

2022-2023 Monroe School Year Information

SCHOOL HOURS FOR 2022-2023

- 9:10 AM- 3:50 PM- School Day
- 9:10 AM- 11:45 AM- AM Kindergarten
- 1:15 PM- 3:50 PM- PM Kindergarten
- 8:50- 9:00 AM Parent drop-off
- 8:50-9:00 AM Bus drop-off
- 3:40-3:50 PM- Parent pick-up
- 3:50-4:00 PM- Bus pick-up

DROP-OFF/ARRIVAL

- 8:50- 9:00 AM- Parent drop-off line opens.
- As you enter from Boiling Springs Road, please pull into the bus loop area (along the curb at the front of the building).
- Please form two lanes. Please remain in your vehicle and your lane for the remainder of drop-off.
- Students should exit the vehicle with all of their materials (backpack, lunch box, water bottle, etc.) when prompted by the staff.
- Staff will dismiss vehicles once all students have cleared the area.

*PM K Parents- If you are dropping off your child, please follow the above procedures, starting at 1:10 PM.

PICK-UP/ DISMISSAL

- 3:40 PM- Parent pick- up lane opens.
- As you enter from Boiling Springs Road, please pull into the bus loop area (along the curb at the front of the building).
- Please form two lanes and remain in your vehicle and your lane for the remainder of pick-up.
- Have your student pick-up number clearly displayed from your rearview mirror. This is your family's pick-up number. If you are not picking up all of your children, please inform the staff member on duty.
- A staff member will enter the student pick-up number.
- We will deliver your child(ren) to your vehicle.
- For the safety of all, do not exit the loop until the staff member has directed you to do so.
- **Buses and cars are loading at the same time in two different locations. If you plan to pick up your child from school (and they are not on the permanent pick-up list), you must notify the school by 3:00 PM. Otherwise, your child may be sent home on the bus.**

*AM K Parents- If you are picking-up your child, please follow the above procedures, starting at 11:45 AM.

TRANSPORTATION

- Kindergarten students- when K students are dropped off, a "familiar adult" must be at the bus stop. If an adult is not present, the student will be brought back to the building for parent pick-up.
- K-5th grade students are permitted only one pick-up stop in the morning and one drop-off stop when returning home.
- To start the school year bus times will be delayed until bus routes are adjusted.
- Bus schedules are available by logging into Skyward and clicking on the transportation tile. Please double-check the times prior to the first day, as bus schedules may be adjusted by a few minutes. Students should be at their assigned bus stop 5 minutes prior to the listed stop time.

MODIFIED SCHEDULES

- Weather emergencies, early dismissal, 2-hour delay, closing; all of these will be communicated via email, automated phone calls, and the CV district website. If you choose, you can opt into text messaging by completing the "Text Notifications" form in Skyward.

ATTENDANCE GUIDELINES

- To report your child absent from school contact the office (717) 258-6208, menu option 1, or complete an Electronic Absence Request in Skyward via the Attendance Tile.
- An excuse note must be provided **within three school days** of a student's return to school.
- Excused absences include: illness, family emergency, authorized school activity, prearranged doctor appointment, approved educational trip.
- Unexcused absence: absence from school with parents' consent for reasons other than those considered excused, or missing documentation.
- Educational trips- To be turned in at least a week before the trip; maximum of 5 days; no educational trips are approved during PSSA testing.
- Tardy- students are marked tardy after 9:10 AM. PM K students will be marked tardy after 1:15 PM.

VISITATION GUIDELINES

All visitors should enter the school through the main office. Visitors should press the intercom button (to the left of the office door in the lobby) and state the reason for the visit. All visitors must present their driver's license to the office staff to be scanned into our system.

SKYWARD- Student Information System

Action steps in Skyward: Please complete all back-to school forms that pertain to your student, including health information, emergency contacts, and annual required sign-offs. It is imperative that we collect this information annually to help ensure your student's health, safety, and welfare.

- Skyward Family Access will allow you to view student information, including teachers, homerooms, attendance, and discipline.
- If you have any concerns or questions about Skyward you can contact Cumberland Valley's Helpdesk at (helpdesk@cvschools.org or 717-506-3393)

FOOD SERVICE

- Students can purchase breakfast each morning and lunch each afternoon, if they choose.
- Menus, prices, etc. can be found on the district website Support Operations >> Culinary Nutrition Services.

RESPONSIVE CLASSROOM

- Students will participate in morning meeting that includes: a greeting, sharing, group activity, and morning message to build a positive community in the classroom and building.
- Energizers will be scheduled throughout the day.

HEALTH SERVICES

- Health screenings- vision, height, and weight (K-5), hearing (K-3) will occur in the Fall.
- Students must be current on all immunizations.
- Physical (K) and dental forms (K & 3) remain required.
- Medication forms are required for permission to give children medicine at school.
- **Temperature of 100 or more and/or vomiting requires a student to be sent home.**
- Students experiencing any symptoms of COVID-19 should not come to school. Please contact the school to let us know of symptoms so that we can follow our health and safety plan protocols.

BIRTHDAY TREATS

In accordance with CV's Health and Wellness Plan, students **may not send in food items** for birthday treats. Any food items sent in for birthday treats will not be distributed. You may send in non-food items to celebrate your child's birthday. Some ideas include: pencils, stickers, etc.

CURBSIDE PICK-UP & DROP-OFF

If you are picking up your child for an appointment during the school day, picking up a sick child, late dropping off a child in the morning, or returning a child from an appointment, please pull into the handicapped or visitor spots and call us at (717) 258-6208, menu option 2. We will bring your child to you or pick up your child from you.

VOLUNTEERING AT SCHOOL?

If you would like to volunteer at the school, chaperone a field trip, or you are a PTO officer, please ensure that you obtain your clearances. Clearance information can be found on the district webpage: Support Operation >> Human Resources >>Clearances.

School Volunteers are required to submit 3 clearances:

- 1- Criminal Background Clearance (PA State Police)
- 2- PA Child Abuse History Clearance
- 3- FBI Fingerprint Clearance (or Affidavit, if applicable)

BACK-TO-SCHOOL NIGHT

Our Back-to-School Night (1st-5th grades) will take place on September 7. There will be a whole group presentation from Dr. Ward at 6:00 PM in the gym, followed by 2 sessions. Session 1 will be from 6:45-7:15 and Session 2 will be from 7:25-7:55. The sessions will be identical. We offer two to afford the opportunity to attend two sessions in case you have multiple children. Specific information will be provided by your child(ren)'s teacher.

RESOURCES FOR FAMILIES

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

Facebook: <https://www.facebook.com/CVMonroeEagles>

Mastery Connect: <https://www.masteryconnect.com/>

Skyward:

<https://skyward.cvschools.org/StudentSTS/Session/Signin?area=Home&controller=Home&action=Index>

Seesaw: Teachers will send a link specific for your child.

Technology Helpdesk: helpdesk@cvschools.org or (717) 506-3393.

OFFICE TEAM

Dr. Megan Ward, Principal: mward@cvschools.org

Mrs. Jen Moyer, Principal's Secretary: jmoyer@cvschools.org

Mrs. Gail Halterman, Secretary: ghalterman@cvschools.org

Mrs. Kristy Franklin, School Counselor: kfranklin@cvschools.org

Dr. Tiffany Boyd, School Nurse: tboyd@cvschools.org

SCHOOL CONTACT INFORMATION

Monroe Elementary School

1240 Boiling Springs Road

Boiling Springs, PA 17007

Phone: (717) 258-6208

Fax: (717) 506-3944