

August 21, 2020

Hello Returning and New Cetronia Families,

I hope you are having a nice summer and that your families are healthy. Our staff is excited to have our students back in school, and I'm eager to start my 11th year as principal of my alma mater. Although it is my 26th year in public education, in some aspects, it feels like my first year. I am confident in our staff, students, and families that we share common goals for a safe and healthy return. Thank you for taking the time to read this important document. If you have any questions about the information, feel free to call the main office at 610-351-5860.

1st day of face-to-face: Group A (last name A-L) Monday, August 31.

1st day of face-to-face: Group B (last name M-Z) Wednesday, September 2.

The first two weeks of school are only 4 days. There is no school on Friday, September 4, and Monday, September 7. Here is the school calendar for the first two weeks for both groups (A & B). There is no change for the 100% Parkland online students. **BE SURE YOU ARE LOOKING AT YOUR CORRECT GROUP.**

GROUP A (A-L)	Monday 8/31	Tuesday 9/1	Wednesday 9/2	Thursday 9/3	Friday 9/4
	Come to school Day 1 (face-face)	Come to school Day 2 (face-face)	Stay home (e-learning)	Stay home (e-learning)	No school (holiday)
	Monday 9/7	Tuesday 9/8	Wednesday 9/9	Thursday 9/10	Friday 9/11
	No school (holiday)	Come to school Day 3 (face-face)	Come to school Day 4 (face-face)	Stay home (e-learning)	Stay home (e-learning)

GROUP B (M-Z)	Monday 8/31	Tuesday 9/1	Wednesday 9/2	Thursday 9/3	Friday 9/4
	Stay home (e-learning)	Stay home (e-learning)	Come to school Day 1 (face-face)	Come to school Day 2 (face-face)	No school (holiday)
	Monday 9/7	Tuesday 9/8	Wednesday 9/9	Thursday 9/10	Friday 9/11
	No school (holiday)	Stay home (e-learning)	Stay home (e-learning)	Come to school Day 3 (face-face)	Come to school Day 4 (face-face)

All First, Second, Third, Fourth and Fifth Grade HYBRID students (100% Parkland Online Student-Do not worry about this)

For the first week of school, please send your children to school (whether on the bus or dropping them off) holding an index card with two pieces of information:

- Their first and last name
- Name of their homeroom teacher

Your child's homeroom teacher can be found on Home Access Center starting 8/24 @ 8:00 AM. Since we will only have a virtual Sneak-Peak and because our students/staff will be in face coverings, we will have extra hands to ensure our students safely locate their homeroom. **Please don't put the index card inside the backpack. Have your child hold it.**

Kindergarten Students-you received a lanyard in your orientation packet to wear.

We need your help to make sure transportation is done right. If you did not complete this transportation form, please do it ASAP. If you already did it, no need to do it again. If you elected 100% Parkland online and your child is not coming to Cetronia, you don't have to complete it. Remember bus dismissal & car line pick-up starts @ 3:00.

<http://track.spe.schoolmessenger.com/f/a/z1Gx0oOxvU3PwghtxlKpju~~/AA AAAQA~/RqRhHCBJP0RRaHR0cHM6Ly9kb2NzLmdvb2dsZS5jb20vZm9ybX MvZC8xSzV0WEFvMkxvT3hLb091c2p3eIRwbWpfeXRTMEp6YWRTeW9ld0h Ka1R1VS9lZGI0VwdzY2hvb2xtQgoARsnsOI8JHDYNUhlnaWFxdWludG9qQ HBhcmtsYW5kc2Qub3JnWAQAAAAB>

WELCOME NEW CETRONIA STAFF

- | | |
|------------------|------------------|
| 1. Danika Strain | Media Specialist |
| 2. Kristy Cole | Paraprofessional |

Become familiar with the district's return to school health & safety plan:

<https://resources.finalseite.net/images/v1595963658/parklandsdorg/f0ikptfut5ehjep bt6n8/ReadySetStartParklandHealthandSafetyReopeningPlan.pdf>

IMPORTANT, IMPORTANT, IMPORTANT-Every morning before sending your child to Cetronia, take 1 minute to complete this wellness screener. Complete one for each Cetronia student....daily. Save this link. It is also on our school's homepage. The Parkland School District is taking proactive steps to protect our schools. It is the goal of the Parkland School District during this time period to strive to operate effectively and ensure all essential services are continuously provided and students are safe within our schools

https://docs.google.com/forms/d/e/1FAIpQLSftqBFIY7bDmQw0X5_vz4NkDrIBO QeAwcqzWoaXY0B0lxWTIA/viewform

NO MORE TRANSPORTATION/HOMEROOM CARDS

You no longer receive cards in the mail. Instead, parents **MUST** go to Home Access Center (HAC) to get this information. Once logged into HAC, you will be able to access your child's transportation, teacher and homeroom information, beginning August 24^h @ 8:00 AM.

SUPPORT:

For Technical assistance accessing HAC, please contact **HAC Support** by emailing HAC@parklandsd.org or calling 610-351-5602. Please do not call Cetronia for this information.

To access Home Access Center: <http://pldhomeaccess.spihost.com>

Home Access Center Directions:

<https://resources.finalsite.net/images/v1523982666/parklandsdorg/bzva3piipnvioq12r30i/HAC-Update-Student-Information-Instructions.pdf>

The annual **Sneak-A-Peek** of your child's classroom will be on **Wednesday, August 27** and it will be virtual! I will send you an email with a menu of classrooms for you and your child to see a virtual picture of their homeroom.

Open House will also be virtual on **Thursday, September 10**. We will miss seeing you at school for Open House, but we will still provide you with the necessary information needed to have a great year. I will email the teachers' Open House presentations at 5:00 PM on the evening of September 10. After you view, contact your child's teacher with any questions.

FACE COVERINGS (recommendation from CDC)

Face coverings are required for students and staff. Students are encouraged to have a backup face covering in their backpack. Be sure your child's name is on their face coverings. K-5 students will receive face covering breaks throughout the school day maintaining 6 ft. social distancing during breaks.



All students K-12 will wear a face covering

- at the bus stop if unable to maintain social distancing (6 feet)
- on the school bus
- when entering and exiting the building
- in the classroom
- during recess
- when passing classes

- during any movement through building
- in the cafeteria (once seated 6 feet apart to eat, the face covering may be removed until the student finishes eating)

K-5 students will receive face covering breaks throughout the school day, maintaining 6 ft. social distancing during breaks.

WHEN WILL MY CHILD WASH OR SANITIZE THEIR HANDS?

Students will wash their hands:

- Before eating lunch (in their classroom)
- After recess (in their classroom)
- Before and after gym class (in their classroom)
- After using the bathroom
- After blowing their nose, coughing, or sneezing

Students will sanitize their hands:

- Prior to and after eating breakfast (in the gym)
- After lunch and before going onto the playground (gym exit)
- Exiting the nursing suite
- As necessary within the classroom



SOCIAL DISTANCING AT CETRONIA

- Family Communication: There will be a section added to weekly E-communications on how families can help *Stop the Spread*. The information will be consistent across schools.
- Hedgehog Headlines (daily news show) will make announcements &/or show videos about behaviors that prevent the spread of COVID-19.
- Students will be taught hand washing, hand sanitizing, social distancing and mask procedures during the first week of school. The lessons will be taught in conjunction with the STARS lessons.
- Signs will be posted in prominent locations and will describe how to Stop the Spread of Germs.
- Signs will also be posted to remind students about hygiene and social distancing around school.
- Hallways will be taped to encourage students to walk in a single file line and keep students on the sides rather than walking in the middle of the hallway.
- Students will be socially distanced when sitting in their classroom (minimum of 3 feet between desks), classroom bathroom breaks, during emergency preparedness drills, lunch serving line, student arrival, and dismissal.

CLEANING, SANITIZING AND DISINFECTING AT CETRONIA

- Cleaning, sanitizing, disinfecting will be performed in accordance with current CDC, and DOH guidelines. EPA approved products will be used in accordance with labeling requirements and staff will be trained on how to appropriately use these products.
- Water fountains will be closed for use in both hallways and classrooms. **Students are encouraged to bring their own water bottle daily.**
- Students will unpack and pack at their desks/seating location. They will keep their personal belongings (including packed lunches) at their learning spaces. Our closets will not be utilized.

LUNCH AT CETRONIA


- Lunch will be in the gym this year. Children will have an assigned seat. They will eat lunch before recess.
- Menu choices will be reduced. No ala carte items except milk and water.
- Students MUST wash hands with soap & water before going to lunch. Classroom teachers will be responsible for overseeing hand washing.
- Lunch boxes will be stored in student backpacks until lunchtime. Students will carry their own lunch boxes to the lunch.
- Packers-We are encouraging everything be disposable, including the lunch bag (back to the brown paper bag). We understand this might not be possible.
- Lunch boxes that cannot be thrown away will be placed at recess following social distancing guidelines.
- Each menu item is displayed and the students will point to their choice.
- Servers will bag or box meals and add appropriate silverware and condiments.
- Server allows students to grab a bag or box at the end of line.
- Students must sit 6 feet apart to remove mask and eat.
- Students may not get out of seat without putting mask on.

VISITING CETRONIA THIS YEAR


- Staff will utilize virtual meeting tools (Zoom, Google Meet) to conduct meetings with parents to the greatest extent feasible. Examples include, but are not limited to parent/teacher, IEP/GIEP, and core team meetings.
- Visitors are by appointment only and with the authorization of administration.
- Volunteers will be limited and adhere to the same standard of notification and pre-screening as an employee.

- All authorized visitors will complete the Visitor/Volunteer Wellness Form at school and **must wear a face covering**.
- All visitors will use the QR code to complete an electronic health form prior to receiving administrative approval to enter.
- PAC meetings will be held virtually.
- Classrooms will not have parent visitations until further notice.

Sample Day in the Life of a Student at School

- 
- Jenaira's family conducts a daily screening and concludes she is OK to go to school, based on the District's guidelines. Her family submits the online wellness form and she gets ready for school.
 - While at the bus stop, Jenaira wears a face covering while talking with friends 6 feet apart. When Jenaira's bus arrives, she wears a face covering, uses hand sanitizer, enters the bus, sits in her assigned seat, and says hi to friends.
 - The bus arrives at the school in its designated spot. Jenaira gets off the bus with other riders in a single file line and enters the school building. Staff are supervising students ensuring social distancing.
 - She walks into the building, greets the staff (wearing face coverings), applies hand sanitizer at a hand sanitizing station, and grabs breakfast. She goes to the gym to eat, sanitizes her hands, sits 6 feet from another student, and removes her mask to eat. Once finished eating and prior to standing up, she wears her face covering and sanitizes her hands.
 - She then goes to her classroom and sits in her assigned seat. The room has all students seated with desks facing the same direction and spaced 3-6 feet apart.
 - Jenaira stays in the classroom and has English Language Arts, Social Studies, Math, and Science. The teachers are wearing face coverings.
 - Students will have scheduled mask breaks throughout the day. This may be by walking with class to the cafeteria or outside and spacing out 6 feet apart from classmates. A teacher led activity may ensue, such as a read aloud for 5-10 minutes, before the class puts their masks back on and walks back to their classroom.

Sample Day in the Life of a Student at School

- 
- Prior to going to lunch Jenaira and her classmates wash their hands with soap and water. At the assigned time, Jenaira walks to the cafeteria with her class and lines up at the pre-marked locations.
 - Jenaira gets her lunch, sits at her assigned seat 6 feet away from other students, and may remove her mask while seated to eat. After eating and prior to leaving her seat, she puts her mask back on.
 - She then sanitizes her hands and goes to the school yard for recess, wearing her face covering.
 - At the end of recess, she cleans her hands in her classroom sink along with all classmates and proceeds to her assigned seat to prepare for class.
 - Jenaira goes to the restroom, following the directional guidelines along the hallways. She washes her hands before returning to the classroom.
 - At the end of the day, Jenaira packs her books and gets into line for the end-of-day dismissal. At her class's designated time, she walks through the marked hallways and lines up for her bus.
 - She cleans her hands with hand sanitizer, boards the bus and sits in her seat. At her stop, she gets off the bus, walks home, and tells her family about the great day she had at school.

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

RIDING THE SCHOOL BUS-only if you chose Parkland transportation:

- Hand sanitizer will be provided for students and drivers on each bus/van.
- Students must wear their face covering while loading, riding and unloading the bus.
- Until further notice, there will be no field trips.
- Buses will operate with a maximum of two students per seat.
- Siblings should sit together on the bus.
- Elementary school buses will be loaded back to front with the exception of kindergarten and first grade students who will sit in the front of the bus.
- The bus drivers will sanitize buses with sprayer using disinfectant solution after the morning runs and following the end of the day runs.
- Students should socially distance while loading and exiting the bus and while waiting at their bus stop.
- Air out the bus/van before and after runs, weather permitting.

Please view the video below for proper bus procedures.

<https://www.wevideo.com/view/1776946372>

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 late or returning to school from an appointment

- sign out a student if he/she is leaving school early
- 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 an approved 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. **All authorized visitors are required to wear a face covering or you won't be granted access inside our school/vestibule.**

BUILDING CLOSES @ 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.

STUDENT BIRTHDAY CELEBRATIONS

There will be no food or non-edible birthday treats exchanged in school. Also, birthday invitations will not be exchanged in school this year.

"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.

LUNCH & MILK COSTS

Cost of Student Lunch - \$2.70 (last year \$2.70)

Milk - \$.50 (last year \$.50)

Reduced Price Lunch - \$.40 (application)

Breakfast- \$1.50 (last year \$1.50)

Reduced Breakfast - \$.30 (application)

Parkland School District has made it faster and easier for parents to apply for free and reduced meals! <https://www.schoolcafe.com>

This free service enables families to receive program benefits faster than using the paper application. Your application is electronically submitted directly to the child nutrition office for processing.

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.

No deposits (cash or checks) will be made at school this year. Checks made payable to PSD Cafeteria will be accepted at the food services office, located at The Troxell Building 2219 N. Cedar Crest Blvd., Allentown 18104.

You will receive an email alerting you when there is a low balance. **Please keep your balance up-to-date.**

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 \$1.50 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 Debbie Fernandes, head cook, at 610-351-5900 ext. 23530. **Students eating breakfast will report directly to the gym before reporting to their homeroom.**

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 OR email a message to CTATTENDANCE@parklandsd.org 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 9:00 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 9:00 AM, a secretary will call the designated number before 11:00 AM 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 school 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 20-22

PSSA Math Assessment April 26-27

➤ Grade 4

PSSA ELA Assessment April 20-22

PSSA Math Assessment April 26-27

PSSA Science Assessment April 28-29

➤ Grade 5

PSSA ELA Assessment April 20-22
PSSA Math Assessment April 26-27

➤ Grade 1

Otis Lennon School Ability Assessment February 1-5

STUDENT DROP-OFF

- In the event you are driving your child to school, **do not drop off your child earlier than 8:35. The doors are not open, and we don't have supervision until 8:35.**
- **Use the back-parking lot for student drop-off.**
- **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. Be sure your child has their face covering on when leaving your vehicle.**
- 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 the back-parking lot and follow the traffic pattern.
- Students will start to exit the gymnasium starting at **3:00.**
- 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 these cones. Your child will have their face covering on.
- Once your car is parked next to the cone, your child will be allowed to enter your car.
- For the safety and health of the children, 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 3:00.

Parents should socially distance when at the gym exit. **If you are not a walker, stay in your vehicle and stay in the car line.**

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 2:30 to the greatest extent possible.**
- When picking up your student, park your car in a parking spot or on the side street, buzz into the school, and enter our vestibule area with a face covering on.
- 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.

IMPORTANT “BEGINNING OF YEAR” DATES

Wednesday, August 26-Virtual Kindergarten Orientation

Thursday, August 27-Virtual Sneak-A-Peek

Monday, August 31-First day of face-to-face for students (Letter A-L)

Wednesday, September 2-First day of face-to face for students (M-Z)

Friday, September 4-Holiday/Schools Closed

Monday, September 7-Holiday/Schools Closed

Thursday, September 10-Virtual Open House

Monday, September 28-No school for students (staff development day)

Monday, October 12-No school for students (staff development day)

November 19-25-1:45 Early Dismissal Parent/Teacher Conferences

Remember to follow Cetronia on Twitter <https://twitter.com/CETHedgehogs>
Share with family, grandparents, and other friends. You can view our daily news show (Hedgehog Headlines), see daily pictures across our classrooms, and see what's happening inside our GREAT school.

