Owen J. Roberts School District
East Coventry Elementary School
2461 East Cedarville Road
Pottstown, Pennsylvania 19465
Telephone 610.469.5103

THE OWEN J. ROBERTS SCHOOL DISTRICT COMMUNITY:
Inspiring Each Student for Success Today and Greatness Tomorrow

Dear New EC Parents/Guardians,

Our Vision: At East Coventry Elementary, we are committed to creating a school community where everyone is loved, safe, and heard. Our students' academic, social, and emotional growth is everyone's responsibility.

Homeroom Assignments: Homeroom assignments are now available in Skyward.

New Skyward!: The District is utilizing a new and fancier version of Skyward. If you have not yet done so, please delete your old bookmark and begin using the new link. Your previous log-in information is the same. If you use the Skyward app, you may need to delete the app and reinstall it. If you have questions or difficulties accessing Skyward, please reach out to us at 610-469-5103.

First Time Skyward Users: If you are a first-time Skyward user, you will need to access the log-in page to Skyward and click on the "Forgot your Login/Password". You will be prompted to enter an email. IMPORTANT – You must enter the same email address that you provided at the time you registered your child. An automated email with a generic password will be sent to that email address with your log-in credentials. Simply follow the directions to create your unique password.

NEW SCHOOL HOURS: All OJRSD schools will have new start and end times this year. The start of school for elementary school is 8:50AM with the new end time of 3:30PM. AM Kindergarten is from 8:50AM to 11:35AM. PM Kindergarten is from 12:35AM to 3:30PM.

Daily Student Schedule 2024-2025

Level	Group	Start Time	End Time
Elementary School	Students AM Kinder	8:50 AM	11:35 AM
	Students PM Kinder	12:35 PM	3:30 PM
	Students 1-6	8:50 AM	3:30 PM
	Half-Day for Students	*8:50 AM*	*12:10 PM*
Middle School	Students	8:00 AM	2:45 PM
	Half-Day for Students	*8:00 AM*	*11:20 AM*
High School	Students	8:00 AM	2:45 PM
	Half-Day for Students	*8:00 AM*	*11:20 AM*

PickUp Patrol: Once again this year, we will be using PickUp Patrol to manage all of our end of day dismissal procedures. This app based program will allow families to communicate with the school regarding end-of-day pick-up routines as well as early dismissals due to doctor appointments. Families should NOT use Pick-up Patrol to report absences from school. Instead, absences should be reported using the regular attendance line. If you are unfamiliar with Pick-up Patrol, here is a short video as a preview.

Pickup and Drop Off Procedures:
AM Car drop off and PM pick up is contactless and curbside in the rear of the school.

AM DROP OFF: Students can be dropped off between 8:35AM and 8:50AM. Students should be seated in the rear seat and exit on the driver's side. For any student being dropped off after 8:50AM, the student must enter through the main school doors and be accompanied by an adult.

PM PICK UP: Afternoon pick-up will begin at 3:20PM. At the conclusion of the school day, adults will line up curbside in the rear of the school and remain in their vehicles in the car pickup line. The individual picking up the child MUST be a parent, guardian, or on the emergency contact list. Each car will be issued a car tag during the first week of school. Parents/guardians must display the car tag during the pick-up process. In addition, ID must be readily available. A staff member will greet the vehicle and the child will be dismissed from the gym doors. Students will be brought to the vehicle and will enter the car on the driver's rear side.

AM and PM KINDER INFORMATION: AM Kindergarten parents/guardians will need to pick-up their children at 11:15AM at the front of the school at the kindergarten exit/canopy. AM Kindergarten parents/guardians must display the car tag. PM Kindergarten parents will need to drop-off their children at the front of the school at the kindergarten exit/canopy beginning at 12:10PM.)

Walkers: The District recognizes that some families choose to have their student walk to school. IMPORTANT - Students must be accompanied by their parents or guardians. Students are not permitted to walk to/from school by themselves. All walkers should enter and exit the school through the same pick-up and drop-off locations as car riders. When crossing the driveway, students must wait for a staff member to assist them. We kindly ask that families refrain from bringing their animals with them for pick-up and drop-off.

Transportation Information: All transportation information is listed in your child's Skyward account. This includes pick-up and drop-off times along with locations. Please understand that for the first several days of school the actual pick-up and drop-off times may vary as driver's adjust routes. It is advisable to have your child at the bus stop at least 10 minutes before the designated time for those first few days of school. IMPORTANT - The District requires an adult to be at the bus stop in order for a kindergarten student to exit the bus. If an adult is not at the bus stop, for the safety of the kindergartner, he or she will be brought back to EC. A family member would need to pick up the child at the school. If you have questions about your child's transportation information, please reach out to 610-469-5254.

Elementary Supply Lists: The EC School Supply Lists for kindergarten through grade 6 are now available. Click here to view the lists. Similar to previous years, the district has tried to keep the lists relatively short. East Coventry PTO has partnered with School Tool Box to sell prepackaged school supplies for the next school year. Supplies will be delivered directly to your home address.

Hours of Operation:

- **Regular school day**: 8:50AM. to 3:30PM. Any student arriving after 8:50AM will be considered tardy. Students who are **tardy** must report to the office before going to the classroom. Parents must accompany the child in order to sign for them.

- **Early dismissal days**: 8:50AM to 12:10PM

- **NO LUNCH** is scheduled on early dismissal days. Kindergarten sessions are announced in advance if PM Kindergarten attends that day.

- **Kindergarten sessions**: AM Session **8:50AM - 11:35PM**. PM Session **12:35 - 3:30PM**

- **Two hour school delay**: please follow the modified Kindergarten schedule. AM. Kindergarten will report from **10:50AM– 12:35PM** Kindergarten will report from **1:25PM – 3:30PM**

Non-School Sponsored Travel: Occasionally, families need to travel for various reasons throughout the school year. Often this travel results in a student not attending school. OJR School Board policy 204A outlines the conditions set forth allowing for days to be excused for such travel. The maximum approved days are 5 cumulative school days in a school year. Requests are submitted electronically via Skyward (The link may not yet be available). No paper copies will be accepted. IMPORTANT - In order for the travel days to be "excused", the request needs to be submitted prior to the travel. Travel requests submitted after the event, will be coded as "unexcused".

Other conditions apply to the approval of the travel days including:

- Travel will not be approved if a student's academic standing, attendance, or discipline record is deemed unsatisfactory by the administration.
- Travel may be revoked if a student's academic standing, attendance, or discipline record is deemed unsatisfactory by the administration
- Non-school sponsored travel will NOT be approved as an excused absence during the following time periods:
  - The first two weeks at the start of the school year (10 school days)
  - The last two weeks at the end of the school year (10 school days)

The entire policy (204A) can be reviewed at http://ojrsd.com/domain/667 including the Educational Travel Request form.

Have you Liked Us Yet?: Stop by the East Coventry Elementary School Facebook page and do not forget to "Follow Us" for pictures, reminders and happenings from around the school. You can also find us on Instagram at eastcovelem

Custody Orders: If you have a new custody order, please provide us with the updated information. Oftentimes we are left to interpret the arrangements that are outlined in these types of agreements and how they pertain to a school environment. When in doubt, we will consult with the East Coventry Police Department or the OJR Safety and Security Director.

Attendance Information: Like you, we want all of our EC children to excel at school. There is a direct connection between student performance and attendance. Children need to attend school on time and every day. If your child is ill to the point that you decide he or she is not feeling up to attending school, please call the 24 hour OJR Attendance Line at 610-469-5688.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

Excused absences may be granted for illness, quarantine, death in the immediate family, impassable roads, school-sanctioned educational trips, approved non-school sponsored travel, religious holidays, and exceptionally urgent reasons (approved by the building principal) which affect the child. Please refer to (District Policy # 204). Such reasons as "missing the bus," "car problems," "personal," "academic reasons," or "oversleeping" are classified as illegal absences. Absences for other reasons may also be considered illegal.

Unexcused lateness to school will be cumulative throughout the school year and will convert to days of illegal absence for purposes of enforcing school attendance and truancy. Please refer to the district policies or elementary handbook for further information. Access to both sources of information can be found on the EC website at https://www.ojrsd.com/Domain/8

News from the Nurse: If you received an updated dental form or physical form this summer for your child, please forward a copy to our school nurse. As a reminder, district policy prohibits children from carrying any medication to school. Over the counter medications fall under this regulation meaning students may not possess any medicinal items. Any prescription medications will need to be in their original bottle with the child's name on the outside and dropped off by a parent. If you have questions, please call Mrs. Blasek at 610-469-5173.

Elementary Food Service/Prices:
Meal costs for this coming school year for elementary will be $3.15. As part of the state budget, all breakfasts are FREE this year. Additionally, there is no charge for meals for students who qualify as "reduced".

The cafeteria service will be serving a la carte items such as snacks and ice cream. The food service will not be accepting cash for these items. Students will use their meal accounts in order to purchase the ala carte items. There are two ways to deposit money in your child's meal account: Use SchoolPay or send a check made out to "Owen J. Roberts School District".

Birthday and Holiday Celebrations: In accordance with the district's Wellness Policy, all of the elementary schools have specific guidelines regarding classroom parties and birthdays.

Due to the many students with allergies and food reactions we are requesting that all birthday recognitions be non-food based. **No birthday food treats should be sent to school for birthdays.** We do want to acknowledge student birthdays, but encourage parents to do so with small items such as pencils, stickers or the donation of a book to the school or classroom library in honor of your child's birthday. Likewise, holiday celebrations should be held in accordance with board policy. These celebrations will be announced well in advance to allow for adequate preparation. Thank you for honoring and respecting this request.

Nut Free Classrooms: We respectfully ask that all snacks that will be consumed in the classrooms be nut free. This includes all derivations of nuts including peanut products, almonds, cashews, etc. Since we have a plan in place in the cafeteria that includes a specific peanut-free area, these products are allowed in lunches. For those children who pack their lunch, place the peanut-free item in a ziplock bag and mark the item as "snack". If there are more specific allergies in your son or daughter's classroom that you need to be aware of, separate communication will be sent directly to those particular classes. Thank you for your cooperation.

PTO Meetings: Our East Coventry PTO Meetings are generally held on the 2nd Tuesday of each month beginning at 7Pm in the Innovation Lab.

Please do not hesitate to contact the school with any questions by calling 610-469-5103.

Staff Updates for the 2024-25 School Year

Kindergarten – Ms. Sozio, Mrs. Umstead

First Grade – Mrs. Bevan, Mrs. Bilotta, Ms. Kearney, Ms. Plunkett

Second Grade – Mrs. DiCesare, Mrs. Grandinetti, Ms. Shank

Third Grade – Ms. Hoyle, Ms. Iacono, Ms. Nickel

Fourth Grade – Ms. Cole, Mrs. Ellison, Mrs. Gibbons

Fifth Grade – Mrs. Loomis, Mrs. Rubert, Mr. Venza, Mrs. Stierly

Sixth Grade- Mr. Lamison, Mrs. Nesley, Mrs. Steffie,

Learning Support/Emotional Support – Mrs. Benincasa, Mrs. Campbell, Mr. Carney, Mrs. Schneider, Mrs. Zakarevicz

Speech – Mrs. Walk

Academic Coach– Mrs. Creswell

Multi Tiered System of Support (MTSS) Coordinator – Mrs. Jackson

Reading Specialist –Mrs. Drinkard

Reading and Math Support –Mrs. Fondren, Mrs. Haag, Mrs. Hartenstine, Mrs. Kaplan

Special Areas –

Music	Art	Health/Physical Education	Library
Mrs. Oehler	Mrs. Salopek	Ms. Cross	Ms. Janke
Mr. Hall		Mrs. Mitchell	
Mr. Klick		Mr. Mitchell	

Guidance- Mrs. Morgan, Mrs. White (Creative Health), Mrs. Chaiko

ATP- Mrs. Wittlinger

ESL - Mrs. E. Laczkowski

Nurse – Mrs. Blasek

Psychologist – Ms. Higgs