

Penn Wynne Elementary School
Home of the Proud Penguins



2021 2022 Family Handbook



Penn Wynne Elementary School
Important Phone Numbers

Main Office (610)-645-1450

Office Hours: 8:30-4:00

Fax (610) 642-2544

Absentee Hotline (610) 645-1404

Student Hours:

Grades 1- 5 and Full Day Kindergarten **9:00-3:35**

AM Kindergarten

9:00 -11:50

PM Kindergarten

12:45-3:35

Penn Wynne Home and School Association

The Penn Wynne 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 PW Family Directory at the start of each school year as a resource for all parents. With Parent/Guardian permission, the HSA is provided basic contact information by the school.

The HSA publishes a weekly Newsletter. For further information on the HSA, you can email: pwesha1@gmail.com

HSA Executive Board 2021-2022

Co-Presidents - Lauren Donner Chait and Lisa Taddei

Vice President- Allison Trout

Co-Treasurers- Sabrina Martin and Poornima Soans

Secretary - Jenni Marquis

Classroom rep - Anamaria Llamozas

Co-Community Service - Julia Reusch and Becca Forman

Co-Fundraising - Lindsey Dilullo and Lauren Godfrey

PW Visitors

Please note Health and Safety Plan will provide guidance related to Visitors.

Please contact the office for most up to date guidelines.

For the safety of students and visitors, please follow the guidelines below when visiting PW. Throughout the school day, all exterior doors are to remain closed. Visitors can only enter the school through Door # 10 in the Main Office on the Suffolk Road side of the building. All visitors are buzzed in. Neither staff nor students are permitted to open any exterior door for visitors.

Secure Entrance

The main office of PW is on the Suffolk Avenue Side of the building. Visitors must enter and exit through Door # 10 during the school day. Visitors will be welcomed by PW's Security Guard in the office one at a time. Visitors are asked to enter individually and not allow anyone to follow you in when given access.

Identification

All visitors wishing to enter the building will be asked to provide photo ID, obtain a visitor's pass, sign in, sign out at the end of their visit, and return their visitor's pass.

Anyone picking up a child during the school day for any reason will be required to provide photo identification.

While in the building, visitors are not to open any exterior doors at any time. Individuals seeking to gain entrance to the building should be directed to the Main Entrance on Suffolk Avenue.

Visitors are to travel only to the destination indicated when signing in.

Visitors are to utilize faculty and staff restrooms. Please do not use student restrooms.

In the event of a fire drill, visitors are directed to immediately exit the building via the closest exit, move to the field, and report to the PW Staff Member doing attendance who will be near the modular classrooms.

In the event of a lock down drill, if possible, visitors are to move to the closest secure room and report their presence if a faculty or staff member is present. We appreciate your support and adherence to these procedures.

Power School Parent Portal

LMSD uses Power School for maintaining student information. The Parent Portal allows parents/guardians to update contact information. Parents MUST use this portal to update emergency contact names and phone number changes. Parents will also be able to access bus information for their students. This link: <https://powerschool.lmsd.org/public/> may be used to access the portal.

Emergency Contact Information



Insuring the safety of each child at Penn Wynne is a top priority for all faculty and staff. 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 the 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 ID.**

Unscheduled Early Dismissal Notification

Penn Wynne Elementary School will utilize an email-based system for notifying parents/guardians of any unscheduled early dismissals and verifying dismissal plans. Each teacher will create a distribution list for his/her class. In the event of an unscheduled early dismissal, teachers will send out an e-mail using their distribution lists. In order to assist you in monitoring your e-mail for these notices, we will consistently use **Penn Wynne Elementary Early Dismissal (with the date)** in the subject line. **Parents/guardians will be asked to immediately respond to this e-mail indicating your child's dismissal plan. Do not call the office.**

☐ Walker ☐ Carline ☐ Bus ☐ Wonderspring ☐ PW Explorers ☐ RAS ☐ JCC ☐ Other

On inclement weather days, we ask parents/guardians to closely monitor your e-mail in the event of an early dismissal. If you have more than one child in the school, please respond to EACH of your children's teachers. In your response, please only include your child's name and dismissal plan. **Any parent/guardian who does not have access to e-mail should communicate this to your child's teacher so that an alternate plan can be put into place.**

School Messenger Automated Calling System

The district 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.

Communication

Weekly Communication

Every Thursday, information will be posted on the PW Homepage, under the Parent Info Tab, Thursday Folder link. Parents/guardians are asked to check this each week for all announcements. **If you require hard copy of notices be sent, please inform your child's teacher.** On those occasions when a hard copy of a notice must be sent, we will use a blue envelope. Please remove the notice enclosed and return the envelope to your child's teacher.

If you would like to submit PW related information to be distributed through the Thursday folder, the material must first be approved. Materials to be distributed must be sent in pdf format via email to Mr. Bernatowicz. The email must be received by noon on the Tuesday before and indicate the date it is to be distributed. When the materials have been reviewed and approved, they will be sent automatically to the folder for distribution on the specified Thursday. Requests for distribution of non-PW related material should be forwarded to the Community Relations Office at Administration.

PW HSA Newsletter

PW parents/guardians can receive information via the weekly PW HSA electronic newsletter. For further information, please contact pwesha1@gmail.com

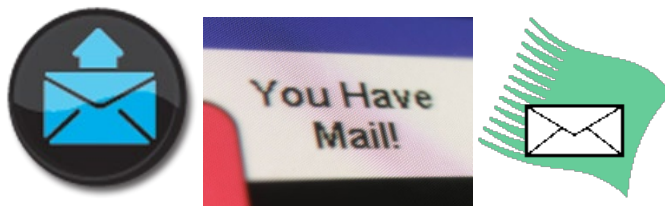


Penn Wynne HSA Newsletter

Communication with PW Faculty

Communicating concerns to teachers

If a parent/guardian has a concern about their child's progress or day to day life at school, they should make an appointment with their child's teacher to discuss the concern. Although classroom instruction cannot be interrupted for telephone calls, school personnel attempt to respond to messages/voice mail as soon as possible. Every staff member has an LMSD voice mail extension available on our web page.



Use of email

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:

- 1 - Messages should be concise and to the point. **Any message that exceeds four or five bulleted points necessitates a phone conference or face-to-face discussion.** Parents/guardians are encouraged to set up an appointment with a staff member if there is a question/concern that cannot be summarized in a few lines or in order to communicate confidential information. Please email with a phone number and a good time to reach you.
- 2 - Email is designed for convenience not immediacy. Staff members routinely check their emails before and after school.
- 3- Important messages or time sensitive messages that must reach a staff member immediately are best sent through the email AND via a written note. If a teacher is absent, the Guest Teacher will NOT have access to the regular teacher's email.
- 4 – Confidentiality is a priority for all faculty and staff at Penn Wynne. Please do not communicate confidential information via email.

Other Information Sources

News and announcements about the school are also broadcast on the district's cable access station, Channel 6. The district website: www.LMSD.org is updated daily. The district also has a social media presence on Facebook and Twitter.

Curriculum

Lower Merion School District utilizes a standards-based curriculum that can be accessed online at lmsd.org. All students receive instruction in Physical Education and Library Sciences. Beginning in first grade, Music and Art are added. Spanish as a Second Language is taught in grades one through five. Students entering fourth grade are eligible to participate in our Instrumental Music program. Other extracurricular activities include Art Club; Chorus; Reading Olympics; Intramural Sports, and Homework Club. Information for these activities will be posted under the Thursday Folder link.

Internet Access by Students

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 will 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.

Lost & Found Items

The “Lost and Found” is located near the gym. Students should check there if they lose a personal item. Unclaimed items are periodically collected and donated to an appropriate charitable organization. Please be sure to label everything you send to school with your child.



Birthdays

Birthdays in the elementary school are a special event and will be recognized daily during the morning announcements. Birthdays falling on a weekend will be announced on either the Friday before or the Monday after. Students celebrating a birthday can stop by the Main Office for a Birthday pencil and classroom teachers will recognize each child’s birthday during morning meeting. In compliance with the District’s Nutritional Guidelines, birthday cupcakes or treats are **NOT** allowed.

Gift Policy

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

Student Attendance

Parents/guardians are asked to assist Penn Wynne in insuring the safety of all the students entrusted to our care by following the procedures detailed below.

Absentee Hotline: (610) 645-1404



Unexpected Absence/Lateness:

Parents/guardians are asked to call the Absentee Hotline each day your child will be absent and/or late to school by 8:30am. This hotline is available to parents/guardians 24 hours a day. An attempt will be made to account for every child every day. Automated calls will be made if a student is not in school and not called in on the hotline. Parents/guardians are also required to submit a written note for all absences upon your child's return to school.

Anticipated Absence/Lateness:

Parents/guardians are asked to notify your child's teacher in advance in writing if you know of an anticipated absence or anticipated lateness. Parents/guardians are **also** asked to call the Absentee Hotline and leave the requested information.

Student Lateness:

Students' instructional day begins at 9:00 a.m. It is important to help children establish the habit of arriving to school on time. Any student arriving to school after this time is marked late. **Children arriving to school after 9:00 a.m. are to report to the main office and be signed in by their parent/guardian.** If the exterior doors are closed when you arrive, the 9:00 bell has rung and a parent/guardian needs to escort your child into the office. Students must be brought to the Main Office on the Suffolk Avenue side of the building.

Reporting Student Absence:

All student absences must be documented with a written note. Parents/guardians can fulfill this requirement by utilizing the absence note on the direct website accessible at

<https://www.lmsd.org/parents/attendance>

Alternatively, parents/guardians can provide a hard copy note to document an absence.

There have been changes in the PA state law governing school attendance and as a result, the district has revised its policy. Policy and Administrative Regulations 207 provide this information. Parents should be aware that after three (3) unexcused absences, the truancy process will be triggered. If your child has accumulated three (3) unexcused absences, you will receive a letter indicating that your child is truant from school. Further absences may require a meeting or other action.

Early Dismissal from School:

If an early dismissal is necessary, parents/guardians are asked to submit a note to the teacher in advance explaining when the child will be picked up and stating the reason for the request.

Parents/guardians are asked to come to the Main Office on the Suffolk Avenue side of the building to sign out the student. In order to maximize instructional time, the office staff will notify the classroom teacher upon the parent/guardian's arrival and the child will be called to meet the parent/guardian in the office. Please do not ask to have your student wait in the office for you.

Absence for Educational Trips:

Parents/guardians requesting an absence for an educational trip must submit the required form at least **14 days in advance** of the trip. The form is accessible at <https://www.lmsd.org/parents/attendance>.

Arrival and Dismissal Procedures

This plan has been developed with input from PW Parents/Guardians, PW Staff, District Staff, and the Lower Merion Police Department. It will increase the safety of the children if all parties work together.

Before School - Students should not arrive at school before 8:40 a.m., unless they are participating in a teacher or school sponsored activity. ***Adult supervision is not available before this time.*** If you need before school supervision for your child, RAS, Wonderspring, and Penn Wynne Presbyterian all offer before school care. Please contact them directly for more information.



Arrival and Dismissal Doors for Penn Wynne

In order to de densify during arrival and dismissal, multiple doors will be used.

Please look for your child's assigned arrival and dismissal door.

During arrival, students in grade 1-5 will report directly to their rooms.

Kindergarten students will report the cafetorium.

At dismissal, Kindergarten, grades 1 and 2 parents/guardians are asked to have a large print sign with your child's first and last name. A staff member will be at the door and will call for your child by reading your sign. If families have multiple walker students, they can all gather at the youngest's child's dismissal door and exit together. If you are giving permission for an older sibling to pick up a younger sibling, please email me and both teachers. Older siblings will report to the younger sibling's dismissal door and exit that door.

Door # 1 Grade 3 Walkers Dismissal Only 3:30PM



Door # 2 Arrival Grades 3 and 4 Bus Students and Drayton Side Walkers – Go directly upstairs



Door # 3 **Arrival K, 1, 2 and 5 Bus Students and Drayton Side Walkers**
All AM K Pickup at 11:50 and All PM K Drop off at 12:45



Door # 5 **Grade 4 Drayton Side Walkers – Go directly upstairs**
Grade 4 All Walkers Dismissal 3:30PM



Door # 7 **PM K Only Walkers Dismissal - Bring your sign 3:30PM**



Door # 11 **Suffolk Side Atrium Doors**
K and 1 Carline and Walkers Arrival



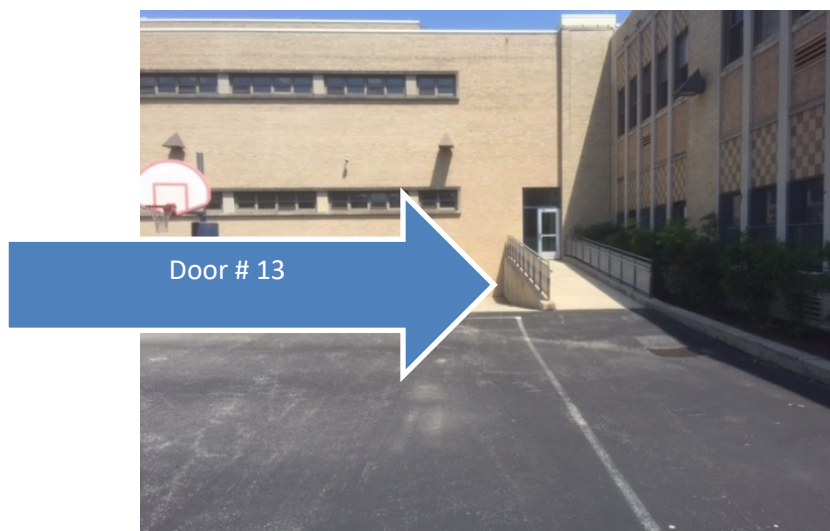
Door # 12 Grade 5 Walkers and Carline Arrival - Go directly upstairs

Grade 1 Walkers Dismissal - Bring your sign 3:30PM



Door # 13 Arrival Grade 3 Carline and Suffolk Side Walkers Go directly upstairs

Grade 2 Walker Dismissal - Bring your sign 3:30PM



Door # 15 Arrival Murray, Steele, Templeton, Seka, Hwang, and Radbill Carline and Suffolk Side Walkers

All Grades Carline Dismissal Display your Signs 3:25PM



AM student drop off in the carline: Parents who drive their children to school are asked to follow the established carline path. Parents are asked to only allow your child out of the car when you are along the sidewalk. Please do not allow your child to exit your car on the street.

Parents are asked to keep the AM carline flowing by discharging your child and moving along. **Please make sure your child is MASKED and ready to exit.** Please move as far forward as possible when entering. If every car stops directly in front of the doors, then the line backs up into the street and causes delays. Staff members are assigned to monitor the doors and assist students as needed starting at 8:40. Students will be directed to specific doors and will report directly to their classrooms. Kindergarten students will report to the Cafetorium.

If you must exit your car to assist your child in getting out of the car, you are asked to find a legal parking space and walk your child up to the sidewalk or doors.

After School – In order to de densify dismissal, walkers and carline students are dismissed at 3:25 p.m. Kindergarten, Grade 1 and 2 bus students report to the cafetorium.

Grades 3-5 bus students will wait in their rooms to be called to report directly to their buses as they arrive.

Parents can get timely information about whether their child's bus is on time by downloading the Lower Merion SD Bus Status App for their mobile device.



PM Kindergarten Walker Pick Up

PM Kindergarten Walker Dismissal will occur at Door # 7 located near the modulares at 3:30PM. A staff member will be at the door and parents/guardians are asked to have a large print sign with your child's first and Last Name clearly printed.

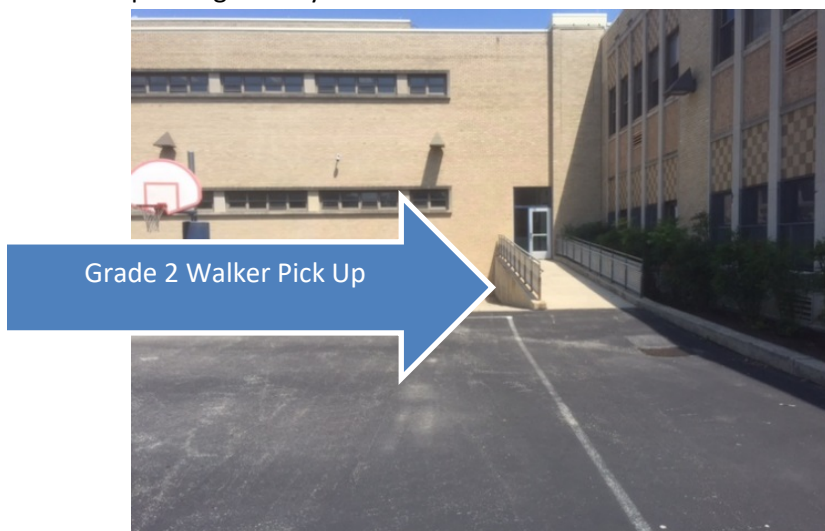


Please make sure your child's teacher acknowledges that you are taking your child.

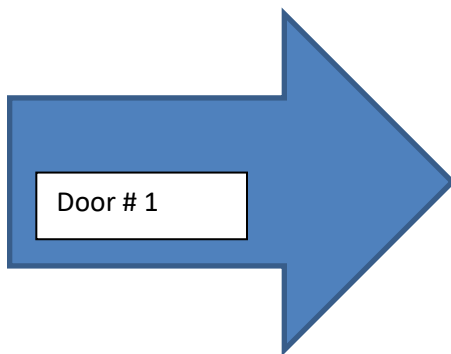
Grade 1 walkers will be dismissed from door # 12 adjacent to the blacktop at 3:30PM. A staff member will be at the door and parents/guardians are asked to have a large print sign with your child's first and last name.

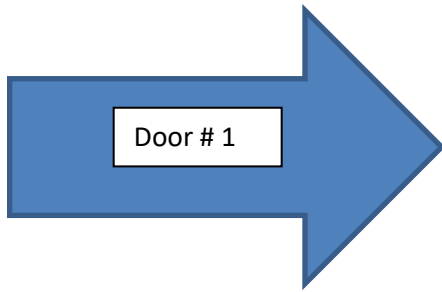


Grade 2 walkers will be dismissed from door # 13 located at the top of the ramp adjacent to the blacktop at 3:30PM. A staff member will be at the door and parents/guardians are asked to have a large print sign with your child's first and last name.



Grade 3 walkers will be dismissed from door # 1 located near the small parking lot at the corner of Drayton and Haverford at 3:30PM.





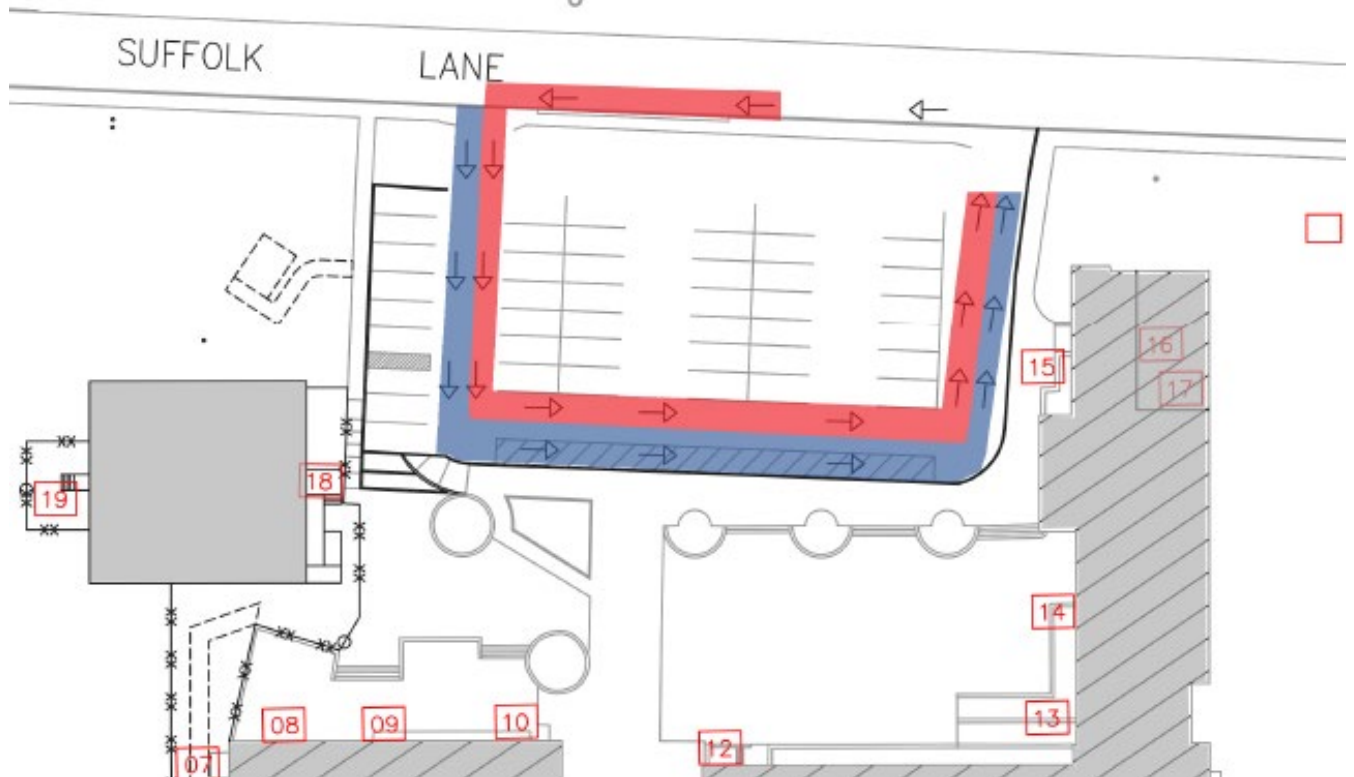
Walkers in grades 4 and 5 are dismissed from their rooms by their teacher at 3:30PM. **Please make sure you have established a prearranged meeting place, outside of the building to meet,** e.g. the flagpole, the bus loop, the blacktop, etc.



PM student pick up in the carline

If you wish to remain in your car and pick up your child, please enter the Suffolk Road Parking lot. We will continue to utilize the double line process put into place last spring. We will continue to double up the cars entering the parking lot. We will continue to have the first line of cars queue up along the curb line. (See Blue). As soon as the curb line is full, we will direct cars to wrap around and create a second line. (See Red) Lines are being painted in the parking lot to delineate these two lines.

Students will be loaded in the first row of cars before any cars in the second row are loaded. Students will not be crossing over any lanes of traffic.



Parents/guardians should prominently display the first and last name(s) of their children so that the supervising staff members can call your child when you pull up.

Large, bold, and distinctive print or sign customization will assist the staff. If you need to send someone to car line for pick up, please be sure to share these procedures with them.

Follow the green guys to CARLINE!



There are signs posted along Suffolk Road that indicate there is No Parking or Stopping on the left side of Suffolk Road. Please do not park or stop on this side of Suffolk Road. It causes traffic to back up and is unsafe for students. Please do not call to your child to leave the car line area and get into your car while in traffic on Suffolk Avenue. This puts them in danger and causes traffic congestion.

Please allow exiting cars out of the parking lot. If no cars exit, the line cannot move.



Carline students will line up in the hallway along the ramp leading up to door # 15 (nearest Suffolk Road.) They will be supervised there by a staff member until their ride pulls up. Parents/guardians should prominently display the name(s) of their children so that the supervising staff members can call your child up to the door when you pull up.

Changes in Dismissal Plans

Parents/guardians are asked to establish a consistent dismissal plan with your child. Children should know their dismissal plan before they come to school. **If the need arises for a change in dismissal plans, please be sure to communicate the change in writing to your child's teacher in advance. Please insure that anyone else that is involved in your child's pickup e.g. babysitters, PW Explorers, MELC, JCC, etc. are notified as well.**

Wonderspring	610 658 8601
PW Presbyterian	610-642-1308 Email secretary@pennwynnepres.org
RAS	267-244-2848 Email: pennwynne@rightatschool.com
JCC	610 896 7770

If you have a last-minute change in your child's dismissal plan, please call the school office and communicate to the office staff that you have a change in your child's dismissal plan that needs to be communicated. Emergency changes in dismissal plans should be infrequent events and need to be communicated before 3:00 p.m. in order to insure adequate time to notify your child's teacher and your child.

ONLY in an emergency, parents may request that their child go home on a different bus. Parent must write a note stating the emergency reason and the bus that their child should take. This accommodation should not be used for play dates or other non-emergency reasons.



Health Services



A registered nurse is available five days a week to provide services. Parents/guardians are encouraged to notify the nurse of any injury, handicap or special health needs that may require accommodations at school. **Any child who needs to use crutches in school or has a newly acquired cast, brace, etc. should be brought to the nurse by their parent/guardian upon their return to school.**

First Aid-Emergency Care: The nurse will provide first aid and emergency care for students who become ill or injured during the school day. If your child is too ill to remain in school, parents/guardians will be expected to make arrangements to pick up the student. Staff members are not permitted to transport students. In case of a serious illness or injury, an ambulance will be called to transport the student to the nearest hospital.

Allergies to Insects/Food: Parents/guardians of students with known bee allergies or life-threatening food allergies must alert the school nurse, provide necessary medication and have a physician complete a medication authorization form with instructions for emergency treatment.

Medications

LMSD Policy 210 regarding medications has been revised in compliance with changes in regulations from the Pennsylvania Department of Health and the Pennsylvania Department of Education. Policy 210 (medication) in its entirety is available on the district website. The School Nurse is available to assist you with the Medication Policy and procedures. Some important points of the policy are summarized below.

- Form LM 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 prescriber’s letterhead instead of form LM 28C if they contain all of the required information listed in form 28C and the parent/guardian has provided written authorization for the administration of medication. The medication order must include:
 - Student’s name
 - Name, signature and phone number of the Licensed Prescriber
 - Name of the medication
 - Route and dosage of the medication
 - Frequency and time of administration of the medication
 - Date of the medication order and discontinuation date if any
 - Specific directions for administration if necessary
 - Potential adverse reactions or contraindications with other medications (prescribed or “over the counter”) taken by the student
- Students may not carry or self-administer prescription or “over the counter” medication with the exception of specific emergency medications in compliance with regulations of the Pennsylvania Department of Health. If you would like your child to be able to take “over the counter” medications such as acetaminophen (Tylenol) throughout the school year, please ask your care provider to complete Form LM 28C. Completion of form LM 28C by licensed prescriber and parent/guardian allows nurses to administer “over the counter” medications throughout the school year when necessary to your child. Please provide a supply of the prescribed “over the counter” medication in the original container to the school nurse along with the completed form LM 28C.
- Students may carry and self-administer specific emergency medications such as epi-pens, “rescue” type asthma inhalers and medication for diabetes only if a properly completed LM Form 28d (Permission to Carry and Self-Administer Emergency Medication) is on file and the medication order specifies the need for the student to carry and self-administer the medication. In most instances in elementary school, parents prefer that emergency medication be administered by the School Nurse or other Responsible Personnel. PA regulations now require

that parent, prescriber and School Nurse must agree that the student is competent to carry and self-administer the emergency medication. Additionally, the School Nurse must assess the student's ability to carry and self-administer initially and periodically. The majority of elementary aged students still require the assistance of the nurse or other responsible personnel to ensure they are receiving the correct dosage and using correct technique with emergency medications. Students who self-administer emergency medications must notify the School Nurse following each use.

- 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 for 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 form LM 28c. Medication forms must be updated annually.
- 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.

School Vaccination Requirements for Attendance in Pennsylvania Schools

FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:

- 4 doses of tetanus, diphtheria, and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable, DT or Td

** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

'**Usually given as MMR

ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

Please contact the School Nurse if you have questions about immunization requirements.

When to Keep Your Child at Home



It is important to maintain a healthy environment in the classroom to protect all students. Parents/guardians are asked to use the Screening Tool found at this link:

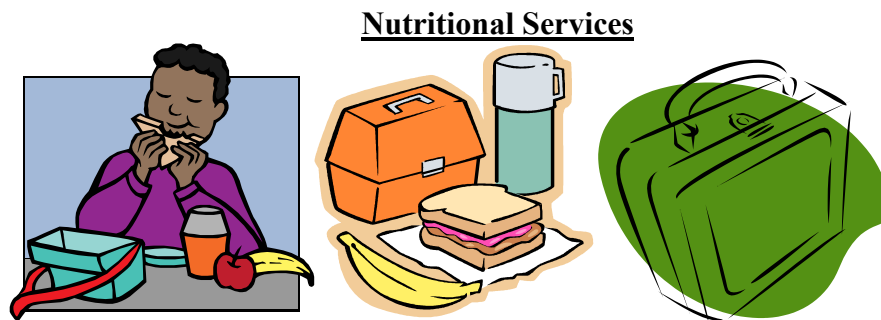
https://www.lmsd.org/uploaded/documents/Departments/Health/Corona/Student_Screening_V2.pdf

In addition, 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
- 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

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.

- Strep throat, scarlet fever, impetigo, ringworm, pinworm, conjunctivitis (pinkeye).
- Chickenpox: May return six days after the last crop of vesicles and vesicles must be completely crusted.
- Hepatitis A, Hepatitis B and meningitis: Require a physician's note to return to school.
- Head lice (pediculosis): Students may return when appropriately treated with a pediculocide. Your child's School Nurse is a valuable resource in the prevention and treatment of head lice. No pediculocide is 100% effective; therefore, removal of all nits is essential to prevent re-infestation. Please notify the School Nurse if your child has been treated for head lice. It is advisable for parents to check their child's hair for head lice weekly.
- Fifth disease: Children with fifth disease are not excluded from school however parents should notify School Nurse



Nutritional Services

Nutritional Services Information for ALL LMSD Students

All Students are eligible for free breakfast and free lunch meals for the school year 2021-2022.

- For full day students, please click on this link to order breakfast and/or lunch for the days your student attends school: myschoolaccount.com.
- For more information regarding the services offered by the Nutritional Services Department, please click on this link: [LMSD Nutritional Services@ Home](#).
- [How to Create a Preorder Account](#)
- [How to Pre Order Meals](#)

If you want your child to get breakfast and/or lunch, you must set up this account and Pre-Order for food preparation purposes, and for planning for supervision purposes

Packers

Please make sure your child can independently manage whatever lunch you provide them. Please put your child's name on their lunch box.

Each grade level of students has their own assigned recess and lunch period.

School Wellness Policy 254

Foods Available During the School Day

All foods available to students during the school day will be offered to students with consideration for promoting student health. Additionally, foods offered must comply with federal and state standards. As in previous years:

- Food and beverages may not be used as a reward for classroom activities. Exceptions may be made for an activity that promotes a positive nutrition message (guest chef, trip to a farm etc.).
- Fundraisers: All foods available to students during the school day as fundraisers must comply with federal and state regulations for Smart Snacks. Elementary schools are permitted 5 exempt fundraisers each school year.

No food of any kind is permitted to be brought to school for the purpose of being shared during the school day with students in connection with recognition of birthdays, celebrations such as Halloween, holidays, Valentine's Day, cultural events and end of the year festivities.

Homemade food is not permitted to be brought to school for the purpose of being shared during the school day with students either by other students, teachers, staff or other persons.

The policy does not restrict a) foods offered by Nutritional Services staff b) Family and Consumer Sciences c) World Language Curriculum, or d) the ability of students to bring in their individual breakfast, lunch or snacks in compliance with the District's guidelines to provide a safe environment for students with life threatening issues or other serious health issues.

We encourage teachers and parents/guardians to celebrate birthdays and other occasions without food such as sharing a favorite book, crafts, special acknowledgements etc.

Gender Expansive and Transgender Students

To ensure that GET individuals are provided with equal opportunity and access to education, the Board has established regulations designed to ensure the safety, comfort, and healthy development of GET students while maximizing such students' social integration with other students and minimizing stigmatization and isolation (Policy and Administrative Regulation 259). Some of these rights include: the right to openly discuss and express their gender identity and expression, and to decide when, with whom, and how much information to share; to have access to the restroom that corresponds to their gender identity or to have increased privacy, regardless of the underlying reason; and the right to request or have their parent/guardian request a change of the name so that the student is registered in

school under a name that corresponds with the student's identity without obtaining court order or without changing the student's official records. The First Name Change for LMSD's Unofficial Pupil Records Form can be obtained from the school principal.

Student Records

The district collects and maintains records pertaining directly to the education of each student. The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Please refer to Board Policy 216 and its accompanying procedures (which are accessible at <https://www.lmsd.org/board/policies> or by contacting the Principal for specifics of the District's procedures for the classification, maintenance and destruction of student records.



Penn Wynne School Rules and Expectations

Penn Wynne Elementary strives to provide a safe, friendly, and peaceful school environment where students can focus on learning and teachers can focus on teaching. To promote this learning environment Penn Wynne Teachers, implement various classroom-based programs to achieve this goal. The following information reflects the application for an elementary school of the Lower Merion School District Policy No. 235. This policy clearly delineates Student's Rights and Responsibilities. The policy is available on the district website at <https://www.lmsd.org/board/policies>

Parents/guardians can request a copy of this policy by contacting the Penn Wynne School Office. To provide a framework within which these goals are to be worked on school wide, we have established three universally applied school rules:

- a. Be Safe
- b. Be Kind
- c. Be Respectful

By framing questions and discussions within this context, students will be guided to grow and develop not only academically, but as contributing members of the Penn Wynne School Community.

Restorative Practices

Restorative Practices is a framework of addressing school discipline and behavior through a lens that honors and places relationships at the center of our work with students. When a Restorative Practices approach is adopted by a school community, the lens shifts from traditional discipline responses to a restorative approach. While consequences are important, the focus is on repairing harm to those who have been hurt by the offender and working to ensure the student offender gets the support required to make positive behavior choices in the future.

The hypothesis of restorative practices is very simple: people 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 them or for them.

The questions below are used by both teachers and administrators following an incident between students who have had a conflict. We have found this approach to be positive and preventative as we help students take responsibility for their actions and learn from their mistakes.

Restorative Questions 1: Responding to challenging behavior What happened?

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?

What do you think you need to do to make things right?

Restorative Questions 2: To help those harmed by other's actions What did you think when you realized what had happened?

What impact has this incident had on you and others?

What has been the hardest thing for you?

What do you think you need to do to make things right?

**Restorative Practices: The new 3 Rs—respect, responsibility, and relationships. By: Brandie Oliver*

Restorative Actions

Students who engage in behavior that harms the school community or a relationship with another will be engaged in the process of repairing the harm done.

Board Policy and Regulation 249 addresses the issue of Bullying.

Below is a kid friendly interpretation of the policy.

Definition of Bullying

Bullying includes systematic harassment, attacks of intentional electronic, written, verbal or physical acts, perpetrated by a student or group of students on another student or students, which meets **all** of the following criteria:

- A. Occurs during the school day, on school property, on a school bus or at the school-sponsored activity or event, or under other circumstances under the jurisdiction of the District to enable it to impose District-based discipline;
- B. Are severe persistent or pervasive; and
- C. Include any written verbal or physical act including but not limited to:

Written intimidating/threatening, and/or demeaning letters, notes, messages, emails and/or electronic means

- Verbally intimidating/threatening comments, slurs, innuendos, or taunting visual gestures
- Physical hitting, slapping, kicking, pinching, etc.
- Making reprisals, threats of reprisal, or implied threats of reprisal, social isolation or manipulation of a student
- Engaging in implicit or explicit coercive behavior to control, influence, or affect the health and well-being of a student
- Any behavior or acts which has the effect of substantially interfering with a student's education, creates an intimidating or threatening educational environment, or substantially disrupts the orderly operation of the school

Bullying

Is a boy or girl being a bully?

Sometimes a boy or girl can be a bully because of the things they say or write down.

Sometimes a boy or girl can be a bully because of the things they do.

Boys or girls might be bullies if they:

- Say things that hurt your feelings
- Call you names
- Say scary things to you
- Try to make you feel scared
- Tell you they are going to hurt you
- Tease you a lot
- Tell other kids bad things about you
- Tell other kids not to play with you or talk to you
- Give you a mean letter or note

- Make mean faces at you
- Hit kick, slap, punch or pinch you
- Try to hurt your body
- Make you do something that you do not want to do
- Tell you lies.

What should you do if a boy or girl is being a bully?

If someone is being a bully tell your teacher or another trusted adult.

What will the school do?

Sometimes the school will have a meeting with the bully's parents.

Sometimes the school will take fun things away from the bully.

Sometimes the bully will have to stay home a few days or not be allowed to be with their class.

Sometimes a police person will need to talk to the bully.

Act 26

Act 26 amended the school code regarding students who bring weapons to school. As used in the school code, the term "weapon" shall include, but is not limited to, any knife, cutting instrument, cutting tool, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

If a student is found with a weapon, the law is very specific: the principal must notify the superintendent and the local police. Normally, students found in possession of a weapon must be suspended from school for a year. It is important for all parents/guardians to be aware of the items their children bring to school.

Parents/guardians are encouraged to remind children to check their pockets/book bags so that inappropriate items are not accidentally brought to school.

Parents/guardians are encouraged to be especially vigilant of the contents of their children's backpacks immediately after your child's backpack has been used for other non-school related events such as a family camping trip, etc.

Students found in possession of replicas, look alikes, or other "toys" that resemble a "weapon" are subject to disciplinary action.

All Lower Merion School District Policies are available for review on the LMSD website

<https://www.lmsd.org/board/policies> Parents/guardians can request a copy of any policy by contacting the Penn Wynne School Office.

Emergency Procedures

The safety of our students, faculty, staff, and visitors is one of our top priorities. Penn Wynne Elementary 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 Penn Wynne at the time of a fire drill is asked to exit through the nearest exit and report to the office staff on the field along Trent Road.

Lock Down Drills:

Lock down drills are conducted throughout the year. Any visitor at Penn Wynne 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 prior to the end of the school day during an emergency:

1. In the event of an emergency dismissal necessitating the pickup of all students, all students will be signed out at one central **Sign Out Station** in the cafetorium.
2. All students will be returned to their homerooms to be supervised by their teacher.
3. Parents/guardians will be directed to enter the cafetorium using the stage door located across from the Music Room. **No parent/guardian will be permitted to go to any classroom.** Parents/guardians will report to the tables set up and provide the staff members their child's name and teacher.
4. Staff members will have alphabetical lists of all students and they will record the name of the parent/guardian who is taking the child.
5. An available staff member will go to the classroom, retrieve the child, and escort them to the cafetorium. Parents/guardians are to remain in the cafetorium.
6. Parents/guardians requesting to take students who are not their own will be directed to Mrs. Rivers for verification of parental permission to dismiss their child to the other parent/guardian.
7. Parents/guardians will be directed to exit through the main cafetorium doors in the atrium once they have their child.

Evacuation to a Secondary Location:

1. In the event of an emergency requiring the evacuation of students from Penn Wynne, all students, faculty, and staff will be transported by bus to Welsh Valley Middle School:

325 Tower Lane

Narberth, PA 19072

Phone: 610-658-3920

2. Parents/guardians will receive notification via the **School Messenger Automated Calling System** if this occurs and will be directed to the Welsh Valley Auditorium in order to pick up their children.
3. Parents/guardians will receive more specific directions about signing out your child upon their arrival at Welsh Valley Middle School.

School Bus Safety



Ten Safety Rules

To educate and remind children about practicing bus safety LMSD stresses the 10 Rules of School Bus Safety. They are designed to make safety a priority for your children.

LMSD 10 Rules of School Bus Safety...

1. Be at the bus stop five minutes before scheduled pick-up times.
2. Wait for the bus in a safe place – away from the road.
3. Take your seat right away.
4. Stay seated at all times. Remember, “Back to the back, and bottom to the bottom.”
5. Keep all objects, hands, arms, and head inside the bus at all times.
6. Listen to the bus driver and follow directions.
7. Leave the bus carefully using the handrails.
8. Take 10 giant steps away from the bus.
9. Look both ways before crossing the road and wait for the driver’s signal.
10. Keep away from the bus if you drop or forget something.

LMSD also encourages the removal of drawstrings and toggles from children’s clothing or backpacks. They can become snagged on school bus handrails or doors and can result in serious injury.



Student Safety Before and After School:

Parents/guardians are encouraged to discuss with your child what steps they should take if they find themselves in an unexpected circumstance.

1. Students should know their home phone number, address, and parent/guardian's emergency contact phone numbers. If your child does not have this information committed to memory, then they should carry an "Emergency Card" in their back pack with this information.
2. Students should have a plan if they miss the bus and a parent/guardian is not at home.
3. Students should have a plan if they arrive home and a parent/guardian is not home.
4. Students should be able to identify at least one "safe" house that they can go to if they need help.

Early Dismissal Days with Specials 2021-2022

KDG	DATE	AM/PM Classes	
AM-K	Friday, October 29, 2021 (Early dismissal)	<u>NO SPECIALS/NO LETTER DAY.</u>	
No K	Friday, November 19, 2021 (Early dismissal) Conferences	"D"	AM Classes/Specials
No K	Tuesday, November 23, 2021 (Early dismissal) Conferences	"A"	PM Classes/Specials
AM-K	Wednesday, November 24, 2021 (Staff development)	"B"	AM Classes/Specials
AM-K	Friday, January 14, 2022 (Staff development)	"A"	PM Classes/Specials
AM-K	Thursday, February 17, 2022 (Staff development)	"D"	AM Classes/Specials
No K	Wednesday, March 16, 2022 (Early dismissal) Conferences	"A"	PM Classes/Specials
No K	Thursday, March 17, 2022 (Early dismissal) Conferences	"B"	AM Classes/Specials
No K	Friday, March 18, 2022 (Early dismissal) Conferences	"C"	PM Classes/Specials
AM-K	Friday, May 27, 2022 (Staff development)	"B"	AM Classes/Specials
AM-K	Friday, June 17, 2022 (Last day of school)	NONE	

A - E DAILY 2021-2022

2021-22	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
SEP				1 CLOSED	2 CLOSED	3 CLOSED	4
	5	6 CLOSED	7 CLOSED	8 CLOSED	9 A	10 B	11
	12	13 C	14 D	15 E	16 CLOSED	17 A	18
	19	20 B	21 C	22 D	23 E	24 A	25
	26	27 B	28 C	29 D	30 E		
OCT						1 A	2
	3	4 B	5 C	6 D	7 E	8 A	9
	10	11 B	12 C	13 D	14 E	15 A	16
	17	18 B	19 C	20 D	21 E	22 A	23
	24	25 B	26 C	27 D	28 E	29 No Letter	30
	31						
NOV		1 A	2 CLOSED	3 B	4 C	5 D	6
	7	8 E	9 A	10 B	11 C	12 D	13
	14	15 E	16 A	17 B	18 C	19 D	20
	21	22 E	23 A	24 B	25 CLOSED	26 CLOSED	27
	28	29 C	30 D				
DEC				1 E	2 A	3 B	4
	5	6 C	7 D	8 E	9 A	10 B	11
	12	13 C	14 D	15 E	16 A	17 B	18
	19	20 C	21 D	22 E	23 A	24 CLOSED	25
	26	27 CLOSED	28 CLOSED	29 CLOSED	30 CLOSED	31 CLOSED	
JAN							1
	2	3 B	4 C	5 D	6 E	7 A	8
	9	10 B	11 C	12 D	13 E	14 A	15
	16	17 CLOSED	18 B	19 C	20 D	21 E	22
	23	24 A	25 B	26 C	27 D	28 E	29
	30	31 A					
FEB			1 B	2 C	3 D	4 E	5
	6	7 A	8 B	9 C	10 D	11 E	12
	13	14 A	15 B	16 C	17 D	18 CLOSED	19
	20	21 CLOSED	22 E	23 A	24 B	25 C	26
	27	28 D					
MAR			1 E	2 A	3 B	4 C	5
	6	7 D	8 E	9 A	10 B	11 C	12
	13	14 D	15 E	16 A	17 B	18 C	19
	20	21 D	22 E	23 A	24 B	25 C	26
	27	28 D	29 E	30 A	31 B		
APR						1 C	2
	3	4 D	5 E	6 A	7 B	8 C	9
	10	11 CLOSED	12 CLOSED	13 C,LOSED	14 CLOSED	15 CLOSED	16
	17	18 D	19 E	20 A	21 B	22 C	23
	24	25 D	26 E	27 A	28 B	29 C	30
MAY	1	2 D	3 E	4 A	5 B	6 C	7
	8	9 D	10 E	11 A	12 B	13 C	14
	15	16 D	17 CLOSED	18 E	19 A	20 B	21
	22	23 C	24 D	25 E	26 A	27 B	28
	29	30 CLOSED	31 C				
JUN				1 D	2 E	3 A	4
	5	6 B	7 C	8 D	9 E	10 A	11
	12	13 B	14 C	15 D	16 E	17 Last Day	18
	19	20	21	22	23	24	25