



Welcome back Pequea friends! We are busy gearing up and prepping for the new school year and looking forward to seeing all of you again! I am hopeful that the information below is helpful to you as you prepare for the first day of school. We recognize that this year presents its challenges but it's also important to remember we are in this TOGETHER!

Please note that our grade 3 - 6 students will have a modified start to the year with the holiday weekend. Per the parent letter you should have received:

Week of August 31, 2020:

Group A will attend school on Monday (8/31/20) and Wednesday (9/2/20).

Group B will attend school on Tuesday (9/1/20) and Thursday (9/3/20).

NOTE: Thursday (9/3/20) is an early dismissal day. Secondary schools will be dismissed at 12:30PM and elementary schools will be dismissed at 1:30PM.

Week of September 7, 2020:

Group A will attend school on Tuesday (9/8/20) and Wednesday (9/9/20).

Group B will attend school on Thursday (9/10/20) and Friday (9/11/20).

We will have a virtual back to school night during the first week of school. More specific information will be posted on our blog in the coming days. Please mark your calendars for Wednesday, September 2nd, 4:00 - 6:00 PM.

**School Supplies**

If you are uncertain as to what school supplies your child is in need of, you can access the list of all grade levels at:

Pequea Grade Level Supply Lists: <https://pequea.pennmanor.net/supply-lists/>

If you need assistance acquiring the necessary school supplies, please contact Dr. Murray, Principal or Mrs. Semple, Guidance Counselor.

## **Communication**

We encourage all families to subscribe to our school blog. This can be done right on our school site and is as simple as entering your email address then pressing enter. Our primary sources for communication are:

School Blog: <https://pequea.pennmanor.net/>

Facebook: [www.facebook.com/pequeaelementary/](http://www.facebook.com/pequeaelementary/)

Twitter: <https://twitter.com/PequeaElem>

## **Volunteers**

Penn Manor School District welcomes and encourages opportunities to engage volunteers. That being said, our number one priority for all students is a safe and supportive learning environment. Pennsylvania requires all volunteers to obtain clearances. Clearances are now free for school volunteers with the exception of the FBI Criminal Background. You can learn more about the clearances required and how to get them at the PM Volunteer page: <https://www.pennmanor.net/district/volunteers/>

Please don't hesitate to let us know if you need some assistance with this.

**\*\*\* IMPORTANT** - Under COVID circumstances we will NOT be inviting volunteers into the building at this time. I would still encourage you to get your clearances, as they are good for five years, and then you will be ready when things return to some form of normal.

## **Visitors**

We ask that if you need to enter the building, you park in an appropriate parking space and use the main entrance at the front of the building only, this includes arrival and dismissal times. Visitors will not be permitted to enter from other doors during our arrival/dismissal times. We appreciate your cooperation in assisting us in the supervision and safety of all students.

**\*\*\* IMPORTANT** - Under COVID circumstances, we are limiting visitor access to the building. There will be a podium in the foyer at our main entrance for parents to sign students in and out of the building. We will dismiss your child to you from there. Please be prepared to bring your identification when picking up our child in the event that we are unfamiliar with you or who is picking up your child.

## **Drop Off and Pickup**

The layout of Pequea allows for separate entrances and exits for cars and buses. We ask that you please assist us in ensuring everyone is safe and respectful of property during this time. No cars may enter the bus driveway during the hours of 8:15 AM to 9:00 AM and 3:00 PM to 4:00 PM. All vehicles should enter the parking lot from Bauer Avenue. **If you see school buses in the bus port - PLEASE DO NOT ENTER.** This is for the safety of our students.

Please see the accompanying guiding directions for our arrival and dismissal procedures for walkers and car riders.

## **Attendance**

When your child is absent, communicate with the school in one of three ways.

1. *Preferred* - Complete the online attendance excuse note in the Sapphire Community Portal
2. Email the school office and your child's teacher
3. Send a handwritten note to school with your child when they return to school.

The emails and notes should include the date and reason for the absence. It must be submitted within three school days. Notes received after three days will not be accepted and result in an unlawful absence.

Arrival after 9:00 am is considered tardy. A parent/guardian must escort his/her child into the building for any late arrival. You must provide a reason for the tardiness in writing. Notes from medical professionals for time missed from school are encouraged.

## **Food Services**

Lunch menus are accessible on the district app and blog. We have included paper copies of August breakfast and lunch menus for your convenience. Please note: paper copies of the school menu will not be sent home regularly but they can be accessed on our district blog and in the Penn Manor App.

<https://www.pennmanor.net/food-services/menus/>

Here you can access information about resources and assistance with free and reduced lunch:

<https://www.pennmanor.net/food-services-forms-and-resources/>

My School Bucks allows you to set up an account for your children and gives you the convenience of being able to:

Check cafeteria balances and see what your child has purchased.

Receive low balance alerts to remind you to add more money to his/her lunch account.

Set up automatic payments.

<https://www.myschoolbucks.com>

### ***Lunch Prices***

Elementary Student Lunch - \$2.35

Reduced Lunch - \$0.40

Milk - \$0.60

Adult Lunch - \$3.75

### **Staffing:**

This year our team will be made up of the following teachers and staff:

Principal: Dr. Shirley Murray

Administrative Assistant: Mrs Jessica Maule

K: Mrs Carin Leisure

1: Mrs Deb Drexel and Mrs Mary Snyder

2: Miss Megan Szentesy and Miss Lauren Walker

3: Ms Melanie Allen and Mrs Kara Eshleman

4: Mrs Tammee Iddings and Mr Erik Polaski

5: Mrs Barb Haverstick, Mrs Tammy Rote, and Mr Eric Sarra

6: Mr Vince Miller and Mrs Elizabeth Raff

LS: Mrs Stephanie Herrmann, Mrs Kimberly Stively, Miss Julia Kepple, and Mrs Maxleen Gutierrez

Speech: Mrs Jamie O'Brien

ESL: Mrs Kathy Houck

School Psychologist: Mrs Lisa Collins

Guidance: Mrs Michele Semple

AST: Mrs Jenn Malek

Art: Mrs Jenny Steffy

Music: Mrs Sue Hamer

PE: Mrs Jenna Fisher

Library: Mrs Nancy Nadig

Applied Engineering: Miss Alisha Gerhart

Technology: Mr Jarrod Claar

Health Room: Mrs Pam Nichols and Mrs Kathy Haas

Café: Ms Pam Witmer and Ms Tammy Bricker

Building Paras: Mrs Jill Kellenberger, Mrs Traci Minnick, Mrs Kathleen Railing, Miss Dori Schroeder, Miss Hannah Armstrong

AST Paras: Mrs Jessica Breidenstein, Mrs Chris Bachman, and Mrs. Rachel Demonaco

Library Para: Mrs. Julie Burkholder

Custodians: Mr Kevin Kelley and Mr Amos Stauffer

STS Paras: TBD

## Pequea Elementary School Menu - 8/31 through 9/11

Monday, August 31		Tuesday, September 1		Wednesday, September 2		Thursday, September 3		Friday, September 4	
Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
Breakfast Pizza or French Toast Sticks	Chicken Nuggets Mashed Potatoes Mixed Veggies Fruit Milk	Sausage McComet of Funnel Cake	Hamburger on Roll French Fries Carrots w/ Dip Fruit Milk	Pancakes or Mini Donuts w/ String Cheese	Chef Boyardee Ravioli w/ Roll Corn Celery w/ Dip Fruit Milk	Breakfast Stick or Cinnamon Toast Crunch Pastry	Italian Cheese Pizza Green Beans Fruit Slushie Carrots w/ Dip Fruit Milk	<b>NO SCHOOL</b>	
C Lunch: Peanut Butter & Jelly Sandwich & String Cheese			D Lunch: Yogurt, String Cheese & Dinner Roll						
Monday, September 7		Tuesday, September 8		Wednesday, September 9		Thursday, September 10		Friday, September 11	
Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
<b>NO SCHOOL</b>		Cinnamon Roll or Sausage McComet	Pancakes w/ Sausage Hash Browns Fruit Juice Fruit Milk	French Toast Sticks or Mini Powdered Donuts	Hot Dog on Roll Mac & Cheese Peas Fruit Milk	Breakfast Pizza or Cinni Minis	Popcorn Chicken Mashed Potatoes Steamed Corn Fruit Milk	Breakfast Stick or Choice of Chocolate or Blueberry Muffins	French Bread Pizza Glazed Carrots Cucumbers & Broccoli w/ Dip Fruit Milk
C Lunch: Peanut Butter & Jelly Sandwich & String Cheese			D Lunch: Yogurt, String Cheese & Dinner Roll						

**Elementary Lunch - \$2.35   Reduced Lunch - \$.40   Student Milk - \$.60   Adult Lunch - \$3.75**

## Pequea Elementary 2020 - 2021 Arrival and Dismissal Procedures

Given the unusual circumstances we are presented this year, we want to ensure the safe dismissal of all students and try to reduce the traffic jam that can sometimes occur during our dismissal with the number of vehicles lined up.

We ask that you please assist us and adhere to the following procedures:

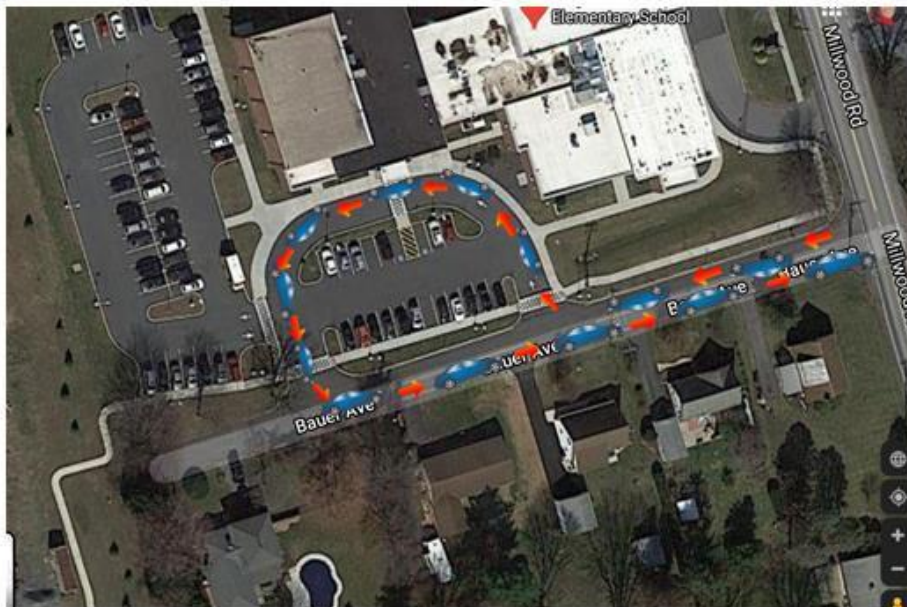
No cars may enter the bus driveway during the hours of 8:15 AM - 9:00 AM and 3:00 PM - 4:00 PM. All vehicles should enter the parking lot from Bauer Ave.

As parents arrive to drop off and pick up students, they should **remain in their vehicles in a single-file line** and students will enter the building and exit the building independently while supervised by staff members. Please be sure you notify the office of who is picking your child up. If it is someone unknown by the school, they may be asked to show photo ID before your child is released to their care.

### Morning Arrival Procedures:

Students may be dropped off as early as 8:30 for breakfast in the morning. Otherwise, we ask that you not arrive or drop off prior to 8:45 AM. Staff will be there to allow your student into the building. We cannot have students corralling in the hallways in the morning so it is important that they not arrive before the designated time.

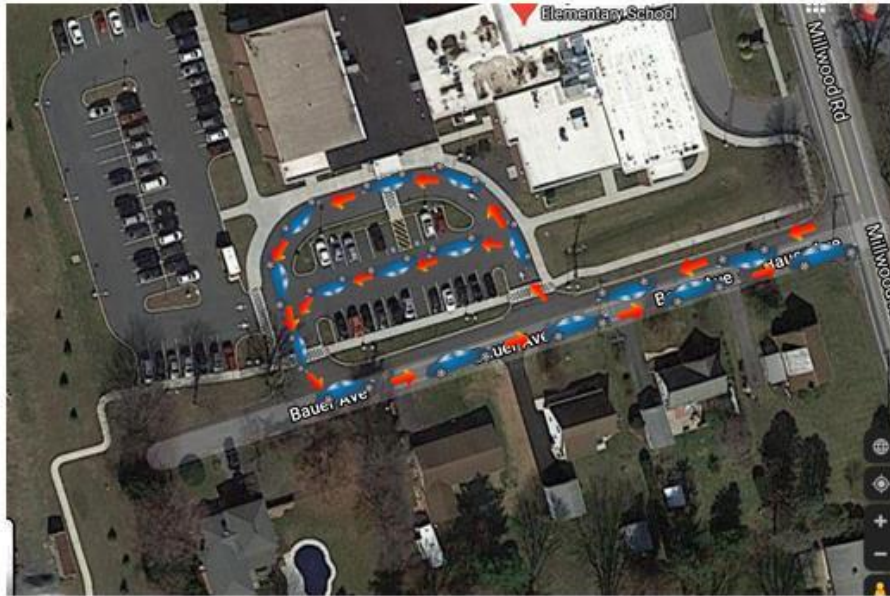
As you arrive to drop your child off, please pull in a single file line along the curb and all your child to exit the vehicle on the curb closest to the school.



Afternoon Dismissal Procedures:

In the afternoon we will make use of both the curb along the building as well as our parking lot. Please pull into the shorter line and be patient. A staff member will supervise and assist students through the cross walk. It is **extremely** important that we stay in **single-file lines** and not pull around other vehicles to ensure student safety.

We will dismiss students with a last name beginning with **A-L starting at 3:15 PM**. We will then dismiss students with a last name starting with **M-Z starting at 3:30 PM**. Please do not arrive before your designated time slot. If you should arrive earlier, we will have to ask you to pull back around to the end of the line to not delay others from dismissing.



Walker Arrival/Dismissal Procedures:

Our friends who live in Summerfield do not have the option of district transportation. Therefore, we have two procedures for their arrival and dismissal. We ask that students are walking (not running) once they enter the school grounds.

In the morning during arrival, students are to walk along the sidewalk and cross at the crosswalk to enter the building through the gym doors with the car riders.





At the end of the day, walkers will be dismissed from the rear entrance of the building. For safety reasons, students may not cut through the parking lot or walk between cars. Additionally, students may not exit the building and enter a car within the parking lot.



Some procedures are new and some are the same as we conducted last year. We recognize that we may need to make adjustments as the weeks go on. Our number one priority is student safety! We appreciate your cooperation in assisting us with having an orderly arrival and dismissal.

If you have any questions or concerns, please contact Dr. Murray at [shirley.murray@pennmanor.net](mailto:shirley.murray@pennmanor.net) or 717 464-3831.