

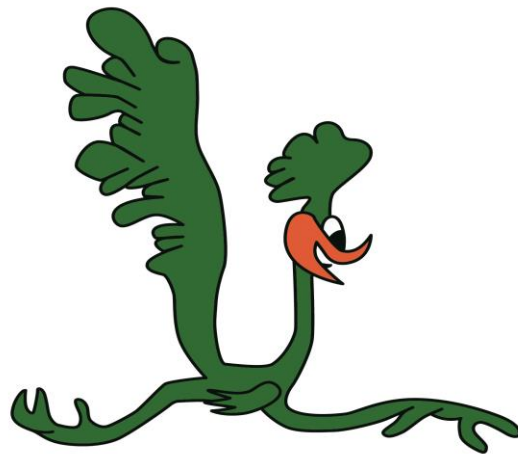
**East Goshen Elementary
Parent Handbook
West Chester Area School District**

EAST GOSHEN ELEMENTARY SCHOOL

Dennis M. Brown

800 North Chester Road

West Chester, PA 19380



Revised August 2019

East Goshen Elementary Mission Statement

Shared Mission

East Goshen Elementary is committed to a collaborative environment that nurtures, motivates, and inspires all students to learn.

Shared Vision

East Goshen Elementary understands and commits to fostering respect, collaboration, communication, and flexibility so all students will learn.

Shared Values/Commitments

East Goshen Elementary commits to identifying individual needs and differentiating instruction based on monitored progress, with communication and collaboration among staff, so all students will learn.

About East Goshen Elementary

East Goshen Elementary serves students in grades Kindergarten through Five. The school houses approximately 430 students who are primarily drawn from East Goshen Township. The school has a professional staff of 76.

East Goshen has a complete educational staff consisting of regular and special education teachers. The school has a veteran staff with most having advanced degrees.

Included in our staff are:

- Reading Specialists
- Librarian
- PE Teacher
- Music Teacher
- Art Teacher
- Gifted Resource Teacher
- Instructional Coach
- Nurse
- School Psychologist
- Guidance Counselor
- Caseworker
- Speech and Language Therapist
- Instructional Assistants

Additional information about the school is available through the weekly publication, Rodney's Rundown and on the East Goshen website <http://schools.wcasd.net/eastgoshen>.

Main office contacts: Secretary, Sacha Jones 484-266-1502 sjones1@wcasd.net Attendance Secretary, Michele MacPherson 484-266-1503 mmacpherson@wcasd.net

East Goshen Elementary School Personnel 2018-2019

Principal – Mr. Dennis M. Brown

debrown@wcasd.net

Secretary – Mrs. Sacha Jones

sjones1@wcasd.net

Office/Library Assistant – Mrs. Michele MacPherson

mmacpherson@wcasd.net

Kindergarten

Room GF KD 1 Mrs. Amy Buddock
abuddock@wcasd.net

Room GF KD 4 Ms. Teresa Di Siro
tdisiro@wcasd.net

Room GF KD 3 Mrs. Lisa Marinucci
lmarinucci@wcasd.net

Room GF KD 2 Mrs. Melissa Whalen
mwhalen@wcasd.net

Kdg. Para

First Grade

Room 14 Mrs. Lisa Eleftherakis
leleftherakis@wcasd.net

Room 13 Mrs. Kelly Perhacs
kperhacs@wcasd.net

Room 15 Miss Kelsey Yelicanin
kyelicanin@wcasd.net

Second Grade

Room 16 Mrs. Nancy Angelucci
nangelucci@wcasd.net

Room 21 Mrs. Kelly Briglia
kbriglia@wcasd.net

Room 25 Mrs. Kathleen Dixon
kdixon@wcasd.net

Third Grade

Room 1 Ms. Lauren Haugh
lhaugh@wcasd.net

Room 3 Ms. Lacey Niedelman
lniedelman@wcasd.net

Room 2 Mrs. Alicia Schmitt
aschmitt@wcasd.net

Fourth Grade

Room 17 Mrs. Dana Keefer
dkeefer@wcasd.net

Room 23 Mrs. Clare Mulloy
cmulloy@wcasd.net

Room 18 Mr. James Virgilio
jvirgilio@wcasd.net

Fifth Grade

Room 19 Mrs. Jennifer Alexiadis
jalexiadis@wcasd.net

Room 20 Ms. Megan Pellak
mpellak@wcasd.net

Room 22 Mrs. Christina Merritt
cmerritt@wcasd.net

Specials

Art Mrs. Tracy McCloskey
tmccloskey@wcasd.net

Library Mrs. Bethany Gendron
bgendron@wcasd.net

Library Para Mrs. Tammy Vernacchio
tvernacchio@wcasd.net

Music Ms. Nicole Atkinson
natkinson@wcasd.net

Band Dr. Mark Belczyk
mbelczyk@wcasd.net

Orchestra Mrs. Lynn Van Lenten
lvanlenten@wcasd.net

P.E. Mrs. Michelle Martin
mmartin@wcasd.net

Mr. James Ascareggi
jascareggi@wcasd.net

Reading

Room Mrs. Denise Kelly
dkelly2@wcasd.net

Room Mrs. Caroline Avila
cavila@wcasd.net

Room Mrs. Molly Wingerd
awingerd@wcasd.net

Instructional Coach

Room Mrs. Paulette Tykwinski
ptykwinski@wcasd.net

Gifted

Room Mrs. Amanda Cinnamond
acinnamond@wcasd.net

Room Mr. Jason Thompson
jthompson@wcasd.net

Learning Support Teachers/Assistants

Room 128 Ms. Jamie Leavens
jleavens@wcasd.net
Mrs. Debbie Fisher

Room 24 Mrs. Sara Trout
strout@wcasd.net

Room 24 Ms. Lindsay Carter
lcarter@wcasd.net

Room 26 Ms. Allison Falco
afalco@wcasd.net

Room 27 Ms. Maria Overturf
mooverturf@wcasd.net

Personal Care Assistants

Mrs. Kellie Campbell
Mrs. Diane Drennan
Mrs. Irma Graham
Mrs. Fadia Haddad
Miss Dorothea Macon
Mr. Chris Puksta
Miss Jamillah Queen
Mrs. Eileen Riccione
Mrs. Elizabeth Smith
Miss Savannah Viscusi
Mrs. Tracy Walls

Support Staff

Guidance Ms. Joy Geist
cgiest@wcasd.net

Psychologist Peggy Katsouros
pkatsouros@wcasd.net

Nurses Mrs. Wendy McGregor
wmcgregor@wcasd.net
Mrs. Kim Onderdonk
konderdonk@wcasd.net

Speech Mrs. Sara Pilko
spilko@wcasd.net

ELL Mrs. Peg Calogero
mcalogero@wcasd.net
Mrs. Donna Marino

Caseworker Ms. Shaynae Young
syoung@wcasd.net

Tech Assoc. Mrs. Elaine Parks
eparks@wcasd.net

Occupational Therapists

Ms. Jodi Parach
jparach@wcasd.net

Physical Therapist

Mrs. Kricia Buckheit
kbuckheit@wcasd.net

Cafeteria

Mrs. Kathy Thomas
kthomas@wcasd.net
Mrs. Danielle Day
Mrs. Judie Farley

Custodians

Mr. Frank Mack, Lead
fmack@wcasd.net
Mr. John Corporal
jcorporal@wcasd.net

East Goshen Information

Home and School Association - HSA

The HSA fosters cooperation between parents /guardians and the principal, teachers and staff at East Goshen Elementary. It is comprised and run by parent volunteers and offers many ways for families to be involved at the school. The HSA holds 5 meetings during the school year; all parents, guardians, teachers, and staff are welcome. Our full calendar is located under the “HSA - News” section of the EGE Website, as well as in the directory. HSA website can be found here:

<https://egehsa.wordpress.com>

We are always looking for fresh faces and ideas to help, and have opportunities to volunteer for all levels of commitment. We value each of our families and the strengths and ideas they bring to our school. Like all organizations, the HSA is only as strong as its members. Please get involved and help us make the East Goshen HSA a positive force for our school.

Co-Presidents – **Britt Rekow** btemme1@hotmail.com & **Katie Kourakis** katie.kourakis@gmail.com

Visiting East Goshen Elementary School

For security reasons, you will need to enter through the main entrance. Ring the bell to the left of the doors, you will be greeted and asked to identify yourself. After the door lock is disengaged, please report to the office. The WCASD uses the Raptor System for security. Always have your valid driver’s license with you and the office will run it through the Raptor system and provide you with a visitor’s badge.

To avoid unnecessary classroom interruptions, **please leave forgotten lunches, musical instruments, etc. in the office.** We will deliver them in a timely manner.

Kindergarten at Goshen Friends

You must always come to the office at EGE before going to the Goshen Friends Center for anything. If you are dropping off late/picking up early, you must see us in the office first. You will be given a pink slip of paper that will alert them that you checked in with us. They will not open the door for anyone that does not have a paper from the office. If you need to drop off forgotten items to the kindergarten they must also come to the EGE office first. NO ONE will be given access to the Kindergarten center unless they have a pink slip from the office.

Entrance Security

As required by District policy, all entrance doors to the school are locked. Entrance can be obtained to the school through the front office from 8 a.m. to 3:30 p.m. Entrance to the school before or after these times for extracurricular activities will be worked out through building use applications.

Safe Arrival

If your child is going to be absent or late to school please call the Safe Arrival number at 484-266-1510 and leave accurate information about your child. This will eliminate the need for the office to check on your child through the safe arrival process. This call does not serve as an excuse; the office will still require a written excuse for these absences.

Student Drop Off

You may drop students off no earlier than 8:00 a.m. No supervision is available until that time. Students arriving between 8:00 and 8:30 a.m. should report to the gym. The bus duty teacher will monitor early arriving students until 8:30 a.m. No child should be dropped off at the Drop off Entrance later than 8:40 a.m. **All students arriving after 8:40 a.m. need to report to the office to obtain a late pass to go to class.**

If your child is going to be absent or late to school please call the Safe Arrival number at 484-266-1510.

Drop Off Locations

Rear Door of Paoli Pike Entrance/Primary Entrance

The primary location for parent drop-off will be the rear door of our Paoli Pike entrance. This is the same area that parent pick-up is located. Please don't double park or take time for conversations. We ask that students exit the car from the right side of the car.

Student Dismissal

There are three types of student dismissals:

- o Children may be picked up for early dismissal in the office prior to 2:45 p.m., after 2:45 please use parent pick-up
- o Parent pick up at 3:10 p.m.
- o Bus and special group dismissal at 3:10 p.m.
- o ACP after-school care, scouts, after school activities or sports will be called following bus announcements.

During the Day Dismissal

Students may be excused during the school day for doctor or dental appointments that can't be scheduled during non-school hours. In the event a student has a medical appointment during the day, the parent should send the teacher a note indicating the time the child is to be picked up. The teacher will notify the office. The office staff will contact the teacher to send the child to the office once parent arrives at school. **If you choose to email any requests to the teacher, please also copy the office staff on your email mmacpherson@wcasd.net and sjones1@wcasd.net.** While in the office, the parent should sign the office early dismissal sheet. If the parent will be delayed in meeting the child, the parent should call the office so the child can remain in class.

Parent Pickup

All students will be dismissed at 3:10 p.m. Students who will be picked up by a parent will report to the Paoli Pike entrance at 3:10 p.m. Cars will be directed in a loop around the circle and students will get into cars. There will be NO PARKING in that area at any time. The loop will be monitored by staff to keep the line moving and the students supervised.

- o That morning, the parent should send a note with the date on it to the classroom teacher requesting parent pick up. **For routine pick ups such as "every Tuesday" one note for the year will suffice.** *Please don't call the office to request early dismissal unless it is an emergency.*
- o The teacher will send the note to the office where it will be logged in, stamped and returned to the teacher who will see that the child is dismissed to the Paoli Pike exit at 3:10 p.m.
- o There is no sign out required. Personnel will release children to their parent or designated "pick up" person only.

Non-Parent Student Pick Up

Under no circumstances will friends or neighbors be allowed to pick up a child other than their own without PRIOR written permission from the child's parent or guardian.

Bus Transportation

School buses are available to transport East Goshen students to and from school each day. The District will be providing bus information on your Parent Portal Account. Because most buses are assigned the maximum number of students who can safely and legally ride a bus, children are not permitted to change buses. Any exceptions must be approved by the principal and transportation office in advance and be made in a written request from the parent or guardian.

Daycare/Alternative Busing Changes

For any separate busing needs for your child, please fill out and return to the main office the **Request for Child Care Provider/Alternative Stop Form** found at

<https://www.wcasd.net/cms/lib/PA02203541/Centricity/Domain/990/REVISED%20CHILD%20CARE-ALTERNATE%20STOP%20FORM%202019.pdf>

These changes would include

- Daycare needs - The Malvern School, ACP, YMCA, ACAC, Chesterbrook or West Chester Daycare
- Any split custody transportation to separate homes

Volunteer Clearances

If you are going to **volunteer to chaperone field trips** or volunteer outside of a classroom with children that are not supervised by a school staff member (example KD handwriting), you will need the following ..

1 & 2 are required for all applicable volunteers:

1. [Pennsylvania State Police Criminal Record Check](#) (fees waived)
2. [ChildLine](#) (Pennsylvania Child Abuse History Clearance through the Department of Human Services) (fees waived)

In addition to 1 & 2, one of the following is required for applicable volunteers:

3a. If a resident for the past 10 years, a [signed disclaimer](#) affirming no charges in other states that would prohibit selection as a volunteer;

OR

3b. If not a resident for the past 10 years AND the volunteer has received certification at any time since residency established, the volunteer must provide a copy of the certification received since residency established;

OR

3c. If neither 3a or 3b apply, [FBI Criminal Background Check](#) required (fingerprint check) for federal criminal history records (fee charged)

Non-Parent Volunteers must also complete, sign and submit 916AG2 – Non Parent Volunteer Disclosure Form.

Volunteer background checks must be renewed every 5 years. Once you obtain these clearances, please submit copies to the office. Your clearances will always be housed in the school of your youngest child.

Extra-Curricular Activities

We will send notices home with all students regarding any extra-curricular activities that are sponsored by the school or the HSA. For after school activities held at East Goshen, parents must provide transportation home. For activities held at locations other than East Goshen, parents provide transportation to and from the program.

Fun and Fitness – EGE offers an after school program for our 4th and 5th grade children to participate in a variety of intermural sports throughout the year. This program is run by our 4th grade teacher, Mr. Virgilio and is held twice a week - one day for 4th grade and the other for 5th grade. Fun and Fitness runs from 3:15-4:30 p.m., students are dismissed right to the gym after school and parents pick up at the Gym entrance at 4:30. Sign up and the schedule for Fun and Fitness will be sent home at the beginning of school.

Communication

EGE Website - <https://pa02203541.schoolwires.net/Domain/165>

The East Goshen website has an abundant amount of information on it, including the calendar of events, staff emails, clearance information, weekly efolder content with attachments, HSA information and much much more. Please click on the link above to go to the EGE website.

Efolder Communications

A primary source of communication is our Tuesday Efolder that is sent home by email. Each student that is not part of this system will receive a paper copy of all information sent.

Rodney's Rundown

East Goshen publishes a weekly newsletter to help keep East Goshen parents informed about school activities. The Rundown is sent home as part of our Efolder communication. Please make an effort to review this important source of information.

H.S.A. Website - <https://egehsa.wordpress.com/>

The H.S.A. website has all the information you would need regarding their events and volunteering opportunities.

Parent-Teacher Conferences

Communicating with parents is an educational responsibility and an East Goshen priority.

The quality of the education at East Goshen is directly supported by the interest and involvement of the parents in the education of their children. During the year, in support of that continuing interest, teachers will schedule face-to-face meetings with the parents of every student. The WCASD schedules parent-teacher conferences two times every year, once during November the week of Thanksgiving and the second during the month of March. For exact dates for the current school year, please look at the school calendar on our website.

Parents may also schedule conferences with classroom teachers and other support people at other times during the school year. In addition, parents may contact the guidance counselor at 484-266-1511 to arrange a

conference. The guidance counselor can provide assistance on pupil progress, problems with socialization and evaluation.

For conferences, we ask that you leave your children at home so that we may confer without distraction.

Attendance/Absences

Good attendance is essential for school success. However, there are times when your child may be absent. We have specific Absence Excuse forms (may be found on East Goshen website) that must be completed and returned to provide excuses for absences. These completed forms must be returned to the teacher within **three (3) days** of the absence or the absence will be considered **UNLAWFUL** for grades K-5.

It is your responsibility to return these forms to the teacher. We will report three (3) unlawful absences to the District's Attendance Office. We must adhere to State guidelines in reporting attendance, so we appreciate your cooperation.

Safe Arrival

As mentioned earlier, if your child is going to be absent or late to school please call the Safe Arrival number by 8:40 a.m. at 484-266-1510 and leave accurate information about your child. This will eliminate the need for the office to check on your child through the safe arrival process. This call does not serve as an excuse; the office will still require a written excuse for these absences.

WCASD School Board Policy Absences and Excuses

State law establishes conditions under which children may be excused from attendance at school.

In keeping with these statutes and regulations of the State Department of Education, pupils in the West Chester Area schools may be excused temporarily from school attendance for the following reasons:

- a. Sickness
- b. Quarantine
- c. Death in the immediate family
- d. Weather so inclement as to endanger the health of the child or make roads impassable
- e. For observance of a major religious holiday
- f. For other exceptional reasons with the approval of the administration.

Parents provide a written explanation for the absences of a child. These shall be required in advance for types of absences where advance notice is possible.

In instances where the school administration believes that absences due to illness are chronic and irregular, the school administration may request a physician's statement certifying that such absences are medically justifiable.

In instances of requests to be excused from school attendance for observance of a religious holiday, the school administration shall excuse absences only for those days on the list of major religious holidays published by the State Department of Education (see School Board Policy JBD-R).

Absences for a portion of the school day and tardiness will be considered on a cumulative basis and may be translated into equivalent days.

Absences not listed above or approved on a special basis by the school administration shall be unlawful. Unlawful absences shall include absences that result from parental neglect and illegal employment.

Family Vacations

Family vacations during school days are discouraged. Missing valuable classroom time disrupts the educational flow, classroom activities and routine. If possible, please avoid taking trips during school time. Requests for exceptions must be submitted in writing to the principal for approval at least two weeks in advance. If the vacation related absence is approved, you will receive a copy of the completed Vacation Approval form. **Your child is allowed by district policy to take 5 family vacation days during one school year.**

District Homeless Information

The West Chester Area School District serves students who are experiencing homelessness per District Policy #251 and federal and state guidelines. The McKinney-Vento Homeless Assistance Act was created to assist student and families experiencing homelessness. The Act defines the term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

If you are staying temporarily with someone else because you lost your housing, staying in a hotel, campground, shelter, or in an outside or inadequate place, you and your children have special rights at school.

Those rights include:

- Staying in the same school even if you move, and receiving transportation to that school, if it is in the student’s best interest
- Enrolling in school immediately without the documents schools usually require
- Receiving free school meals
- Getting help with school supplies and other needs
- Help connecting young children with early childhood services

If your family is experiencing a loss of housing, please contact your school caseworker or the district’s Homeless Liaison to find out if you qualify for help. We will assess your eligibility for services and provide appropriate referrals to community resources.

Being Excused from P.E.

If your child is scheduled for Physical Education on a day he or she is not physically able to participate, please send a note to the school. This note may be from either the parent or the doctor. The homeroom teacher will send the note to the nurse who will inform the P.E. teacher. The nurse will document all requests and make contact with the parent about the illness or injury. A health care provider must confirm all P.E. excuses exceeding two days. Students on an extended P.E. excuse may be assigned an adaptive P.E. class.

Late Arrivals

Students arriving after 8:40 a.m. are marked late and must report to the office for a late pass. We monitor and document instances of student late arrival as part of the student record. Please ensure that your child arrives at school on time.

Homework Pick-Up

Please call the office **before 10:30 a.m.** if you want homework ready by dismissal time. Lunchtime is often the only time teachers have to organize homework for absent students.

Weather Related Closings

School Closing/Delayed Opening

School closings or delayed openings due to inclement weather will be announced by contacting parents via School Messenger and will be displayed on the district website at www.wcasd.net.

During the Day Closings

The WCASD School Board has established the following procedure for school closings during the day. Please review this information with any child caregivers with whom you might work.

- o When possible, the Superintendent or his/her designee will make the decision to close the school early by 12 p.m.
- o Schools will close in the order of high schools, middle schools, and elementary schools.
- o **When schools are closing early, parents will be notified by School Messenger.**
- o **Please do not call the school** to see if there is an early closing. Access the various information sources provided above.
- o Please note that in the event of a school closing, all scheduled after school activities will be cancelled.

Emergency Evacuation Plan

East Goshen has detailed Crisis Plans for evacuation or lockdown. These are coordinated and updated with the Police and Fire agencies. Details are not made public to assure effectiveness of the plan. We hold severe weather drills each year. We hold a fire drill every month to practice the evacuation plan. Staff and students are familiar with the plan.

In the event of an emergency evacuation, all children will be sent home on their assigned buses. Medical and parent contact information is removed from the building during an evacuation. In all of our activities the safety of the children is our number one concern.

Programs

Special Area Scheduled Times

KDG, 1st, 2nd, 3rd, 4th, and 5th Grade Rotate through a 4 day cycle with special areas as below:

- PE – 1 time per cycle, 50 minutes
- Music – 1 time per cycle, 50 minutes
- Art – 1 time per cycle, 50 minutes
- Library – 1 time per cycle, 50 minutes

Example of a 4 day cycle:

	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>
Mrs. ABCD	PE	Music	Art	Library

Band and Chorus

District staff members provide instrumental lessons during the day to interested students in grades 3 - 5. String instrument instruction is available to students in grades 3 - 5. Band instrument instruction is available to students in grades 4 and 5. Choral instruction is available to students in grades 4 and 5. Instruction in instruments and chorus is typically once a week, with supplemental practices scheduled when students are preparing for a concert.

ESL

East Goshen offers an **English as a Second Language** program for students requiring assistance in this area.

Guidance

The Guidance Counselor provides the following services:

- o Consultation with principal, teachers, parents, and individual students
- o Counseling in a group setting
- o Classroom guidance lessons
- o Referrals to agencies and/or other professionals as needed
- o Monitoring the screening process for the Gifted Program
- o Providing individualized testing, evaluation and interpretation
- o Serving as a Child Study/Pre-referral Team member
- o Providing support for the transition to Middle School and other schools
- o Coordinating parent education groups

To reach the guidance counselor, call: 484-266-1511.

Library

The library facility is open every school day from 8:30 am to 3:10 pm. The library is part of our special area subject rotation.

The library has more than 25,278 volumes of print material, and 7,000+ instructional materials in other media.

We encourage students to use all available technology. They will have access to the facility as individuals, small groups or as a class, with permission from their teacher.

A full-time, certified librarian is involved in delivering core curriculum as well as organizational, library, and research skills in conjunction with the classroom teacher. This hands-on approach prepares students for the information age.

The teacher and librarian partner in providing students with guidance on appropriate book selection. Parents who have any questions regarding selection guidelines should contact the teacher.

Students can check books out for one week. Books may be renewed. There are no fines for overdue books but, in consideration of others, everyone is expected to observe the time limit. Students must pay for all lost or damaged books.

Book circulation is computerized and is managed by the librarian, the library aide, and parent volunteers.

Technology Resources

Computers are tools that can be used to aid instruction in every curriculum area. Technology instruction is most effective when it is integrated into the curriculum. At East Goshen each class is equipped with interactive whiteboards, document cameras, stand alone computers, 6 iPads per classroom and additional iPad/Laptop carts are available throughout the grade levels. All computers have Internet access.

Bullying Prevention

As a means of addressing bullying prevention, East Goshen has implemented various programs related to conflict resolution and social skills training, such as the 2nd Step Program, Conflict Managers, small group counseling provided by the school counselor and anti-bullying lessons provided by The Crime Victims Center presented in grades 1 through 5. In those lessons students learn a number of strategies for handling bullies, including those who bully with words as well as those who bully with physical aggression. Social skills training includes both training for the bully as well as for those being bullied.

Standardized Testing

In addition to teacher-made as well as district-level tests, students are given standardized tests during their elementary school years in order to monitor progress and help staff make decisions relative to instruction. Standardized testing at East Goshen is as follows:

Kindergarten:

- DIBELS – Fall, Winter, Spring
- District Writing Assessments

First Grade:

- DIBELS – Fall, Winter, Spring
- District Writing Assessments

Second Grade:

- DIBELS – Fall, Winter, Spring
- District Writing Assessments
- District Math Assessments
- Naglieri Assessment

Third Grade:

- PSSA: English Language Arts, Math
- Math Benchmark Tests – Fall, Winter, Spring
- Reading Benchmark Tests – Fall, Winter
- District Writing Assessments

Fourth Grade

- PSSA: English Language Arts, Math, Science

- Math Benchmark Tests – Fall, Winter, Spring
- Reading Benchmark Tests – Fall, Winter, Spring
- District Writing Assessments

Fifth Grade:

- PSSA: English Language Arts, Math
- Math Benchmark Tests – Fall, Winter, Spring
- Reading Benchmark Tests – Fall, Winter, Spring
- District Writing Assessments
- Orleans Hanna Assessment

School Academic Educational Websites

- **Freckle – K-5th grades**
- **1st in Math – K-5th grades**
- **Typing Pal – 3rd-5th grades**

Miscellaneous Information

Dress Code

The apparel worn by students at East Goshen Elementary School is controlled by the parents' good judgment, the need for safety and the need to avoid distraction. Tops with spaghetti straps or midriff tops are not appropriate. Shorts and skirts should be a reasonable length. Clothing with bad language or tasteless sayings is not permitted. Backless sandals or flip-flops are a safety hazard and should not be worn to school. It is required for safety that children have sneakers to wear for physical education classes. The children go outside daily for recess; therefore, parents should remember to dress children appropriately for outside play.

Lost and Found

Lost items are hung on coat hooks in the corridor outside the all-purpose room. Unclaimed items are distributed to organizations that support those in need.

Toys and Games

Please do not permit your child to bring toys and games from home to school unless the teacher has given special permission. Students should not bring athletic equipment (e.g. hardballs, softballs, bats, hockey sticks, Frisbees, etc.), electronic equipment, and other valuable items to school. We provide a variety of playground equipment for each recess period.

We also ask that large items not be carried on the bus. Please bring them to school by private vehicle. There is little room for such items. Students need all available space. Students should consult with their bus driver for further clarification.

Scheduled Class Parties

Parties for all children are held on Halloween, Winter Holiday and at the End of the Year. Homeroom Parents co-plan all parties with classroom teachers.

Birthdays

Please note that we prohibit the distribution of birthday invitations, treats and party bags in school to avoid hurting the feelings of other students.

Ropes Course

A ropes course, which builds physical and cooperation skills, is offered to all students in grades 3 through 5. The ropes course is typically run in the spring and the school solicits parent assistance.

Health Information and Guidelines

The Health Office is available on site to provide support to any child who has a medical need during the school day. Please take a few minutes to familiarize yourself with the following important information.

Student Emergency Forms

- o Please sign onto your parent portal account and update the emergency information. Even if you do not have changes you have to click on it and verify that it's correct.
- o Make sure you list all medical conditions your child has and medications your child takes on a regular basis.
- o The nurse will only administer Tylenol and Benadryl as needed to those students whose Emergency Cards indicate that it may be administered. Benadryl is only administered in the instance of an allergic reaction.
- o Please notify the school of any changes in home or work numbers.
- o Your emergency contact people should be willing to come to school to pick up a sick child.
- o Please notify the school of any changes in emergency contact people.

Illness

- o Children should not attend school within 24 hours of having a fever, vomiting, diarrhea, or an untreated infection.
- o If a child has a condition that requires antibiotic treatment (e.g. pink eye, strep throat, impetigo) the child should be treated at home for 24 hours before returning to school.

Reporting Contagious Conditions

- o Parents should contact the school nurse if their child has a communicable condition. Examples include: head lice, fifth disease, chicken pox, strep throat, impetigo, pink eye and pin worms.

Food Allergies

- o Teachers and homeroom parents must check with the school nurse about any food products they plan to serve in the classroom.

Medication Administration During School Hours

- o District policy is that all medication **MUST** be stored in the Health Office.
- o The school nurse may administer prescription drugs only after the following conditions are met:
 - o The nurse has received a signed note from the physician including specific instructions.
 - o The nurse has received a signed note from the parent requesting that the medication be given at school.
 - o The medication is sent in to the nurse in the original pharmacy labeled bottle with the prescribing physician's name on it.
- o The school nurse may administer over the counter drugs medications if the nurse receives a signed note from the parent with specific directions. The medication must be in its original container. The nurse will only administer over the counter medications if they are listed in the *Non-Prescription Physicians Desk Reference*.
- o The medication should be delivered to the Health Office by a parent or other responsible adult. At the end of the treatment period or end of the year, a parent or other responsible adult should retrieve any leftover medication.

Please familiarize yourself with the following state mandates...

Immunizations

- o All children entering school are required to have the following immunizations:
 - o 4 DPTs (with the 4th dose given on or after the 4th birthday)
 - o 2 MMRs given after 1 year of age
 - o 3 polio
 - o 3 hepatitis B doses, properly spaced
 - o Varivax vaccine
- o Immunization records are requested at the time of Kindergarten registration, or registration of a new student.
- o All medical and religious exemptions from immunizations must be documented and kept on file in the Health Office.

Physical Examinations

- o State Law requires that all students entering Kindergarten, 6th and 11th grades have physical examinations.

Please contact the Health Office with any questions: 484-266-1506.