



Pine Road Elementary School

3737 Pine Road
Huntingdon Valley, PA 19006
215.938.0290
www.lmtsd.org

Mr. Brian J. Swank Mrs. Sharon L. Franciosa
Principal Assistant Principal

August 2016

Dear Pine Road Families,

Summer is nearly over and excitement is building as we finalize our preparations to welcome students to the 2016-17 school year! I hope that the summer months have afforded your family an opportunity to relax, recharge, and enjoy some quality time together.

Below you will find a wealth of important information. Please review the information closely and, should you have any questions, do not hesitate to contact our main office.

IMPORTANT REMINDERS

8/31	6:00 PM	Home Access Center opens
9/6		First Day of School (Kindergarten families please review your letter to confirm which day you should attend orientation.)
9/9		Celebrate Pine Road Day—Wear your blue and gold!
9/9	5:30-7:00 PM	Pine Road Picnic (Bring your own meal and come relax on our playground)
9/12	7:00-8:30 PM	Grades 4 & 5 Back-to-School Night (Homerooms)
9/12	6:30-7:00 PM	Grades 4 & 5 ESOL Back-to-School Night (Library)
9/13	9:15 AM	PTA Meeting — Pine Road Faculty Dining Room
9/19	7:00-8:30 PM	Grades 2 & 3 Back-to-School Night (Homerooms)
9/19	6:30-7:00 PM	Grades 2 & 3 ESOL Back-to-School Night (Library)
9/26	7:00-8:30 PM	Grades K & 1 Back-to-School Night (Homerooms)
9/26	6:30-7:00 PM	Grades K & 1 ESOL Back-to-School Night (Library)
9/27		Picture Day
10/3, 10/4 & 10/12		Schools Closed

All K students will be given a color coded lanyard to wear and Grades 1 & 2 students will be given a luggage tag for their backpack. This will identify whether a child rides the bus, walks or is driven to school. It is important that this luggage tag remain on your child's book bag for the entire year. Use of the lanyards and luggage tags will make dismissal safer and quicker. **Please return the Transportation form on September 6th.**

Kindergarten students receive a separate letter indicating their teacher and orientation day. Students and parents/guardians will report to Pine Road at 9:45 on the morning of their orientation.

All first grade students will be greeted by our staff upon arrival on the first day of school. We will usher these children into the cafeteria where they will line up with their new classmates. A kindergarten teacher will be there to walk the students to their new classroom.

Home Access Center (HAC) will open for families to view teacher assignments, bus information and Free & Reduced Lunch information on the evening of August 31st. Please visit www.lmtsd.org/backtoschool for more information.



Lower Moreland Township School District

“Expanding Horizons...”

Individualizing Education”





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KINDERLINKS

Information regarding the before and after school program can be obtained on the website or by calling 215-938-7940. *Only parents of Kinderlinks students may use the access road in the rear of the building during the established drop off and pick times.*

Kinderlinks Arrival Procedures - Parents will drop off their children in the morning at the rear entrance of the school (cafeteria door) using the access road just past the school (going north on Pine Road toward County Line Road). A Kinderlinks staff member will be available to greet parents and students and to assist with signing in students.

Kinderlinks Dismissal Procedures - Parents may pick up their children in the afternoon after 4:15 PM at the rear entrance of the school (cafeteria door). Parents of Kinderlinks students will use the access road just past the School (going north on Pine Road toward County Line Road) to pick up their children. Parents will park in the rear lot and sign out their child with the appropriate Kinderlinks staff member. Parents picking up their children prior to 4:15PM must come through the main entrance of the school building.

ARRIVAL & DISMISSAL PROCEDURES

Bus Arrival and Dismissal

- School buses will continue to drop off and pick up students at the rear entrance.

Walker Arrival and Dismissal

- 4th & 5th graders who walk must bring a note from a parent/guardian indicating whether the student will be walking home daily or only on certain days of the week. A "Walker Pass" will be issued upon receipt of this information.
- Students who walk to school (grades 4 & 5 only) will enter using the library entrance.
- Students who walk home (grades 4 & 5 only) will be dismissed to the cafeteria and then escorted out of the building by school staff.

Car/Day Care Drop Off and Pick Up Valet Service

- **Valet service for parents and day care van drop-off in the AM (8:45-9:00) and pick up in the PM (3:30) will continue to be in the driveway loop at the front of the building. Drivers must remain in the car at all times.** Students will enter and leave school at the **Library** entrance. Parents **may not** enter at the Library doors. The Library entrance will be monitored by staff to ensure safety and to direct any visitors or parents to the main entrance.
 - Our staff will be outside to greet students from 8:45 AM until 9:00 AM each morning. Students may not leave their cars in the morning until staff members are present outside. **At 9:00 the library entrance is locked and if your vehicle has not reached the drop off zone (indicated by posted signs), you must park your vehicle and walk your student(s) into the building for sign-in.** As a rule of thumb, if you are on our property by 8:55 you should not have any issues



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with drop-off. Please ensure that you make appropriate arrangements to arrive at Pine Road by 8:55.

- During dismissal time Parents/Guardians will be asked for Photo Identification by school staff before students enter the car.

Student Late Arrival – any time after 9:00 AM

- Students who arrive after 9:00 AM are considered late. They must enter the building at the main entrance with a parent. Parents must park in the front lot, enter the building with their child, sign their student in and complete a yellow card to submit to the school greeter. Student will then be given a late pass to enter class.

PINE ROAD WELLNESS COMMITTEE

The Pine Road Wellness Committee, comprised of teachers and administrators, would like to remind you that at Pine Road we do not celebrate birthdays with food items. We absolutely honor and celebrate each child’s special day, however we ask families to identify alternative approaches if they wish to have their classmates share in their day here at school. More information will follow throughout the school year.

TWITTER

In an effort to increase our communication and to regularly share information with our families we have created an official Pine Road Twitter account. We hope that you will follow us on Twitter so that you can see all of the wonderful things taking place daily at Pine Road. You can follow us at @LMTSD_PRES

PR HANDBOOK FOR PARENTS & STUDENTS (available on the Pine Road website)

The School Handbook contains important information regarding school routines, procedures, services and activities. It also contains the Code of Conduct and guidelines for student behavior. Please remember to review the Pine Road Handbook with your child and acknowledge your review in Home Access Center. This review will ensure that you and your child are aware of Pine Road School’s expectations for behavior as well as the consequences for not meeting these guidelines.

As we enter this new school year my hope is that you will continue to support and partner with our staff as we seek to create a meaningful educational experience for your child within a safe, warm and caring environment. It is our goal to nurture your students and motivate them to become life-long learners and to encourage them to engage in educational risk taking. We hope to create future citizens who are conscientious, dependable and willing to take responsibility for their own actions. Mutual trust and respect between parents and school will allow us to accomplish our mission.

Pine Road PTA

Pine Road PTA will hold their first meeting on Tuesday, September 13nd at 9:15 am in the Pine Road Faculty Dining Room. For information about our PTA, please visit: <http://www.lmtsd.org/domain/492>.



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Volunteer Guidelines

If you wish to volunteer within our school or district or chaperone class trips, review the attached volunteer guidelines and requirements.

Please familiarize yourself with the district website (www.lmtsd.org) and check the virtual backpack regularly for important notices and our monthly calendar. Also, remember to sign up for E-alerts on the Virtual Backpack. You can check your child's teacher's web page for more classroom information.

Thank you for your on-going support, kindness and interest. You are truly a community dedicated to our children and your commitment is greatly appreciated.

Sincerely,

Brian J. Swank

Mr. Brian J. Swank
Principal

Sharon L. Franciosa

Mrs. Sharon L. Franciosa
Assistant Principal



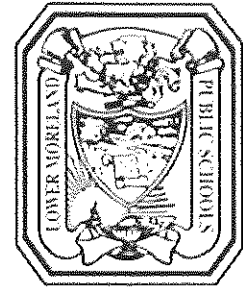
Lower Moreland Township School District

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August 15, 2016



Dear Parents/Guardians:

The Lower Moreland Township School District is pleased to continue with a paperless verification process which includes the acceptance of student forms and policy agreements. This means most of the forms required to update and verify information for students will be available online, and the paper forms will no longer be sent home with students on the first day of school. Our district uses **UPDATING STUDENT INFORMATION ONLINE** in order to have the most up-to-date information possible on students – especially **address and telephone number changes, as well as emergency contact information**. There are also two other areas of particular importance in the process which relate to **Health and Insurance Information** for your student(s). All of this information updated and verified by you each school year is critical in the event that we must contact you in an emergency situation, or if your child becomes ill or injured while at school.

Updating Student Information Online is not an option, it is a **requirement**. In fact, this year you will not be able to gain access to your student's schedule information in Home Access Center until you update for Student Information online. You will be able to complete the update process for the 2016-17 school year beginning on the evening of August 31, 2016. This process can be completed at home using your parent Home Access Center user account. If you don't have time to complete the process at home, school computer labs will be set up during Back to School nights to assist with the process. **The expectation is that this process be completed by October 3rd, one week after all of the Back to School nights have been completed.**

Please see the back of this letter for a guide explaining how to access your account to perform the Student Information Update **requirement** for your student(s). Your parent login and password information remains the same – if you have a question about your login credentials, please contact your building office.

Thank you in advance for keeping your child's information up-to-date. It really does help us communicate better as we partner with you in helping your child achieve their greatest potential.

Sincerely

Dr. MaryKay Feeley
Superintendent of Schools

Remember to go into your Home Access Account after August 31, 2016 to update your student information online for the 2016-2017 school year. Complete this process before October 3rd. Thank you!

Enclosure

*Don't have access to a computer? Contact your child's school, or plan to Update your Student Information Online **requirement** at one of the Back to School nights held at our schools in September. Our Local library also has computers that can be used.*

LOWER MORELAND TOWNSHIP SCHOOL DISTRICT
2551 MURRAY AVENUE, HUNTINGDON VALLEY, PENNSYLVANIA 19006

MARYKAY FEELEY, Ed.D.
SUPERINTENDENT OF SCHOOLS

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Volunteer Information

Volunteers are essential to our schools by helping to keep students safe on class trips, assisting teachers in classrooms, and offering special events to our students. Below are some important details on becoming a volunteer:

If you are not on the District's Approved Volunteer List, but would like to be added, please visit the *Parents* tab on our webpage (www.lmtsd.org) for more information and links to apply for the following clearances

- Report of Criminal History from the Pennsylvania State Police (PSP);
- Pennsylvania Child Abuse History Clearance; and
- Either a Disclosure Statement or a Report of Federal Criminal History (i.e., fingerprinting. Please enter via the PA Department of Education portal. Human Resources need the registration receipt once you have gotten fingerprinted so that we may access your record.). A Disclosure Statement may be provided in lieu of the Report of Federal Criminal History (fingerprinting) for those volunteers who have lived continuously within the Commonwealth of Pennsylvania for the last 10 years. Volunteers who have lived outside the Commonwealth of Pennsylvania in the last 10 years will need to complete the Federal Criminal History (fingerprinting).

The fees for the PA Child Abuse Clearances and the PA State Police Criminal Background Check were waived by Governor Wolf for volunteers. The cost for the FBI fingerprint clearance is \$27.00, but it can be reimbursed if the fee is cost prohibitive. (Please contact the principal to speak confidentially if cost is an issue.) The FBI fingerprints are only needed if you have not been a resident of Pennsylvania continuously for the last ten years.

In addition, for those volunteering 10 hours or more per week or chaperoning an overnight trip a Tuberculosis Test Form (available from the *Parents* page) must be completed by a physician.

Your clearances are good for five years from the date that they were issued. (Note—if you had a Tuberculosis test because you were volunteering ten hours a week or more, the test results are good indefinitely.)

Once the District has received your clearances, you will receive a volunteer identification card in the mail.

Thank you.

LOWER MORELAND TOWNSHIP SCHOOLS
Huntingdon Valley, PA

HEALTH HISTORY UPDATE (please print legibly)

Notice to Parents: This form must be completed and returned as soon as possible. This will help to give us the new information which we need in order to keep your child's health records current.

Child's Name _____ Grade _____ Birth Date _____

Family Doctor _____ Phone _____

PLEASE ANSWER ALL ITEMS WITH YES OR NO

If YES, please explain

1. Any allergies – be specific _____

2. Any serious illness _____

3. Presently on any DAILY medication _____

If yes, list all medications and dosage: _____

4. Contacted a communicable disease _____

5. Operations _____

6. Periodically takes medication for _____ (Epipens, inhalers, etc.)

7. Immunizations given this past year (please include MD documentation with type and dates)

8. Started wearing glasses _____

9. History of seizures _____

10. Please list any new family changes, special health problems, equipment needs and medical

treatments for your child _____

** I give permission for the nurse to administer Tylenol, Advil, Benadryl, or Maalox to my child as per instructions on the bottle. **YES** _____ **NO** _____

If emergency treatment is required, the school authorities will use their own judgment in sending the child to the hospital or doctor most easily accessible, providing none of the guardians or emergency contacts on record can be reached.

DATE _____

SIGNATURE _____

PINE ROAD SCHOOL
TRANSPORTATION INFORMATION
2016-2017

THIS FORM MUST BE RETURNED ON SEPTEMBER 6th, 2016

Student Name: _____

Grade: _____ Teacher: _____

My student will be leaving school by:

_____ **School Bus** _____ Mon. _____ Tues. _____ Weds. _____ Thurs. _____ Fri.

_____ **Car** _____ Mon. _____ Tues. _____ Weds. _____ Thurs. _____ Fri.

_____ **Walker** (grades 4 & 5 only) _____ Mon. _____ Tues. _____ Weds. _____ Thurs. _____ Fri.

_____ **Kinderlinks** _____ Mon. _____ Tues. _____ Weds. _____ Thurs. _____ Fri.

_____ **Day Care** _____ Mon. _____ Tues. _____ Weds. _____ Thurs. _____ Fri.

Name of Day Care _____

If an adult other than the parent is picking up a student, please add them in Home Access as an Emergency Contact.

If this arrangement changes, please send a note to your student's teacher.

If there is an emergency dismissal change, please call the office before 3:00 pm.

Parent Printed Name: _____

Parent Signature: _____

Date: _____

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**Integrated Pest Management (IPM)
Notification Letter for Parents or Guardians**

The Lower Moreland Township School District utilizes an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal in using this approach to pest management is to protect every student, staff member and visitor from pesticide exposure. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present.

The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator, who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc. Pest Sighting Log books are located in each school office. Pest sightings are reported in this log book and reviewed by the IPM coordinator and pest control contractor. Appropriate action is taken in response to the reports.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide application is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, please notify the district in writing. Please include your e-mail address if you would like to be notified electronically.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by email or telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students; gel-type baits placed in cracks, crevices, or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry. If you have any questions, please contact Mark Sufleta, Maintenance Manager, IPM coordinator @ (215) 938-0270, ext.-3262 or by e-mail, msufleta@lmtsd.org.

Further postings and information can be found on our website at LMTSD.org.

ADMINISTRATION- 938-0270 ~ HIGH SCHOOL- 938-0220 ~ MURRAY AVE. SCHOOL- 938-0230
PINE ROAD SCHOOL- 938-0290 ~ DISTRICT FAX (215) 947-6933