Governor Wolf Elementary School

2022-2023
Student and Parent Handbook

Going the extra MILE to
Motivate, Inspire, Lead, and Encourage

Governor Wolf Elementary School
1920 Butztown Rd.
Bethlehem, PA 18017

Phone: 610-867-8191
Fax: 610-867-6768

Website: https://basdwpweb.beth.k12.pa.us/governorwolf/

ADDRESS AND TELEPHONE NUMBER

It is very important for the school to have your correct address and telephone number on file at all times. If you move, please inform the office of your new address and/or telephone number. Please contact the office directly if there is a change to your contact information. District personnel can require proof of residency at any time.

APPOINTMENTS (Dentist, Doctor and other)

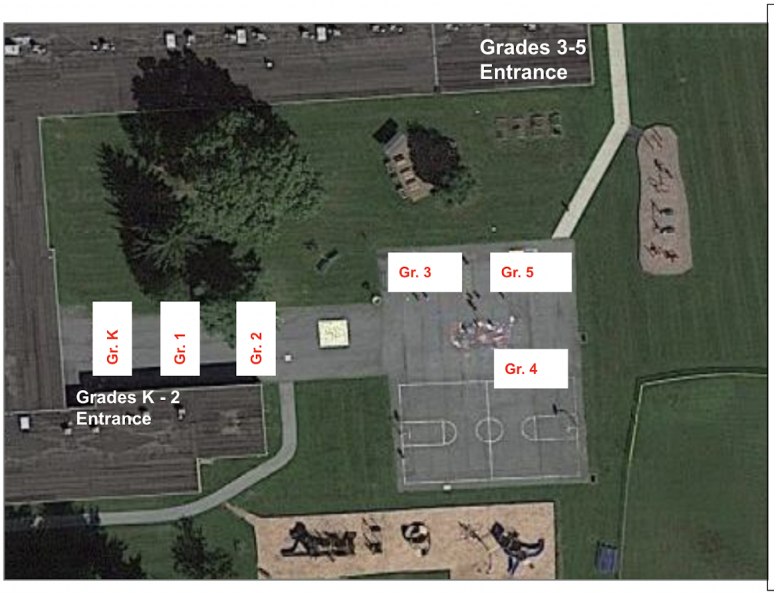
Dentist and doctor appointments during school hours should be avoided whenever possible. A child should not miss an entire school day to attend a dentist/doctor appointment. A child who comes to school after a morning appointment is recorded as having an excused tardy. Please obtain a written excuse from your child's doctor to ensure that the appointment is marked appropriately in our computer system.

ARRIVAL of STUDENTS

DO NOT PARK ON BUTZTOWN ROAD AND HAVE YOUR STUDENTS RUN TO THE FRONT DOOR. ALL WALKERS SHOULD USE THE SIDE DOORS TO ENTER AND EXIT THE SCHOOL.

Please arrive prior to the beginning of the school day (8:55 a.m.) The students enter the building at 8:55 a.m. They are to report directly to their classroom. There is no GW staff/faculty supervision prior to 8:55 a.m. Parents are responsible for student supervision until 8:55.

Walkers should line up on the playground behind the school. Parents should use street parking and walk their child/children to the playground. Parent supervision must occur until 8:55. Children should not ride scooters or skateboards to school. All bicycles must be secured to the bike racks on the school playground. The BASD is not responsible for lost/damaged bicycles.



AM Line Up Area:
(Students are to line up behind the cone labeled with their teacher's name or room number).

All students need to arrive in the back of the school prior to 8:55 am to be considered on time. Backdoors will be closed at 9:00 am. ***Arrival after 9:00 am is considered late and students must enter using the main entrance.***

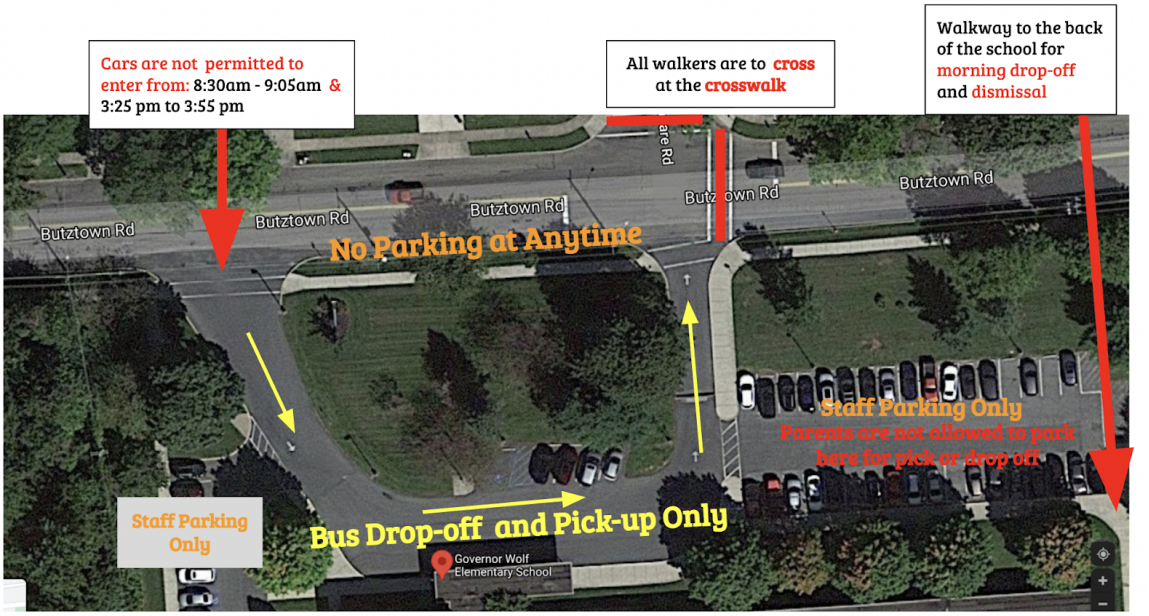
PM Dismissal Walkers will be dismissed using the grade-level entrances. **Walkers** should be picked up at 3:40 pm. *If prior arrangements for pick-up have not been made and your child is still here when the office closes, the police may be notified.*

Note: Only **contacts** who are listed as guardians in HAC will be allowed to pick a child in grades K-2. *If someone else is picking up your child you must call the office prior to 2:45 pm*

DRIVEWAY & DROP-OFF

Parents are not allowed to enter the GW driveway to drop-off students in the morning, or to pick them up in the afternoon. The driveway is for buses only, as indicated by the large yellow signs posted at the base of the GW driveway. Please remember that parents are expected to park on the street. Please be respectful of the neighbors when parking on the street. Please observe all parking signs on Butztown Road. Repeat offenders will be reported to the police and may be issued a citation.

Accommodations will be made for individuals with a person with a disability placard. Please contact the principal for details.



BUILDING HOURS

The GW office is open from 8:30-4:00. Classrooms close at 3:40. Students, parents, and/or visitors are not allowed into the building outside of these hours unless here for a specific leased event or a scheduled parent meeting/conference. Students/Parents are not allowed back into the building after 3:40 to retrieve forgotten items such as lunch boxes, backpacks, homework, and/or study materials.

BUS RULES AND REGULATIONS

Riding the school bus should be a safe time for everyone. It is every student's responsibility to act in such a way that he/she will not hurt him/herself or others. While riding the bus, students should be reasonably quiet and remain seated at all times.

If a problem arises while on the bus, it should be reported to the bus driver immediately. The bus driver is the first contact for such issues. Please speak to the driver and/or someone in the transportation office prior to speaking to Mr.Amato. If you have a problem with a bus driver, please contact the transportation department.

Students are only allowed to ride to or from school on the bus that they have been assigned to. Students are not allowed to switch buses for any reason. Questions should be directed to Mrs. Sandy McKeon in the transportation office at 610-861-0360 or smckeon@basdschools.org.

ASSEMBLIES

At various times throughout the year, special programs are presented to the student body. Various discipline areas are addressed through assemblies such as choral groups, plays, musicians, etc. Students may be excluded from assemblies if there are behavior and/or safety concerns.

ATTENDANCE

The BASD Attendance Policy is available on the district website.

BAND & ORCHESTRA

We have an elementary band and orchestra, both of which are led by our instrumental music teacher. Lessons are available to all interested fourth and fifth grade students. The district does not have enough instruments for all students to borrow. Some students may have to rent an instrument. Be sure to have your child's name on the instrument case to avoid lost/misplaced instruments.

BEHAVIOR: CAFETERIA

It is the child's responsibility to show good manners and appropriate behavior while in the cafeteria. The following rules are to be obeyed at all times:

- Stay in line when getting trays and food.
- Walk carefully to avoid person-to-person collisions and/or food spillage.
- Eat and talk quietly.
- Sit in your assigned area, and stay seated while eating.
- Clean individual eating area, throw away your trash, & return your own tray.
- Leave in an orderly manner when dismissed by the adults in the cafeteria.
- Listen to all directives given by the adults who are supervising.

BEHAVIOR: RECESS

The playground in and around our school is for the use and enjoyment of everyone. It is everyone's responsibility to act in such a way that the time spent on the playground is safe and enjoyable. The following rules are to be obeyed at all times:

- Participate in a sportsmanlike manner in an assigned playground activity.
- Travel to and from the play area should be done orderly and quietly.
- Keep your hands to yourself.
- Take turns on the playground equipment.
- Share playground equipment.
- Participate safely in all activities.
- Any problem during the recess should be reported to the teacher assistants, teacher, or any other adult in charge (principal, guidance counselor, etc.).

- Listen to all directives given by the adults who are supervising.

Indoor recess may be held in lieu of outdoor recess.

BIRTHDAYS & INVITATIONS

While most students enjoy celebrating their birthday with their classmates, parents are required to adhere to the following guidelines:

- **No food or "goodie bags" will be allowed in school for birthdays.**
  Non-food suggestions: Decorative pencils, a classroom game, a hardcover book for the classroom/school library, or school store gift certificates.
- Do not send in balloons, flowers, gifts for the birthday student, candles, etc. These items will not be distributed during school hours.
- Do not have items (such as flowers, balloons, food, etc.) delivered/brought to the school. These items will not be distributed during school hours.
- Students are not permitted to hand out party invitations in school unless **every** student in the class is being invited. If the entire class is not being invited, invitations must be mailed home. Student addresses can be found in the PTA Directory. The main office will not give out student addresses.
- Student birthdays that occur during the school year will be announced on the morning announcements. If you do not want your child's birthday announced, please contact Mrs. Santana, GW's secretary.

BOOKS

Textbooks and library books provided by the school are the responsibility of the child. Every textbook should be covered at all times, but not with contact paper. This damages the cover. Children who lose or damage textbooks or library books will be required to pay for them. This is the school district's policy.

BREAKFAST PROGRAM

For the 2021-2022 School Year all students will be receiving a Breakfast to take home for the entire week on Monday and Wednesday. BASD will be providing Breakfast for any child who wishes free of charge. Additional information regarding this program can be found in the school district calendar and on the dining services page of the BASD website.

CELL PHONES, ALL ELECTRONIC DEVICES, & OTHER ITEMS

The school is not responsible for lost, missing, stolen, etc. cell phones. Parents who send their child to school with a cell phone do so at their own risk. Students must keep cell phones in their backpack at all times. Students are not allowed to carry cell phones on their person. All electronic devices must remain off during a school evacuation or drill. The district is not responsible for any lost or stolen devices.

The use of Electronic Communication/Entertainment Devices, such as cellular telephones, is not permitted during the school day. All cellular telephone functions must be

deactivated (powered off) and the cellular telephone placed in a backpack. No voice and/or text messages may be sent or received during the school day. Use of Electronic Communication/Entertainment Devices, such as cellular telephones, during a school-sponsored activity or athletic competition beyond the school day, will be at the discretion of the coach or advisor.

Electronic devices include, but are not limited to, MP3 Players, iPods, Game Boys, cellular telephones, pagers, CD players, etc.

Games, toys, trading/collecting/game cards, rollerblades, scooters, skateboards, etc. are not permitted in the school.

CERTIFICATES & END OF THE YEAR CEREMONIES

Teachers will give certificates out to students for various reasons throughout the school year. This may include certificates for academic reasons, clubs, and/or Leader of the Month. Certificates are given at the teachers' discretion. Certificates for perfect attendance are not issued. On the last day of school a Certificates Ceremony will be held for grade 5 only. Due to space limitations, only 5th grade parents/guardians/adult relatives are allowed to attend this ceremony. K-4 students will not be in attendance at this ceremony.

CLOSING OF SCHOOL: EMERGENCY/WEATHER

Please inform your child of your family's procedure to follow in the event that school is closed for an emergency or due to poor weather conditions. On occasions when school is closed early because of snow conditions or for some other emergency, your child should have an alternate place to go in the event that you are not at home.

The decision to close schools will come from the Office of the Superintendent. If the decision to close schools is made prior to the opening of school, a Parent Link message will be disseminated by the superintendent and listed on the district's homepage.

Parents requesting electronic notification regarding school closings and early dismissals may log on to www.wfmz.com and click on STORMCENTER. Follow the prompts for *Create a Personal List* and choose the method of notification (e.g. email, pager, cell phone, etc.).

CURRICULUM

Please visit the BASD website for more specific information regarding the district's curriculum. If you have a specific question regarding what is taught, please contact your child's teacher for additional information.

DAILY SCHEDULE

8:55 a.m.	Doors open for student arrival
3:40 p.m.	Dismissal

DIRECTORY

School personnel are not allowed to provide parents with other students' information such as addresses and phone numbers. The PTA publishes a Directory each year, which allows parents to opt-in to providing this information for other GW families. Again, this is optional and parents must opt-in and provide permission for this information to be included. School staff will not release this information.

DISMISSAL

Normally, all walkers will exit through the two side doors. Walkers should be picked up at 3:40 pm. **If prior arrangements for pick-up have not been made and your child is still here when the office closes, the police may be notified.**

If you are picking up your child, please be at the school promptly at 3:40. We respectfully ask that you stand as far back from the front doors as possible on the sidewalk, to reduce crowding by the doors.

Walkers:

All students are coded as either a "bus rider" or "walker". If your child is not assigned to a bus, he/she is considered a "walker". If you plan to pick up your "walker" at dismissal time, please have a plan in place regarding who is going to pick that child up at 3:40.

Bus Riders:

If your child is a bus rider, he/she should report to the appropriate bus line when called.

PARENT REQUESTS FOR EARLY DISMISSAL

Early student pick up should be limited the medical/dental appointments. A parent note or email must be sent in the morning stating the time and the name of the person that will pick up your child in the office. That person must come into the school office with proper ID upon request to sign out your child. **No student will be dismissed early from school after 3:20, please plan accordingly.**

DRESS CODE

Shoes: Flip-flops are not allowed at GW. Sneakers must be worn for gym class, and they are strongly encouraged for daily wear. Also, footwear with wheels on the bottom is not allowed in school.

Clothing: As stated in the BASD Code of Conduct, "students are not permitted to wear revealing clothing…Revealing clothing includes, but is not limited to, clothing that reveals the midriff, halter-like tops, see-through blouses or shirts, short shorts, and cut-off shorts."

The entire dress code policy for the district is listed on the district's web page in the BASD Code of Conduct. Please review it at your leisure.

Students violating the dress code will be issued a Code of Conduct Referral, which may result in disciplinary action.

Physical Education Class:
Along with wearing sneakers for PE class, clothing should be appropriate and safe for physical activity such as running, jumping, etc. For example, long pants may cause tripping. Skirts may also be inappropriate for the lesson activities. The PE teacher has the authority to restrict participation in the day's activities if he believes a child's clothing may be inappropriate for the day's activities and/or has the potential to cause tripping, injury, etc.

EMERGENCY DRILLS

Each year a severe weather drill will be conducted sometime during the school year. Also, at least one emergency lockdown drill will be conducted during the school year in conjunction with the school's emergency crisis plan. Parents are not notified of the exact drill dates.

Fire drills are held once a month. Your child's teacher will provide your child with directions regarding where to go if he/she hears the fire bell sound. Students must WALK when leaving the building and there is to be no talking so that all students can hear teacher directions.

In the event of an emergency that requires parents/guardians to pick-up their child from Governor Wolf or at one of our evacuation locations, an automated phone message from Mr. Amato or another administrator in the district will be issued. This message will contain details regarding specific pick-up and sign-out procedures.

ENTERING THE BUILDING

For safety reasons, the Governor Wolf guidelines for parents entering the building is as follows:

- All parents entering the building must register in the office and be given a visitor's badge to wear. You will be required to present an ID and sign in through our RAPTOR Technologies system.
- Parents may not go directly to the classrooms to pick up children.
- Parents bringing lunches, library books, instruments, birthday treats, and all other items forgotten by students must leave them in the office and not take them to the classrooms. Please label all items with the child's name and the teacher's name.
- If parents wish to confer with the teacher in the classroom at any time, they are asked to call or email the teacher and make an appointment.
- Parents are required to stay in the designated area for which they are signed-in. For example, parents who are volunteering in the library are expected to remain in the library at all times. Parents in the school store are expected to remain in the school store.

FIELD TRIPS

Throughout the school year, classes will be going on field trips. These trips are of an educational nature and will be carefully planned to be a learning situation. Permission slips will be sent home for parental approval and signature. Any parents volunteering to chaperone a school-sponsored trip may not use any tobacco products or alcoholic beverages while on the trip. No weapons may be brought on field trips. No other siblings are to attend the field trip with parent chaperones. Chaperones must have all required clearances and forms on file in the main office prior to volunteering. The complete Field Trip Policy (#121) is online for you to view. Please be reminded that field trips are considered privileges that can be taken away from students by teachers and/or administrators at any time due to academic and/or behavioral concerns.

HANDBOOK UPDATES

School personnel take all reasonable steps to ensure that the content of this handbook is accurate and up-to-date. Changes to this handbook may occur. Changes will be posted on the "principal page" on the GW website. Please check this page frequently.

HEALTH SUITE

Either a nurse or an associate nurse will be available each day. The nurse/associate nurse is not here to take care of injuries that happen before or after school or at home. Please be sure to address injuries and illnesses at home if they occur outside of regular school hours.

Children should obtain permission from their teacher prior to going to the nurse. If an incident is serious, parents will be informed via a phone call. Not all trips to the nurse's office warrant a call to a parent. This is at the discretion of the nurse, associate nurse, and/or Mr. Amato.

Students are not allowed to carry medication with them. This includes cough drops and any over the counter medications. All medication, including cough drops, must be kept in the nurse's office.

Having a sick child can be a major concern for everyone who has contact with the child. The following are some guidelines for you to follow to help you decide if your child should come to school or stay home "one more day."

- If your child has a fever over 100°F, your child should stay home.
- If your child has a fever over 100°F the evening before, your child should stay home. A child may not have a fever in the morning, but by noon often the fever will come back. The best rule to follow is that the child should be without a fever for 24 hours without any Tylenol or Ibuprofen before returning to school.
- If your child is vomiting the evening before, overnight, or in the morning, the child should stay home from school. Have your child eat something before coming to school to ensure that the food will stay down. If the child has kept food down for 12 hours, chances are the virus is out of his/her system.

These guidelines are meant for the protection of not only your child, but also the other children in the school. A sick child in school can infect other children, but also the child's resistance to other germs is weakened and may end up with another "bug." If you have any questions, please call and talk to one of the health room staff.

Other Health Related Information

BMI**:** (Body Mass Index) Beginning with the 2005-06 school year, Pennsylvania required school health programs to calculate student BMIs in grades K-12. Children with a BMI equal to or under the 5th percentile (at risk for underweight) and equal to or over the 85th percentile (at risk for overweight) will have health referrals mailed home.

LICE**:** No one is immune to lice, no matter how clean.

If you suspect a lice infestation (extremely itchy scalp, visible lice or eggs especially around the ears and nape of the neck), see a doctor or school nurse and follow their instructions. If a doctor confirms the lice, please call the school nurse to alert her to the problem.

Description:

- Very small grayish-white insects, one sixteenth to one eighth inch in length
- Live on head and rarely leave the body for any reason
- Seldom live longer than 48 hours when removed from the human body
- Nit - a louse egg (yellow, one sixteenth inch long), often the first sign of head lice infestation
- Nits are attached to the hair shafts with a waterproof cement-like substance that cannot be dissolved by normal shampooing

Transmission:

- Lice are transported by people (head to head contact) and personal articles such as hats, clothes, wigs, curlers, combs, brushes, and bed linens
- Lice cannot hop or jump

Treatment:

- Use medicated shampoo, especially formulated to kill lice. Can be purchased without a prescription at your pharmacy. Two applications should be applied, initially at confirmation of the lice and then again 7-10 days later.
- Bed linens/clothes (this includes hats, coats, scarves, etc.) - wash in hot water (150 degrees) or dry clean.
- Soak hair brushes, combs, hair ribbons, etc., in hot soapy water, wash and let air dry. Throwing away these items is another possibility.
- Other items such as stuffed animals, pillows, helmets, and headphones should be sealed in a plastic bag and stored for two weeks. If the stuffed animals can be washed, that is a better choice. Pillows can be put in the dryer for 30 minutes on high heat.

- No spraying, dusting or fumigating is necessary as lice do not hide in wall crevices or floor cracks as other household pests.
- Vacuum all rugs, overstuffed furniture, the car, and any other place the child has been sitting. This includes other houses that the child has visited. When all the vacuuming is finished, throw away the vacuum cleaner bag.

Mandated School Health Exams: Every student is required to have a physical exam on file in the nurse's office. Mandated exams are done upon entry into school (usually kindergarten or grade 1) and grade 6 and 11. All students entering from out-of-state must have a physical exam. Your child's private physician may do the exam. If a private exam form is not returned to the school nurse, the nurse will need signed permission for the school doctor to complete a school physical. Parents will be notified in advance of the exam and are not only welcomed but also encouraged to attend.

Every student is required to have a dental exam on file in the nurse's office. Mandated exams are done upon entry into school (usually kindergarten or grade 1) and grade 3 and 7. Your child's private dentist may do the exam. If a private dental exam form is not returned to the school nurse by the time the school dentist does exams in school, those students will be scheduled to see the school dentist. Parents will be notified in advance of the exam and are not only welcomed but also encouraged to attend. At this point there is no permission required by the parent for the student to be examined at school. Please feel free to let our nurse know if you do not want your child seen by the school dentist. You will have to provide a private dental exam report form to the school.

In addition to first aid and emergency care, medication administration (to selected students), and the above exams, each student will be seen in the health room once a year for health screenings. Screenings by each grade level:

Kindergarten and First: height, weight, vision, and hearing
Second: height, weight, vision (near and distance), and hearing
Third: height, weight, vision, and hearing
Fourth: height, weight and vision
Fifth: height, weight, and vision

If your child has a problem with either vision or hearing screening, you will be contacted either by phone or by written notice. Feel free to contact the health room if you have questions about the physical, or dental exams or health screenings.

Medicine**:** It is very important that you do not send medications to school for your child unless it is absolutely necessary. If your child has recovered from an illness, but is still on medication to be given four times a day, it may be possible for him/her to take the proper dosage spaced before school, after school, at evening meal time and at bedtime. Discuss this possibility with your physician.

If your child has a chronic medical problem and must take medication during the school hours, in order to keep his/her medical condition under control, please call or speak to the

school nurse. She will explain to you the School's Medication Policy and give you the proper forms to complete so that your child may receive the required medication in school. The school is not able to handle medication until these forms have been completed. Our nurse is available to try to answer any specific questions you have on the subject and welcomes your interest.

Policies are available on the district website or in the main office if you would like them.

HOMEWORK

The purpose of homework is to reinforce concepts being taught in class. Your child should be able to complete assignments independently. Please do not make homework a battle in your home. Support your child's effort to complete their work independently. A little individual struggle is good, tears and frustration are not.

The best way for you to help your child is to have genuine conversations about their day, their interactions, and their learning. Encourage them to understand that this is their education and we are all here to help them. Also, please check their backpack/folder everyday for communication from the teacher and school.

Please see BASD Policy #130 for additional information.
Homework will reflect 10% of the student's grade in Grades 4 & 5 only.

K12 Student Framework for Citizenship

It is the belief of school personnel that there should be natural consequences for children's behavior. When children do well and make good, appropriate decisions they should experience praise and joy from learning and playing. When children make poor decisions, there should be consequences, which teach children that their decision was wrong so they will not repeat the poor decision/action. In doing so, children learn that there are limits and that they are safe in this environment. We understand that children make decisions about behavior and learn from the consequences of those decisions.

It is always our hope that students who attend Governor Wolf Elementary School will be willing to learn and to be respectful of the rights and feelings of others. We realize that at times incidents occur, and as they arise we attempt to turn the infraction into a learning situation. All of the staff work hard to provide fair and consistent disciplinary action. Students are expected to follow the school rules and those outlined in the ***K12 Student Framework for Citizenship***, to be polite and respectful, and to follow the directions of any adult when at school.

The teacher handles most school rule infractions. In certain incidents, or if the student repeatedly defies rules of good behavior/conduct, the student will be sent to the office. In such cases, Mr. Amato will adhere to the ***K12 Student Framework for Citizenship*** and consequences will be administered. There are occasions when serious infractions of school policy have occurred and suspensions are immediate. These infractions are well defined within the ***K12 Student Framework for Citizenship***. We hope the need for suspension

never arises, but such actions are necessary to ensure a proper educational environment and to protect the health and safety of all students.

Please thoroughly read the BASD **K12 Student Framework for Citizenship** and discuss this document with your child. Your support is critical in developing good character traits for each child.

LATENESS

SCHOOL BEGINS AT 8:55. Parents must accompany their child and provide a written excuse for any late arrival. If students are late due to a doctor appointment, parents are to bring a note from the doctor's office when the child returns to school. Tardiness without a doctor's note will be considered unexcused.

LAVATORIES

Most primary classrooms (grades K-2) are equipped with a single lavatory. Intermediate students (grades 3-5) must use the large lavatory in the intermediate wing. Students may be directed by a teacher and/or Mr. Amato to use the nurse's office bathroom due to behavioral and/or safety concerns.

LOST AND FOUND

A box is kept in the office for small lost items. Lost clothing will be hung in the cafeteria. Lost-and-found items are periodically discarded and/or repurposed.

LUNCH PROGRAM

The School District offers a school lunch, which includes milk. Pupils carrying lunch may purchase milk. Prices are listed on the district's BASD Dining Services page. Please notify the office of any dietary needs for your child.

Free lunches or reduced-price lunches are available to children where there is a need and after application has been made by the parents and approved by the district. **Each year a new application must be completed for children who received free or reduced lunches during the previous year**. Please be sure to fill in the forms completely so that there will be no delay in processing the application.

EZ LUNCH: Every student is given an account number, which is the last four digits of their student ID number. Students enter this four-digit number into the computer which keeps track of what a student purchases for lunch each day.

Meal Pay: This enables parents to prepay on their child's lunch account. Parents may pay in advance ($10, $20, $50, or more) for student lunches thereby not needing to send in lunch money with their child each day. Please see the monthly lunch menu or call Dining Services 610-861-8135 for more information. You can also sign up for this service online by visiting the district's webpage.

MESSAGES TO GO HOME

Important notices of schedules, schedule changes or any other information concerning Governor Wolf will be sent home with each child. Please check book bags every evening

for this information. We also use a phone call system to notify families, please make sure that your phone number is accurate in the e-school system. Most important documents are also listed on GW's webpage, typically on the principal's page/link. Please check Class

MOVING / RESIDENCY

If you plan on moving your residence, please notify the school secretary well in advance. The school will need proof of your new address and the name of your child's new school in order to send official records.

If residency is ever in question, the main office has the right and responsibility to ask parents to provide current proof of residency. Failure to produce proof of residency when requested may result in a child's removal from GW and/or BASD.

PARENT TEACHER ASSOCIATION (PTA)

Our PTA has always been at the center of our school. We rely heavily on the PTA for many reasons; therefore, many volunteers are necessary. Please consider supporting our PTA by joining and attending the informational meetings. Even if you are only available to help during the evening, there is much to be done. Every volunteer is important! If you have questions regarding the PTA and/or would like to get involved, please contact the PTA president. There is a PTA link on the GW webpage. Contact information and other pertinent information is available on this page.

PARENT/TEACHER CONFERENCES

Parent conferences are held twice a year and you are encouraged to have a conference with the teacher at that time. However, if you have questions concerning your child's academic performance at any time, please make an appointment with the teacher. Conference dates are listed on the district calendar. Students will be dismissed at 12:00 noon on conference days.

Cafeteria service will not be available on Parent/Teacher conference days.

PARKING

Visitors to the main office may park near the front curb for short visits (15 minutes) between 9:20 and 3:10. All other visitors should park on the street. Cars are not allowed to park in the reserved faculty/staff parking spaces. The daycare circle driveway must also be kept clear at all times. The East Hills Moravian Church and the condominium complex bordering GW's property have both requested that you not park on their property.

PARTIES

Parties are scheduled throughout the year at the discretion of Mr. Amato. Each homeroom parent will contact the homeroom teacher to make arrangements.

Party Guidelines are as follows and MUST be followed at all times:

1. The selection of parent volunteers will be at the sole discretion of each individual teacher and/or room parent.

2. Parents who have been selected to be party helpers will be notified by phone.
3. All special dietary and health concerns for each child must be followed.
4. Classroom parties are for Governor Wolf students only. No other siblings or children are allowed. The only guests who are allowed to attend are selected parent helpers.
5. Prior to the party, parent helpers must have a completed BASD volunteer application approved and on file in the main office and pick up an assigned name tag in the office.
6. Soda is not allowed at any school party.
7. Fruit and vegetables must be made available at all parties.
8. No food or drink items containing primarily sugar or unhealthy ingredients should be offered.

PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA)

The PSSA testing dates are listed on the BASD calendar and webpage. Per the superintendent, please remember that vacation requests will not be approved during the testing window. There are no exceptions.

PHOTO REFUSAL FORM

Photographs, videotape and digital video footage of students involved in various school-related activities are often used as part of district publications. While we look for every opportunity to showcase the programs and activities of the BASD, it is crucial to the safety, security, and privacy of our children and families that we do not violate anyone's rights or cause unhappiness by featuring students whose parents/guardians do not want publicity.

If for any reason you do not want photographs, film or video of your child to be used in district publications, please notify us immediately. (This includes the school yearbook.) We will provide a Photo Refusal Form for you to complete and keep it on file to ensure your child is not included in any school or district publicity. The form must be returned to the GW main office.

POLICIES

District policies must be followed at all times. All district policies are available on the BASD's homepage. Various policies, such as the attendance policy, drug and alcohol policy, etc. are included in the Code of Conduct manual.

PRIVILEGES

Field trips, field day, assemblies, etc. are considered "privileges" that can be revoked at the discretion of school personnel for behavioral and/or academic reasons. Participation in clubs/groups/activities including (but not limited to) Safety Patrol, Student Ambassadors, and Student Council are also considered privileges that can be revoked at the discretion of the club advisors and/or Mr. Amato.

RECESS

The district mandates that all elementary students have 15 minutes of recess built into their daily schedule.

REPORT CARDS

Though our student grade reporting system is completed via computer, parents will receive a paper copy of their child's report card on a quarterly distribution. Report card distribution dates are listed on the BASD calendar.

RETENTION/PROMOTION/PLACEMENT

If a child is being considered for placement and/or retention, the district policy will be followed. (Please see that policy for additional information.) A meeting or retention hearing will be held in May with parents and school personnel. Placement can only occur one time during a child's tenure in elementary school.

ROOM PARENTS & PARTY HELPERS

Room parents are coordinated through the PTA and Mr. Amato. Room parents are required to:

- Complete the BASD Volunteer Application each school year and have a Megan's Law screening completed before being approved
- Adhere to the classroom party guidelines that are stated in this handbook.
- Follow any additional guidelines established by Mr. Amato.

Room Parent – This individual will work with the classroom teacher to coordinate parties during the school year, as listed below. Responsibilities include:

- Work with your classroom teacher to coordinate food and activities
- Follow the published classroom party guidelines in the GW Student/Parent Handbook
- Contact all parents from your class via phone or email to ask for volunteer assistance at parties and/or for donations of food, drinks or supplies
- Coordinate volunteers to help with parties if directed by Mr. Amato and/or your teacher
- Ensure that adequate and appropriate food and drinks are available on party days.
- Ensure that food allergies for the classroom have been taken into account and planned for appropriately
- Follow all directives from Mr. Amato and the classroom/grade level teachers
- Must have a completed clearances and paperwork on file in the main office and ensure that all other classroom volunteers do, also

Party Helper – Work with Room Parents to assist with parties in the classroom.

- Follow the classroom party guidelines that are published in the GW Student/Parent Handbook
- Ensure that food allergies for the classroom have been taken into account and planned for appropriately

- Follow all directives from Mr. Amato and the classroom/grade-level teachers
- Must have a completed clearances and paperwork on file in the main office

SAFETY PATROL

Student Patrol procedures/guidelines/requirements are distributed to students at the beginning of the school year. Please contact Mr. Viglianti (Safety Patrol advisor) for another copy if necessary or if you have questions. Safety Patrol is a privilege that can be taken away at the discretion of Mr. Viglianti and/or Mr. Amato at any time.

SCHOOL/CLASSROOM HOURS

The GW office closes at 4:00 each school day. Classrooms close at 3:40. After the school closes, no students and/or parents will be allowed back into the building to pick-up homework or other forgotten items. Please do not bang on classroom windows to get the attention of teachers who stay late to work in their classroom and/or ask a custodian to let you back into the building. For safety and security reasons, teachers and custodians have been directed not to let anyone back into the building after hours. If you and/or your child are in the building for an evening event, please stay in the designated area. **If prior arrangements for pick-up have not been made and your child is still here when the office closes, the police may be notified.**

SCHOOL SUPPLIES

Please refer to the suggested school supply list for each grade level, which is located on the school website.

SCHOOL VISITATION

If you would like to visit your child's classroom we respectfully request that all parents give 48-hours notice to the classroom teacher and Mr. Amato. All visitors will be accompanied by Mr. Amato or designee. Parents and visitors are required to report to the school office to sign in and record the time. All visitors will receive a visitor's badge, which must be worn at all times. Upon leaving the school, the same procedure is to be followed.

STUDENT COUNCIL

Student Council procedures/guidelines/requirements are distributed to elected students. Please contact the Student Council advisor(s) for another copy if necessary or if you have questions. Student Council is a privilege that can be taken away at the discretion of the advisor(s) and/or principal at any time. Please contact Mr. Meila with any student council related questions.

TELEPHONING TEACHERS & THE SCHOOL

All instructions regarding where and when you will pick up your child, where they are to go after school, if they may remain for special activities, etc., should be given to your child before he/she leaves for school. However, in an emergency, someone will relay a message to your child. We do not call teachers to the telephone while classes are in session. Unless a

teacher has personally given you his/her personal phone number, no parents should not call teachers and/or any other school employee on their personal phone.

TITLE I

Governor Wolf is a Title I School. Title I is a federally funded program designed as a supplemental program to ensure that all children have equitable access to quality educational opportunities. The financial assistance provided through Title I enables school districts to better meet the academic needs of children in schools with high poverty levels. Through Title I programs, students receive supplemental instruction in reading, language arts, and mathematics with the goal of reaching proficiency in academic achievement standards and state assessments.

Right to Know:

In compliance with the Every Student Succeeds Act (ESSA), parents whose children attend a Title I school have the right to request and receive timely information regarding the professional qualifications of their child's classroom teachers. All Title I schools must meet federal regulations related to teacher qualifications. These regulations allow parents to learn more about their child's teachers' training and credentials. You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, the District can provide you with information about the paraprofessional's qualifications. Our administrators and teachers are committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements. If you have questions, please contact Dr. Draper, Supervisor of Grants and Federal Programs, at bdraper@basdschools.org or 610-861-0500.

Please see the School-Parent Compact and The Title I parent involvement plan at the end of this handbook.

STUDENT PLACEMENT

Classroom assignments were mailed through the USPS in early August. Any child who registers after the letters were sent out will be emailed a copy of the placement letter.

VISITORS

Before entering the building, you may be asked for your name and the reason for your visit. All visitors must sign in when you arrive at the main office. You must also wear a visitor's badge. School personnel have the right to request photo ID at any time and deny building access/visitation to anyone who cannot produce a valid photo ID.

VOLUNTEERS

A copy of the volunteer packet was in your child's first-day folder. If you need an additional copy, please contact the main office. Please understand that the new clearance forms and additional forms MUST be on file for ALL school volunteers. The clearances and paperwork are the same and required for ALL.

Governor Wolf Elementary School
Title I School Parent Involvement Plan
2022-2023

Parent Involvement Frequently Asked Questions:

1. **How are parents involved in the planning, review and improvement of the school's Parent Involvement Policy?** We have four volunteers who work as liaisons to the larger parent community.
2. **When will an annual meeting be held to inform parents of the school's participation in the Title I program and to inform them of their right to be involved?** September 4th during the first PTA meeting and on September 5th during the school's open house.
3. **When will parent meetings take place?** We will meet on the third Wednesday of every other month
4. **How may Title I funds be used?** We are using the majority of the funds for .5 of a reading specialist.
5. **How will parents be involved in the planning, review, and improvement of the school's Title I program?** In the planning we have 3 volunteers. We plan to share drafts of the plan at the PTA meetings on the first Wednesday of the month.
6. **How are parents involved in the development of the Schoolwide Program Plan?** The parents review several data points including student achievement, student, teacher, and parent survey results with staff members and discuss ideas for improvement.
7. **How will parents be involved in the joint development of the School Improvement Plan?** 20-30 Based on attendance at the PTA meetings when the plan updates are presented.
8. **How will the school provide parents timely information about Title I?** We will use the school website, PTA website, automated phone calls, and PTA meetings.
9. **How will the school provide parents with a description and explanation of the curriculum in use at the school, the forms of assessment used to measure progress, and the proficiency levels students are expected to meet?** Through our website we will make these items accessible to the families of the school at all times.
10. **How will the school provide assistance to parents in understanding the State's academic standards, local assessments used to measure progress, and the proficiency levels students are expected to meet?** We hold evening discussions to answer common problems or concerns or questions. The teachers and the principal will make themselves available at parent requests.

11. **How will the school provide opportunities, when requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible?** The plan will include input from the MTSS team to provide the information for parents about the academic interventions that are being used to assist the children. The SAP team will be available for questions regarding the students' general well being.
12. **What is stated in the school-parent compact and how was it created? How does the school provide materials and training to help parents work with their children to improve their child's achievement?** Suggestions are provided to parents through the monthly letter provided by the district. Teachers, guidance counselor and the principal are available to the parents to answer any concerns. We will also be hosting parent literacy nights.

Title I School-Parent Compact

Student's Name:_____ Grade: _____

At Governor Wolf Elementary School we know that students learn best when everyone works together to encourage and support learning. This pledge is a promise to work together as a team.

Student Responsibilities:

- I will attend school regularly and be on time.
- I will do my best in class and on my work.
- I will ask for help when I do not understand something.
- I will listen and follow directions.
- I will come prepared each day.
- I will keep a positive attitude and be respectful towards self, others, school, and learning.
- I will discuss with my parents what I am learning about in school.
- I will read frequently at home.

Parent Responsibilities:

- I will ensure that my child attends school regularly and on time.
- I will provide enough time and an environment at home that allows my child to complete schoolwork and/or study at home.
- I will encourage my child to do his/her best work.
- I will be aware of my child's progress by attending conferences and requested meetings, monitoring homework, checking schoolwork and communicating with the school staff.
- I will reinforce to my children the importance of respect for self and others.

Teacher/School Responsibilities:

- I will provide a positive learning environment that builds self-esteem and academic knowledge where all students can be successful
- I will maintain high expectations for the students and myself.
- I will communicate and work with families to support student learning.
- I will show respect to parents, students, and family situations.
- I will encourage good reading habits and study habits.
- I will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's academic achievement standards.
- I will hold parent/teacher conferences (minimally twice per school year).
- I will provide parents with frequent reports on their child's progress.
- I will provide parents with opportunities to volunteer and participate in their child's class.