

Orendorf Elementary Welcome Letter

Dear Parents and Students,

Hello my name is Shawn D. Minnich and I am the principal at Orendorf. I am as excited as you are to start another great school year at Orendorf Elementary. I spent the 2004-2005 school year as an assist principal at both Orendorf Elementary and Spring Forge Intermediate. I look forward to working with the parents, students, and staff that come together to make Orendorf a first-rate school. Each of our teachers is a dedicated professional that strives to provide each and every child with a superior education. To do this, we need to work as a team. Teamwork involves clear communication between all individuals involved. Please contact the school to discuss issues that arise during the year. Teamwork will continue to be the avenue that allows us to provide the finest educational experience for each child.

Since this is my first school year as principal of Orendorf, I would like to share a little information about me. I live in Manchester with my wife, Kathy and our daughter, Mya. This is my twelfth year in education and tenth year in the Northeastern School District. As an educator, I truly believe in the value of lifelong learning. I received my bachelor's and master's degrees from Millersville University, my administrative certificate from Temple University, and have completed my course work for a doctoral degree through Temple University. Currently, I am working on my dissertation.

I am confident that by working together we will instill a commitment to lifelong learning in your child.

Sincerely,

Shawn D. Minnich
Principal

PTO President's Welcome!

Dear Orendorf Parents,

On behalf of the PTO Executive Board and Committee Chairman, I would like to welcome you to the 2005-2006 school year. The PTO is proud to present you with this handbook, which will be a valuable reference guide for you and your family. Please take time to read its contents.

Throughout the year we will be asking for PTO members to volunteer to help us with our many school projects. The PTO stands for Parents (that's you), Teacher Organization. Please fill out a membership form and return it to school with your child (Membership dues are \$1 per person). PTO members will be acknowledged in this year's Memory Book. ID cards will not be distributed; instead your name will be entered into the PTO Volunteer/Members' Database.

PTO members are welcome to join us at our monthly PTO Board meetings. Check your school calendar for dates and times.

The PTO Board is very enthusiastic about this school year. Many exciting events have been planned. We look forward to having YOU the parent be a part of your child's learning experience at Orendorf Elementary.

Sincerely,

Jennifer Smith
PTO President

PTO Officers

President	Jennifer Smith	Sara, (1st)
Vice-President	MaryAnn Cook	Allyson (4 th)
Treasurer	Cheryl Bentz	Matthew, (4 th) Elizabeth, (3 rd)
Corresponding Secretary		
Recording Secretary	Michelle Hake	Nathan, (3 rd)

PTO Committee Chairman

Accelerated Reader	Cheryl Bentz Chris Wise	Matthew, (4 th) Elizabeth, (3 rd) Brieana, (4 th)
Book Fair	Stacey Hubbert	Coryn, (3 rd)
Fieldtrip Coordinator	Erika Wolfgang	Morgan, (2 nd)
Fundraising	Patty Witt	Veronica, (4 th)
Homeroom Coordinator	Jane Schaeffer Christine Girod	Matthew, (2 nd) Anna, (2 nd)
Hospitality	Christine Girod	Anna, (2 nd)
May Fair	Cindy Wolfgang Missy Ruppert	Drew, (2 nd) Krista, (2 nd)
Membership	Patti Shimkus	Steven, (3 rd)
Memory Book	Kristin Moyer Erika Wolfgang	Coryn, (3 rd) Morgan, (2 nd)
Newsletter Committee	Heather Sharga	Nathan (3 rd)
Santa Shop	Deb Kitching	Kyle, (3 rd)
Teacher Representatives	Mrs. Baublitz & Mrs. Schedin	

PTO Board Meetings are held in the library on the first Monday of the month. They follow a scheduled agenda and are approximately 1 hour in length. Any person who is a PTO member is welcome to attend. Monthly meeting minutes are available in the office.

PTO Committee Descriptions

The PTO has a mailbox in the office if you need someone from the committee to contact you, please put it in there. Remember to leave your name, phone number and convenient time for us to contact you. All committees need volunteers to help throughout the year!

Accelerated Reader – Oversees AR Program, working with the Librarian and teachers to set up theme, gather prizes, track student points, enlist volunteers to help in classrooms, and distribute prizes on a biweekly basis.

Book Fair – Responsible for planning and implementing the Book Fair. This event provides an opportunity for all students, teachers and families to purchase various books.

Fieldtrip – Responsible for coordinating with teachers there fieldtrip reservations and calling and coordinating buses.

Fundraising – Responsible for selecting fundraising activities for the PTO. They coordinate efforts to carry out these events and give financial responsibility to the Treasurer.

Homeroom Coordinator – Chooses parents from a volunteer list to be helpers, snack providers and party coordinators for each class.

Hospitality – Responsible for coordinating donations for PTO events (snacks, supplies). Also schedules volunteers to run the refreshment stand at the PTO events.

May Fair – Responsible for planning and carrying out the annual May Fair. Many volunteers are needed to plan, set-up, work and clean-up for this one-day event.

Membership – Responsible for collecting PTO memberships and maintaining a membership database. To acknowledge member commitment, members' names will publish in an issue of the Orendorf Elementary School Newsletter and will be placed in this year's Memory Book.

Memory Book – Provides students and their families with pictorial memories of the Orendorf school year in the form of a memory book. It is available for purchase by the students and is distributed at the end of the school year.

Newsletter Committee – Keeps the school population up-to-date on the many happenings at Orendorf Elementary. Works with volunteers to research and write articles to be placed in a newsletter and distributed throughout the school year.

Santa Shop – Responsible for providing a Christmas shopping experience for all students to purchase gifts for their families.

PTO Upcoming Events

August 29	PTO Meeting	5:15 PM
August 30	Building Preview (no Teachers)	4:30 – 6:30 PM
	First Grade Parent Orientation	5:45 PM
September 6	Market Day Pickup!	7:00 – 8:00 PM
September 12	Parent Open House	6:30 – 8:00 PM
September 20	A/R Night	6:00-7:30 PM
September 30	Book Fair/Movie Night	6:00 – 8:00 PM
October 3	PTO Meeting	5:15 PM
October 4	Book Fair	6:00 – 8:00 PM
	Market Day Pickup	7:00 – 8:00 PM
October 4-6	Book Fair	During School Hours
October 18	Orendorf Picture Day	during School Hours
October 18	A/R Night	6:00-7:30 PM
October 28	Halloween Party	2:15 – 3:15 PM
November 1	PTO Meeting	5:15 PM
	Market Day Pickup!	7:00 – 8:00 PM
November 14	Family Bingo Night	6:30 – 8:00 PM
November 29	Market Day Pickup!	7:00 – 8:00 PM
December 5	PTO Meeting	5:15 PM
December 7-9	Secret Santa Shop	during School Hours
December 9	Secret Santa Shop	5:00 – 7:30 PM
December 12	Holiday Program (3rd/4th grade)	6:30 PM
January 2	PTO Meeting	5:15 PM
January 6	PTO family movie night	6:00-8:00 PM
January 10	Market Day Pickup!	7:00 – 8:00 PM
January 17	A/R Night	6:00-7:30 PM
February 6	PTO Meeting	5:15 PM
February 7	Market Day Pickup!	7:00 – 8:00 PM
February 10	Valentine Party	2:15 – 3:15 PM
February 21	A/R Night	6:00-7:30 PM
March 1	Skating Party (Rollerway, York)	6:00 – 8:00 PM
March 6	PTO Meeting	5:15 PM
March 7	Market Day Pickup!	7:00 – 8:00 PM
March 14	A/R Night	6:00-7:30 PM
March 21	Spring Concert (1 st /2 nd grade)	6:30 PM
April 1	Pancake Breakfast	8:30 – 10:30 AM
	Book Fair	9:00 – 12:00 PM
April 3	PTO Meeting	5:15 PM
April 3	Book Fair	3:30 – 7:00 PM
April 4	Book Fair	5:00 – 8:00 PM
	Market Day Pickup!	7:00 – 8:00 PM
April 5	Book Fair	7:00 – 8:00 PM
April 21	Donuts with Dads	8:00 – 8:45 AM
April 24	Curriculum Fair	6:30 – 8:00 PM
May 1	PTO Meeting	5:15 PM
May 5	May Fair	5:30 – 8:30 PM
May 9	Market Day Pickup!	7:00 – 8:00 PM
May 19	Grandparents' Day	during School Hours
June 5	PTO Meeting	5:15 PM
June 6	Market Day Pickup!	7:00 – 8:00 PM

Fundraisers

September	PTO Kids' Stuff Books Fundraiser!
October	Student Council Wolfgang Candy Fundraiser!
October/January	PTO Pretzel Sandwich Sale Fundraiser!
March	PTO Wolfgang Candy Fundraiser!

Attendance

Every child of compulsory school age (6-17) having legal residence in Northeastern School District is required to attend either a public, private or parochial school unless he/she is excused according to regulations covered in the School Code.

Absences and Excuses

All absences require a written excuse from the PARENT or GUARDIAN. Upon returning to school, the student will bring a written explanation of the absence. Each excuse note must contain the following information: the child's full name, the grade, the teacher's name, the reason for the absence, the dates of the absence and the parent's signature.

An absence from school, which is not supported by a written note from the parents within one week of the absence, will be marked as unexcused.

Work Missed during an Absence

Students are permitted and are encouraged to make up all work that is missed during their absence. The student must arrange to make up the missed work within three days after returning to school. The length of time that will be given to make up work will be determined by the individual teacher based on the length of absence. Homebound instruction is provided when a lengthy absence is anticipated.

Homebound Instruction

If a student is absent for an extended period of time (longer than 2 weeks), the parent should notify the school principal to secure the proper forms. When a student is absent for a time less than this, the parent should contact the classroom teacher to secure assignments.

Excused Absences for Travel

The school district recognizes that students may have the opportunity to participate in pre-planned trips and educational experiences with their parent or guardian during the school year. It is recommended that contact with the child's teacher or principal is made in advance before making final arrangements for an educational trip.

Requests for excused absence for an educational trip must be submitted in writing to the Superintendent two weeks prior to the trip. Request forms are available in the school's office. The determination of each request will be made on the educational value of the planned experience.

Education trips should be limited to one (1) trip per school year up to a maximum of five school days.

Cafeteria

Orendorf Elementary uses a Point-Of-Sale system via computerized cash registers for the cafeteria process. Each child has a cafeteria account accessed with their Student ID number. You may prepay any amount into the account balance and each day the amount of their lunch purchase will be deducted from their account. The cashier will remind the student when their balance is getting low and provide them with an envelope to add money to their account.

All students (paying, reduced, and free) will enter their Student ID number when they go through the lunch line. Any money left in the account at the end of the year may be refunded or carried in the account until the following school year for lunch purchases. If a student has a zero balance in his/her account, he/she may borrow money from the cafeteria. Payment should be made the following day.

There are two meals available each day, breakfast and lunch. At lunch, a regular menu item and an alternate choice are available. This will appear on the menu, which is sent home with the students monthly. It also appears on the school web site, www.nesd.k12.pa.us. Also from time to time, there will be notices of cafeteria events posted on the back of the menu.

Cafeteria Continued...

Students are expected to pick up waste and place their empty trays at the dishwashing room before leaving the cafeteria. Throwing food is not permitted. Manners are to be practiced in the dining area at all times.

A free lunch application will be sent home with every student at the beginning of school. Applications are available during the school year at the office for any new student or for anyone whose financial situation changes. If your child received free or reduced lunch at the end of the previous school year, he/she is in the same status for the beginning of school until you have a chance to file a new application.

Milk Price:	\$.45		
Breakfast:	\$.70	Reduced Breakfast:	\$.25
Lunch:	\$ 1.55	Reduced Lunch:	\$.40

Concerts/Performances

We are pleased to offer two student performances at Orendorf. The Third and Fourth grade students will perform a Holiday Concert in December. The First and Second grade students will perform a Spring Concert in March.

We hope that by having two performances the seating, parking, and overall experience will be enhanced.

Fire Drill Procedures

Fire drills are held monthly, as required by state law. To ensure the safety of all children, the following rules must be followed.

1. Pupils will proceed to the assigned fire exit as soon as the alarm is sounded. Pupils will walk quietly to the exit door and continue to walk to their assigned area after they have left the building.
2. There must be no talking, either inside or outside the building, during a fire drill. This allows teachers to give last minute instructions, as needed.
3. Teachers will take their attendance cards or a roster of their students with them and check attendance outside the building.
4. Students may not re-enter the building until the all clear signal is given.

Grading System

Report cards indicating grades, attendance records, social attitudes and/or teacher comments are issued quarterly for grades 1-12 in all district schools. The grades represent the teacher's best judgment of the pupil's accomplishment for the nine-week period and should be evaluated in terms of the child's ability, with the understanding that all children do not achieve equally.

Parents are encouraged to consult teachers early in the marking periods if problems are developing. Please respond when teachers indicate a conference is desired. A copy of the report card, signed by the parent as evidence of receipt, shall be returned to the teacher after each report period.

Medical Information

If a student becomes ill or injured at school, he/she should report first to his/her classroom teacher or teacher on duty and then to the nurse's office. If the nurse is not present, the school's designee will see the student and if necessary, will contact the nurse. Transportation of the student to the home or to a medical facility is the responsibility of the parent or guardian.

Emergency information is kept in the nurse's office. At the beginning of each school year, parents are required to complete a new emergency procedure card for each child attending school.

If a parent's address, phone number, place of employment, baby sitter or other information changes during the year, please notify the school. Any serious illness, accident, surgery or medical condition should also be reported to the school nurse.

A confidential list of the medical problems of students is distributed to teachers each year to make them aware of any special considerations for the individual student.

Medical Information Continued...

Communicable Diseases in School Children

The following information is taken from the Regulations of Communicable and Non-communicable Diseases of the Pennsylvania Department of Health.

Each teacher, principal or superintendent shall exclude students from school who have been diagnosed by a physician or are suspected of having the disease by the school nurse for the indicated time of the following diseases:

STREP THROAT and SCARLET FEVER – 24 hours from institution of appropriate antibiotic therapy, must have a note from the physician.

PINK EYE (acute contagious conjunctivitis) – 24 hours from institution of appropriate therapy, must have a note from the physician.

RING WORM (all types) – After institution of proper treatment, must have a note from the physician.

IMPETIGO – Until judged no longer infective by the child's physician after treatment is instituted, must have a note from the physician.

SCABIES – Excluded until physician institutes treatment, must have a note from physician.

HEAD LICE – If nits or lice are found, may return after one treatment with a shampoo specifically for killing lice. Shampoo must be repeated one week later. Child must return box top of head lice shampoo used for treatment.

CHICKEN POX – Contagious 2 – 48 hours before vesicle appears and during active disease. Student may return to school when all sores are dry (usually 7-14 days).

Dismissal for Medical Appointments

We encourage the parent or guardian to attempt to make doctor and dental appointments at times before or after school hours. If it becomes necessary for your child to leave school early for an emergency, doctor or dental appointment, send a note to the school a day before the appointment or that morning and stop in the office when you come for your child. Excuses of less than ½ day will not be marked as an absence. Any early dismissal requests of more than ½ day will require an excuse upon return the next day.

Health Services Provided

Your school nurse is dedicated to the wellness of every student. The Health Services provided by the school nurse or health assistant include:

1. Annual height and weight measurements for every student.
2. Annual vision screening for every student.
3. Hearing screening for all K, 1st, 2nd, and 3rd grade students and any others with special needs.
4. Medical examinations of all K-students either by the family doctor (to be reported to school on a school form) or by the school doctor.
5. Dental examinations for K and 3rd grade students
6. Providing a written notice for parents if a follow-up is needed after any of the above services have been performed.

Medication at School

When a medication is ordered for three times a day or less, all doses should be taken at home unless specifically ordered by a physician for use during school hours. ANY medication, prescription OR over-the-counter (including Tylenol, ibuprofen, cough drops), that will be taken at school will need BOTH written parental AND physician permission. When visiting the doctor and medication is prescribed, ask the doctor for a note for the school. A doctor's note can also be faxed to the school (266-2058). This can then be attached to the school form. Forms are available from your child's school nurse.

ALL medication must be brought to school in an original container. The nurse will not accept medication in any other type of container. All containers must include the student's name, name of the medication, amount to be given and time or interval between doses. When getting a prescription filled, ask the pharmacist for a second labeled bottle for the school.

Send ONLY ENOUGH MEDICATION to be taken at school. NEVER send the full prescription.

Numbered Day Schedule

Northeastern School District students follow a numbered day schedule for the school year. Under a numbered day system, students follow daily schedules of DAY 1, DAY 2, DAY 3, DAY 4, DAY 5, DAY 6, then repeat DAY 1, DAY 2, etc. Under the traditional Monday to Friday schedule, some students were not receiving equal curriculum exposure due to the frequency of school holidays falling on Monday or Friday. By using the numbered day schedule, students will be insured of equal instructional time.

What does this mean for your family? Students will have their "special" classes (art, music, physical education, and library) by numbered days rather than day of the week.

How will you know the schedule? The numbered day schedule is printed on the district calendar and on the monthly cafeteria menu.

How will this change? If there is a snow day, the numerical sequence will continue upon return. For example: Tuesday, Day 1; Wednesday, snow day; Thursday, Day 2...

Parent Concerns

1. To discuss a pupil's general behavior or a specific disciplinary problem, please contact the classroom teacher. If matters cannot be resolved, contact the principal.
2. To discuss a matter on general school administration, please contact the office.
3. To discuss transportation matters – bus routes, stops, times of arrival and departure, missed pupils, etc., please contact Mrs. Smith at 266-3667.
4. When you must contact your child immediately under emergency situations, call the office at 266-5621.
Note: Pupils and teachers are called out of class only in cases of extreme emergency. Teachers will return calls at a convenient time during the day.

Parent Teacher Conference

Parent/Teacher conferences are regularly held during the school year at the end of the second marking period in February. A conference, however, may be scheduled any time during the school year by contacting the school office.

Parent Visitation

1. Schedule your visit in advance. A phone call to the principal's office is all that is needed.
2. Please remember to contact the school for an appointment if you wish to see a teacher since classes are not to be interrupted when they are in session.
3. All visitors must report directly to the office.
4. Visitors must be in the building for a purpose. Parents bringing books, gym shoes, etc., must report to the office.
5. Please report to the office upon entering the building to pick up a student or before going to a teacher's room.
6. The only time students are to be excused from class during the school day is for a visit to either the doctor or dentist.

Reading: Accelerated Reader Program

Students read books from the library and take a computerized test dealing with that book. Students earn points toward various incentives. Students who reach their grade level goal will attend a Special Event at the end of the school year.

First Grade Points – 20
Third Grade Points – 45

Second Grade Points – 32
Fourth Grade Points – 60

This program helps motivate students to read. Improving reading skills carries over in other subject areas, i.e., Spelling, Social Studies, Mathematics, Language Arts and Music.

A list of the AR book/test titles is available for you to review. Just stop by the school office and ask to sign out a copy!

Special AR Nights will be held throughout the year (dates to be announced).

Recess

In the interest of good health, all children are expected to go outdoors during play periods with the exception of inclement weather. A child who is well enough to be in school is usually well enough to spend a short period on the playground.

If, following a serious illness or injury, a child is unable to go outdoors during recess, a doctor's certificate stating this fact and including the time to be spent indoors should be sent to school. A doctor's certificate is also required if a pupil is not permitted to take part in Physical Education class for any time longer than one class period.

School Bus Conduct

REMEMBER – Riding the school bus is a privilege. Breaking any of the rules could deprive you of this privilege.

In the interest of safety, students are required to conduct themselves properly while entering, riding and leaving school buses. Video and audio capabilities are on buses to monitor behavior.

1. Pupils may not ride any bus other than the one to which they are assigned. Walkers may not ride buses.
2. In cases of inclement weather or bus mechanical failure, pupils are expected to wait at least one half hour for the bus to arrive before returning home.
3. Pupils will stand on the side of the road and in no way interfere with traffic while awaiting buses. Pupils will respect the property of people who reside at or near the bus stop.
4. Pupils will observe regular classroom conduct, except for ordinary conversation, while riding the bus and at the bus stop.
5. The building administrator must clear any emergency situations involving a student having to change from his/her assigned bus.
6. Pupils will be seated and remain seated until they reach their bus stop.
7. Pupils and/or their parents are responsible for damage to bus equipment.
8. Fighting, eating and the use of profane language are forbidden.
9. The driver on each bus has the same responsibility for maintaining discipline as the teacher in the classroom.

School Closing – Weather

When weather conditions cause the schools to close, such announcements will be carried over local radio and TV stations at the earliest possible time. Similar announcements for the benefit of parents will be made in case of early dismissal.

The news of "early dismissal" comes from the main office via telephone. We ask that you listen to the local radio and television

stations for the news of any early dismissals instead of calling the school.

School closings and early dismissal announcements can be heard on: WSBA-AM (910); WARM-FM (103.3); WOYK-AM (1300); WHTF-FM (92.7); WQXA-FM (105.7); Channel 8 WGAL and channel 27 WHP on TV.

Dismissals and closings are also posted on the school district web site at www.nesd.k12.pa.us

School Pictures

During the fall and spring, individual student pictures are taken. Parents may choose from a variety of packages as described in a pamphlet that is sent home. Provisions will be made for retakes at a later date. Class photos will be included with the fall package.

School Spirit Days!

Orendorf Elementary School will celebrate school spirit on the first Friday of every month. Show your school spirit by wearing an Orendorf Elementary T-shirt to school! Student Council will be having Theme Days on the third Friday of the month. Check your newsletters for more information.

Special Education Services

Special services are provided for children who have been formally tested and identified as candidates for special programs. Classes are provided for children who have been recommended for placement in LS (Learning Support) and GS (Gifted Support). Assignment to these classes is made only with the consent of parents/guardians. Likewise, students cannot be withdrawn from these classes without parental agreement.

Special Services

PSYCHOLOGIST – A school psychologist is provided by the Lincoln Intermediate Unit to help the school staff and parents aid the student in reaching his/her potential. This is done through a referral process.

SCHOOL-WIDE TESTING – A variety of tests are administered to our students throughout the year. They test many things including students' strengths, weaknesses and rate of growth. First grade students are given an Intelligence Quotient test. Third grade students are administered the PSSA in reading and math. Fourth grade students are administered the Terra Nova, a national achievement test.

SPEECH, VISION AND HEARING – The Intermediate Unit provides these services to the students of our district. Referrals may be made by parents or teachers through the school office.

Student Dress*

Clothing with ornaments of any kind which could mar or scratch furniture and/or damage school property shall not be permitted. The use of undergarments, which includes long underwear, shall be worn as their original design was intended.

Shorts of appropriate size and style will be permitted in the spring and fall only when the weather so warrants their use.

Transparent and immodest clothing which attracts undue attention including tank, tube, halter tops, low cut blouses (front or back), muscle shirts and cut off shirts is prohibited.

Clothing which creates a hazard or injury to the wearer or clothing displaying slogans or pictures suggesting the use of alcohol, drugs, obscene language, lewd or illegal behavior is prohibited.

Head coverings shall not be worn in school buildings. Bare feet, "flip flops" or other footwear causing a potentially dangerous condition to the wearer is prohibited.

*As listed in the Northeastern School District Calendar.

Title 1

The school district, in cooperation with the federal government, provides a Reading Program for students in grades 1-3 who are identified as being in need of additional help in reading skills development. Certified Reading Specialists meet with small groups of students at least three periods per week. Classroom teachers normally refer students to the Title 1 program. All students are tested each marking period using the DRA to assess reading progress. Students who test out of the program in May are re-assigned to the regular reading program.

Walkers Information

Traffic around Orendorf Elementary is **ONE WAY!**
Do not make a right towards Door 3 when entering,
Stay left and go around the building.

Morning Drop-off (8:30-8:45 am)

All walkers are to be dropped off at Door 3 in the morning. Because of traffic congestion and safety issues, no one should be stopped or parked at the curb in front of the main entrance. If you need to walk your child into the office, please park in a designated parking space, not by the curb.

Afternoon Pickup (3:25 pm)

1. Walkers who travel via the path to Dauberton will exit Door 2 and be crossed by a Crossing Safety. If an older sibling from Spring Forge is meeting a student traveling this way, they should wait by Door 2 and not enter the building.
 2. Walkers who are being transported by car or who will travel via Hartman Street will exit Door 3 and cross where marked on the road. Crossing Safeties will be in place to assist them.
 3. Walkers who travel to the square in Manchester should cross Maple Street and travel on the Gazebo side of the road. The South Street entrance to Spring Forge is open but will not be monitored by a Crossing Safety.
 4. Office Pickup: Because of the new security procedures all walkers are to be picked up at Door 3 at the end of the day.
- Walkers will need to wait on the sidewalk (marked by yellow curb paint) by Door 3 until their driver arrives.
 - Walkers will not be allowed to walk on the grassy area around the building looking for their ride.
 - If you are in a parking space by Door 3, not in the traffic line, your child will cross at the crosswalk and then walk in the grass behind the vehicles until they reach you. They will not be permitted to go between waiting cars.
 - Drive SLOWLY! Slow down at all pedestrian crossings, just in case!
 - Remind your child to always look both ways before crossing the street.

General Rules for Students

1. Students who walk should plan to arrive at school at 8:45 a.m.
2. Students will not be allowed to ride bicycles to school.
3. During inclement weather, students will be permitted to wait inside.
4. Students should walk through the halls quietly and in an orderly manner.
5. Chewing of gum is prohibited in all school buildings.
6. All lost or found articles will be kept in the school office.
7. Children are permitted to go to the Health Room to see the nurse **only** if they have first asked a teacher for permission to do so.
8. Children are to restrict trips to the school office only for necessary items and then only after they have received permission from their teacher.
9. Students should not bring dangerous or disruptive objects to school.
10. It is assumed that a child who is well enough to be in school is well enough to go outdoors for recess, weather permitting. If a child must remain indoors during recess, a note must be written by the parent explaining why the child must do so. A note from the doctor may be required if the request becomes too frequent.
11. Any student taking equipment to the play area must return the equipment.
12. An adult will be on playground duty and students should play in their assigned areas. Guidelines have been set up for equipment use and rules must be followed.
13. Students found damaging school property will face disciplinary action, as well as being required to reimburse the school for the cost of the repairs.
14. Parents picking up students during school hours should first report to the office.
15. We request that animals not be brought to school unless specific arrangements have been made with the teacher. If animals are included in the instructional program and are brought on school property, it is highly desirable to have them restrained or in an appropriate container. Animals are not allowed on the buses.

16. During lunch periods, pupils are to be in their classrooms, in designated areas or outdoors. The school provides a lunch for those who want to buy and a room to eat for those who carry lunches.
17. Textbooks are loaned to the children by the district. If they are lost or damaged they must be paid for by the child.
18. Children should use polite, respectful language and show courtesy to others.
19. Students needing the use of the telephone must have the call cleared through the office and then only for emergency situations.
20. Students should not bring toys, balls, etc. to school. Balls and games are supplied by the school.

Excuse Blanks

Volunteer at Your Child's School!

Please take a moment to review this handbook and then fill out the interest form below. We will use this information to create a Volunteer Database and will be in contact with you for opportunities to be involved at your child's school!

_____ (Parent's Name)	_____ (E-mail)
_____ Phone (h/w)	_____ (Cell)
_____ <u>Student's Name</u>	_____ <u>Teacher</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please check your preferences below:

Box Tops/Campbell's Labels – (an At-Home Job!)

I can count tops/labels for my child's classroom.

Accelerated Reading Program – (During School Hours)

- Can help with AR test taking/reading.
- Available in the morning the 2nd and 4th Friday of the month to organize awards and help with distribution.
- Would be willing to be a classroom parent to help teacher with tasks, as needed.
- Would like to assist in the library, shelving books, using the card catalog and preparing new materials for students and staff members.

Book Fair --

- Available during school hours
- Available after school hours

Fieldtrip Coordinator

- Coordinating fieldtrips with the teachers. Making phone calls to reserve dates and busing.

Fundraising

- Distributing information, helping to organize materials, sorting items for distribution, help at pickups, etc.

Hospitality –

- Would be willing to supply snacks for PTO functions.
- Available to act as a server during PTO/school functions.

Market Day

- Distributing information, helping to organize materials, entering orders online, sorting items for distribution, help at pickups, etc.

May Fair – More information to come,

- Check if you are interested in learning how you can be a part in this event!

Memory Book –

- Camera Person – willing to be available to take photographs during special school events.
- Hands On – available to help organize material and lay up book pages (usually during February)
- Numbers Person – Log in orders, proofread patron ads and verify funds received.

Newsletter Committee

- Copywriter – help Chairman to compile information and create a newsletter to be distributed monthly or quarterly.
- Copy Maker – Willing to copy the newsletter and distribute to classroom mailboxes. Must be done on a schedule approved by Chairman.

Santa Secret Shop --

- Willing to help organize and set up/tear down supplies.
- Would like to be a shopkeeper and help students with their purchases.



Membership Enrollment Form

Orendorf PTO provides many benefits to our students and school throughout the year, including field trips, special programs, holiday parties, classroom supplies and new equipment. Please help support the PTO by becoming a member for an annual contribution of only \$1.00! Everyone is encouraged to be a member ... parents, siblings, grandparents, aunts, uncles, pets, and neighbors!

We will be having a “Jump in the Pool and make a Big Splash!” contest among the classrooms. Prizes will be awarded to the top classrooms in each grade. Each Orendorf student in your family will receive credit for every membership. The contest will end on Monday, October 3rd.



Complete this form and return it, with dues, to the school. Please mark your envelope “ORENDORF PTO MEMBERSHIP.” If you are writing a check, make it payable to Orendorf PTO.



List all Orendorf students in your family on one sheet.

<u>Student's Name</u>	<u>Teacher</u>
_____	_____
_____	_____
_____	_____
_____	_____

Memberships being paid for:

<u>Name</u>	<u>Relationship to Student</u>	<u>Due Paid</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total \$ _____

Please make check payable to Orendorf PTO.