

August 17, 2018

Hello Cetronia Families,

I hope you are having a wonderful summer vacation. The school and staff will be ready for the **first day of school on Tuesday, September 4**. Thank you for taking the time to read this document. If you have any questions about the information, feel free to call the main office at 610-351-5860.

Dr. Giaquinto
Principal

Follow the school on Twitter. Share with family, grandparents, and other friends. You will have the chance to view our daily news show (Hedgehog Headlines), see daily pictures across our classrooms, and see what's happening inside our GREAT school. Our goal this year is 1,000 followers!



<https://twitter.com/CETHedgehogs>

WELCOME NEW CETRONIA STAFF

1. Eva Barrett-1st Grade Teacher
2. Nicole Hantz-5th Grade Teacher
3. Trevor Fick-3rd Grade Teacher
4. Aimee Seip-Kindergarten Teacher
5. Austin Beidelman-4th Grade Teacher
6. Christine Stevens–Paraprofessional
7. Alexa Trevorah-Paraprofessional
8. Molly Riley-Cygan-Paraprofessional
9. Samantha Wiik–Paraprofessional
10. Joanne Dunski-Teaching Assistant
11. Amy Jones-Teaching Assistant
12. Charlene Schiebel-Teaching Assistant

Bus cards will be mailed home from the district's administration center on **Friday, August 24**. On this card, you will find your child's homeroom teacher, and bus stop times for arrival and dismissal. Please call the school office at 610-351-5860 **immediately** if you notice any errors or discrepancies that affect your times. Please do not wait until the first day of school! Also, if there are any daycare procedures that impact dismissal routines, please let the school know NOW. We want all students safely accounted for during our dismissal time.

Every teacher offers a website that provides you with helpful information.
<https://cetronia.parklandsd.org/directory-websites>

There are state regulations surrounding immunizations. If necessary take care of this NOW to avoid possible exemption after the 5th day of school. Call our school nurse, Mrs. Farley @ 610-351-5900 ext 23520 with any questions.

The annual **Sneak-A-Peek** of your child's classroom will be on **Wednesday, August 29** from **5:00-7:00 PM**. All parents and students are invited to attend. This is a great opportunity for our Cetronia students to come and get a glimpse of their new classroom. Please use this time to assist your child in finding the best route to his or her new classroom, get acclimated, and observe the general layout of the room. Please do not disturb any of the materials in the rooms and properly supervise your child during your visit. Staff will not be in attendance.

NEW STUDENT TOUR FOR OUR NEW STUDENTS AND PARENTS

Welcome new Cetronia hedgehogs! To help familiarize your son or daughter to their new school, there will be a new student tour on **Tuesday, August 21** from **1:00-2:30 OR Thursday, August 23** from **9:00-10:30**. All new parents and new students are invited to tour the school, ask the principal questions, and leave feeling more comfortable about your new school.

VESTIBULE AREA

The elementary school is locked at all times, and all visitors are required to enter the school through the main entrance. **The Parkland School District has initiated a security protocol, which may require all visitors, including parents, to show identification upon arrival. Be prepared to show your identification.**

After you buzz into the school and enter the school, we ask that you remain in this vestibule area. This vestibule waiting area is where you will:

- sign in a student if he/she is late or returning to school from an appointment
- sign out a student if he/she is leaving school early
- drop off a birthday snack
- drop off papers for the school office
- drop off forgotten lunches/instruments

- drop off papers for our PAC (the mailbox)
- pick up your student's homework
- pick up your child from the nurse

If you have a meeting or a scheduled appointment inside the school, please share that with the school secretary when you first buzz in. The office staff will then buzz you through a second set of doors to gain entrance into the main office. It is a possibility you won't gain entrance into the school if no appointment was made, if there is insufficient information regarding the purpose of the visit, or you do not have an acceptable form of ID.

SURVEILLANCE CAMERA SYSTEM

Surveillance camera systems are installed in all Parkland buildings. The new cameras interact with our building access system, allowing employees to enter buildings with a swipe card. The system allows all schools to keep all outside doors locked at all times. The security cameras record movements that can be reviewed on computers and are accessible by law enforcement computers across the school district. The technology is significantly advanced as it can hone in on various angles, backtrack to a time when movement was detected on the camera, and take snapshots of people that appear in the video. Thus, the technology allows administrators and law enforcement to quickly scan for suspicious activity and identify individuals if a situation ever arises that causes concern.

If you observe suspicious activity on Cetronia school grounds after/before school, contact the South Whitehall Township Police Department at 610-437-5252

BUILDING CLOSSES @ 4:00

Also, for building security measures, Cetronia Elementary School is open until 4:00 PM. This is important to remember in the event that you are picking up homework for your child because of an absence. The building is closed after 4:00.

PLEASE ALERT OR CALL OUR MAIN OFFICE (610) 351-5860 WITH ANY NEW CUSTODY AGREEMENTS OR REVISIONS. THIS IS VERY IMPORTANT.

Students will be only be released to their custodial parent unless written or verbal permission from the custodial parent is received to do otherwise.

“CETRONIA READS”

Your child’s classroom teacher will explain “Cetronia Reads” as it pertains to your grade level at Open House.

ST MATH

Ji Ji the penguin will be at it again this year. Your child’s classroom teacher will explain ST Math as it pertains to your grade level at Open House.

IMPORTANT DATES TO REMEMBER TO START THE YEAR

Tuesday, September 4-First day of school for students
Thursday, September 6-Open House 7:00 PM
Wednesday, September 19-No school for students
Thursday, September 20-Picture Day
Monday, October 8-No school for students
Wednesday, October 24-Picture Retakes
November 15-21-Parent/Teacher Conferences (1:45 early dismissal all week)

LUNCH & MILK COSTS

Cost of Student Lunch - \$2.60 (last year \$2.60)
Milk - \$.50 (last year \$.50)
Reduced Price Lunch - \$.40 (application)
Breakfast- \$1.40 (last year \$1.40)
Reduced Breakfast - \$.30 (application)

MYSCHOOLBUCKS

The MYSCHOOLBUCKS System can be used in our school cafeteria to assist parents and students in managing lunch money. www.myschoolbucks.com
Signing up is free, simple, and secure. You get low balance alerts and you can pay on the go.

Or deposits in the form of cash or checks, payable to the “**PSD Cafeteria Account**,” need to be placed in an envelope clearly marked with the student’s first and last name and the teacher’s name. If a parent would like to deposit money into more than one child’s account, the envelope should clearly indicate the amount to be deposited into each account. Students may place their envelope in the basket in the cafeteria as they arrive at school or give it to the classroom teacher. You will be alerted when students have a low balance. If an account reaches a negative balance, a letter requesting additional money will be sent home. **Please keep your balance up-to-date.**

Students have a 20 minute lunch. Within the lunch period, there is a 5-7 minute quiet eating time at the end of the lunch. We have observed students are eating more of their lunch.

CETRONIA BREAKFAST

We serve an OPTIONAL breakfast for our students. Breakfast begins at 8:35 in the cafeteria and is over by 8:48. Students who receive free or reduced lunch are eligible for the same breakfast benefit. The cost of breakfast is \$1.40 or \$0.30 for reduced. Breakfast includes a choice of cereal or a whole grain breakfast item, low fat milk, and either juice or fruit. If you have any questions, contact Nancy Eck, head cook, at 610-351-5900 ext. 23530

WEEKLY E-COMMUNICATIONS (FRIDAYS @ 10:00 AM)

- In effort to save paper and ensure that some information does not get misplaced/lost, be sure to check out the e-communication page on our website.
- This is where we post important information, PAC news, upcoming events, and need-to-know school handouts.

<https://cetronia.parklandsd.org/weekly-updates>

- **A 10:00 Friday morning email will be sent linking you to this ecommunication page. Call the school office at 610-351-5860 if you are not getting these emails.**
- If you request hard copies, please alert the school office.

ABSENTEE REPORTING PROCEDURES

- School attendance is required and a state law. In addition, students are more likely to reach their potential when present. However, I recognize students get sick and unexpected events occur that require your hedgehog to miss school. Thank you for following our absentee procedures when this happens.
- **If your child is absent, please call the absentee hotline number at 610-351-5900 extension 23711 NO LATER than 9:30 AM. State your child's name, their teacher's name, and the reason for the absence.**
- By reporting your child's absence, we can ensure that all students have arrived to school safely. The office staff will keep a log of all calls made before 9:30 AM and, therefore, a blue excuse card will not be necessary. You may also request homework when you leave a message.
- If an absence is **NOT** reported by 9:30 AM, a secretary will call the designated number to inform the parent of the child's absence. If they are unable to speak with anyone, a message will be left, and a blue excuse card will be sent home. Complete this blue card within 3 schools days. If we do not receive a phone call or a blue excuse card after 3 school days, the absence could be considered unexcused/illegal. A letter will be sent home for all unexcused/illegal absences. Regular illegal absences are

cause for a required school improvement conference and possible court action.

- If you are requesting assignments/homework, in fairness to our teachers, call the main office **@ 610-351-5860 BEFORE 11:00.**

VACATIONS

Vacations are not encouraged during the school year. If a vacation is planned during the school year, you should complete a Vacation/Emergency Form **at least one week** before the leaving date. This allows time to inform teachers and organize their expectations of missed school work. Contact the school office for this form.

- Avoid vacations/appointments during these important dates:

- Grade 3

PSSA ELA Assessment April 15-17

PSSA Math Assessment April 24-25

- Grade 4

PSSA ELA Assessment April 15-17

PSSA Math Assessment April 24-25

PSSA Science Assessment April 30-May 1

- Grade 5

PSSA ELA Assessment April 15-17

PSSA Math Assessment April 24-25

- Grade 1

Otis Lennon School Ability Assessment February 4-8

STUDENT DROP-OFF

- Use bus transportation as much as possible to alleviate car traffic.
- In the event that you must drop-off your child, **do not drop off your child earlier than 8:35. The doors are not open, and we don't have supervision until 8:35.**
- **If you arrive earlier than 8:35, keep your child in your vehicle until you hear the 8:35 school tone. You will also see the doors open at 8:35.**
- **8:35 is when students are able to enter the school building.**
- Follow the traffic flow in the back parking lot and drive very slowly.
- Two staff members are there to assist the students.
- If you arrive after 8:50, please find a parking spot in the back of the school, enter the Administration entrance, and sign-in your child in our vestibule area. Your child is late if he/she arrives after 8:50.
- Try your best to teach your child how to get out of the vehicle independently.
- Have all materials (lunches, backpacks, etc.) prepared and ready.
- **Wait for the car in front of you before pulling away and leaving. Do not pull around a car even though your son/daughter is already out.**
- Drive slowly for the safety of our students.

STUDENT CAR PICK-UP (for students not taking the bus)

- Use bus transportation as much as possible to alleviate car traffic.
- Use the back parking lot following the traffic pattern.
- Students will exit the gymnasium starting at 3:30.
- Three staff members are there to monitor the safety of the students.
- Students will wait at one of the four colored cones. You will be instructed to pull up next to one of the four cones.
- Once your car is parked next to the cone, your child will be allowed to enter your car.
- For the safety of the children and a timely dismissal process, remain in your car. If your child needs assistance getting buckled, you will be asked to pull up out of the loading zone or find a parking spot to assist your child. Teach your child how to safely and properly get into your vehicle.
- Be aware of all children and drive away slowly.
- If you walk home with your child, be sure a note has been sent to their teacher, and plan on meeting him/her at the gymnasium exit at 3:30.

IF A STUDENT NEEDS TO BE DISMISSED EARLIER THAN THE REGULAR SCHOOL DAY:

- A parent must send a written request in the morning, and it should be given to the classroom teacher first thing in the morning. In the event of an unplanned event, which requires a student to leave early, verbal permission will be allowed. Be prepared to show proper identification. Contact the school office at 610-351-5860. **Prevent any changes after 3:00 to the greatest extent possible.**
- When picking up your student, park your car in a parking spot or on the street, buzz into the school, and enter our vestibule area.
- You will sign them out in the vestibule area.
- Your student will come to the office first and then be dismissed to you. They will meet you in the vestibule area.
- In all cases, students will be released only to their custodial parent unless written or verbal permission from the custodial parent is received to do otherwise.

