



# YORKSHIRE ELEMENTARY SCHOOL



## Parent - Student Handbook

## IMPORTANT NUMBERS

Valley View Elementary .....	885-1220
Yorkshire Elementary.....	885-1230
East York Elementary.....	885-1240
Indian Rock Elementary.....	885-1250
YS Middle School.....	885-1260
YS High School.....	885-1270
Administration Office.....	885-1210

### **School Hours:**

#### **AM Kindergarten**

School Hours: 8:45 a.m. - 11:25 a.m.  
Parent Drop-off: 8:40 a.m.  
Parent Pick-up: 11:25 a.m.  
Dismissal: 11:25 a.m.

#### **PM Kindergarten**

School Hours: 12:50 p.m. - 3:30 p.m.  
Parent Drop-off: 12:45 p.m.  
Parent Pick-up: 3:30 p.m.  
Dismissal: 3:30 p.m.

#### **1<sup>st</sup> Grade / 2<sup>nd</sup> Grade / Full Day Kindergarten**

School Hours: 8:45 a.m. - 3:30 p.m.  
Parent Drop-off: 8:40 a.m.  
Parent Pick-up: 3:30 p.m.  
Dismissal: 3:30 p.m.

\* Students may NOT arrive before 8:40 a.m.

\* Students may NOT enter the building in the morning or leave the building in the afternoon unaccompanied. Therefore, parents should drop students off at the south end of the building (off of Maywood Road) and pick them up at the same entrance.

### **Modified Kindergarten Schedule**

#### **1 - Hour Delay**

A.M. Kindergarten meets from 9:45 - 11:25 a.m.  
P.M. Kindergarten meets as normal.  
1<sup>st</sup> Grade/Full Day Kindergarten meets from 9:45 - 3:30 p.m.

#### **2-Hour Delay**

A. M. Kindergarten meets from 10:45 - 12:25 p.m.  
P.M. Kindergarten meets from 1:50 - 3:30 p.m.  
1<sup>st</sup> Grade/Full Day Kindergarten meets from 10:45 - 3:30 p.m.

Dear Parents and Students:

This handbook has been assembled to provide essential information to you. It is our hope that you will take the time to review the contents of this packet to assist you in knowing the general procedures of the building. Please remove, sign and return the last page of the handbook to your child's classroom teacher.

Yorkshire Elementary is a wonderful school with an outstanding and dedicated staff. We are anxious to get to know the children and their families. It is critical that the school, parents, and students work together in a team approach in order to provide the best educational experience for your child. A strong partnership between school and home heightens the learning experience.

In an attempt to "Go Green," much information throughout the year will be disseminated through our website. Please check the building and district information frequently at [www.yssd.org](http://www.yssd.org).

The staff and I are eager to begin the school year! This year promises to be full of wonderful learning experiences that will prove to be fun and exciting! We are committed to providing a nurturing environment and a very positive educational experience for your child!

Thank you for being an integral part of our team!

Sincerely,

Kimberly H. Stoltz, Ed.D.  
Principal

## YORKSHIRE ADMINISTRATION AND STAFF

<b>SUPERINTENDENT</b>		Dr. Michelle Merkle
<b>ASSISTANT SUPERINTENDENT</b>		Dr. Patricia Maloney
<b>PRINCIPAL</b>		Dr. Kimberly Stoltz
<b>KINDERGARTEN</b>	Mrs. Cheryl Bowman Mrs. Ellissa Kauffman	Mrs. Jennifer Small Mrs. Christine Waltemyer
<b>GRADE 1</b>	Mrs. Lisa Eckenrode Mrs. Heather Hoover Mrs. Dana Kitting	Mrs. April Milesky Miss Alexis Snell
<b>GRADE 2</b>	Ms. Kelly Duke Mrs. Lona Kluttz Dr. Beth Ann Pratte	Mrs. Amy Schnetzka Mrs. Lee Ann Williams
<b>ART COMPUTER LIBRARY MUSIC</b>	Mrs. Susan Mellinger Mr. Jamie Evans Mrs. Michelle Dean Mrs. Susan Wolschleger	
<b>HEALTH/PHYSICAL EDUCATION</b>		Mr. Brian Gentyzel Mr. Brian Marshall
<b>GIFTED SUPPORT</b>		Mr. Jesse Weld
<b>GUIDANCE COUNSELOR</b>		Mrs. Cris Forney
<b>LEARNING SUPPORT</b>		Mrs. Lori Breen
<b>READING/INSTRUCTIONAL SUPPORT</b>		Mrs. Kelly Gulley Mrs. Patty Murray
<b>ELL SUPPORT</b>		Mrs. Laura Gordon
<b>SPEECH/LANGUAGE</b>		Mrs. Paula Wisniewski
<b>SCHOOL NURSE HEALTH ROOM ASSISTANT</b>		Mrs. Christine Stipanovic Mrs. Colleen Stanley
<b>ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL OFFICE ASSISTANT</b>		Mrs. Kathy Pavoncello Mrs. Sandy McIndoe
<b>LIBRARY AIDE</b>		Mrs. Maryalyce Keener
<b>HEAD CUSTODIAN</b>		Mr. Timothy Weirich
<b>CAFETERIA</b>		Mrs. Nancy Geesey

## **POLICIES AND PROCEDURES:**

### **\*ATTENDANCE/ABSENCE\***

1. Contact the office between 8:00 a.m. and 8:45 a.m. to report a student's absence. It is important to account for every child every school day. Therefore, when a student does not show up for school and has NOT been called in as absent, our automated system will contact the home. This is to ensure your child's safety.
2. When your child returns to school, you are required to send an excuse blank/written excuse with the reason for the absence. Excuse blanks are available online and in the school office, although a written note is also acceptable. **This must be received within three school days of the absence.**
3. Lawful reasons for absence from school include illness, death in immediate family, and religious holidays. Three (3) days of unlawful absence shall be reported to the Superintendent's office and a Truancy Elimination Plan (TEP) will be developed in accordance with Pennsylvania Public School Code (24 P.S 13-1327). A fourth day of unlawful absence may be processed through the District Magistrate's Office and fines may be imposed.
4. A limit of ten (10) days excused absence is established in accordance with state law. After ten (10) days of absence, the school must be provided with a doctor's excuse for each subsequent day of absence, or the day will be considered unlawful. (Note: preapproved educational trips, death in family, or religious holidays are not included in the 10 day limit.)
5. When a student is absent from school due to a medical appointment, a note or card from the medical office must be submitted upon return to school (or within three school days) in order for the time to be excused. Absences of more than ninety (90) minutes will be considered a half-day absence from school. A class admission slip shall be obtained from the office upon return to school from such an appointment.
6. **Students may be excused from school attendance for up to five (5) school days per year to participate in educational tours or trips when such trips are evaluated and approved by the school principal in advance. The trips may be non-contiguous but cannot be taken within the first and last ten days of the school year. [Forms are available on the District website](#) or through the school office and must be submitted no less than two (2) weeks prior to the trip.**
7. Should it be necessary to pick your child up early at school, please send a note to school giving the time and reason the child shall be leaving. The parent should then report to the office to have the child called and will be required to sign the child out of school. No student will be released to anyone other than the parent without written permission from the parent. Dismissal more than 90 minutes before the end of the school day will be marked as half day absence.

1. NOTE: Students are tardy after 8:45 a.m. (or 12:50 p.m. for PM Kindergarten). Any student arriving after 8:45 a.m. should report to the office with parent or guardian to be marked present for the day. Coming to school every day on time is important. Not only is punctuality a valuable trait, but the student often misses important instructions and assignments. If your child is late/tardy, you will need to report to the office to obtain a tardy slip explaining the lateness/tardiness. If you know your child will be late, please call the school office. Entry more than 90 minutes after the official start time will be marked as half day absent. An accumulation of 7 tardies equates to one day of unlawful absence.

*NOTE: The above points are highlights from school code and board policy. To review complete documents, please reference PA Public School Code (24 P.S. 13-1327) and York Suburban School Board Policy #204 which can be located on our website at [www.yssd.org](http://www.yssd.org)*

*NOTE: Compulsory attendance laws apply to all students from the point of enrollment. Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which may be no later than eight years of age, until the age of seventeen or graduation from a high school, whichever occurs first. It is mandatory for all children of compulsory school age having a legal residence in Pennsylvania to attend a day school in which the subjects and activities prescribed by the Standards of the State Board of Education are taught in the English language, except in the following situations found in sections 1327, 1327.1, 1329, and 1330 of the Pennsylvania School Code.*

## **\*ADDRESS/TELEPHONE CHANGES\***

Please notify the school office immediately should there be a change in home address, telephone number, place of employment, or emergency contact person. If you have an unlisted phone number or you do not want your phone number given to anyone except school staff, please indicate this on your up-to-date emergency contact sheet.

## **\*BACKPACK EXPRESS\***

Each child should have a large backpack so that art, schoolwork, important information, notices, and library books can be safely carried home from school. Please impress upon your child the importance of your receiving every notice that is sent home. Your child's name should be on the backpack.

It is very important that you check the backpack **every day**. Don't forget to search down to the very bottom -- important notices have a way of sinking to the bottom of the bag!

Backpacks on wheels are not preferred for this age group. If your child has a backpack on wheels, please see that it is carried on the back.

## **\*BIRTHDAYS\***

Students are not permitted to distribute party invitations at school as it often creates hurt feelings. Birthday treats are permitted on a child's birthday. Each teacher

recognizes birthdays differently. Please contact your teacher in advance to make arrangements if treats are to be shared.

Although the District recognizes that classroom celebrations are a tradition in public education, parents and staff are encouraged to provide snack items that are consistent with the goals of the Wellness Policy. Yorkshire will encourage healthy choices for classroom celebrations. *Please consider purchasing a book for the classroom library in lieu of an unhealthy snack.*

### **\*BUS TRANSPORTATION/CONDUCT\***

Students must ride on their assigned bus and get on/off at their assigned stop. **Students are not permitted to ride a different bus than assigned.** Buses and vans used by the District utilize a video camera system. In addition, sound recording devices may be used on buses for monitoring safety and behavior. The intended use of these systems is to enhance the safety of our students on our school buses and vans. The school district may use the information gathered for disciplinary action for inappropriate behaviors as defined by the Bus Rules and Regulations of the York Suburban School District. Inappropriate behavior may result in removal from the bus.

### **\*CAFETERIA\***

Lunch is available for all First and Second grade students, YWCA Kindergarten students, and for those Kindergarten students attending Full Day Kindergarten. Lunch costs \$2.20 per day. (Price may increase the following year). Packers may purchase milk daily for \$.55 cents. A 'grab and go' breakfast is available for \$1.40 per day.

An alternate lunch is offered daily.

**How can I pay for my child's meals?** *The following may be used for lunch and breakfast:*

#### **#1 DEBIT SYSTEM**

York Suburban School District has Debit System allows students to pay for their breakfast/lunch with a pre-paid debit account. Instead of carrying cash to pay for their meals, students enter their own personal identification number and the cost of their meal is deducted from their pre-paid account.

To take advantage of the Cafeteria Debit System, send a check in an envelope to school, made payable to the "**YSSD Food Service Fund**". Please mark your child's name and grade on the memo line. When the account falls below \$5.00, your child will bring home an envelope with the balance.

OR

#### **#2 ON-LINE PAYMENT SYSTEM- mySchoolBucks**

For parents who would prefer to update their child's cafeteria account on line, York Suburban School District offers mySchoolBucks online payment system. mySchoolBucks is a third-party vendor that will accept credit or debit cards for payment on school cafeteria accounts. To open a mySchoolBucks account for your child, go to <https://www.myschoolbucks.com>

## **\*ELECTRONIC DEVICES\***

We encourage children to participate actively at recess time. Therefore, electronic games, musical devices, remote control toys, and cell phones are to be kept at home and not brought to school without administrative approval. The school is not responsible for these toys.

## **\*EMERGENCY CLOSING\***

Notice of cancellation of school due to weather or other emergency is announced on radio stations: WSBA AM 910 and FM 103.3; WGAL TV 8 and FOX TV 43. Our website ([www.yssd.org](http://www.yssd.org)) will also display this information. Announcements will also be made via the Blackboard System. Please make a plan for emergency dismissals and review with your child. It is important that your child knows what he/she is to do in case of early dismissal. A form will be provided at the beginning of the year.

When the school district must delay the opening of school for two hours due to weather conditions or other unpredictable events, the Modified Kindergarten program will go into effect. The modified schedule is listed on page 1 of this handbook. We have begun using an automated telephone message system to communicate notification of weather or other emergencies to you.

## **\*GUIDANCE\***

It is the goal of our school guidance program to increase students' awareness of themselves, their world, and to promote improved decision making. Our guidance counselor teaches guidance classes to students and work with small groups of students in the areas of decision making, peer relationships, and self-esteem.

## **\*LOST AND FOUND\***

The Lost and Found area is located in the Nurse's Office. Students are encouraged to check this area frequently for any misplaced items.

## **\*PARENT PICK-UP\***

Students will only be considered parent pick-up if a note is received from the parent, or if the parent calls the office to request parent pick-up. If this is not done, the student will ride the bus as usual. To ensure that all necessary communications are made, please phone in a pick up request **prior** to 2:45 p.m. (or 11:00 a.m. for morning kindergarten) if a note was not sent to school with your child.

Parent pick-up is at 11:25 for AM kindergarten and 3:30 for all other students. **Please be prompt. Even a few minutes can seem like a very long time to a child.**

### **\*PARENT/TEACHER ORGANIZATION\***

Yorkshire has a very active and supportive parents' group. Meetings are held on the second Monday of each month beginning at 7:00 p.m. in the Art Room. Anyone interested in volunteering is invited to attend. A complete listing of committee chairpersons is available in the office. Parents are encouraged to become active at school as a volunteer. Volunteers assist with academic subjects, library management, and PTO projects.

### **\*PUBLIC RELATIONS RELEASE\***

Yorkshire Elementary/York Suburban School District may use student pictures as part of the curriculum, projects and school celebrations and special events. If you do not want your child's picture used/published, please notify your child's classroom teacher and Yorkshire office in writing.

### **\*RECESS EQUIPMENT\***

Students are not allowed to bring recess toys and equipment from home. There is an adequate supply of recess items available in the classroom.

### **\*REPORTING TO PARENTS\***

In order to keep you informed of your child's progress in school, report cards will be sent home twice yearly for Kindergarten, First and Second Grade students. Report cards will be issued in January and June. Teachers will share information about the student's abilities at school, relationships with other children, and responsiveness to the school rules. In addition, Parent-Teacher Conferences are held in October and March each school year.

### **\*RULES/DISCIPLINE\***

Our purpose for establishing a discipline plan is to create a learning environment in which students develop into healthy and responsible citizens. Our goal is to teach self-discipline and basic values which include respecting property and feelings of others and acting in a responsible manner, hereby creating a safe and friendly environment. Our school-wide behavior expectations follow the ***4 Bee Rules -- Be Responsible, Be Respectful, Be a Worker, and Be a Friend.***

In each classroom, the teacher and students will establish classroom rules and consequences. The discipline plan will be reviewed with parents during Curriculum Night. The school rules are posted in each classroom in the common areas of the

school. Please reference the School Code of Conduct Document and Acceptable Use Policy that will be sent home for your signature. These documents outline school policy on discipline and the Act 26 Weapons Policy.

### **\*SCHEDULE: NUMBERED DAY\***

York Suburban uses a numbered day schedule for the school year. Numbered days mean each day is labeled from 1 to 6, rather than Monday to Friday. The sequence is repeated throughout the year. You may refer to the district website to confirm the numbered day schedule.

### **\*TEACHER CONTACT\***

From time to time during the course of the school year, a parent may want to contact a teacher. Our teachers are rarely available to accept telephone calls during the school day, but will gladly return any call. During school hours (8:45 – 3:45) please call our office to be connected to the teacher's voice mailbox to leave your name, telephone number where you can be reached, and/or a brief message. When the teacher has a few free moments, your call will be returned.

Email has become an excellent way to communicate with teachers. Please check the school website for your teacher's email. Email addresses are generally first initial + surname @ yssd.org. (Example: John Doe is jdoe@yssd.org)

### **\*TEXTBOOKS/LIBRARY BOOKS\***

Families must pay for any textbooks or library books that are lost or damaged during the school year. This also includes agendas, paperback books or Ready Readers borrowed by students and not returned to their teacher.

### **\*VOLUNTEERS\***

Parents are encouraged to become active at school as a volunteer. Contact the PTO or the school office for a form to offer your services. Volunteers assist in classrooms and with projects.

### **\*VISITATION\***

Parents may visit school at any time, provided they contact the teacher. Call a day ahead as a courtesy. **Please sign in at the office and wear a visitor's badge. It is very important for the office to be aware of all individuals in the building at all times.**

## **\*WEBSITE\***

There is much information and a calendar of events on the District website located at [www.yssd.org](http://www.yssd.org). It is a great way to stay informed, and you can contact a teacher via email from the site as well.

These final pages contain important information from our nursing staff.

The nursing goal is to ensure a healthy safe day for each child at school. The nurse will focus on school day problems. She may not diagnose home-related illnesses. Medical attention will be advised if necessary.

### **Exclusion From School for Illness**

Parents are asked to keep their children home from school for the following reasons: **Fever greater than 100 degrees F; Vomiting; Diarrhea; Soreness of the throat; Unexplained skin rash; If your child is ill enough that they will not be able to effectively participate in school.**

As a guide for parents, the following has been taken from the *Rules and Regulations for the Control of Communicable Diseases*, Pennsylvania Department of Health. PLEASE NOTE: If your child is ill with fever, the nurse suggests that he or she should be without fever for 24 hours (without use of Tylenol or Motrin) prior to returning to school.

### **Communicable Diseases (and exclusion period)**

Chicken pox (6 days from the last crop of vesicles)

Strep Throat (not less than 7 days from the onset of infection)

Tonsillitis (24 hrs from start of therapy)

Pink Eye (24 hrs. from start of therapy)

Ringworm, impetigo, head lice, & scabies (until judged non-infective by the school nurse or child's physician).

### **Illness at School**

In the event that a child becomes ill at school, the parent/guardian will be contacted and asked to come to school to pick up their child. It is imperative that we have updated emergency phone numbers at school in the event that we are unable to reach the parents. The above regulations have been made to protect the health of your child and other children at school.

### **Health Alert Items**

It is imperative that you notify the nurse's office if your child has a health concern or is currently taking any medications. This information is important to have in your child's health record. Should there be an emergency at school, accurate records allow us to treat your child accordingly.

### **Health Room Information**

Yorkshire Elementary is fortunate to have a school nurse or RN to cover the building at all times. There are two nurses who rotate coverage at our building.

**Weight, height, and vision screening** - These screenings will be completed on your child each academic year by the school nurse.

**Hearing screening** - Your child will have hearing screening completed in grades K, 1, 2, 3, 7, & 11. Your child can have his/her screening checked more frequently if it is necessary.

**Body Mass Index (BMI)** - BMI is a weight-for-stature index, used as a tool to evaluate a student's growth pattern. We will calculate your child's BMI by using their height and weight information. Once completed, all results are sent home to parents.

**Medication Policy** - The York Suburban School District recognizes that parents have the primary responsibility for the health of their children. It is our procedure to request that medication be given before or after school hours whenever possible. If it is essential that the student receive any medication (including over-the-counter medications) during school hours, the following information must be completed or no medication will be given.

- Medication form with the physician signature, name of the medication, dose, time to be given, & frequency.
- Written permission from the parent or guardian on the medication form.
- Medication must be in the original container from the pharmacy with proper dosage and administration instructions.
- Parents are requested to bring the medication to school.

\*\* Medication will **not** be given in school unless all of the above criteria have been met.

**Insurance information** - The school nurse will refer you and your child for additional services available throughout the community free of charge to those who qualify. The referral is kept confidential. Please feel free to contact the school nurse with additional questions that you may have.

**IMMUNIZATION REQUIREMENTS:** The following immunizations are required for admission to school for all students. **Specific dates must be provided.**

**Diphtheria/Tetanus (DtaP, DTP, Td, or DT)** - At least four doses are required. One of these doses must have been administered on or after the fourth birthday.

**Polio Vaccine (OPV or IPV)** - At least three properly spaced doses are required. These may be the oral form or the injectable form, or a combination of the two forms.

**Measles, Mumps, and Rubella (MMR)** - A total of two doses required. The first dose must have been given on or after the first birthday.

**Hepatitis B Vaccine** – Three doses are required. These must be given at the intervals specified by the Pennsylvania Department of Health.

**Chicken Pox Vaccine (Varicella)** – This vaccine or proof of having had the disease (per parent or physician statement) is required. The first dose of chickenpox vaccine must have been given on or after the first birthday. A total of two doses are required.

These vaccines can be obtained from your health care provider or from the following two sources, which are free of charge if you do not have insurance. Both places require that a parent be present and that you take along a copy of the child's immunization record.

1. Pennsylvania Department of Health  
1750 North George Street, York, PA  
Call 771-4505 for specific information and to schedule an appointment
2. Health Connect Van  
Located at Vo-Tech School on S. Queen Street  
Thursdays from 10AM to 6PM  
Call 851-1689 to schedule an appointment.

The health room will provide to students a maximum of seven (7) generic Tylenol or generic Motrin doses per school year. A log will be kept and when the student has reached the maximum, parents will be notified. Students may receive additional doses of generic Tylenol or generic Motrin if prescribed by a physician with the medication permission form completed. Parent/guardian (not the student) must bring in the medication in the original container. All medication must be stored in the health room where the nurse will dispense it to the student for whom it has been prescribed according to the physician's order.