP GUIDELINES FOR CHAPERONES

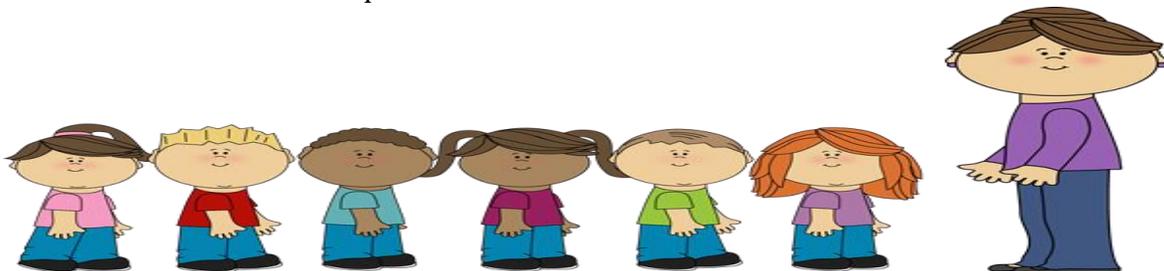
Teachers often need chaperones to assist them on various field trips throughout the year. The following guidelines will provide you with more information regarding parent chaperones.

Adults with clearances will be chosen before those who do not have their clearances. If interested in chaperoning, I encourage you to obtain your clearances now. Below is the link to the district's website to help you obtain your clearances: <http://dallastown.net/Page/5910>.

We will only take the number of adult chaperones necessary to effectively supervise the children during the trip. We need to be cognizant of the number of seats on a bus. Due to cost reasons, we only take the number of buses we absolutely need.

Parents going on field trips should understand that they are expected to supervise and monitor a small group of children. Because of this, a parent should not expect to spend the entire day with just his/her child. We expect parent chaperones to be willing to supervise several students during the day and complete any other tasks assigned by the teacher.

We discourage parents from driving themselves to the field trip location and meeting the class. Please understand that a field trip is an educational experience for the students during the school day. Teachers are on tight time schedules during field trips and cannot be expected to accommodate these extra requests.





VOLUNTEER CLEARANCES & OPPORTUNITIES



As many of you know, our state made changes to the Child Services Protection Law. The changes directly impact the background clearance requirements for volunteers who help regularly and routinely in school.

Specifically, we will be asking for Kid Writing volunteers in kindergarten, grade level helpers to assist teachers in the work room with projects, and cafeteria volunteers to help the children during lunchtime. Volunteers will be scheduled to help with these activities regularly and routinely throughout the school year. Therefore, clearances will be necessary for these volunteers. Contact Lauri Giorgi for more information; laurie.giorgi@dallastown.net

Our Dallastown home page has a 'clearances' tab with all of the information/instructions you will need to obtain these required clearances. Below is the link taking you directly to this site.

<http://www.dallastown.net/Page/5910>

SCHOOL VISITORS

To ensure order in the school and to protect the safety and security of students and staff members, I would like to highlight a few sections of the district's policy regarding School Visitors (passed by the Dallastown Board of Education on April 12, 2012). The full policy can be found on our district's website.

BUILDING ENTRY - Upon arrival at the school, visitors will identify themselves to the office personnel through the interactive speaker/security system. If permission is granted for entry, visitors next must register in the office using our Raptor Visitor Management System (see next section). Visitors must prominently display a visitor's badge/sticker in the building or on the grounds of the school. If a visitor does not follow safety and security procedures, the principal or his/her designee may ask the visitor to leave the building and grounds of the school.

SCHEDULING OF APPOINTMENTS - All visitors expecting to meet with a teacher, staff member, or administrator are to have scheduled appointments. Appointments may be scheduled during a teacher's planning time, before or after school, or at a mutually convenient time.

INTERRUPTIONS - Unscheduled visits or conferences with teachers or students during the school day result in interruption of the overall educational process and are generally discouraged except in an emergency or unusual circumstance. Visitors may not interrupt a teacher who is teaching a class or otherwise supervising students.

Please know that parents/guardians should not ask to visit a teacher when the students are arriving in the morning or dismissing in the afternoon. Teachers are supervising students in their rooms at these times. Parents/guardians should call to schedule an appointment with the teacher. Thank you for your cooperation!

We no longer allow lunch visitors.

VISITOR MANAGEMENT SYSTEM- RAPTOR

All parents, guardians and other visitors entering our schools and/or interacting with our students must verify their identity through the Raptor Visitor Management System. All visitors will be required to present a valid driver's license or official state photo identification for scanning purposes. Raptor allows our schools to electronically check all visitors against a registered sexual offender database, produce a visitor badge, monitor all visitors once inside our buildings, and ensure students are released to those authorized to sign them out.

The overall goal of implementing Raptor is to better control access to all Dallastown Area School District's buildings; thus, providing enhanced protection for our students and staff.

BIRTHDAY PARTY INVITATIONS

Birthday invitations are not to be distributed at school unless:

- All students in the birthday child's class receive an invitation.

OR

- If the birthday child is a boy, all the boys in the class receive an invitation. If the birthday child is a girl, all the girls in the class receive an invitation.

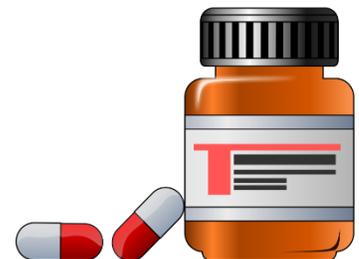


If you only wish to invite a selected group of students, parents of the birthday child must contact those students directly and not through school using the PTO directory or other source.

MEDICATION AT SCHOOL

For additional information please see the handbook's medication section. Note the following:

- All medications shall be brought to the nurse's office, or the main office if the nurse is unavailable, by the parent/guardian or by another adult designated by the parent/guardian. All medication must be stored in the original pharmacy-labeled container.
- All prescription medications that are to be dispensed during school hours must be accompanied by a written authorization signed by the doctor and parent/guardian. If the child is continuing the same medication from one year to the next, a NEW signed authorization must be submitted. We cannot use authorizations from previous years.



MORNING DROP OFF

FOR CAR RIDERS

GYM
Pick Up
in PM

KEY:  = ENTERING  = EXITING

TAKE TURNS
HERE AND
RESPECTFULLY
"ZIPPER" INTO
ONE LINE

SIDE OF SCHOOL
Drop Off in AM

UPPER
PARKING
LOT

ENTER
FROM
LOWER
PARKING
LOT (use
both lower
lot entrances
to make 2
lines to avoid
cars waiting
in alley)

BUS LOOP

FRONT
ENTRANCE TO
SCHOOL

ALLEY

