

**Clearview Elementary School
Handbook
2017-2018**

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School Hours

Kindergarten- Grade 5
8:55 AM- 3:40 PM

This agenda belongs to:

Mission Statements

School Mission Statement

Class Mission Statement

My Personal Mission Statement

Parents as Leaders Information Section

Address, Telephone and Email

Please ensure that your correct information is in the office. Phone and email information will be coming to you from the school for important events and activities.

Proof of residency is required for all address changes. District personnel can request/require proof of residency at any time. Please contact the office for questions about information updates.

Appointments (Doctor, Dentist and other)

Doctor appointments should be avoided whenever possible. If this can't be arranged, please try to avoid the Math and English Language Arts times of the day. Obtain a written excuse from the doctor so that the appointment is marked appropriately in the computer system.

Birthdays

Celebrating birthdays are fun during the elementary years. Please adhere to the following guidelines:

- ❖ Contact the classroom teacher prior to the date
- ❖ Some grade levels celebrate birthdays once a month
- ❖ District policy prohibits unhealthy snacks
- ❖ In lieu of food items, consider pencils, game, books or school store gift certificates
- ❖ No cakes, birthday candles, balloons or goodie bags.
- ❖ Students may handout party invitations to *everyone* in the class.

Late Arrivals

Any student arriving to school after 9:00 AM must obtain a late slip from the office before going to class.

Dismissal at the end of the day

Parents picking up students at the end of the school day should arrive at school before 3:40 PM, and park on the street. Children in grades K-2 will wait for their parents at the daycare entrance (in the circle by the small playground equipment in front of the school). Children in grades 3-5 will be dismissed via their designated grade level exit. Students in grades 3-5 are permitted to go to the primary wing to pick up a sibling. In order to release students to other parents, it will be necessary for parents to send a letter to the homeroom teacher - **do not call the office**. For safety reasons, only requests in writing will be honored. Bus students will line up in the halls according to bus number.

Any student who does not have a note will automatically be put on the bus with no exceptions.

Early dismissal - parent requests

Any parent wishing to pick up children before regular dismissal time must submit a note and see that the teacher receives it in advance. Phone calls will not be accepted for dismissal purposes.

Early Closing for Weather or Emergencies

Please inform your child of procedures to follow in the event school is closed for an emergency. On occasions, when school is closed early because of snow conditions or for some other emergency, your child should have an alternate place to go in the event that you are not at home. **PLEASE DO NOT CALL THE SCHOOL.** The decision to close schools will come from the Office of the Superintendent. If the decision to close schools is made prior to the opening of school, you will receive a phone call from the district parent-link. The automated message will provide for you the necessary information.

Allentown: WAEB 790 AM

Emergency Drills

Each year severe weather drills and lockdown drills will be conducted sometime during the school year. Fire drills are conducted monthly.

Entering the Building * See Volunteer Policy

- ❖ All adults entering the building must sign in.
- ❖ Parents MAY NOT go directly to the classrooms to pick up children. Parents bringing lunches, library books, birthday items, and all other items forgotten by students must leave them in the office and not take them to the classrooms. Please label all items with the child's name and teacher's name.
- ❖ If parents wish to confer with the teacher in the classroom at any time, they are asked to call first and make an appointment.

Health Suite

Either a nurse or an associate nurse will be available each day. Children should obtain permission from their teacher prior to going to the nurse. If an incident is serious, parents will be informed via a phone call. Not all trips to the nurse's office warrant a call to a parent. This is at the discretion of the nurse, associate nurse, and/or principal.

Students are not allowed to carry medication with them. This includes cough drops and any over the counter medications. All medication, including cough drops, must be kept in the nurse's office.

Having a sick child can be a major concern for everyone who has contact with the child. The following are some guidelines for you to follow to help you decide if your child should come to school or stay home "one more day."

If your child has a fever over 100°F, your child should stay home.

If your child has a fever over 100°F the evening before, your child should stay home. A child may not have a fever in the morning, but by noon often times the fever will come back. The best rule to follow is that the child should be without a fever for 24 hours before returning to school.

If your child is vomiting the evening before, overnight, or in the morning, the child should stay home from school. Have your child eat something before coming to school to ensure that the food will stay down. If the child has kept food down for 12 hours, chances are the virus is out of his/her system. If you have any questions, please call and talk to one of the health room staff.

Other Health Related Information

- ❖ **LICE:** Although none of us want to even think about head lice, anyone of us may at one time or another be faced with treating the condition. No one is immune to lice, no matter how clean. If you suspect a lice infestation (extremely itchy scalp, visible lice or eggs especially around the ears and nape of the neck), see a doctor or school nurse and follow their instructions. If the presence of lice is confirmed all family members must be checked daily for two weeks. If the lice is confirmed by a doctor, please call the school nurse to alert her to the problem.

Description: Very small grayish-white insects, one sixteenth to one eighth inch in length. Live on head and rarely leave the body for any reason. Seldom live longer than 48 hours when removed from the human body. Nit - a louse egg (yellow, one sixteenth inch long), often the first sign of head lice infestation. Nits are attached to the hair shafts with a waterproof cement-like substance that cannot be dissolved by normal shampooing

Transmission: Lice are transported by people (head to head contact) and personal articles such as hats, clothes, wigs, curlers, combs, brushes, and bed linens

Treatment: Use medicated shampoo, especially formulated to kill lice. Can be purchased without a prescription at your pharmacy. Two applications should be applied, initially at confirmation of the lice and then again 7-10 days later. Bed linens/clothes (this includes hats, coats, scarves, etc.) - wash in hot water (150 degrees) or dry-clean. Soak hairbrushes, combs, hair ribbons, etc., in hot soapy water, wash and let air-dry. Throwing away these items is another possibility. Other items such as stuffed animals, pillows, helmets, and headphones should be sealed in a plastic bag and stored for two weeks. If the stuffed animals can be washed, that is a better choice. Pillows can be put in the dryer for 30 minutes on high heat. No spraying, dusting or fumigating is necessary as lice do not hide in wall crevices or floor cracks as other household pests. Vacuum all rugs, over-stuffed furniture, the car, and any other place the child has been sitting. This includes other houses that the child has visited. When all the vacuuming is finished, throw away the vacuum cleaner bag.

Mandated School Health Exams: Every student is required to have a physical exam on file in the nurse's office. Every student is required to have a dental exam on file in the nurse's office. In addition to first aid and emergency care, medication administration (to selected students), and the above exams, each student will be seen in the health room once a year for health screenings.

Screenings by each grade level:

Kindergarten and First: height, weight, vision, and hearing

Second: height, weight, vision (near and distance), and hearing

Third: height, weight, vision, and hearing

Fourth: height, weight and vision

Fifth: height, weight, and vision

If your child has a problem with either vision or hearing screening, you will be contacted either by phone or by written notice. Feel free to contact the health room if you have questions about the physical, or dental exams or health screenings.

Lunch Program

EZ LUNCH: Every student is given an account number that is the last four digits of their student ID number. Students enter this four-digit number into the computer which keeps track of what a student purchases for lunch each day. **Meal Pay:** This enables parents to prepay on their child's

lunch account. Parents may pay in advance (\$10, \$20, \$50, or more) for student lunches thereby not needing to send in lunch money with their child each day. Please see the monthly lunch menu or call Dining Services 610-861-8135 for more information. You can also sign up for this service online by visiting the district's web page.

Food Cost:

	Reduced	Full Price
Breakfast	\$.30	\$1.75
Lunch	\$.40	\$2.65

Moving/Residency

If you plan on moving your residence, please notify the school secretary well in advance. The school will need proof of your new address and the name of your child's new school in order to send official records.

If residency is ever in question, the main office has the right and responsibility to ask parents to provide current proof of residency. Failure to produce proof of residency when requested may result in a child's removal from Clearview Elementary School.

Parking

For arrival drop off and dismissal pick up you MUST park on the street. Parking in the Bus Lane, the circle adjacent to the daycare entrance, the Faculty Parking Lot in the back of the building is PROHIBITED.

Photo Refusal Form

Photographs, videotape and digital video footage of students involved in various school-related activities are often used as part of district publications. If for any reason you do not want photographs, film or video of your child to be used in district/school publications, please notify us immediately. (This includes the school yearbook.) We will provide a Photo Refusal Form for you to complete and keep it on file to ensure your child is not included in any school or district publicity. The form must be returned to the Clearview main office.

School Dress

Short shorts, halter tops, muscle shirts, cut-off tee shirts with inappropriate messages and any other revealing articles of clothing will not be permitted. The following types of messages, symbols and types of clothing will be excluded from what is considered acceptable:

- Articles displaying indecent messages, pictures, slogans or advertisements.
- Articles promoting drugs, tobacco, alcohol or other dangerous chemical products.
- Articles displaying violence.
- Articles, which could be dangerous to students or property.
- Articles displaying symbols of death.

If any of these are worn to school, parents will be notified and asked to bring a suitable change of clothes to school. In addition, common courtesy dictates that students will remove all hats upon entering the building and those hats will remain off until they have left the building. Exceptions will be made for special theme days such as "Hat Day". We would like to remind you that children need proper footwear to get the most out of scheduled gym activities and recess periods. Flip flops are not permitted.

Volunteer Checklist

https://www.beth.k12.pa.us/assets/PublicForms/Volunteer_Packet.pdf

Must be completed every 5 years to chaperone a field trip.