

# STUDENT & PARENT HANDBOOK 2013-2014



The  
**Leader in Me**™  
great happens here



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

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

[http://www-gw.beth.k12.pa.us/Governor\\_Wolf\\_Elementary\\_School/Welcome.html](http://www-gw.beth.k12.pa.us/Governor_Wolf_Elementary_School/Welcome.html)



## **THE 7 HABITS**

**As you review Governor Wolf's Student/Parent Handbook, please think about how the 7 habits apply to the content included in this document. You will see many of these habits at work throughout this handbook.**

### **Habit 1: Be Proactive**

*I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.*

### **Habit 2: Begin with the End in Mind**

*I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision, and look for ways to be a good citizen.*

### **Habit 3: Put First Things First**

*I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.*

### **Habit 4: Think Win-Win**

*I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.*

### **Habit 5: Seek First to Understand, Then to Be Understood**

*I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.*

### **Habit 6: Synergize**

*I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than any one of us alone. I am humble.*

### **Habit 7: Sharpen the Saw**

*I take care of my body by eating right, exercising, and getting sleep. I spend time with my family and friends. I learn in lots of ways and lots of places, not just at school. I take time to find meaningful ways to help others.*

# **The ABC's of Governor Wolf Elementary School**

## **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. Proof of residence is required for all address changes. Listing new information on the emergency card only, is not sufficient enough. These cards are only viewed in the case of an emergency, so this information is not necessarily listed in the computer system. Therefore, it is very important that you contact the office directly if there is a change to your contact information. Please be aware that district personnel can request/require proof of residency at any time.

## **APPOINTMENTS (Dentist, Doctor and other)**

Dentist and doctor appointments during school hours should be avoided whenever possible. If this cannot be arranged, please try to avoid math/ELA times for appointments. 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**

Please arrive as close to the beginning of the school day as possible (8:55 a.m.) When students enter the building at 8:55 a.m., they are to report directly to their classroom. Students should NOT arrive prior to 8:55 a.m. as there is no GW staff/faculty supervision until that time. Parents are responsible for student supervision until 8:55.

Walkers should line up on the playground behind the school. Parents must park either in East Hills Moravian Church lower parking lot or use street parking and walk their child/children to the playground. Children should not ride scooters or skateboards to school. All bicycles must be chained up to the bike rack on the school playground. The BASD is not responsible for lost/damaged bicycles.

Students may not be dropped off in the semi-circle/front driveway. Because buses are dropping off students, additional vehicle traffic may lead to students being hurt. One accident is one too many!

## **SEVERE INCLEMENT WEATHER ARRIVAL:**

In cases of **SEVERE** inclement weather, all students will enter through the front doors. An announcement will be made over the intercom. Please note that the front doors will only be used for SEVERE inclement weather such as icy sidewalks, severe snow/rain, etc. Rain and/or snow does not automatically constitute using the front doors to the school. There must be SEVERE inclement weather present. Please check the posted signs on the doors and/or call the main office if you are unsure.

## **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 are expected to sit quietly and watch the performance. Inappropriate behavior will result in removal from the assembly and possibly a pink

slip and/or Code of Conduct referral. Assemblies are considered privileges that teachers/administration can pull students from if there are behavior and/or academic concerns.

### **ATTENDANCE**

For your convenience, the BASD's Attendance Policy is distributed to each student at the beginning of the school year in the BASD Code of Conduct. If you need another copy, please contact the GW office or access it 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.

Inappropriate behavior in the cafeteria may result in a pink slip, a Code of Conduct referral, loss of privileges, and/or disciplinary action.

### **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 sportsman-like manner in an assigned playground activity.
- Travel to and from the play area should be done orderly and quietly.
- Do not touch, push, and/or hit other students. Keep your hands to yourself.
- Take turns on the playground equipment.
- Share playground equipment.
- Do not engage in activities that hurt students in any way.
- 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.

In the best interest of student safety, misbehavior on the playground will not be tolerated. Students who misbehave during the day and/or do not complete their academic work, may have their recess privileges revoked at the discretion of the teacher, aides, and/or administrator. Although not typical, entire classes and/or

grade levels may lose recess privileges at the same time at the discretion of the teacher. Students who do not behave during recess may lose recess privileges. Indoor recess may be held in lieu of outdoor recess.

Inappropriate behavior during recess may result in a pink slip, a Code of Conduct referral, loss of privileges, and/or disciplinary action.

## **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.** (This is a district-wide change from previous years, so please make note of this.)  
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. Bobyak, 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**

GW offers a breakfast program for all students. The program will run daily from 8:40-9:05. This is an optional program. If students choose to participate, their Meal Pay lunch account will be charged based on eligibility. Students who wish to pay cash may do so at their convenience. Additional information regarding this program can be found in the school district calendar and on the dining services page of the BASD website. Only students who are eating breakfast will be allowed to enter the school at 8:40. Breakfast costs are listed on the BASD Dining Services webpage. Information regarding the breakfast program is sent home on the first day of school each year.

## **BUILDING HOURS**

The GW office is open from 8:15-3:45. Classrooms close at 3:30. 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 3:30 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 line of defense. Please speak to the driver and/or someone in the transportation office prior to speaking to Dr. Sponchiado. If you have a problem with a bus driver, please contact the transportation department. Dr. Sponchiado does not supervise the bus drivers.

First Offense: A bus conduct notice will be sent home to the parents informing them of the problem. If the behavior is severe enough to be included under *The Student Code of Conduct*, outlined procedures will be enforced and disciplinary action may occur.

Second Offense: As presented in *The Student Code of Conduct*, a bus conduct notice will be sent home to the parents informing them that the continued misbehavior will result in a suspension of bus privileges for a period of up to three days. Parents will assume the responsibility of providing alternate transportation for their child to and from school. Additional disciplinary action (such as detention) may occur.

Third Offense: As presented in the *Student Code of Conduct*, a bus conduct notice will be sent to the parents informing them that the continued misbehavior has resulted in a suspension of the privilege of using bus services for a specific period of time or until further notice. Parents must assume the responsibility for making other plans for their child's transportation, and to inform Dr. Sponchiado of these plans. Please refer to the school district calendar for bus conduct and safety code rules as well as the *Student Code of Conduct*. Additional disciplinary action (such as detention) may occur.

As per the district's transportation office...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@bethsd.org.

## **CELL PHONES & ALL ELECTRONIC DEVICES**

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.

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.

Students in violation of this policy will have their electronic device confiscated. On the

first violation, these devices will be returned to the student at the end of the school day. A second violation will result in the device being confiscated and returned only to the parent / guardian. Upon third violation, the device will be confiscated and returned at the end of the school year upon furnishing proper identification.

All electronic devices must remain off during a school evacuation or drill. The district is not responsible for any lost or stolen devices.

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

## **CERTIFICATES**

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 5<sup>th</sup> grade parents/guardians are allowed to attend 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](http://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.).

## **CODE OF CONDUCT**

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 *Student Code of Conduct*, to be polite and respectful, and to follow the directions of any adult when at school.

Most school rule infractions are handled by the teacher. Each classroom teacher will provide or involve students in the development of a *Class Management Plan*. The plan will include a list or description of expected student behaviors and/or prohibited student behaviors within the class and consequences for failing to adhere to the procedures established. The *Class Management Plan* will be posted in each classroom. 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, Dr. Sponchiado will adhere to the *Student Code of Conduct* 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 *Student Code of Conduct*. 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 Student Code of Conduct* and discuss this document with your child. Each child is issued a complete copy of the *BASD Code of Conduct* during the first week of school. Your support is critical in developing good character traits for each child.

## **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 and the school day begins
9:05 a.m.	Students arriving later than 9:05 are marked late
11:40 a.m.	Morning kindergarten dismissal
12:40 p.m.	Afternoon kindergarten session begins
3:25 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**

Please see the "STAR" listing (below) in the handbook for additional dismissal information.

Normally, all walkers will exit thru the two side doors. Walkers should be picked up at 3:23 pm.

### **SEVERE Inclement Weather Dismissal:**

In **SEVERE** inclement weather the schedule is as follows; an announcement will



be made over the intercom. Students in the primary grades will exit through the front door, and the intermediate students will exit through the side door. Please note that the front doors will only be used for SEVERE inclement weather such as icy sidewalks, severe snow/rain, etc. Rain and/or snow does not automatically constitute using the front doors to the school. There must be SEVERE inclement weather present. Please check the posted signs on the doors and/or call the main office if you are unsure.

If you are picking up your child, please be at the school promptly at 3:23. 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 3:23. If that person does not show up on time, please remind your child to come to the main office. A call can then be made to the appropriate adult on the child’s emergency card.

#### Bus Riders:

If your child is a bus rider, he/she should report to the appropriate bus line when called. If your child misses the bus for any reason, please remind him/her to report to the main office so that the appropriate person can be notified.

### **DRESS CODE**

#### Shoes:

Flip-flops are not allowed at GW. Students wearing flip-flops to school will not be allowed to participate in recess and/or PE class that day. 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 (pg. 9), “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 webpage in the BASD Code of Conduct. Please review it at your leisure.

Students violating the dress code will be issued a pink warning slip and/or 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’s 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.

## **DRIVEWAY & DROP-OFF**

Parents are not allowed to enter the GW driveway to drop-off students in the morning. The driveway is for buses only, as indicated by the large yellow signs posted at the base of the GW driveway. This same rule applies when picking students up at dismissal. Please remember that parents are expected to park on the street. Repeat offenders will be reported to the police and may be issued a citation.

When picking up students, please do not park in the circular driveway and/or on the grass. It would be greatly appreciated if you park in a space on the side of the school or in the faculty lot. Also, please remember that the traffic entering and exiting the school is one-way. Thank you for your assistance in ensuring that our parking lot is kept safe for our students, parents, and teachers.

## **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. Fire drills are conducted monthly.

## **ENTERING THE BUILDING**

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

- All parents entering the building to perform volunteer services, or for any other purpose, must register in the office and be given a visitor's badge to wear.
- 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 teacher's name.
- If parents wish to confer with the teacher in the classroom at any time, they are asked to call first 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. Tuberculosis tests are NOT required for parents who only chaperone a trip and do not assist the school throughout the year in any other manner. The BASD Volunteer Form is required for all chaperones. The complete Field Trip Policy (#121) is online for you to view. Please contact the office for a hard copy if you want one.

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.

## **FIRE DRILLS**

Fire drills are held once a month. Your child's teacher will give your children directions where to go if they hear the fire bell sound. Students must WALK when leaving the building and there is to be no talking so that teacher directions can be heard by all students.

## **GAMES, TOYS, etc.**

Games, toys, Pokeman cards and/or similar trading/collecting cards, rollerblades, scooters, skateboards, etc. are not permitted in the school. For more detailed information regarding electronic devices, please see "Cell Phones & All Electronic Devices".

## **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 are 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 Dr. Sponchiado.

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 times the fever will come back. The best rule to follow is that the child should be without a fever for 24 hours 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 5<sup>th</sup> percentile (at risk for underweight) and equal to or over the 85<sup>th</sup> percentile (at risk for overweight) will have health referrals mailed home.

**LICE:** Although none of us want to even think about head lice, anyone of us may at one time or another be faced with treating the condition. 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 the presence of lice is confirmed all family members must be checked daily for two weeks. If the lice is confirmed by a doctor, 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 head phones 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, over-stuffed 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. The exam may be done by your child's private physician. 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. The exam may be done by your child's private dentist. 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  
**Sixth:** height, weight, vision, and scoliosis  
**Seventh:** height, weight, vision, hearing, and scoliosis  
**Eighth through Tenth:** height, weight, and vision  
**Eleventh:** height, weight, vision, and hearing  
**Twelfth:** 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 bed time. 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**

It is difficult to set maximum time limits, since the capabilities and work habits of individual children differ greatly. Generally speaking, a child in grades K, 1 and 2 should spend a maximum of 20-30 minutes daily. In grades 3, 4, and 5 a child should spend a maximum of 40-50 minutes daily. These are maximum amounts of time for a given day, and certainly would not be expected to be followed every day. If no homework is evident, set aside at least one-half hour for reading and/or for studying. Please see BASD Policy #130 for additional information.

Students are not allowed back into the building after 3:30 p.m. to obtain textbooks, homework, study materials, etc.

## **KINDERGARTEN**

Regular kindergarten schedule:

A.M. K- 8:55-11:40

P.M. K- 12:40-3:20

Modified kindergarten schedule for inclement weather days - When a **modified kindergarten schedule** is announced in response to a **two-hour delay for inclement weather**, the schedule below will be followed:

AM Kindergarten - Students are scheduled from 10:55 a.m. until 12:40 p.m.

PM Kindergarten - Students are scheduled from 1:40 p.m. until 3:25 p.m.

Parent-Teacher Conference days - In November and February on conference days, the schedule below will be followed:

AM Kindergarten - Students are scheduled from 9:00 a.m. until 10:30 a.m.

PM Kindergarten - Students are scheduled from 10:30 a.m. until 12:00 noon.

## **LATENESS**

If students are late, they must report to the office as soon as they enter the building.

Parents must accompany their child and provide a written excuse for any late arrival.

Unexcused tardiness may result in detention as outlined in the BASD Code of Conduct.

Detention may be given after the second unexcused tardy to school, as stated in the district's Code and/or Attendance Policy. 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.

## **LAVATORIES**

All 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 Dr. Sponchiado to use the nurse's office bathroom due to behavioral and/or safety concerns.

## **LEADER IN ME ®**

GW is proud to be a *Leader in Me* ® school. *The Leader in Me* ® is an innovative, school-wide model that emphasizes a culture of student empowerment and helps unleash each child's full potential. Applying *The 7 Habits of Highly Effective People*®,

teachers and students internalize timeless leadership principles that nurture the skills students need for success in the 21st century. As a *Leader in Me*® participating school, we adhere to the following Habits:

Habit #1: Be Proactive

Habit #2: Begin With the End in Mind

Habit #3: Put First Things First

Habit #4: Think Win-Win

Habit #5: Seek First to Understand, Then to be Understood

Habit #6: Synergize

Habit #7: Sharpen the Saw

Additional information regarding *Leader in Me*® can be found on GW's homepage.

## **LOST AND FOUND**

A box is kept in the cafeteria for lost items. At the end of each school year, lost-and-found items are discarded and/or taken to Good Will.

## **LUNCH PROGRAM**

The School District provides a school lunch, which includes white milk. Pupils carrying lunch may purchase white milk and chocolate milk. Prices are listed on the district's BASD Dining Services page.

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. Most important documents are also listed on GW's webpage, typically on the principal's page/link.

## **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.

## PARENT REQUESTS FOR EARLY DISMISSAL

If you must remove your child from school during the school day, please send a note to the classroom teacher stating the time you will pick up your child in the office. You must come into the school office to sign out your child. We are not permitted to release any child to walk alone to the dentist, doctor, etc.

## 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.

On conference days children are dismissed as follows:

11:55 a.m.	Bus students	12:00 noon	Walkers
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Kindergarten will conduct a third day of conferences, which will be announced during the school year. Cafeteria service will not be available on Parent/Teacher conference days.

## PARKING

Visitors should park on the street. Cars are not allowed to park near the curb in front of the school or in the reserved faculty/ staff parking spaces. The daycare circle driveway must also be kept clear at all times.

## PARTIES

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

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

1. No more than 4 parents will be permitted to assist with each classroom party.
2. The selection of parent volunteers will be at the sole discretion of each individual teacher and/or room parent.
3. Parents who have been selected to be party helpers will be notified by phone.
4. Parents will not receive written notices about classroom contributions for parties. Room parents will make phone calls instead.
5. 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.
6. 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.



7. Soda is not allowed at any school party.
8. Fruit and vegetables must be made available at all parties.
9. No food or drink items containing sugar or unhealthy ingredients should be offered. (This is a district-wide change/requirement.)
10. Parties will offer a minimal amount of food (maximum 2-3 items) that contain sugar as their first ingredient.

### **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 if they fall 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. A hard copy of all policies can also be obtained by contacting GW's main office. Various policies, such as the attendance policy, drug and alcohol policy, etc. are included in the Code of Conduct manual that all of you received at the beginning of the school year.

### **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 including (but not limited to) Safety Patrol and Student Council are also considered privileges that can be revoked at the discretion of the club advisors and/or Dr. Sponchiado.

### **RECESS**

The district mandates that all elementary students have 20 minutes of recess built into their daily schedule. Therefore, each student will have a 20-minute block of recess in his/her schedule. Recess will not occur during the 30-minute lunch period. With permission from Dr. Sponchiado, teachers may shorten or lengthen the recess block based on the day's activities. Students may be excluded from recess due to academic and/or behavioral issues.

## **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.) In May, a meeting/retention hearing will be held, and parents will be invited to attend. Placement can only occur one time during a child's tenure in elementary school.

## **ROOM PARENTS & PARTY HELPERS**

Room parents are coordinated through Dr. Sponchiado. The final selection regarding who is selected as a room parent is at the discretion of the teacher. Teachers are not required to have a room parent but most do. The individual teacher will determine how/when room parents are utilized. 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 the guidelines that Dr. Sponchiado establishes in the letter that she disseminates to all room parents at the beginning of the school year.

**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 Dr. Sponchiado and/or your teacher
- Ensure that adequate and appropriate food and drinks are available on party days...No soda is allowed at parties. Vegetables and water must be available at all parties. No food or drink items containing sugar or unhealthy ingredients should be offered. There are no exceptions to these guidelines.
- Ensure that food allergies for the classroom have been taken into account and planned for appropriately
- Follow all directives from Dr. Sponchiado and the classroom/grade level teachers
- Must have a completed BASD volunteer form on file in the main office and ensure that all other classroom volunteers do, also

**Party Helper** – Work with Room Parent 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 Dr. Sponchiado and the classroom/grade level teachers
- Must have a completed BASD volunteer form 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. Delluva (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. Delluva and/or Dr. Sponchiado at any time.

### **SCHOOL/CLASSROOM HOURS**

The GW office closes at 3:45 each school day. Classrooms close at 3:30. 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 your designated area. Again, no one is allowed to go down hallways into classrooms to retrieve forgotten items.

If you are picking up your child at dismissal, please arrive promptly at 3:23. If you are not here at 3:23, please remind your child to report to the office so that a parent/guardian and/or emergency contact can be notified.

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**

The complete list of school supplies needed for each child at the beginning of each school year is listed online. If you do not have access to a computer, please call the main office to obtain a hard copy. If you need financial assistance purchasing items, please contact Mrs. Vrabel, guidance counselor.

### **SCHOOL VISITATION**

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. This is a must when

taking children from the building during school hours. 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 Dr. Sponchiado.

### **STAR PROGRAM (Speaking, Thinking, and Acting Responsibly/Respectfully)**

Dismissal procedures at Governor Wolf are as follows:

1. All students are expected to have a book to read at the end of the day. This should be a library book or some type of book from home. This does not include textbooks, magazines, comic books, etc.
2. All students are expected to be silently reading while waiting for the bus.
3. Students are expected to listen to all directives from the teacher/supervisor of their bus line.

The following consequences will follow for those not behaving appropriately: A child will typically get two warnings prior to the issuance of an official Code of Conduct Referral for a Level II infraction. These forms will be given directly to the child to take home to a parent for a signature. These written warnings will not be mailed home. It is the child's responsibility to take the warning slip home to a parent for a signature and return it to the main office the following day. Level III and IV infractions typically result in an immediate Code of Conduct Referral.

A team of teachers will be creating specific rules and/or guidelines for various areas of the school, including the cafeteria.

If a child is behaving exceptionally well, a teacher has the opportunity to issue a reward coupon ("purple slip"), which will be put into a drawing for a Scholastic book. The issuance of these purple slips is at the teacher's discretion.

Teachers will be going over these procedures with their students. Please review them with your child as well. Thank you for your support.

Please note that teachers and/or administrators are not required to issue pink slips prior to Code of Conduct referrals.

### **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 anytime.

### **TEACHER REQUESTS / STUDENT PLACEMENT**

Parent requests to have a child placed with (or not placed with) a particular teacher are not honored. As a faculty, we do our best to place students with teachers that we feel are appropriate. We also try to take into consideration separating various students who may not get along well together. Please be assured that a lot of time

goes into this grouping process.

Class lists are posted on the front doors of GW sometime in the middle of August. Only the first name and last initial will be posted for security reasons. Classroom assignments will not be mailed through the USPS, except for incoming kindergarten students. If you are on Dr. Sponchiado's email list, the class lists will also be emailed to you.

### **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 there is an emergency.

Unless a teacher has personally given you his/her home phone number, no parents should call teachers and/or any other school employee at home.

### **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**

All volunteers must have a *BASD Volunteer and School Helper application* completed and on file prior to volunteering in any capacity. A new application must be completed each school year. This includes at PTA functions after regular school hours. Please see the volunteer guidelines if you have further questions. If you need an application, you can obtain one in the main office or on the BASD website.