

# STUDENT AND FAMILY GUIDE TO CYNWYD ELEMENTARY SCHOOL

2022-23 SCHOOL YEAR v.1



# CYNWYD STUDENT & FAMILY GUIDE

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# WELCOME TO CYNWYD ELEMENTARY

This Guide is intended to serve as a resource for families and students. It provides an overview of expectations as well as routine procedures and policies that apply to Lower Merion School District and our school. It is not designed to offer a solution for all problems or to answer all questions that may arise in the course of your child's educational experience, but we hope that it is a helpful navigation tool for you.

Please contact us with any questions:

- Dr. Daniel Martino, Principal ([martinda@lmsd.org](mailto:martinda@lmsd.org)) Ph. 610-645-1430



**Translation Services:** You are an important part of your child's education! That is why we want to communicate with you, in your language, about your child's education. This often includes translated documents and a language interpreter for meetings and conversations. LMSD provides free access to interpretation services to our schools and District offices. For support related to these and other translation services, please contact Mrs. Amy Lindelow (ELD Teacher) or Mrs. Lisa Ruzzi, School Counselor or our ELD Coordinator, Dawn Chapman, at 610-645-1440 or [chapmad@lmsd.org](mailto:chapmad@lmsd.org).

## ARTICLE I: KEY EXPECTATIONS FOR ALL LMSD SCHOOLS

### 1.1 LMSD's Motto and Mission

The District's **motto**, "Enter to Learn, Go Forth to Serve," forms the core of the District's vision statement and serves as a guiding principle for students and staff.

The District's **mission** is our central purpose and it is what drives our actions. Our mission statement follows:

Committed to excellence and continuous improvement, the Lower Merion School District strives to ensure that all students achieve their highest level of critical thinking and creativity, that they value themselves and the diversity of others, and that they are knowledgeable, contributing citizens capable of excelling in a rapidly changing world. This is accomplished by individuals engaging in innovative, active experiences tailored to myriad ways of learning and in partnership with our community.

The District's **strategic plan**, "All Forward," serves as a strategic compass for the District's work. The plan was designed to be actionable, inspirational, and accessible to all members of our school community. Five "bold statements of strategic intent" provide the framework of our plan and represent where we want to be as a school community. These statements reflect a shift from where we are today in how we (1) define student success, (2) transform curriculum, (3) support professional learning, (4) engage students, and (5) partner with our community. It is important to note that the intent of the plan is not to solve a problem or fix a failure. Rather, it serves as a necessary next step forward in our evolution as one of the finest public school systems in the United States. More information about the plan can be found [here](#).

### 1.2 LMSD Calls for a Culture of Equity, Inclusivity and Belonging in All Schools

All LMSD policies and administrative regulations can be found on the [District website](#). Many of the most important involve the climate and culture of our schools. The overarching goal of these policies is to make our schools safe places where civility is the rule, where controversial topics can be discussed and dissenting opinions fairly presented, and where all students and staff – regardless of disability, race, color, language, immigration status, age, creed, religion, sex assigned at birth, sexual orientation, gender identity, gender expression, ethnicity or national origin – can participate fully, free from bullying, harassment, hazing or discrimination.

The table below identifies key policies of the District that are designed to ensure that the values expressed above are maintained in every schools. Each member of the school community – students, parents/guardians, and staff – has the responsibility to create these conditions and has the right to report situations that violate these expectations. Please contact your building administrator for additional information about these policies. **If you believe you are a victim of, or witness to, an incident or practice that violates one or more**



If you believe you are a victim of, or witness to, an incident or practice that violates one or more of these policies, you should immediately report the situation to your Building Principal/Assistant Principal. You may also voice a complaint or concern by completing the [online reporting form](#). Please see Section 1.4 for more information.

of these policies, you should immediately report the situation as described in Section 1.4 or by filling out the LMSD Reporting Form [here](#).

Policy/AR	Title
006	<i>Civility</i>
101	<i>Equity</i>
103	<i>Equal Opportunity Program for School and Classroom Practices</i>
114	<i>Individualized Student Supports and Services</i>
119	<i>Controversial and Value Issues</i>
130	<i>Guidelines Concerning Religion</i>
151	<i>Student Athletics</i>
246	<i>Discriminatory Harassment, Bullying and Hazing</i>
259	<i>Transgender and Gender Diverse Students – Ensuring Equity and Nondiscrimination</i>
301	<i>Equal Opportunity Program for Employment Practices</i>
302	<i>Standards of Conduct - Employees</i>
<b>All LMSD policies and regulations can be found on the <a href="#">District’s website</a>.</b>	

### 1.3 Restorative Practices Build Relationships & Create Community in LMSD Schools

LMSD has carefully researched restorative practices through the work of LMSD’s **Achievement Imperative Taskforce**. The framework focuses on developing community and managing conflict and tension by repairing harm and restoring relationships. The fundamental hypothesis of Restorative Practices is that human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when those in positions of authority do things with them, rather than to or for them.

Whenever possible, a restorative approach is used to address student discipline issues. A restorative approach to discipline is a philosophy that, when conflict occurs, an attempt is made for students to fully understand what their role was in the conflict and how their actions affected themselves and others. Students then take ownership in the process by trying to “make it right” with others who were affected. Some restorative questions that are asked of students:



- What happened?
- What was your role in it?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way have they been affected?
- What do you think you need to do to make things right?

Please note that restorative practices do not replace disciplinary consequences; rather, they work together to remediate harm to the community. For more information about LMSD's Achievement Imperative Task Force, please visit [LMSD's website](#).

Finally, in conjunction with these efforts, our students services team members are always available to support students who are negatively affected by the conduct of other student(s), staff, or community members. Our school counselors can assist with providing this type of support for your child (please see Section 2.2 for contact information).

#### 1.4 LMSD Schools Respond to Reported Concerns

Concerns or conduct that violate community expectations may be reported in a variety of ways. We encourage attempts to address issues with the individual(s) directly involved, particularly if the matter involves an employee of the District. This contact could be made via EMAIL or PHONE. If that matter involves another student, your child's teacher or counselor may be a good starting point. They can be reached by EMAIL or PHONE.

We understand that sometimes you may not be comfortable taking that first step. And sometimes, you may not be able to resolve the matter at that level. That's ok. You may report it directly to a school administrator such as a principal or assistant principal by EMAIL, PHONE, or [LMSD Reporting Form](#). This form will be routed to the school's administrative team as well as the LMSD's Office of Equity and Compliance.

If you have a concern that you would like to report directly to the Office of Equity and Compliance, please contact 610-645-1928 or [baskerla@lmsd.org](mailto:baskerla@lmsd.org).

When you report a concern in LMSD, the initial questions you can expect to hear are:

- Tell me about what happened?
- Can you share all the details you can remember such as:
  - Who was involved? When did it occur and for how long? Where were you at the time? Did anyone else see or hear it? Do you know why it happened? Please provide as many details as you can remember.
- Is there anything else we should know?



**Title IX Sexual Harassment** is a specific form of harassment prohibited by federal law and LMSD policy. Complaints about harassment can be made using the LMSD Reporting Form or the other methods described in this section. For further information about Title IX protections, please link to our website [here](#) or contact the Title IX coordinator:

Megan Shafer, Assistant to the Superintendent  
[shaferm@lmsd.org](mailto:shaferm@lmsd.org)  
610-645-1928



In addition to the process outlined above, concerns or conduct that violate community expectations may be reported through [Safe2Say Something](#). Safe2Say is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. Please note that state-level analysts (not LMSD representatives) determine how to route the report based on the nature and seriousness of the matter.

Matters involving a threat to the health, safety, or welfare of a member of the LMSD community should be referred directly to the Lower Merion Police Department by calling 911.



### 1.5 Expectations for Students

We expect all members of our school community to engage in conduct that is reflective of good character and citizenship. We believe that if we pledge to maintain these fundamentals in our dealings with one another, our schools will be an emotionally and physically safe settings for us to learn and grow together as a community. In all school settings, students are expected to:

- Be Safe
- Be Responsible
- Be Respectful

Occasionally, students conduct themselves in a manner that violates these expectations. The Board of School Directors has adopted, as a policy statement (Policy 235), a district-wide student code of discipline. The code details the rights and responsibilities of students, parents, teachers and administrators. It is recognized that there is a variety of effective means to deal with disciplinary problems as they occur in school. Since the purpose of any disciplinary action taken by the school is to help the student modify and change behavior to an acceptable standard, disciplinary responses of the school must be in keeping with and appropriate to the behavioral infraction. To provide for uniformity, fairness and consistency in the disciplinary process, the code defines the due process procedures to which a student is entitled, including situations governed by Chapters 12 and 14 of the Pennsylvania Code as well as the Individuals with Disabilities Education Act (IDEA). Whenever possible, a restorative approach is used to address student discipline issues ([see](#) Section 1.3), but that does not necessarily replace appropriate consequences in accordance with the student code of conduct.

More specific information regarding behavior expectations and consequences can be found in **Appendix A, Student Code of Conduct**.

#### A. A Note About Technology & Personal Devices, Including Cell Phones

Lower Merion School District takes pride in ensuring that our students have access to information available on the Internet. Any student who violates the provisions of Policy 134 may have their internet access privileges suspended along with additional disciplinary action. An account is set up for each student. Students access the Internet under the direction and supervision of teachers. Students can also access LMSD resources from home using their student account.



While we recognize the importance of being connected and learning how to use technology appropriately in this rapidly changing, interconnected world, we also know that personal electronic devices can cause an unnecessary distraction in the school environment. To this end, for safety purposes, students are allowed to bring cell phones to school. The phone must be silenced or turned off and remain in a backpack or locker throughout the day. If there is an emergency during the day, please call the main office. Please see **Appendix A** for additional details about such devices in our schools.

## B. Off-Campus Conduct

Under Pennsylvania law, LMSD, like other public school districts, may investigate and discipline conduct that occurs during or in relation to its educational program or activities. This means that misconduct that occurs off school property, but during a school-related activity (e.g., a field trip or athletic event), may be subject to disciplinary action. On the other hand, misconduct that occurs off school property or after school hours may only be subject to discipline when there is a legal nexus between the misconduct and disruption of the educational process (such as threats to school safety or school personnel). That said, in such circumstance, the school may still provide supports for any student targeted or a victim of off-campus misconduct.

## 1.6 Staff Expectations

We expect all members of our school community to engage in conduct that is reflective of good character and citizenship. Staff are bound to conform with expectations as set forth by law, contract, policies, and practices. LMSD policies regarding standards of conduct for employees can be found [here](#) (300 series) and includes, but is not limited to, restrictions concerning private tutoring/coaching, receipt of gifts, and maintaining appropriate boundaries with students. Complaints or concerns regarding staff conduct may be reported as described in Section 1.4.

### • Gift Policy

The District and the Lower Merion Education Association (the union representing teachers and staff) requests that gifts not be given by students to employees.

## 1.7 District- and School-Related Organizations

There are a number of ways to get involved with your child's school and learn more about LMSD. Here are a few options to consider:

- Each of the District's eleven schools maintains an active **Home & School Association (HSA)** that meets regularly to inform parents of upcoming school and district-wide initiatives, plan activities, provide a forum for ideas and concerns, and act as a liaison between parents and school staff. All parents are invited to actively participate in their school's HSA. Please see Section 2.5 for more information about your school's HSA.
- The **Interschool Council (ISC)** is the umbrella organization for the eleven **Home and School Associations (HSAs)** in Lower Merion School District. The ISC strives to enhance education throughout the district by promoting communication among parents/guardians, teachers, school district administrators, the Board of School Directors and the general community. For more information, please visit the LMSD website [here](#).
- Founded in 1972, the **Committee for Special Education** is a parent-led volunteer organization serving families of students with an IEP, GIEP or 504 Service Agreement. CSE hosts general

meetings on topics of interest to families, and runs a monthly brown bag lunch as an informal gathering for parents/guardians to share their experiences. Visit [our website](#) for more information.

- The **Committee to Address Race in Education (CARE)** was formed in 1997 in order to forge school-community partnerships and opportunities for stakeholders to work collaboratively to serve all students. The CARE committee meets monthly from September through May each year to communicate about issues of race that have implications for education, advise the school district on issues of policy and practice, report about programs that benefit all racial/ethnic groups, and educate all stakeholders in an effort to increase understanding and bring all students to the highest possible levels of achievement. For more information, please visit the LMSD website [here](#).
- The mission of the **Education Foundation of Lower Merion (EFLM)** is to provide a vehicle for the entire community's voluntary support of programs and activities enhancing the educational experience of all students, consistent with the mission of the Lower Merion School District. Visit the [Education Foundation website](#).
- The **Lower Merion Township Scholarship Fund (LMTSF)** awards grants on a financial need basis to graduates of Lower Merion and Harriton high schools for post high school education. Contributions come from District residents, industry, civic and social organizations, proceeds from school photographs, the sale of Tribute Cards through HSA's, and student and parent fund raising activities. For more information call 610-645-1893 or visit the [LMTSF website](#).
- The **Lower Merion Board of School Directors** is comprised of nine elected members serving four-year terms. The major responsibility of the Board is to set policies that define the nature of public education from Kindergarten through the 12th grade. Parents/guardians and residents are encouraged to attend the Board's Business, Education and Committee Meetings. Formal action is taken only at the Business Meetings. Time is set aside for questions, comments or suggestions from the public during each meeting. For more information, visit the complete [School Board Meeting Schedule](#). The Board can also be reached via email at [communitycomments@lmsd.org](mailto:communitycomments@lmsd.org).

### 1.8 LMSD's PowerSchool Parent/Guardian Portal for Access to Key Information

LMSD uses an electronic platform called Power School for maintaining student information. The Parent/Guardian Portal provides you with access to your child's schedule, report cards (grades), attendance, and eligible transportation. Critically, the Portal also allows you to update contact information, including emergency contact names and numbers. The website can be access from the LMSD's home page or at <http://powerschool.lmsd.org/public/>. Directions for creating accounts and help with navigating PowerSchool can be found [here](#).

- **School Messenger**



LMSD utilizes an automated calling system to alert parents/guardians of any urgent messages. This system will call the numbers in the order that they are listed on your emergency contact form. Parents/guardians are asked to ensure that all emergency contact phone numbers are kept up-to-date. If there is any change, please update contact information via PowerSchool Parent Portal.

### 1.9 District Departments and Key Contacts

Our District is comprised of a number of departments designed to serve our students, staff, and community. Please feel free to learn more about our organization by visiting the [LMSD website](#).

## ARTICLE II: GENERAL INFORMATION ABOUT OUR SCHOOL

### 2.1 Overview of Our School

Here is a little information about us. Learn more here: <https://www.lmsd.org/cynwyd>

<b>Grades Served</b>	Kindergarten – 4 <sup>th</sup> Grade
<b>Enrollment (approx.)</b>	410
<b>School Hours</b>	<b>Grades 1-4:</b> 9:00 a.m. – 3:35 p.m. <b>Kindergarten AM:</b> 9:00 a.m. – 11:50 a.m. <b>Kindergarten PM:</b> 12:45 p.m. – 3:35 p.m.
<b>School Address</b>	101 West Levering Mill Road Bala Cynwyd, PA 19004

### 2.2 Key Contact Information

We hope that you are able to find the contact you are looking for below. If not, please do not hesitate to contact [insert general number/email] for assistance.

Quick Reference Numbers/Emails			
	Name/Position	Number	Email
<b>Main Office</b>	Mrs. Lisa McDevitt	610-645-1430	mcdevitl@lmsd.org
<b>Attendance</b>	Mrs. Betsy Lucas	610-645-1430	lucase@lmsd.org
<b>Nutritional Services</b>	Karen Castaneda	610-645-1433	
<b>Student Services/Guidance</b>	Kimberly Frazier	610-645-1918	fraserk@lmsd.org
<b>Health Services</b>	Roberta Marcolino	610-645-1940	marcolr@lmsd.org
<b>Transportation</b>	Richard Segal	610-664-8127	SegalR@lmsd.org

Our Administrative Team			
<b>Principal</b>	Dr. Daniel Martino	610-645-1430	martinda@lmsd.org

Our Student Services and Support Team			
<b>Counselor</b>	Mrs. Lisa Ruzzi	610-645-1430	ruzzil@lmsd.org
<b>School Psychologist</b>	Dr. Amy Dodds	610-645-1430	dodds@lmsd.org
<b>Social Worker</b>	Alexandra Serherlis	610-645-1874	seherla@lmsd.org
<b>ELD Support Teacher</b>	Mrs. Amy Lindelow	610-645-1430	lindlowa@lmsd.org

## 2.3 Communication Pathways

In addition to the contact information above (we always welcome your call anytime!), the strategies listed below are additional ways for you to get in touch and stay in touch.

### A. E-mail

Every staff member has an LMSD email address available on our web page. We ask that the following guidelines be observed when using this form of communication:

- If you need to set up an appointment with a staff member in order to discuss lengthy or confidential information, please send a message via e-mail with a phone number and a good time to reach you.
- Staff members routinely check their e-mail before and after school. Important messages that must reach a staff member immediately are best sent through the office or via a written note. Alternative dismissal arrangements, emergency information and other timely information that must be received by the staff member the same day should not be sent electronically.

### B. “Thursday Envelope”

Each Thursday, families will receive an email containing all of the LMSD and community announcements. We ask that families review the Thursday Envelope email each week as there are many important documents attached each week.

### C. Unsure About Who to Call?

Please start with our main office number 610-645-1430. This chart lists a variety of situations that can arise during the year and may help you find the best **first point of contact** at school in the event you do not know where to begin.

SITUATION	TEACHER	COUNSELOR	SCHOOL NURSE	SCHOOL OFFICE	PRINCIPAL/ ASST. PRINCIPAL
Concern about school work/student progress	X				
Concern about behavior/disciplinary issue in class	X				
Concern or conflict with teacher or other staff member	X				X
Concern about transition to middle/high school		X			
Social concerns/unhappy at school	X	X			
School-related incidents of bullying or harassment	X	X			X
Illness or injury requiring multiple days of absence		X	X		
Home situation that may impact school (e.g., death of a family member, pet, parent separation, etc.)	X	X			

- Translation Services

You are an important part of your child's education! That is why we want to communicate with you, in your language, about your child's education. This often includes translated documents and a language interpreter for meetings and conversations. LMSD provides free access to interpretation services to our schools and District offices. For support related to these and other translation services,

please contact Mrs. Amy Lindelow (ELD Teacher) or Mrs. Lisa Ruzzi, School Counselor or our ELD Coordinator, Dawn Chapman, at 610-645-1440 or [chapmad@lmsd.org](mailto:chapmad@lmsd.org).

## 2.4 School Visitors and Volunteers

- School Visitors

We hope that you are able to take the opportunity to visit our schools during our open houses and/or conference periods. Unfortunately, though we would love to see you, we are typically not able to accommodate unplanned visitors during the school day. In the absence of an invitation for a meeting or other education-related purpose, we encourage everyone to notify the building in advance of their visit. When you do visit, please note that you will be required to follow our visitor policies, including providing photo identification and screening through our **Raptor Visitor Screening System**.

- School Volunteers

Volunteers play a vital role in supporting our students, staff and programs. While we greatly value the assistance of volunteers in supporting our school, we also must be vigilant in ensuring the safety of our students. Therefore, all adult volunteers (even parents and guardians) entering our schools to work with children must have the clearances mandated by the Pennsylvania Child Protective Services Law. For more information about this requirement and how to apply, please visit the [LMSD website](#).

## 2.5 Home & School Association

The Home and School Association (HSA) is an active participant in the life of our school community. Through its efforts, the HSA enables teachers to extend the curriculum by supporting field trips, cultural programs, speakers and the artist in residence program. We encourage every family to become an active member of this organization.

The HSA compiles a Family Directory at the start of each school year as a resource for all parents/guardians. With Parent/Guardian permission, the HSA is provided basic contact information by the school. The HSA also publishes a Newsletter for families. For further information on our HSA, can be found at: <http://www.cynwydhhsa.org/>.

## 2.6 Important Dates

Please note that this is not a comprehensive list of school events. Please check the [LMSD website](#) for a more detailed list of events. If you have any questions, please confirm the details by contacting the Main Office [Mrs. Lisa McDevitt: mcdevitl@lmsd.org](mailto:Mrs.LisaMcDevitt:mcdevitl@lmsd.org).

DATE	EVENT
Sept 1, 2022	Sneak Peek
Sept 5, 2022	School/Offices Closed - Holiday
Sept 6, 2022	First Day of School (Grades 1-4)
Sept 6 & 7, 2022	K 1:1 Zoom Orientations
Sept 8, 2022	K First Day of School
Sept 15, 2022	Back to School Night
Sept 26 & 27, 2022	School Closed - Holiday
Oct. 12, 2022	Picture Day

<b>Oct 5, 2022</b>	School Closed - Holiday
<b>Nov, 2022</b>	Picture Retake Day
<b>Oct 31, 2022</b>	Early Dismissal (12:25 p.m.)
<b>Nov 8, 2022</b>	School Closed – Election Day/Staff Development
<b>Nov 17, 2022</b>	Fall Parent/Teacher Conferences - Evening
<b>Nov 18, 2022</b>	Early Dismissal (12:25 p.m.) - Conferences
<b>Nov 21, 2022</b>	Fall Parent/Teacher Conferences - Evening
<b>Nov 22, 2022</b>	Early Dismissal (12:25 p.m.) - Conferences
<b>Nov 23, 2022</b>	Early Dismissal (12:25 p.m.) - Holiday
<b>Nov 24 &amp; 25, 2022</b>	School Closed- Holiday
<b>Dec 6, 2022</b>	End of 1 <sup>st</sup> Trimester
<b>Dec 16, 2022</b>	T1 Report Cards Distributed
<b>Dec 23, 2022</b>	All School Sing
<b>Dec 26 – Jan 2, 2023</b>	School Closed – Winter Break
<b>Jan 13, 2023</b>	Early Dismissal - Holiday
<b>Jan 16, 2023</b>	School/Offices Closed - Holiday
<b>Feb 16, 2023</b>	Early Dismissal – Staff Development
<b>Feb 17, 2023</b>	School Closed – Staff Development
<b>Feb 20, 2023</b>	School/Offices Closed - Holiday
<b>Mar 7, 2023</b>	Spring Parent/Teacher Conferences - Evening
<b>Mar 8, 2023</b>	Early Dismissal (12:25 p.m.) - Conferences
<b>Mar 9, 2023</b>	Early Dismissal (12:25 p.m.) - Conferences
<b>Mar 10, 2023</b>	Early Dismissal (12:25 p.m.) - Conferences
<b>Mar 13, 2023</b>	End of 2 <sup>nd</sup> Trimester
<b>Mar 24, 2023</b>	T2 Report Card Distributed
<b>Apr 3 – 7, 2023</b>	School Closed - Holiday
<b>Apr 25 – 27, 2023</b>	PSSA – ELA (Grades 3-4)
<b>May 1 – 2, 2023</b>	PSSA – Math (Grades 3-4)
<b>May 3 – 4, 2023</b>	PSSA – Science (Grade 4)
<b>May 16, 2023</b>	School Closed – Election Day/Staff Development
<b>May 26, 2023</b>	Field Day/ Early Dismissal (12:25 p.m.) - Holiday
<b>May 29, 2023</b>	School/Offices Closed - Holiday
<b>June 16, 2023</b>	4 <sup>th</sup> Grade Celebration
<b>June 16, 2023</b>	Last Day of School/Early Dismissal (12:25 p.m.)/ T3 Report Cards Distributed

## 2.7 Daily Schedules and Late Openings/Early Dismissals

- Daily Schedule

	Start Time	End Time
<b>Kindergarten Morning Session</b>	9:00 a.m.	11:50 a.m.
<b>Kindergarten Afternoon Session</b>	12:50 p.m.	3:35 p.m.
<b>Grades 1-4</b>	9:00 a.m.	3:35 p.m.

- Weather and Other Emergency Closures/Late Openings/Early Dismissals

In the event of weather-related or other emergency closures, the District shares this information to families in a variety of ways.

Our goal is to make a decision and issue notifications before 6:00 a.m. Crews from our Transportation and Operations departments assess road conditions throughout the District and consult with the Township, weather services and PennDoT. It's important to note that while roads in



one area of the District may be clear, conditions elsewhere may be hazardous. The safety of ALL students, drivers and staff is the primary factor under consideration.

If a weather-related or other emergency late opening, closure or early dismissal will occur, the following notification methods will be used:

- Emails, phone calls and text message will be sent to staff
  - Emails and text messages will be sent to families who have email addresses registered in PowerSchool
    - Note: NO phone calls to families are made between 10:00 p.m. and 8:00 a.m.
  - Information will be posted on the District Website: <https://www.lmsd.org/>
  - Information will be posted on the District Facebook page <https://www.facebook.com/LowerMerionSchoolDistrict/>
  - Information will be shared on the District Twitter account (@LowerMerionSD)
  - The District emergency hotline will be updated: (610) 645-0143
  - Information will appear on the LMSD TV channel: Xfinity Channel 22, Fios Channel 36
  - Information will be shared with local TV and radio news outlets
  - Right At School will notify RAS families about their hours and locations via email

Sources of School Closings/Delayed Opening Information	
<b>Phone</b>	LMSD Emergency Hotline: 610-645-0143
<b>TV</b>	Comcast Channel 6 (Educational Access Cable), NBC 10, and FOX 29
<b>Internet</b>	LMSD ( <a href="http://www.lmsd.org">www.lmsd.org</a> ); KYW News Radio ( <a href="http://www.kyw1060.com">www.kyw1060.com</a> )
<b>Radio</b>	KYW News Radio 1060 AM

## 2.8 Access to Grades, Attendance, and Other Important Information



Access to your child's schedule, grades, attendance, and eligible transportation through **PowerSchool Parent Portal** is provided to you as another form of communication between school and family. The website can be access from the district's home page or [here](#). Additional help with navigating PowerSchool can be found [here](#).

Please note that ensuring the safety of each child at our school is a top priority. In order to assist us in meeting the needs of your child, parents/guardians are asked to update PowerSchool and promptly notify your child's teacher and our office staff in writing if there are any changes in the emergency contact information for your child. Parents/guardians are asked to please make sure that individuals listed as emergency contacts are willing and able to come to school in the event that your child needs to be picked up. Any time anyone picks a child up from school, they will be required to provide photo identification.

The **Family Educational Rights and Privacy Act (FERPA)** affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. For more information, please refer to [Board Policy 216 and its accompanying procedures](#) for details regarding the District's procedures for the classification, maintenance and destruction of student records.





**A Note about Custody:** The District recognizes that every family situation is unique. In situations where parents do not live together, disagreements involving parental rights within the school setting may arise. Under these circumstances, we encourage parents to work collaboratively to settle their disputes amicably between themselves.

Ultimately, determination of child custody is a legal process, not an educational one. If the custody of your child has been determined by the courts, it is imperative that a copy of the court order be provided to us. The court order will help us identify who can make educational decisions regarding your child and who is permitted access to your child while he/she is at school. In the absence of a custody order, we will assume that both parents can make educational decisions and both parents can take physical custody of your child.

## 2.9 Attendance

School attendance continues to be one of the most important variables contributing to student achievement. Both Pennsylvania law and District policy require that we carefully monitor student attendance. We understand that there are circumstances which prevent students from attending school and we excuse certain types of absences, such as illness, medical or dental appointment, bona fide religious holiday, or death of a family member.

### Late Arrival or Absence


If your child is going to be absent for some or all of the school day, we encourage you to use the **LMSD Safe Arrival** system to report your child's absence or tardy arrival before 8:30 a.m. The online absence form is available 24/7. If it's more convenient, you can call the LMSD Safe Arrival Hotline number (610-658-3903). When calling, please include the student's name, grade, reason for the absence/tardiness, and date. If calling after 8:30 a.m., then call the office at 610-645-1430. If you call, you will still need to submit a written note to the school office or an online notification when your child returns to school (within 3 days of student's return).

Please note, on the day of your student's absence, you will receive a verification phone call, even if the absence has been reported via our LMSD Safe Arrival system. Phoning parents/guardians of students who are not in class is an important measure undertaken by the District to ensure the safety of all of our students.

If you have a doctor's note that would excuse an absence, you can send the original note to the school office upon the child's return or email it to [cynwydattendance@lmsd.org](mailto:cynwydattendance@lmsd.org).

For more information about these requirements and Pennsylvania Truancy Law, please refer to the [LMSD website](#).

As a reminder, you can check your child's attendance on the [PowerSchool Parent Portal](#).



**PLEASE REPORT  
ABSENCES USING THE  
LMSD SAFE ARRIVAL  
SYSTEM:**

**[CLICK HERE FOR THE  
ABSENCE FORM](#)**

**OR CALL 610-658-3903**

### Early Dismissal

If your child will be leaving school early, please complete the online absence form prior to arrival to ensure timely dismissal or present a note to the attendance secretary upon arrival to school. Parents/guardians must come into the building to sign out their child prior to leaving.

### Absence for Educational Trip

The LMSD Safe Arrival system is not to be used for Educational Trip absences. Educational trips not exceeding a total of 5 school days per school year may be excused if approved by the District Superintendent/Designee and/or Principal. You must complete the “[Absence for Educational Trip](#)” form via email to [cynwydattendance@Lmsd.org](mailto:cynwydattendance@Lmsd.org) and submit to the Principal's office 14 days before your planned educational trip. Students are responsible for requesting and making up any assignments for the period of absence.

### School Health Services

For information about school health services related to attendance, please see Section 4.2 (Health Services).

## 2.10 Arrival/Dismissal Procedures

### Arrival

Unless participating in an approved school-sponsored activity, students should not arrive to school before 8:45 a.m. Adult supervision is not available before this time. The instructional day begins at 9:00 a.m.

### Dismissal

The instructional day concludes at 3:35 p.m. Students are guided by staff members to their assigned areas for dismissal from the school.

Please see **Appendix B** for detailed information regarding student drop off and pick up.

## 2.11 Transportation Services

Lower Merion School District provides bus service for students and the drivers are operating on a timely schedule and carry great responsibility for student safety. Students must ride on the bus to which they are assigned. Students eligible for transportation can find specific information about their bus assignment and stop in the [PowerSchool Parent Portal](#).

For more information about transportation services, please visit [LMSD's website](#). The Transportation Department's phone number is 610-645-1940.

Bus riding is a privilege, not a right. Cooperation with the bus driver and fellow students will result in a safe journey for all passengers. Failure to comply with rules may result in losing the privilege of riding school buses. Please see **Appendix A** for more information about bus rules.

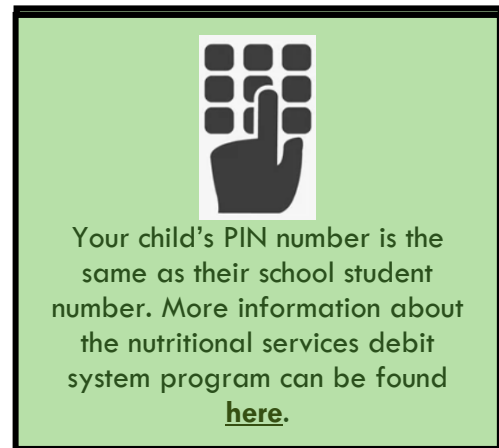


## 2.12 Nutritional Services (Breakfast and Lunch Programs)

Each school has a fully equipped kitchen and all food is prepared on site. Students carrying their own lunches may purchase assorted milk products and juices as well as a-la-carte products.

LMSD uses a computerized debit system as a convenience for families. You may go online to view school menus as well as your student's cafeteria purchases by opening an account online at [www.myschoolaccount.com](http://www.myschoolaccount.com). From this unique website, you can view your child's lunch account balance, check on the activity and add money to the account as often as you wish. More information about creating an account can be found on [LMSD's website](#).

LMSD also participates in the National School Breakfast and Lunch Program, which provides free and reduced-price lunches based upon need. More information and application for this program can be found [here](#).



If you have any questions please feel free to call the Nutritional Service Office at 610-645-1990.

## 2.13 Emergency Drills

The safety of our students, faculty, staff, and visitors is one of our top priorities. Our school has emergency procedures in place to deal with a variety of situations that may occur.

### Fire Drills

Monthly fire drills are conducted throughout the year. Any visitor at our school at the time of a fire drill is asked to exit through the nearest exit and report to the office staff at the front of the school.

### Lock Down Drills

Lock down drills are conducted throughout the year. Any visitor at our school during a lock down drill is asked to find the nearest secure location and remain there for the duration of the drill. No one may enter or exit the building during a lock down.

### Student Pick Up at School Due to an Emergency During the School Day

In the event of an emergency dismissal necessitating the pickup of all students, all students will be signed out by parents/guardians at a specified location to be communicated at the time of the emergency dismissal.

### Evacuation to a Secondary Location

In the event of an emergency requiring the evacuation of students from our school, all students, faculty, and staff will be transported by bus to another location, which will be communicated to families at the time of the evacuation. Parents/guardians will receive notification via the School Messenger Automated Calling System if this occurs and will be directed to the appropriate location in order to pick up their children.

### **2.14 School Supplies and Other School-Related Fees/Costs; Need-Based Support**

From time to time, families are asked to purchase school supplies (typically at the beginning of the school year) and may incur fees due to items such as school-issued laptop insurance, field trips, or other curricular-related activities. Students who are eligible for free and/or reduced lunch are also eligible for financial support with these types of school-related costs. You must indicate your interest in receiving such support when completing your [application for free/reduced meals](#). You may also seek support through a school counselor, social worker or administrator. Please see [LMSD Policy 152](#) for more information about how we support families.

### **2.15 Insurance**

Through a group plan, accident insurance is available to all students at a low cost. Students are encouraged to take advantage of this service. The cost of the insurance and filing of claims is the responsibility of the individual student and parent. Insurance forms are available in the school office, or on [LMSD's website](#).

Lower Merion School District's interscholastic teams are covered by a district insurance policy. Intramural programs in the Lower Merion School District are not covered by this insurance policy.

### **2.16 Lost & Found Items**

Lost and found items are collected and placed in the Lower Atrium on a table in the building. Please take the time to take inventory of your child's items at home and have them check/retrieve items from the table if needed. It is also recommended that you label your child's items so if they are misplaced, they can be returned to the rightful owner. Items not claimed will be donated at the conclusion of Winter Break and at the end of the year.

## ARTICLE III: ACADEMIC INFORMATION

The information provided in this section will give you an overview of the elementary academic program. If it's not here, or you need more help, don't hesitate to contact us! Please note, more detailed information about the elementary academic program can be found on [LMSD's website](#). There you can also find more information about our recent exciting efforts to reimagine the elementary school schedule.

### 3.1 Academic Calendar

- Trimester Schedule for Grades K-4

<b>End of First Trimester</b>	December 6, 2022	Report Cards Available	December 16, 2022
<b>End of Second Trimester</b>	March 13, 2023	Report Cards Available	March 24, 2023
<b>End of Third Trimester</b>	June 15, 2023	Report Cards Available	June 19, 2023

- Parent/Guardian Conferences



Parent/guardian conferences are an excellent opportunity to meet with your child's teachers and get feedback on their progress. A notification will come from the building principal with exact dates and times for parents/guardians to sign up for conferences.

### 3.2 Instructional Plan, Tools & Expectations

#### A. Morning Meeting

Morning Meeting happens in all classes Kindergarten through Fourth Grade. Morning Meeting allows us to begin each day as a community of caring and respectful learners. Throughout the year we also have schoolwide Morning Meetings. This is designed to foster a sense of belonging and help all students get ready to learn.

#### B. Materials/Textbooks

All students are supplied with necessary textbooks and workbooks. In addition, school supply lists are posted on our web page. We do expect children to appreciate and respect the value of their school supplies and texts. Failure to replace damaged or lost textbooks and/or library books can lead to restricted access to the library and/or delay in the issue of report cards. Please see Section 2.14 for need-based financial support.

#### C. Technology Tools

- District-Issued Devices:** Students in Kindergarten and 1<sup>st</sup> grade will be issued an iPad and students in grades 2-4 will be issued a Chromebook for the 2022-23 school year and. Prior to being issued families must:

1. Sign the AUP (Acceptable Use Policy) via eSignature:

Click the link for [PowerSchool eCollect](#) to electronically sign a parent/guardian agreement granting student permission to use the LMSD procured device on and off of school grounds. Parents/guardians are encouraged to review the [1:1 Device](#) District policies and administrative regulations 134 and 224 cited in the agreement policies before

signing. Questions about policies can be sent to George Frazier, Director of Information Systems, at [frazier@lmsd.org](mailto:frazier@lmsd.org). Directions for electronically signing the agreement click on link: [LMSD PowerSchool Portal eCollect Form Instructions v1.pdf](#).

2. **Pay Device Insurance** (Kindergarten & 1<sup>st</sup> Grade: \$25.00 for iPads, 2<sup>nd</sup> – 4<sup>th</sup> Grade: \$30.00 for Chromebooks)

Must be paid by September 16<sup>th</sup> in order for students to take device off of school property

Click the link to [MySchoolBucks](#) to pay your student's device insurance. If you are unable to pay using MySchoolBucks, you may send a *check or money order* payable to *Lower Merion School District* to the Gladwyne school office. Please include your child's full name and student ID number in the memo line of the check or money order.

Important insurance notes:

- a. Parents/guardians may not substitute homeowners or other personal insurance for District procured device insurance.
- b. A device issued through the SETT process with the LMSD IEP team does not require an insurance payment.
- c. The insurance payment does not apply to lost or damaged power supplies. If a power supply is lost or damaged, please submit a helpdesk ticket for a replacement by emailing [techsupport@lmsd.org](mailto:techsupport@lmsd.org). Parents/guardians are required to pay for the replacement power supply. The current cost, subject to change, for replacement power supplies are the following:
  1. Chromebook with USB-C Connector-\$50.00
  2. iPad Cable-\$19.00
  3. iPad Charger-\$19.00
- d. If a device is missing or suspected stolen on school grounds during the school day, the student must report this immediately to their teacher. To report a device missing or stolen after school hours, the parent/guardian must email [techsupport@lmsd.org](mailto:techsupport@lmsd.org).

**Financial Assistance:** These forms must be completed each year by each family to determine eligibility and share with District.

1. [Free and Reduced Meal Form](#)
2. [Waiver for Sharing Information with Other Programs](#)

Families who receive notification that they qualify for the Free and Reduced Meal Program for the 2022-2023 school year **and** have completed the Waiver Sharing form will have the insurance cost waived.

Parents/guardians should open a helpdesk ticket for issues with a device by emailing [techsupport@lmsd.org](mailto:techsupport@lmsd.org). Please ensure you provide as much detail as possible regarding the issue, so a technician can better remediate the problem.

- **LMSD-Net:** Lower Merion School District takes pride in ensuring that our students have access to information and resources available on the Internet to assist them in the learning process. Additional information regarding students' use of the internet is included in School Board [Policy 134 LMSD-Net: Student Use, Rights, and Responsibilities](#).

Students will be provided with LMSD-Net and Internet training. This training shall include educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response. Students can also access LMSD resources from home using their student account (<https://myfiles.lmsd.org>). Any student who violates the provisions of this policy may have their LMSD network privileges suspended or revoked and school disciplinary action and/or legal action may be pursued.

#### D. Homework

Homework is designed to reinforce, review and extend concepts learned at school. We ask that families take an active role by providing each child with a quiet area in which to complete homework assignments and also by reviewing assignments with children. Please check with your child's teacher to see what supplies may be needed at home to complete homework assignments. We do ask that any assignment too difficult for a child to complete be brought to the attention of the teacher. This is an indication that the concept being reviewed at home may not have been fully understood and the teacher can support your child with additional instruction.

The amount of time needed for formal homework will vary from grade to grade; however, each child is asked to either read or be read to every evening for 20 minutes in addition to the assigned homework. Expect approximately 10 minutes of homework/night/grade level (for example, 1st grade = 10 minutes, 2nd grade = 20 minutes, 3rd grade = 30 minutes, etc.). Our teachers make every effort to be sensitive to holidays when assigning homework and projects.

For additional information, please see [LMSD's Homework Policy 132](#).

#### E. Report Cards

Report Cards are issued three times a year. Families will receive appointments to attend a conference in the fall and early spring one month in advance of each conference. Additionally, teachers are available to meet with families to discuss concerns or questions about a student's progress. Throughout the year, you are welcome to call the school office in order to set up an additional appointment if needed.



Families are able to access the new Standards-Based Reports Cards through the [Powerschool Parent Portal](#). If you have not already created a Parent Portal account, it is important that you do so in order to view your child's report card. Please visit the following link: <http://powerschool.lmsd.org/public/> and click on the "Create Account" tab at the bottom of the page.

#### F. Performance Levels for Grades K-4

Four indicators of progress are noted on the new report cards using a numeric marking system (4, 3, 2, and 1). Descriptors for each indicator are provided below:

##### **4 – Applying**

**The student's performance consistently meets the grade level standard. The student applies key concepts, processes, and skills at a complex level.**

<b>3 – Meeting</b>	The student’s performance consistently meets the grade level standard. The student grasps key concepts, processes, and skills.
<b>2 – Approaching</b>	The student’s performance is approaching the grade level standard. The student is developing an understanding of key concepts, processes, and skills.
<b>1 – Emerging</b>	The student's performance does not meet the grade level standard. The student demonstrates a limited understanding of key concepts, processes, and skills.

For more information about the LMSD Report Card for Grades K-5, please refer to [LMSD's website](#).

### 3.3 Academic Assistance and Support

#### A. Classroom Teacher

We encourage our families to connect directly with their child’s classroom teacher to discuss any areas of concern or questions you have related to your child’s academic progress. We believe partnership with families is important to student success.

#### B. WIN Time = What I Need

“WIN” (which stands for “What I Need”) is a dedicated time during each instructional day when teachers provide targeted, differentiated instruction to support the academic needs of each learner in every classroom. Based on student assessment data, teachers plan opportunities for remediation, additional practice, and/or enrichment that may be delivered individually, in small groups, or during collaborative peer work in WIN time, based on what each student needs.

Additionally, this period allows students to be pulled for supplemental services (reading, mathematics, speech, occupational therapy, ELD, etc.) with minimal interruption to core class time. No new Core instruction is presented during this time.

#### C. Achievement Teams

For a child who may need a higher level of support, our Achievement Team provides school-based services to students experiencing varying difficulties. The goal of the Achievement Team meeting is to collaboratively develop individualized strategies to increase student success in the general education setting. Growth and change are achieved through commitment to consistent teamwork with families, students and staff.

Achievement Team members at each building can include, as needed: the student’s Parent/Guardians, School Administrators, General Education teachers, Guidance Counselors, School Psychologists, Reading Specialists, Math Support teachers, Behaviorists, Nurses, Speech-Language Therapists, Occupational/Physical Therapists, Special Education teachers, and Gifted Education teachers.

Students may be referred to the Achievement Team by individual teachers, teacher teams, other school personnel, or parents/guardians. The Achievement Teams use a variety of informational sources to gather data on student achievement including student grades, student performance on standardized tests, and other anecdotal information from all those who come into contact with the student both in the school and home environments.



The Achievement Team works to gather baseline data on student progress, develop an action plan which includes research-based strategies to support students in the targeted area(s) of need, and support teachers in their efforts to make instructional modifications and provide instructional or behavioral interventions. Achievement Teams monitor each student's progress on a regular basis in order to document the effectiveness of interventions or recommend further modifications to meet the needs of the student.

To learn more about the Achievement Team at our school, please contact Kristin Dimaco, [DiMarck@lmsd.org](mailto:DiMarck@lmsd.org).

### 3.4 Special Education, Gifted Education, and 504 Plans

#### A. Special Education Services

Lower Merion School District provides an extensive range of educational services and supports for students with special needs within our schools. These services include: Learning Support, Emotional Support, Autistic Support, and Life Skills Support. Speech/language therapy, occupational therapy, physical therapy, hearing support, vision therapy, and transition services also are provided to eligible students requiring these services due to an educational need. A broad array of supplementary aids and services to support students' educational needs includes communication devices, audio versions of books, assistive technology, a braille production center, and pre-vocational opportunities. The continuum of programs and services for children with disabilities varies in accordance with the changing needs of our community. For more information about special education services, please visit [LMSD's website](#).

#### B. Gifted Education Services

If an evaluation determines a student is mentally gifted and in need of specially designed instruction, then a Gifted Individualized Education Plan (GIEP) is developed to meet that student's identified academic areas of strength. The GIEP is created by a team, including family/legal guardian(s) of the child, the child's teacher(s), a designated representative from the District and any other person who is requested to be present by either the family/legal guardian(s) or the District. The GIEP identifies present levels of academic achievement, annual goals, instruction for specially designed instruction and supports each student in developing individual strengths. The content and design of each student's GIEP depends on the individual's academic strength areas identified for enrichment, acceleration or a combination of both. For more information about gifted education services, please visit [LMSD's website](#).

#### C. 504 Service Agreements

In accordance with the American with Disabilities Amendment Act (ADAA), the District provides students with a disability access to educational programs equal to their nondisabled peers. The student's disability and the necessary services, aids, and accommodations are reviewed by a school team with the parent/guardian and a 504 Service Agreement is developed for the student. Student's eligibility and the specific accommodations necessary are reviewed on a yearly basis with the parent. Consent of parent/guardian is necessary to implement a Service Agreement. For more information about 504 Service Agreements, please visit [LMSD's website](#).

## ARTICLE IV: COUNSELING, HEALTH & WELLNESS

### 4.1 Counseling Services

Alongside other adults in the school community, an elementary school counselor helps create a safe and welcoming school environment. We promote a positive school environment through No Place for Hate activities each school year. We are also available to help students address any friendship concerns that arise during the school year. It is our goal to promote positive peer relationships and school affinity through guidance lessons, lunch groups, and individual meetings with students.

In addition to fostering a safe school environment, elementary school counselors teach children coping skills and positive peer interactions. During regular classroom guidance lessons, we teach the following:

- Focusing attention
- Personal safety
- Fair ways to play
- Empathy
- Self-advocacy
- Emotion management
- Problem solving skills

Upon family or staff recommendation, we also help students learn skills during short-term small group and individual counseling sessions. Student can also request a time to talk with us. All services are designed to have a positive impact on student development, sense of belonging and self-concept.

Beyond this, elementary school counselors are a resource for families. We are available to answer questions, discuss concerns and schedule meetings with your child's school-based team. We may also be able to recommend school and community services to support your family and child(ren). More information about LMSD and our school's counseling services can be found on [LMSD's website](#).

Please see Section 2.2 to find contact information for our school counselor(s).

### 4.2 Health Services

#### A. Role of School Nursing

Our school nurses care about the health and safety of our school community and play an essential role in keeping children healthy, safe, and ready to learn. All students have access to a certified school nurse (see contact information in Section 2.2) and, when staffing is available, a registered nurse will be assigned to support school buildings. Certified school nurses are responsible for reporting vaccine compliance to the state, overseeing and reporting state mandated health exams and health screening, and case managing students with serious health concerns and identified disabilities. In addition to assessing children for illness and injury during the school day, school nurses provide daily nursing services and treatments to students who are medically fragile or who deal

with chronic health issues such as asthma, life-threatening allergies, diabetes, epilepsy, and mental health concerns.

#### B. School Health Record Requirements

Pennsylvania School Health Law requires medical/dental examinations, immunizations, and health screening for all students at the intervals cited below. Additional information and LMSD forms can be found on [LMSD's website](#).

##### State Mandated Health Exams

- Physical exam: K/1st Grade (the year that a student enters school), 6th grade, 11th grade
- Dental exam: K/1st Grade (the year that a student enters school), 3rd grade, 7th grade

##### Vaccines required for ALL students in grades K-12

- Four doses of Tetanus, Diphtheria, & acellular Pertussis (usually given as DTP, DTaP, DT or Td)
  - One dose must be on or after the 4th birthday
- Four doses of Polio vaccine
  - 4th dose must be on or after 4th birthday and at least 6 months after previous dose given
  - 4th dose is not necessary if the 3rd dose was given at age 4 years or older and at least 6 months after the previous dose
- Two doses of Measles, Mumps and Rubella (MMR) vaccine
- Three properly spaced doses of Hepatitis B vaccine
- Two doses of Varicella (chickenpox) or evidence of immunity
  - First dose must be given after 12 months of age
  - If immune, provide date of disease

##### Vaccines required for ALL students in grades 7 – 11

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) (if 5 years has elapsed since the last tetanus vaccine)
- 1 dose of meningococcal conjugate vaccine (MCV4/MenACWY)

##### Vaccines required for ALL students in grades 12

- 2 doses of Meningococcal Conjugate (MenACWY)
  - If the first dose of MenACWY was given at 16 years of age or older, this shall count as the 12<sup>th</sup> grade dose

##### Annual School Health Screening

- Growth (grades K thru 12th grade)
- Vision (grades K thru 12th grade)
- Hearing (grades K, 1, 2, 3, 7, 11)
- Scoliosis (grades 6 & 7 - offered in the absence of a current physical exam form; requires written parent permission)

#### C. When to Keep Your Child at Home

It is important to maintain a healthy environment in the classroom to protect all students. The following symptoms may indicate contagious illness. Your child should be kept at home if any of these occur:

- Fever of 100 degrees or more within the past 24 hours



If a student is involved in an accident, or injured during school, they should immediately tell a teacher or other adult in the school to contact the nurse.

- Rash (unless determined to be non-communicable by physician)
- Vomiting and/or diarrhea within the past 24 hours
- Yellow or green drainage from the eyes or nose
- Excessive coughing
- Shortness of breath
- Difficulty breathing
- Loss of taste or smell



The student experiencing any of the contagious conditions listed below will be readmitted to school after 24-48 hours of appropriate therapy. A physician's note may be required. Please contact the school nurse if your child has any of these conditions.

- Strep throat, scarlet fever, impetigo, ringworm, pinworm, conjunctivitis (pinkeye), staph infection (MRSA).
- Chickenpox
- Hepatitis A, Hepatitis B and meningitis
- Head lice (pediculosis)
- Fifth disease

LMSD follows the recommendations and cooperates with the Montgomery County Office of Public Health (MCOPH) and the Pennsylvania Department of Health (PADOH) in matters of communicable illnesses. The Health Departments have the authority to require exclusion from school for communicable illness. The Health Departments also have the authority to exclude students who are unimmunized or partially immunized during outbreaks of communicable illness.

#### D. Medications

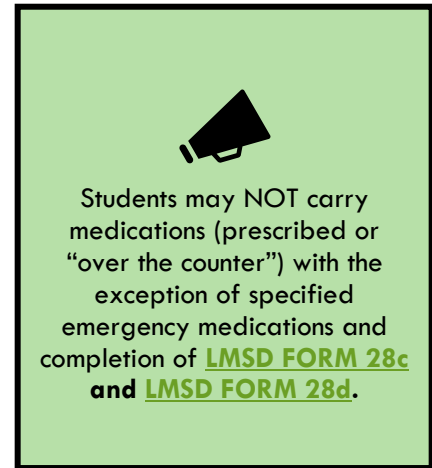
In accordance with Pennsylvania state law, the Pennsylvania Nurse Practice Act, and LMSD School Board Policy 210, school nurses are only permitted to administer medication (prescription and over-the counter medication i.e. Tylenol or Advil) that is prescribed by a physician. In the school setting, that physician is your healthcare provider. We encourage you to have a school medication form filled out for any medication including “over the counter” (OTC) medication that your child may need throughout the school year. The form can be completed at the time of your child’s annual “well-visit” or during another routine visit to avoid any cost for completion of forms. School medication forms can be downloaded from [LMSD’s website](#).

- Students may not carry medication (prescribed or “over the counter”) with the exception of specified emergency medications (see below) and completion of [LMSD FORM 28c](#) (Medication Administration Request and Consent) and [LMSD FORM 28d](#) (Permission to Carry and Permission to Carry and Self-Administer Emergency Medication).
- All medications (prescription and “over the counter”) must be provided to the school in the original pharmacy labeled container or original container for “over the counter” medications.
- All medications (prescription and “over the counter”) must be brought to school by the parent/guardian. No more than a 30-day supply of any medication will be stored at school with the exception of emergency medication which may be stored until the end of the school year or until the medication has expired or has been discontinued (whichever comes first). Parents/Guardians are responsible for noting expiration and refill dates of medications and providing medication to the school. Expired medication will not be administered.

- Changes in dosage/frequency require an updated **LMSD FORM 28c** and **LMSD FORM 28d** (if applicable). Medication forms must be updated annually and for any changes in dosage/frequency etc.
- Medication must be picked up by the parent/guardian at the end of the school year or upon the discontinuation of the administration of the medication, whichever is earlier. Medication that is not picked up will be discarded.

If your child will need medication administered at school (prescription or “over the counter”):

**LMSD FORM 28c** must be completed by the Licensed Prescriber and the parent/guardian before any medication (prescription or “over the counter”) may be administered. Medication orders can be accepted via fax or electronically from a Licensed Prescriber and may be on the Licensed Prescriber’s letterhead instead of **LMSD FORM 28c** if they contain all of the required information listed in **LMSD FORM 28c** and the parent/guardian has provided written authorization for the administration of medication.



If you want your child to carry emergency medication or to carry and self-administer emergency medication:

Students may carry and self-administer specific emergency medications such as Epipen®, “rescue” asthma inhalers and medication for diabetes only if both **LMSD FORM 28c** and **LMSD FORM 28d** have been completed by the parent/guardian and Licensed Prescriber. The forms must specify the need for the student to carry and self-administer the medication. Pennsylvania regulations now require that parent/guardian, Licensed Prescriber and School Nurse all agree that the student is competent to carry and self-administer the emergency medication. Students who self-administer emergency medications must notify the School Nurse following each use.

#### E. Students with Temporary Weight Bearing Restrictions/Limitations on the Ability to Ambulate

If your child has an injury that limits their ability to ambulate without assistive devices (crutches, casts, splints, & orthopedic boots), a physician’s note describing weight bearing status, prescribed assistive devices (including crutches), and excuse from participation in physical education class is required. For safety reasons and to prevent further injury, we also strongly recommend that parents provide transportation to and from school while a student is non-weight bearing or using crutches. If a wheelchair is recommended for your child, please contact the school nurse and guidance counselor for information about classroom accessibility and special transportation options.

Please see Section 2.2 to find contact information for our school’s health services.

### 4.3 Clinical Services

In addition to our school counselors, each school has a school psychologist and social worker to support our students. Please refer to Section 2.2. for their contact information.

The **School Psychologist** provides support for all students to help them achieve the most from their educational experiences. The School Psychologist offers consultation to parents, teachers and school personnel and provides assessment when recommended by the Multi-disciplinary Team. In addition,

direct intervention for problem solving with students and families is also available. The School Psychologist may also provide educational programs to help parents, school personnel and others be more effective in their roles.

The **School Social Worker** provides direct intervention and consultation with students, teachers and families, referrals are made to appropriate community services. Contact is facilitated and maintained with the outside agency to ensure that school, family and community programs are working toward common goals for the student.

## 4.4 Emergency Plans and Crisis Response

### A. Emergency Plans

The District's first priority is the safety, security, and well-being of our students. In support of those efforts, the District has an Emergency Operations Plan in place. The procedures are tailored for each individual school. These plans, which are reviewed regularly, are implemented when the need arises.

Different actions may be taken in response to the specific emergency. However, as a general rule of thumb, the District will take one of two courses of action—a lockdown/shelter in place or an evacuation. In either situation it is imperative that parents/guardians assist us by respecting the processes that will be put into effect. This will enable us to handle an emergency in the most orderly manner possible, ensuring the safety of everyone involved.

Here is an overview of the procedures we have in place for the safety of our students and staff:

- Each classroom in the District is equipped with an Emergency Plan.
- Each building has its own emergency and evacuation plans (all staff members including substitutes are versed on it).
- Each building has drill procedures for evacuations, lockdowns, early releases, and emergency situations.
- We have developed district-wide and school-based internal and external communication systems.
- If it is necessary to shelter in place, students will be escorted to a central, safe location as directed by the principal or designee.
- In the event of an incident where outside air may be contaminated, all of the ventilation systems will be shut down and the dampers will be closed.
- Each building is equipped with emergency food and water supplies. These are being upgraded to ensure that we have appropriate amounts available for the number of staff and students.
- Schools are equipped with emergency supplies, including first aid kits and "go bags", (which have essential information in them—student lists, emergency contact information, flashlights, and security plans).
- District Personnel have been trained to assist in emergency situations and counselors have been trained to help in crisis interventions.
- Central Administration has designated personnel to assist and respond to all schools as needed.
- **Each school has a designated area established for student pick-up.** Students will only be released to their parents/guardians or those indicated on the student's emergency card and that individual may be asked to produce identification before a student is released. **Parents/guardians must remain in the designated area until their child is brought to them.**

In the event of an emergency situation or unusual event that disrupts the students' normal routine, the District has developed a communication procedure to quickly and accurately inform the parents, staff, and community of the relevant information. Communication will occur through the District's web site ([www.lmsd.org](http://www.lmsd.org)) and the Educational Access Comcast Channel 6. We will also notify KYW 1060 Newsradio. Parents can also call the District Hotline at 610-645-0143 for an updated emergency message. Communication will also occur through letters to parents, school/HSA listserves, and phone chains.

In the event of a lockdown/shelter in place, the building(s) will be locked with NO arrivals or departures of anyone including staff, students or parents. We will follow our emergency procedures as well as those directed by local and/or government agencies.

As a District we are in frequent communication with our local law enforcement and continue to seek their advice, along with that of the emergency personnel, for the best methods of protecting our students and staff. If you have any questions or concerns, please feel free to contact your school principal or the School & Community Relations office (610-645-1977) anytime.

## B. Other Preparedness Measures

- Crisis Response Teams

Members of the District staff have been trained in responding to atypical events and in meeting the needs of students and staff when schools are faced with an emergency situation. Crisis response teams are available across the District with varying membership depending on the situation. Team members may include school psychologists, school counselors, social workers, nurses, and administrators. In addition to responding to the immediate situation, members of the team are available for subsequent support and counseling to students, families, and staff. Student Services organizes and coordinates the Crisis Response Team, collaborating with school staff and other District staff as determined by the event at hand.

- PREPaRE School Crisis Prevention and Intervention Curriculum

PREPaRE School Crisis Prevention and Intervention Curriculum was developed by the National Association of School Psychologists (NASP). PREPaRE is an evidenced based model that is utilized within LMSD to enhance school safety and crisis management prevention and response. Crisis response team members at each school and at the district level are trained in the PREPaRE model as we recognize that good crisis planning and preparation can help to mitigate the traumatic impact of a crisis.

- Comprehensive School Threat Assessment Guidelines (CSTAG)

Threat assessment is a problem-solving approach to violence prevention that involves both assessment and intervention with individuals who have threatened violence toward others. The CSTAG model (and corresponding manual) is designed to provide practical guidelines for school-based teams to conduct threat assessments of students and other individuals who threaten to commit an act of violence. A team member can use the guidelines can be used to conduct a preliminary assessment of the seriousness of a student's threat and determine whether the threat can be quickly resolved as a transient threat or will require more extensive evaluation and intervention. In more serious, substantive cases, the full threat assessment team – typically consisting of a school administrator, counselor, psychologist, social worker, and SRO (in our case, the LMPD) – can use these guidelines to develop a more comprehensive plan to prevent an act of violence.



## APPENDIX A: STUDENT CODE OF CONDUCT

### A.1 General Student Expectations/Community Rules

In addition to the commitments set forth in Section 1 regarding community expectations, the following general student conduct rules relate to customary or regular occurrences (such as possession and appropriate use of cell phones) within the school setting or school-related activities.

#### Cell Phones/Electronic Devices

Cell phones and other similar personal electronic devices are permitted on school district property in accordance with the following rules.

1. If a student uses technology in manner which is disruptive to the educational environment, the school reserves the right to temporarily suspend or completely revoke the privilege of technology use for that student, including personal electronic devices and school computers.
2. The use of blue-tooth speakers is prohibited; on district busses and on campus unless given explicit permission from a teacher or staff member.
3. Cell phones and other personal electronic devices are not to be used in the classroom and/or disrupt instruction or the learning of others.
4. Students may not use a personal cell phone or camera to record video or take pictures of others in school, on school grounds or on the school bus unless given explicit permission from a teacher or staff member.
5. Unless prior notice and approval is given by the school's administration, students are not permitted to use cell phones or any personal electronic device during their lunch period.
6. Parents and guardians are asked to please refrain from texting or calling your child's cell phone during the school day. Students are not permitted to text or use their cell phones during the school day and receiving a call or text from a family member puts your child in a difficult position. Phones are available in the office for students to use if they need to call home. Parents and guardians are welcome to call the office at any time if they need to get a message to their child. Our office staff will facilitate this communication.
7. The school will not be responsible if these devices are lost, damaged, stolen, or misplaced.

#### Eating and/or Drinking

Students should not be eating or drinking in classrooms, hallways, or general areas unless given specific permission by a teacher or other staff member. If drinks are allowed, only water should be permitted.

#### Walking Safely Around School

Students are expected to walk in the halls and outside walkways during school. Students should not be running in the halls or walkways to get to class or lunch.

#### Student Sales/Invitations

Students will not be permitted to sell anything in school including cookies and other baked goods, candy, gum, etc., that is not approved by the Administration. Students are not permitted to print and/or distribute personal party invitations in school.

#### Dress Code and Appearance



We believe all students have the right to an equitable education and should be able to dress, and style their hair, for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming. Enforcement of this universal dress code shall not create disparities, reinforce stereotypes or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural identity, religious identity, household income or body type/size.

We recognize that each student's mode of dress and appearance is a manifestation of personal style and individual preference. We will not interfere with the right of students and their parents/guardians to make decisions regarding their dress and/or appearance, except that we are responsible for ensuring that a student's personal appearance does not interfere with the health or safety of any student. Students and staff are responsible for managing their own personal distractions and reactions. The following general standards will be in effect at all LMSD schools:

1. Mandatory and Allowable Dress:
  - (a) Students must wear a top, bottom and footwear while on school premises
  - (b) Some courses may require adjustments to attire and hairstyle to ensure safety during academic activities (i.e. science labs, physical education, electives, etc.)
  - (c) Some courses (physical education, science lab, electives, etc.) and school-sponsored extracurricular activities may require specific attire (safety gear, athletic attire, uniforms, hair tied back, etc.)
2. Non-Allowable Dress:
  - (a) Items that expose private parts of the body (genitalia, nipples or buttocks)
  - (b) Items with sexually suggestive language or messages
  - (c) Items that promote illegal or violent conduct, including but not limited to, drugs, alcohol, tobacco, weapons and/or gang affiliation
  - (d) Items that depict hate speech, intimidation or intolerance toward protected groups
  - (e) Items that are profane or legally libelous
  - (f) Items that make the students face unidentifiable; please note, however, protective masks, clothing/headgear worn for religious and medical purposes are excepted

Our dress code is intended to be gender-neutral. We do not enforce specific attire based on gender. Students have the right to dress in accordance with their gender identity within the constraints of the dress codes adopted by the school.

Exceptions to the dress code may be made by the Superintendent or designee for medical or religious reasons when required by law.

### **School Bus Expectations and Guidelines**

Bus riding is a privilege, not a right. Cooperation with the bus driver and fellow students will result in a safe journey for all passengers. Failure to comply with rules may result in losing the privilege of riding school buses. The following guidelines will apply for students who utilize School District transportation services:

#### Before Boarding:

1. Arrive on time to the designated bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to board.
4. Exercise caution when approaching the bus.
5. Board the bus promptly and in an orderly manner.

#### On The Bus:

1. Keep hands and feet inside the bus and out of the aisle at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Do not shout or talk in an excessively loud manner.
4. Treat bus equipment with respect - never tamper with the bus or equipment.
5. Do not leave books, lunches, or other articles on the bus.
6. Do not throw anything out of the bus windows.
7. Do not throw anything inside of the bus.
8. Do not engage in horseplay, fighting, or any other behavior that may distract the driver.
9. Be courteous to fellow students and the bus driver.
10. Do not put anything in the aisle at any time.
11. Seats are for students, not equipment.
12. No eating or drinking.
13. Students may not film or photograph any other passengers on the bus.
14. Music may be played using headphones only. Speakers are not permitted.

When a student is reported to the Administration for misconduct on the bus, appropriate action will be taken. This action may include notification to parents/guardians, assignment of detention, and/or any other consequence as determined by the Building Administrator. If the first offense is sufficiently serious, the privilege of bus transportation may be withdrawn for a specified period of time. Repeated violations of the rules for bus safety may also result in the suspension of bus transportation.

## **A.2 Consequences and Restorative Practices**

As outlined in Board Policy 101 (Equity), the equitable administration of school-based discipline at all District schools based on a model of restorative practices rather than punitive measures, when appropriate, is critical to the District's equity efforts and goal of reducing disproportionality in discipline. When possible and appropriate under the circumstances, students will be afforded the opportunity to participate in restorative practices as an alternative to, or in addition to, other consequences.

Examples of restorative practices include, but are not limited to, the following:

- Reflection forms;
- Peer mediation;
- Conferences with counselors;
- Mindfulness exercises;
- Community building activities;
- Community service;
- Support from appropriate community organizations.

The following chart is a guide detailing the behaviors students are expected to exhibit and the consequences or other measures students can expect when they make poor choices regarding their behavior. It is not meant to be inclusive of all possible kinds of misbehavior; rather, it is a guideline that represents the more common and serious types of misbehavior that may be experienced in a school environment. Students are reminded that school rules are in effect, and students are subject to discipline: (1) while at school; (2) at school-sponsored events, trips, or activities, whether on or away from school property; (3) while traveling to/from school, school-sponsored events, trips, or activities on a vehicle owned, leased, or under the control of the District; and (4) as otherwise permitted by law.

The severity of any consequence or other measures will be proportional to the severity of the infraction, the age of the student, the student's current and prior disciplinary record (including any history of repeat infractions), special circumstances about the incident, including whether the student was an aggressor or victim, as well as any applicable laws or regulations, including, but not limited to, those related to the discipline of students with disabilities.

In cases where exclusionary discipline is required, the District will require that students returning to school from a suspension or expulsion meet with a designated school official to discuss academic and behavioral expectations upon return to school, individuals and resources available to support students, the consequences of future noncompliance with Board Policy and/or school rules, and the number of hours, if any, of counseling required prior to the student's return to their regular class schedule. When a student has been issued an out-of-school suspension, the student's parent/guardian will be required to attend the re-entry conference with the appropriate school official(s).



Consistent with the Pennsylvania Safe Schools Act, the District and the Lower Merion Township Police Department have entered into a Memorandum of Understanding which outlines the procedures to be followed when certain incidents contemplated by the Pennsylvania Safe Schools Act occur on school property, at any school sponsored activity, or on a conveyance providing transportation to or from school or a school sponsored activity. As outlined in more detail in the existing Memorandum of Understanding between the District and the Lower Merion Township Police Department, the parties seek to maintain a safe school environment in a cooperative and mutually supportive manner, but in a way that does not result in an over presence of law enforcement in the school environment. Through the cooperative and supportive efforts of both parties, the parties strive to reduce student referrals to the criminal justice system and eliminate the school to prison pipeline. Parents/guardians and students should be aware that the nature or degree of student misconduct in certain situations may require or necessitate the involvement of law enforcement. The decision to contact law enforcement is one that is not taken lightly, and is generally reserved for the most severe situations or those that require law enforcement notification as a matter of law.


<b>Property Infractions</b>				
<b>Infraction</b>	<b>Examples of Expected Conduct</b>	<b>Examples of Behavior in Violation of School Rules</b>	<b>First Infraction</b>	<b>Repeated Infractions (potential consequences are in addition to those possible for first infractions)</b>
<b>Theft; Vandalism; Littering; Etc.</b>	<ul style="list-style-type: none"> <li>Showing respect for school property and the property of others.</li> </ul>	<ul style="list-style-type: none"> <li>Touching someone else's belongings without permission</li> <li>Stealing, vandalizing, misusing or destroying the property of another, including school property</li> <li>Littering.</li> </ul>	<ul style="list-style-type: none"> <li>Restorative practices</li> <li>Parent/guardian contact</li> <li>Conference with teacher or principal</li> <li>Referral to principal</li> <li>Loss of school-related privileges</li> <li>Restitution</li> <li>Suspension</li> </ul>	
<b>Infractions Against Others</b>				
<b>Infraction</b>	<b>Examples of Expected Conduct</b>	<b>Examples of Behavior in Violation of School Rules</b>	<b>First Infraction</b>	<b>Repeated Infractions (potential consequences are in addition to those possible for first infractions)</b>
<b>Assault; Battery; Fighting; Inappropriate Physical Contact</b>	<ul style="list-style-type: none"> <li>Respecting school staff, students, and visitors</li> <li>Maintaining appropriate physical contact and conduct</li> </ul>	<ul style="list-style-type: none"> <li>Physically or verbally attacking any person (includes behavior such as hitting, beating, striking, punching, biting, spitting, grabbing, tripping, etc.)</li> <li>Engaging in hostile bodily contact</li> <li>Inappropriate touching or bodily contact.</li> </ul>	<ul style="list-style-type: none"> <li>Restorative practices</li> <li>Parent/guardian contact</li> <li>Conference with teacher or principal</li> <li>Referral to principal</li> <li>Loss of school-related privileges</li> </ul>	<ul style="list-style-type: none"> <li>Referral for possible expulsion in instances of severe conduct.</li> </ul>



	<ul style="list-style-type: none"> <li>Maintaining a safe and orderly school environment</li> </ul>		<ul style="list-style-type: none"> <li>Suspension</li> </ul>	
<b>Discriminatory Harassment, Bullying and Hazing</b>	<ul style="list-style-type: none"> <li>Maintaining appropriate physical contact and conduct</li> <li>Treating others with respect and courtesy.</li> </ul>	<ul style="list-style-type: none"> <li>Harassment, bullying, hazing and other forms of prohibited harassment. Refer to School Board Policy/AR 246.</li> <li>Hate speech</li> </ul>	<ul style="list-style-type: none"> <li>Restorative practices</li> <li>Parent/guardian contact</li> <li>Conference with teacher or principal</li> <li>Referral to principal</li> <li>Suspension</li> </ul>	<ul style="list-style-type: none"> <li>Referral for possible expulsion in instances of severe conduct.</li> </ul>
<b>Health, Safety &amp; Welfare Infractions</b>				
<b>Infraction</b>	<b>Examples of Expected Conduct</b>	<b>Examples of Behavior in Violation of School Rules</b>	<b>First Infraction</b>	<b>Repeated Infractions (potential consequences are in addition to those possible for first infractions)</b>
<b>Classroom / School Disturbance</b>	<ul style="list-style-type: none"> <li>Maintaining a safe and orderly school environment, conducive to academic instruction</li> <li>Respecting school staff, students, and visitors</li> <li>Following school rules and directions of school officials</li> </ul>	<ul style="list-style-type: none"> <li>Behavior which disrupts or has the potential to disrupt the educational process or regular school operations, or which constitutes a threat to the health, safety or welfare of others.</li> <li>Includes not participating appropriately in class, acting in an unsafe manner in school or on school grounds, treating others in an unkind, mean or disrespectful manner, failing to identify or properly identify</li> </ul>	<ul style="list-style-type: none"> <li>Restorative practices</li> <li>Warning</li> <li>Parent/guardian contact</li> <li>Conference with teacher or principal</li> <li>Referral to principal</li> <li>Loss of school-related privileges</li> <li>Suspension</li> </ul>	



	<ul style="list-style-type: none"> <li>Refraining from using profanity.</li> </ul>	<p>oneself upon request of a school official, failing to obey instructions of a school official, hall pass violations, insubordination, lying, cheating, profanity or inappropriate language, gesture, or action, disrespectful behavior, or other violations of school rules.</p>		
<b>Possession/ Use of Prohibited Items (Drugs, Tobacco, Weapons, Other Dangerous Objects, Etc.)</b>	<ul style="list-style-type: none"> <li>Maintaining an environment free from drugs, alcohol, tobacco and other prohibited items and substances.</li> </ul>	<ul style="list-style-type: none"> <li>Weapon or Dangerous Items</li> <li>Drugs/Controlled Substance</li> <li>Tobacco/Nicotine</li> <li>Refer to School Board Policy/AR 235 for details</li> </ul>	<ul style="list-style-type: none"> <li>Restorative practices</li> <li>Parent/guardian contact</li> <li>Loss of school-related privileges</li> <li>Suspension</li> <li>Possible referral for expulsion proceedings</li> </ul>	
<b>Inappropriate Use of Electronic Device / Acceptable Use of Technology Violations</b>	<ul style="list-style-type: none"> <li>Using technology and electronic devices in accordance with Board Policy and school rules</li> <li>Maintaining a school environment, conducive to academic instruction.</li> </ul>	<ul style="list-style-type: none"> <li>Failing to utilize technology and/or electronic devices in accordance with Board Policy, applicable law or school rules</li> <li>Using technology or electronic devices in a way that is disruptive to the educational or extracurricular activities of the District</li> <li>Refer to School Board Policies 235 and 134 for additional information.</li> </ul>	<ul style="list-style-type: none"> <li>Restorative practices</li> <li>Warning</li> <li>Parent/guardian contact</li> <li>Conference with teacher or principal</li> <li>Referral to principal</li> <li>Loss of school-related privileges</li> <li>Suspension</li> </ul>	
<b>Threatening or Intimidating Conduct; False Alarms;</b>	<ul style="list-style-type: none"> <li>Maintaining a safe and orderly school environment</li> </ul>	<ul style="list-style-type: none"> <li>Engaging in conduct which undermines the safety, security or wellbeing of any person or of school property</li> </ul>	<ul style="list-style-type: none"> <li>Restorative practices</li> <li>Parent/guardian contact</li> </ul>	

<p><b>Terrorist Threats/Acts</b></p>	<ul style="list-style-type: none"> <li>• Treating others with respect and courtesy</li> <li>• Maintaining a school environment conducive to academic instruction.</li> </ul>	<ul style="list-style-type: none"> <li>• Threats of violence or harm communicated verbally or in writing</li> <li>• Bomb threats</li> <li>• Knowingly reporting a false threat</li> <li>• Tampering with the fire alarm, fire extinguisher, sprinkler system or similar device.</li> </ul>	<ul style="list-style-type: none"> <li>• Conference with teacher or principal</li> <li>• Referral to principal</li> <li>• Suspension</li> <li>• Possible referral for expulsion proceedings</li> </ul>	
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## APPENDIX B: ARRIVAL & DISMISSAL PROCEDURE

### A. ARRIVAL

- **Arrival Time** – Student arrival begins at 8:40 am. To ensure the proper supervision and safety of our students, please do not have students arrive prior to this time.
- **Only students** will be permitted to enter the building. Please prepare your child so that they are ready to enter the building on their own. During the first week of school, we will have additional staff around the campus to help new and younger students transition while providing help in locating their classroom.
- **All students** will enter through the main entrance or through the Manayunk door if they are being dropped off.
- **Bus Students and Walkers** will be greeted by staff members upon arrival and directed into the building.
- **Manayunk Road Car Drop-off Procedure:**
  1. Have your child(ren) ready to exit the vehicle.
  2. Check to make sure the sign on the door is **GREEN**.
  3. Enter the circle & **pull-up as far as possible** to avoid blocking Manayunk Rd.
  4. Parents/Guardians/Caregivers **should NOT exit their vehicle**.
  5. **Arrive no later than 9:00 am** (The sign will be turned **RED at 9:00 am**) Students will not be able to gain entrance at the Manayunk Door once the school day begins & **MUST** be accompanied by a parent/guardian to the school office for admittance.
- **Car line students** should be able to independently get out of the car. Parents will pull into the circle on Manayunk road. **Students should be prepared and ready to exit the car as soon as it stops safely.** The student will independently exit the vehicle (parents need to stay in your vehicle during this process) We will have staff outside to greet and direct the students to the Manayunk door to enter the building.
- **Bike Riders** – *Only 4<sup>th</sup> and 5<sup>th</sup> grade students are permitted to ride bikes to school without adult supervision. This may also include siblings of 4<sup>th</sup>/5<sup>th</sup> grade students if 4/5 Parent Permission Form is completed.*
- We have (2) bike racks which are located at the front of the building. All bikes will be stored in this area. To ensure social distancing, students will not be parking bikes in the Kindergarten Playground.

### B. DISMISSAL

- Please inform your child's teacher of their dismissal plan. Please try to establish a consistent dismissal plan for your child.
- Dismissal will start around 3:25/3:30.
- **Student Signs for Dismissal** – Due to the structure of our dismissal system and in order to safely and efficiently ensure social distancing, **we are asking that ALL parents/guardians picking up students bring a SIGN** with their child's name(s), grade(s) and teacher(s) printed clearly. With the distancing needed and the need to communicate through masks, this will help to streamline our process.



- **Specific Dismissal Procedures will be communicated to parents and student in our opening letter to parents.**