

MAIN STREET ELEMENTARY SCHOOL



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Student Parent Handbook

2022 – 2023 Academic Year



Ms. Darnell Medley, Principal

Dr. Craig Parkinson
Superintendent

Dr. Latrice Mumin
Assistant Superintendent

PRINCIPAL'S MESSAGE:
"EXCELLENCE IS THE ONLY OPTION"

Welcome to Main Street School. It is with great pride that I welcome you to the academic school year. It is my pleasure and honor to serve as your principal. On behalf of the faculty, we would like to welcome you to Main Street Elementary School. We are looking forward to assisting you in fulfilling your educational goals. Main Street Elementary has a history of academic and extracurricular success. We expect you to meet the goals, which have been set. To continue the tradition of excellence, and to make this a better educational environment, we hope that you will embrace everything Main Street Elementary has to offer by being actively involved in your classes and the programs offered. We are here to make your years in school successful, yet as educationally challenging, as possible. We welcome the opportunity to serve you and your family as you proceed through your school career.

The Chester Upland School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Inquiries may be directed to Chester Upland School District's Title IX/ 504 Coordinator, located at 232 West Ninth Street, first floor, Chester, Pennsylvania, 19013 or 610-447- 3637

SCHOOL HOURS:

School hours are from 8:45 a.m. until 3:45 p.m. each day. Students should NOT arrive earlier than 8:30 a.m. or remain on the school grounds later than 3:55 p.m. unless they are participating in a supervised school activity. **SCHOOL DOORS WILL NOT OPEN BEFORE 8:30 a.m. EACH SCHOOL DAY.** Supervision **IS NOT** provided for students who arrive before 8:30 a.m. or who remain later than 4:00 p.m. These procedures are designed for the safety and well-being of each student.

ATTENDANCE RULES AND PROCEDURES

The educational program offered by the CUSD is based upon the presence of the student and requires continuity of instruction and classroom participation. Therefore, attendance is very important to a student achieving success.

A note signed by a parent/caregiver must be brought to school after each absence, indicating the dates and reasons for the absence. Absences will be coded "unexcused" if a note is not provided **within 3 days after the absence** in question. When a pupil is absent for three days due to illness, a written note from the doctor must be brought to the teacher the day of their return.

In addition, **every effort** must be made to make up work missed because of illness or other excused absence.

Under PA Law the reasons listed below are legal excuses for absences or non-attendance:

1. Illness
2. Death in the immediate family (5days)- Sibling, Parent, or Grandparent
3. Quarantine established by the medical inspector
4. Exceptionally urgent reasons, such that it directly affects the child, and does NOT include working at home or babysitting.

TARDINESS-

No child will be admitted to class without a late slip. Lateness due to appointments must be accompanied by a note to be excused. Four times being late within a month's period will result in detention of fifteen minutes. More than four will result in thirty-minute detentions. Latenesses are cumulative.

Failure to attend late detentions could result in a student being excluded from school trips and other school activities.

Excessive lateness and/or absences will result in students and parents being referred to Truancy Court and/or Child Services.

ATTIRE AND GROOMING REGULATIONS

The dress code will be strictly enforced. The following are acceptable attire for Main Street Students:

Student Dress Code

Uniforms are MANDATORY! The suggested dress for PRE-K to 5th grade is as follows:

Girls

Light Blue, Navy Blue, Black, Orange,
Gray or White Polo collared Shirt
Khaki Jumper/Navy Blue skirt, pants, skorts, or shorts
Navy Blue cardigan or sweater

Boys

Light Blue, Navy Blue, Black, Orange,
Gray or White Polo collared shirts
Khaki or Navy Blue pants or shorts
Navy Blue cardigan or sweater

No DENIM or DENIM PRINT PERMITTED

Guidelines for respectful representation of all groups should be the norm. Tank tops and bare midriffs are not allowed in the school.

Students who are repeatedly not in uniform may receive lunch, after-school or Saturday Detentions.

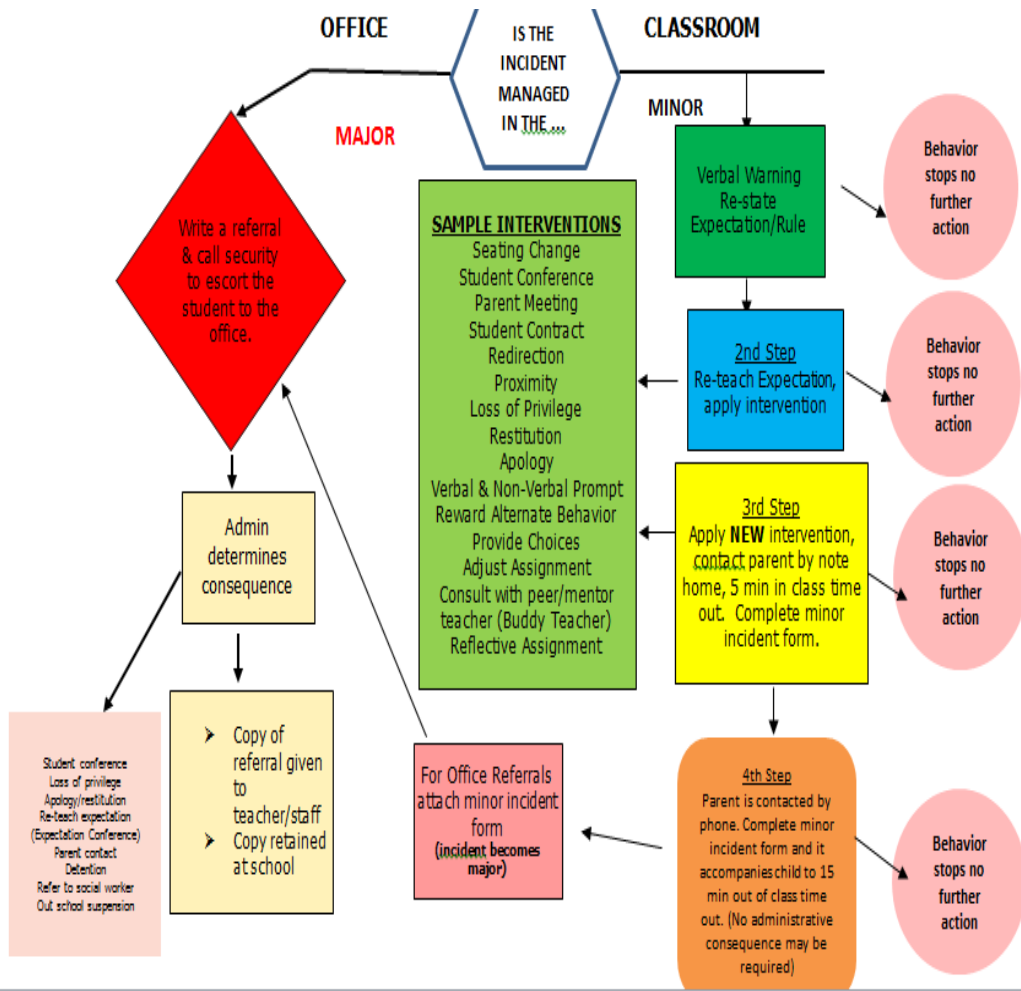
Physical Education (PE) days, sneakers are required.

No hats, oversized earrings, oversized hair accessories, oversized shirts or baggy pants will be accepted. **No** blue jeans under a student's dress or skirt are acceptable. Additionally, hooded sweatshirts are not permitted.

DISCIPLINE

Each staff member at Main Street accepts responsibility for the administration of discipline with dignity and for the promotion of the school behavior program. A student's behavior should conform to acceptable standards of conduct as established by the principal, and teachers. The staff requests parental support in helping maintain appropriate conduct in the school. Student's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

Students will be subject to progressive discipline that is explained in the CUSD Code of Conduct. Please find below the school's disciplinary flowchart. This is also a part of our PBIS system.



CHANGE IN STUDENT INFORMATION/EMERGENCY CONTACTS

It is imperative that the school office is notified immediately of a change of address, home or office telephone number, or emergency information during the academic school year.

SECURITY

Safety for our children and staff is a crucial factor. All of our doors will be locked from the outside and you must be buzzed in after 9:00 am. You **must have identification to enter the building. ALL VISITORS MUST STOP AT THE MAIN OFFICE OF THE SCHOOL TO SIGN IN AND RECEIVE A VISITORS TAG;** For safety, parents will **NOT** be allowed to escort their child to the classroom.

CELL PHONES/ ELECTRONIC GAMES

Any item that disrupts normal school activities such as cell phones, handheld video games, toys, balls, trading cards; other electronic devices, etc. are prohibited. Any such items found will be confiscated and may cause the student to be subject to disciplinary actions. In addition, said the item will not be returned to the student and must be retrieved by a parent. If any item is removed from a student more than once, it will not be given back to the student until June 2018 unless retrieved by the parent/guardian.

SCHOOL NOTICES

One of our ways to contact all of our parents is through weekly communication folders/student agendas. All school-wide communications will be sent home every Tuesday. Frequently, the school and/or the PTO send notices home. Every month a calendar of events is published which outlines important events of the month. We ask that you impress upon your child the importance of taking **ALL** notices home. **Please notify your child's daycare agency of events that may impact arrival and dismissal times.**

DISMISSAL

Students will be dismissed daily to the courtyard at 3:45 pm. Parents and or designee should meet their children in the courtyard. **Please do not attempt to access the school through the front door at dismissal time.** Parents will only be allowed to pick up their children through the front entrance after 4:00 pm.

Students in grades K-5 will dismiss to the outside door of the classroom. Please discuss with your children a meeting place for siblings. Typically, older siblings will meet younger siblings outside their classroom door. **Students should not walk through the building to access their sibling's classroom.**

EARLY DISMISSALS

Students are **NOT** permitted to leave school by themselves for Early Dismissal. For the health, safety, and well-being of students, our academic program must not be interrupted. Please make every effort to schedule medical/dental appointments after the school day is over. If you must request an Early Dismissal (true emergencies only), you must submit a note to your child's teacher stating the date and time for Early Dismissal. **No students will be dismissed after 3:15 PM - this regulation will be**

strictly enforced. Only those persons listed on your child's Emergency Contact are permitted to take your child from school - **identification will be required.** Again, this is for the safety of your child.

LATE PICK-UPS

Late pick-ups cause children stress. We do not have staff available to remain with children after the regularly scheduled dismissal time. Please plan and avoid this problem. Students whose escorts are late picking them up will be brought back into the building and seated in the Tiger's Den. Repeated occurrences of late pick-up will result in a late letter, call 911, and or subsequent notification to child services.

INCLEMENT WEATHER

Admission: In rainy or snowy weather, the school will admit children at 8:30 a.m. and students will report to the Tiger's Den. Children who fail to follow the rules during this time will be held for detention or not permitted in the Tiger's Den at that time. Please let your children know that they are to come in and take their seats. Students are expected to read at this time. Therefore, students should have at least one book to read in their book bags at all times. ***Please listen to the weather reports and dress your children accordingly.***

CLOSING OF SCHOOL

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure students' safety. It is the parent's/guardian's responsibility to monitor news reports via television and radio stations. Announcements are normally broadcasted between 5:00 a.m. and 9:00 a.m. The NEWS stations will announce school closures and KYW1060 AM radio. Please check the CUSD's website for updates. Main Street will also use Class Tag and Autodialer to communicate information with parents when possible.

EMERGENCY AND FIRE DRILLS:

Fire drills, as required by law, will be held at regular intervals. Such a practice is important and should be approached seriously. Specific instructions for evacuation of the building will be given on the first day of school at the beginning of the fall term. All guests in the building are expected to follow procedures and policies during such drills. Students must be calm, quiet and orderly during all drills. Failure to abide by this expectation will result in disciplinary action.

REPORT CARDS

Report cards are issued four (4) times during the school year. **There will be three report card conferences available throughout the school year. Conferences will be led by students and teachers whenever possible.** If you have questions or concerns about your child's academic or social progress, please call and make an appointment with the teacher. **Teachers can NOT take phone calls or drop-in visits during instructional time.**

INTERIM REPORTS

Interim Reports/Progress reports are sent home out 4 times a year. Please check the calendar for dates. Interim reports give an update on your child's progress. Please discuss the interim reports with your child(ren) to ensure progress or the continuity of progress.

COMMUNITY SERVICE LEARNING

Main Street's students are expected to perform community service hours during the 2022-2023 academic school year. One-half of these hours should be within the building. Some examples of community service are: helping teachers and or classmates, helping in the cafeteria or on the playground, helping parents or neighbors, and volunteering at a senior center. The total number of hours is as follows:

✓ Grades 4-5: 10 hours

Tracking forms will be disseminated and acknowledged.

The community service program will begin in November, with a Community Meeting for students.

LEARNING IN MANY ENVIRONMENTS

Learning at home is important to your child's development. As a parent, you have an opportunity to make an enormous difference in how much and how well your child learns. You are your child's first and most important teacher, a valuable partner of your child's teacher in school. Therefore, please ensure that homework is completed and reviewed each night, communications are signed and returned promptly, and that community service hours are completed and documented. Students in grades 3-5 must engage in at least two College and Career activities throughout the school year. These activities will require that your student produce a project or presentation. This is a mandatory state requirement.

Celebrations-

There are many school celebrations and activities that occur throughout the school year. To honor our diverse population and ensure that we have an inclusive and healthy school environment, we encourage all families to have personal celebrations away from school. We have class celebrations throughout the year that are school-wide or classroom-based. To celebrate student birthdays, we have daily student birthday announcements. Students are sent to the main office on their special day and receive a non-edible treat and pencil. Please do not ask to have parties or celebrations for student birthdays during school hours. NO EXCEPTIONS. All other classroom treats provided by parents must follow our allergy policy and first have the approval of the classroom teacher.

LOST AND FOUND

Items found should be taken to the All-Purpose Room. Students wishing to check for lost items may come to the Lost and Found at lunchtime. **Items not claimed will be discarded during the Winter Break and at the end of the school year.**

SERVING OF BREAKFAST & LUNCH



All students are entitled to free breakfast and lunch. Main Street provides breakfast for all students daily from 8:45 am-9: 00 am.

School-Wide Positive Behavior Intervention and Support for Students



| | Hallway | Bathroom | Classroom | Playground | Cafeteria | Bus | Emergency/ Fire drill |
|-------------|---|---|---|---|---|---|--|
| Respect | <ul style="list-style-type: none"> 🐾 Voices off 🐾 Respect student work and bulletin boards 🐾 Give Personal space | <ul style="list-style-type: none"> 🐾 Allow for privacy 🐾 Flush 🐾 Clean up after yourself | <ul style="list-style-type: none"> 🐾 Use quiet voices 🐾 Raise your hand 🐾 Wait for your turn to speak | <ul style="list-style-type: none"> 🐾 Use equipment correctly 🐾 Keep equipment in play area | <ul style="list-style-type: none"> 🐾 Use quiet voices 🐾 Listen to adult direction 🐾 Wait in line patiently | <ul style="list-style-type: none"> 🐾 Wait attentively at bus stop 🐾 Follow directions of bus driver | <ul style="list-style-type: none"> 🐾 Listen to teacher 🐾 Be calm, focused and silent at all times |
| On task | <ul style="list-style-type: none"> 🐾 Go to destination quickly and quietly. | <ul style="list-style-type: none"> 🐾 Use toilet quickly and quietly 🐾 Return quickly to class | <ul style="list-style-type: none"> 🐾 Listen to all instruction and directions | <ul style="list-style-type: none"> 🐾 Line up immediately when signaled 🐾 Play fair | <ul style="list-style-type: none"> 🐾 Eat your own food 🐾 Raise your hand to get an adult to help | <ul style="list-style-type: none"> 🐾 Keep items in your bookbag 🐾 Bring homework in bookbag | <ul style="list-style-type: none"> 🐾 Listen to teacher 🐾 Be silent |
| Act Safely | <ul style="list-style-type: none"> 🐾 Have a hall pass 🐾 Walk at all times 🐾 Keep hands and feet to yourself | <ul style="list-style-type: none"> 🐾 Use hall pass 🐾 Keep water off the floor | <ul style="list-style-type: none"> 🐾 Keep hands and feet to yourself 🐾 Keep 2 feet and 4 legs on floor 🐾 Walk at all times | <ul style="list-style-type: none"> 🐾 Keep hands and feet to yourself 🐾 Stay in boundaries | <ul style="list-style-type: none"> 🐾 Walk at all times 🐾 Keep hands and feet to yourself | <ul style="list-style-type: none"> 🐾 Keep aisle clear 🐾 Sit on seat facing forward 🐾 Keep hands and feet to yourself | <ul style="list-style-type: none"> 🐾 Walk in a straight line 🐾 Be silent 🐾 Follow teacher 🐾 Go directly to designated area |
| Responsible | <ul style="list-style-type: none"> 🐾 Be aware of those around you 🐾 Keep hallways clean 🐾 Pick up trash | <ul style="list-style-type: none"> 🐾 Report any issues or problems to an adult | <ul style="list-style-type: none"> 🐾 Complete all assigned tasks 🐾 Come to school on time 🐾 Be prepared | <ul style="list-style-type: none"> 🐾 Follow instructions 🐾 Include others in games and on equipment 🐾 Use appropriate language | <ul style="list-style-type: none"> 🐾 Clean up your area 🐾 Accept consequences without arguing and complaining | <ul style="list-style-type: none"> 🐾 Be on time | <ul style="list-style-type: none"> 🐾 Follow all adult instructions |

Cyber Bullying

“Cyberbullying” means any act of bullying using the Internet, interactive and digital technologies, cellular mobile telephone, or other mobile electronic devices or any electronic communications. Cyberbullying includes but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. Cyberbullying includes actions taken off school grounds and also includes the re-posting of inappropriate material. Please remind your child that cyberbullying or bullying, in general, will not be tolerated. Disciplinary actions will result if bullying is found after an investigation.

SUPPORTIVE SERVICES

Student Assistance Program (SAP)

Pennsylvania's Student Assistance Program (SAP) is designed to assist school personnel in identifying issues that pose a barrier to a student's success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school, and succeed. The SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The SAP team includes school staff and liaisons from community agencies. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

SCHOOL HEALTH SERVICES



School nurses have as their primary goal to ensure that all students are in optimum health and that existing health problems do not create barriers to learning.

To achieve this goal school nurses have a number of responsibilities, including performing/conducting **health screenings** for vision, hearing, growth, and scoliosis at designated intervals mandated by the PA Department of Health and the PA Department of Education.

Physical examinations and **health histories** are required upon entry to school and again in grades 6 and 9. Parents are expected to have these examinations performed by their primary health providers. Additionally, **dental examinations** are required for Pre-, kindergarten, kindergarten, and grades 3rd and 7th. Parents are expected to have these examinations completed by their family dentists.

HEALTH REQUIREMENTS:

Immunizations: "No Shots, No School". All students entering for the first time are required to have proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, and rubella.

MEDICATION:

Students who require **medication** during school hours may have these services if the child's doctor completes a "**Request for Administration of Medication.**" The form may be obtained from the school nurse. The form must be completed by the doctor and authorized by the parent. Once approved by the school nurse, medications must be brought to school in their original packaging with the pharmacy label affixed. In the case of inhalers, they must be in the original box with the pharmacy label.

If your child has any health problem(s) or is taking prescription medication for any reason, even if it is not taken at school, it is important for you to discuss this with the school nurse. Many medications have side effects that would be important for the staff and faculty to know. Over-the-counter or short-term medications may not be sent to school with your child without a physician's prescription and/or a request from the parent in writing.

Possession of medication by a student without authorization by the school nurse will result in disciplinary action. The sharing of medication with another student will be deemed an aggravated offense under the Code of Student Conduct.

If you have any questions or concerns regarding these or any other health matters, please feel free to contact **our school nurse**.

Parent-Teacher Organization (PTO)

Our Parent Teacher Organization will hold monthly meetings. We ask that you make time to attend these meetings. Your child's educational program is enhanced when you are a part of the process. Your Parent Teacher Organization is the vehicle that will keep you informed of how the home and school are working together for the good of the children. Please join! ALL parents/Guardians requesting to volunteer must have their CHILD-ABUSE CLEARANCE and CRIMINAL BACKGROUND. Volunteering includes escorting students on trips. The clearances are free of charge and can be accessed through the [Child Abuse Clearance Link](#) or the PDE website. Additionally, Parents/Guardians requesting to escort students on trips **WILL** have to attend a **Chaperone Do's and Don't Workshop**.

PTO Volunteer Opportunities are:

Crossing Guards, Parking Lot Monitors, Lunch Monitors, Recess Monitors, Hallway Monitors, Bathroom Monitors Classroom Assistants, Office Assistants, and Fundraising.

BOOKS TEXTBOOKS and TECHNOLOGY

Every student must be prepared for work equipped with a notebook, pencils, and pens. Identify your books clearly with your full name, room number, and teacher's name in the identification block in the front of the textbook. Use ink.

You are responsible for all schoolbooks and or technology given to you or your children. Keep them clean and neat and in proper working order. CUSD expects all students to maintain school-issued books, textbooks, and technology devices and keep them in good condition, to return the books and equipment when requested, and to **pay** for them if they are damaged or lost.

Textbooks are public property and are loaned to students. The texts should be covered for protection. Students are responsible for the loss or damage of textbooks, or any other school material