

**GLEN ACRES ELEMENTARY SCHOOL**  
*Where children come first, and adults make a difference*

**Office: 484-266-1702**  
**Fax: 484-266-1799**

**1150 Delancey Place**  
**West Chester, PA 19382**

# **FAMILY HANDBOOK**

## **2018-2019**



Welcome to a new year at Glen Acres Elementary School! Please read this handbook to become acquainted with our procedures.

Our school is a safe place to learn and to grow. All adults in the building will assist the children in becoming good citizens who respect themselves and others and who take responsibility for their learning and behavior. The staff is here to help them achieve their personal best academically, socially, emotionally, and physically. We count on families to partner with us in the education process.

At Glen Acres, children come first, and adults make a difference. Let's work together to create a wonderful year!

**Ms. Ryan**  
**Principal**  
**484-266-1702**

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WEST CHESTER AREA SCHOOL DISTRICT

MISSION STATEMENT

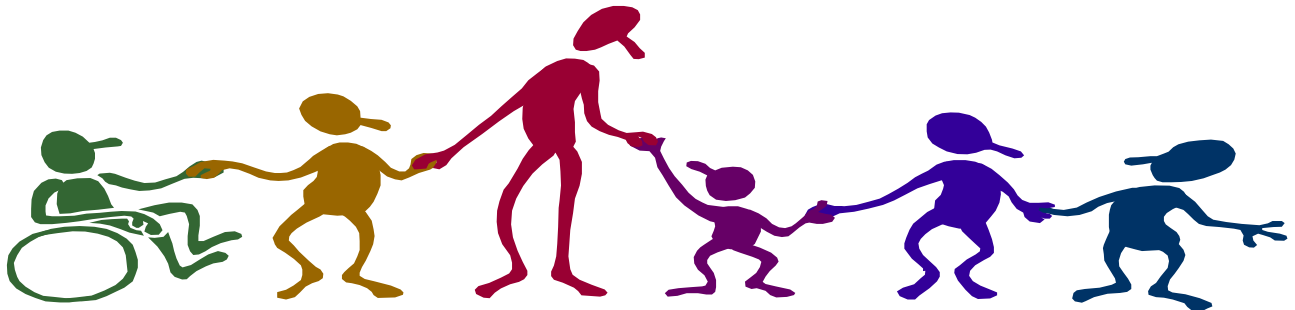
**The mission of the West Chester Area School District  
is to *educate and inspire* our students to achieve their personal best.**

GLEN ACRES ELEMENTARY SCHOOL VISION

**We believe that by working together, adults create a future where ALL children  
achieve at high levels.**

**We value respect, responsibility, and kindness.**

**We commit to providing differentiated instruction and targeted intervention to  
help each child succeed.**



*Glen Acres' School Pledge*

**I pledge**

**To be the best that I can be  
To respect myself and others  
And to take responsibility  
For my learning and behavior**

## FACULTY AND STAFF 2018-2019

Principal – Ms. Donna Ryan

Secretary – Mrs. Alice McVeigh

### Kindergarten

Room 24 Ms. Brielle McAliney  
Room 18 Mrs. Nicole Clayton  
Room 19 Mrs. Mary Kate Phillips  
Room 20 Mrs. Erin Malikowski/Ms. Sherry

### First Grade

Room 1 Dr. Kate Alba  
Room 15 Mrs. Theresa Primus  
Room 16 Mrs. Patricia Besselman  
Room 17 Mrs. Teresa Davis  
Room 23 Mrs. Marisa Breeden

### Second Grade

Room 2 Ms. Lauren Rupsis  
Room 3 Mrs. Kelly Brunner  
Room 4 Mrs. Cheryl Rude  
Room 5 Ms. Elizabeth Erbe  
Room 27 Mrs. Caitlin Conklin

### Third Grade

Room 10 Mrs. Christina Barnett  
Room 11 Mrs. Jennifer Virtue-Baer  
Room 12 Mrs. Caitlin Gulli  
Room 21 Ms. Margaret Keenan

### Fourth Grade

Room M1 Mrs. Jacqueline Bowen  
Room M2 Ms. Kelly Tustin  
Room M3 Mr. Ryan Axt  
Room 224 Mrs. Marty Runzer

### Fifth Grade

Room 6 Mrs. Carolyn Wood  
Room 7 Mr. Christopher Ousey  
Room 8 Mr. Matthew Rogers  
Room 22 Mrs. Vaniah Peterson

### Support Teachers

LGI Mrs. Kristen McCown  
Room 9 Mrs. Rachel Starace  
Room 14 Mrs. Julie DeAngelis  
ELL Mrs. Denise Mastrangelo/Mrs. Diane Horan  
Gifted Rm 13 Mrs. Christianne Ottinger/Mrs. Amanda Cinnamond

### Specials

Art LTS Ms. Sara McLoone  
Mrs. Joy Mittman/Mrs. Tracy McCloskey  
Library Mrs. Nora Congialdi  
P. E. Mr. Michael Yarosewick  
Music Ms. Kayla Kraslsey  
Instrumentals Mr. Kenneth Fuelle  
Mr. Bill Binkley  
Bldg. Subs Mrs. Amanda DiBello, s. Mary Garofalo

### Reading

Rdg. Spec. Mrs. Kara Root  
Rdg. Spec. Mrs. Deborah Whitmire  
Rdg. Spec. Mrs. Lisa Howe  
Ins. Coach Mrs. Suzanne Fanelle  
Guidance Mrs. Heather Stewart  
Psychologist Mrs. Emily Elliott  
Speech Mrs. Beth Ann Berstecher  
Nurse Mr. Mike Murphy

### Support

Caseworker Ms. Shaynae Young  
Office/Lib Asst. Mrs. Jeannette Zoretic  
Lib Asst. Mrs. Tammy Vernacchio  
Tech. Assoc. Mrs. Pat Lefever  
Inst. Assts. Mrs. Marilyn Bolz  
Mrs. Kate Payne  
Mrs. Peg Friese  
Mrs. Karen Higgins  
Mrs. Dee Judeikis  
Mrs. Theresa Weaver  
Ms. Christine Schwartz  
Ms. Helen Anderson  
Mrs. Grace Matelyn  
ELL Asst. Mrs. Ana Lassen/Mrs. Ligi Joseph  
Kdg. Asst. Mrs. Joan DiSalvatore

**Head Custodian** Mr. Charles Hammond

**Day Custodian** Mr. Jason Moore

**Night Custodian** Mr. Sean McGrath

**GLEN ACRES ELEMENTARY SCHOOL**  
**1150 Delancey Place**  
**West Chester, PA**  
**19382**

Office	484-266-1702
Nurse	484-266-1706
Guidance	484-266-1711
Absentee Line	484-266-1710
Fax	484-266-1799
Web Site	<a href="https://www.wcasd.net/site/Default.aspx?PageID=2949">https://www.wcasd.net/site/Default.aspx?PageID=2949</a>

**School Hours**

Office	7:30 A.M. – 4:00 P.M.
Teachers	8:00 A.M. – 3:30 P.M.
Students	8:35 A.M. – 3:10 P.M.
(Students will be marked late if they are not sitting in their desks at 8:40 A.M.)	
Half-day Dismissal Schedule	8:35 A.M. – 11:40 A.M.
No lunches will be provided on scheduled half days.	

8/13-8/18	New Teacher Induction
8/21-8/23	Teacher In-service
8/22	Kindergarten Open House
8/23	Elementary Sneak-A-Peek
8/27	First day of school for students
8/28	Grades 1-2 Open House at all elementary schools
8/29	Grades 3-5 Open House at all elementary schools
8/31	Schools closed
9/3	Schools and District Office closed
9/5	Grade 6 Open House- all middle schools
9/6	Grades 7-8 Open House- all middle schools
9/10	Schools closed
9/19	Schools closed
9/27	Grades 9-12 Open House- all high schools
10/5	Teacher In-service - no school for students
10/17	PSATs
11/2	End of 1st Marking Period
11/6	Teacher In-service- no school for students
11/19	Half day for elementary students; Full day for middle & high school students
11/20	Half day for elementary & middle school students; Full day for high school students
11/21	No school for students
11/22, 11/23	Schools and District Office closed
11/29	End of 1st Trimester
12/24-1/1/18	Schools Closed; 12/24 & 12/25 District Office closed
12/3-12/14	Keystone Test Window Wave 1
1/1	Schools and District Office closed
1/18	Teacher In-service PM; half day for students
1/21	Schools and District Office closed
1/22	End of 2nd Marking Period
1/23	Beginning of 2nd Semester
1/7-1/18	Keystone Test Window Wave 2
2/15	PM Teacher In-service; half day of school for students
2/18	Schools and District Office closed
3/6	End of 2nd Trimester
3/6-3/7	Half day for elementary & middle school students; Full day for high school students
3/8	No school for elementary students; Half day for middle & high school students
3/11	Teacher In-service- no school for students
3/28	End of 3rd Marking Period
4/18-4/22	Schools closed; 4/19 District office closed
4/1-4/05	PSSA Testing ELA
4/08-4/12	PSSA Testing Math
4/29-5/3	PSSA Testing Science
5/21	Teacher In-service; no school for students
5/27	Schools and District Office Closed
5/6-5/10	PSSA Make-Up Window
5/13-5/24	Keystone Testing Window
6/4	Graduation at East High School
6/5	Graduation at Rustin High School
6/6	Graduation at Henderson High School
6/6	Half day for students grades K-12
6/7	Half day for students grades K-12
6/10	Last student day; half day for all students; high school students make-ups only
6/11	Teacher In-Service

## DISTRICT ATTENDANCE POLICY

- If your child is out sick, send in a doctor's note. With a valid doctor's note, students' absences are excused.
- If you do not see a doctor when your child is sick, please send a parent note. With a parent's note, students are allowed up to 7 excused absences. After 7 parent notes, the child's absence is considered unlawful. Parent notes need to be signed. If you choose to email the notes, they should be scanned to the office with a signature.
- If your child returns to school without a note, after 3 days the absence is considered unlawful. Parents receive written notification each time a child accumulates an unlawful absence.
- Students are marked late if they are not in their classrooms by 8:40.
- If you would like to request a family vacation, please send in a letter ahead of time. I am unable to approve family vacations in excess of 5 days in one school year. You will need to provide documentation relating to formalized schooling to avoid truancy charges. Formalized educational programs include enrolling your child in an accredited school, cyber school or homeschool. This would need to be approved by our Assistant Superintendent, Dr. Robert Sokolowski – [rsokolowski@wcasd.net](mailto:rsokolowski@wcasd.net)
- Please also refer to the Attendance Policy in the WCASD Discipline and Records Policy 2018-19.

### Safe Schools Program

Please call the student absentee line, 484-266-1710 to report your child's absences. The Safe Schools Program is a very important service that assures the school and the parents that every child arrives safely at school each day.

## DISMISSAL PROCEDURES

### Early and Irregular Dismissals

To avoid disrupting our educational program, please keep early and irregular dismissals to a minimum. These types of dismissals need to be cleared through the office with a **note to the teacher in the morning**. Requests for changes in dismissal after your student has arrived to school should be **called and emailed** in to the office (your email request should include [jzoretic@wcasd.net](mailto:jzoretic@wcasd.net); [amcveigh@wcasd.net](mailto:amcveigh@wcasd.net); and the email of your child's teacher). Requests for changes in dismissal need to be made before 12:00 P.M. Please remember, we are with your children so we can't guarantee that we will see your request after 12:00 P.M. When coming for your children, please **come to the office** and we will call for the students.

### Regular Drop-Off and Pick-Ups

Please do the best you can to have your child take bus transportation. If that is not possible, please try to carpool. It can get congested in the parking lot if many families decide to drive. Safety is our primary concern. When students are not riding the bus, please use our pick-up/drop-off circle near the gym entrance to keep the bus lane clear. Students must exit from the passenger side only! Please pull all the

## SCHOOL VISITATION GUIDELINES

We are excited to welcome you into our school and we thank you in advance for volunteering and visiting. We are fortunate to have a strong partnership with you as it benefits our students!

**Visitor:** Anyone who is not a regular staff member or student of the school will be considered a visitor.

In order to maintain a safe, orderly, respectful and secure educational environment for the students and staff of Glen Acres where distractions are minimized; it is essential that all visitors to our buildings be aware of their responsibilities. The following rules apply:

- There is one visitor entry to the school – through the main lobby into the front office, unless otherwise notified.
- Please do not hold or prop the door for any adults that might be approaching the entrance as we buzz you in. We need to identify any and all adults who visit our building.
- All visitors to the school must report to the main office upon arrival at the school. They will be required to get a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the main office (Jeannette or Alice) before leaving the building. The badge will be presented following a Raptor security scan of a state driver's license or state identification, or passport.
- Siblings are not permitted to accompany parents when visiting and/or volunteering during the school day.
- Visitors shall inform the office of expected timing and location of their visit, and may not enter any portion of the school premises without authorization. Please do not wander the halls. Visitors shall not remain in the building or facility after the permitted visit has ended. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. Visitors shall not disrupt the orderly conduct of classes, school programs or other school activities.
- Teachers are not expected to take class time to discuss individual matters with visitors so that they may protect the academic mission of educating every child.
- During school hours, visitors should request bathroom use and will be directed to the appropriate adult facilities. **Please do not use student bathrooms.**
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- Visitors shall not violate the traffic laws, speed limits and parking laws on school grounds. To provide for the safety of all students, maintain a very slow speed at all times.
- Please do not use any school laptops or school I-pads during your visit unless given authorization from the principal.



### School Telephone Calls

You are invited to call the school office regarding any matter. However, when calling for general information, please call during the hours of **9:30-11:30 AM** or **1:00-2:30 PM** when it is not quite so busy. For calendar questions, please see the monthly and weekly emails we send. Additionally, you will find a lot of information on the GAE and WCASD websites.

### **PARENT-TEACHER ORGANIZATION**

Glen Acres has a wonderful PTO! Like us on Facebook to get real time updates.

Glen Acres parent volunteers contribute over 1,000 hours every year to support many vital school programs. If you would like to help and can volunteer, please contact our PTO. No special background or experience is needed. It can be a very rewarding experience for both you and Glen Acres students.

**President:** Janey Wolff [gaepto@gmail.com](mailto:gaepto@gmail.com)

**Vice President:** Jennifer Frasca

**Treasurer:** Stephanie Beisser [gaeptofunds@gmail.com](mailto:gaeptofunds@gmail.com)

**Recording Secretary:** Janet Scully

**Corresponding Secretary:** Megan Wing

### **Strengthening Home & School Connections**

In order to secure all that is best in the education of our children, the maximum co-operation and support between parents and the school community is desired. Together, we will foster in our children, respect, responsibility and kindness for each other and all members of our school community.

#### **Parents are asked to:**

- Review the online (<https://www.wcasd.net/domain/3430>) WCASD Discipline and Records Policy Book (see back to school portal page) with their child.
- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment. (See Eagles Way Matrix on Page 12.)
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.  
Inform school officials of changes in the home situation that may affect student conduct or performance.
- Make sure your children are dressed and groomed in a manner consistent with the student dress code.
- Provide a place for study, and ensure homework assignments are completed.

- Refrain from using social media to publicly put down school policies, discuss issues about individual children or members of staff, and discuss school procedures that may put school safety at risk. The PTO has a Facebook page which allows parents to receive and respond to messages about school events. We encourage you to positively participate if you wish. Within these spaces, however, we ask that you use common sense when discussing school life online. We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children.
- Allow 24 hours for a teacher or staff member to respond to an email or phone message.
- Make appointments for teacher and principal visitations, conversations or conferences so that all parties are prepared and able to address concerns and to minimize disruptions to the school day.
- Attend Open House Nights, Title One Family Engagement Nights, Conferences, and Curriculum Nights as these scheduled visitations are integral to the success of our students. Participate in the PTO.
- Work with your children to solve disharmonious situations with other children and/or staff member(s) respectfully and positively in order to maintain strong relationships within the school community.
- Keep your child’s daily academic schedule in mind when making plans to pull out for appointments.

### **SCHOOL PARTIES**

Typically there are 3 – 4 parties a year (Halloween, before Winter Holiday, and on Valentine’s Day and an end of the year party). Homeroom parents may co-plan parties with classroom teachers if needed. We are NOT able to celebrate children’s birthdays with food treats at school, nor are we able to distribute party invitations. If you would like to send in a book for the class, pencils, or other non-food items, we would be happy to honor your child in this way.

### **FIELD TRIPS**

Each grade level schedules at least one field trip every year. The PTO has been providing financial support for field trips for many years. Field trips are intended to provide real life experience to support classroom instruction.

Parents will be given complete information in advance for each trip and be required to sign permission slips for their child. Field trips are part of our school life and all students are expected to attend. **Parents must have clearances on file with the school to chaperone field trips.**

### **VOLUNTEER CLEARANCES**

Individuals who volunteer in our schools or serve as chaperones are required to submit clearances from the Pennsylvania State Police, the Pennsylvania Department of Welfare, and a federal criminal history report. These background checks are required once every five years for volunteers who may have some unsupervised contact with students.

The cost for acquiring all three reports is approximately \$30. Clearances are good for five years. More information about clearances can be found on our website at <https://www.wcasd.net/domain/1039>.

No parent will be denied the opportunity to volunteer at his or her child's school because of financial need. If the ability to pay for the reports becomes a barrier, the District will assist in making sure the necessary clearances are acquired.

### ACTIVITY FEE

**There is a fee for children in grades 3-5 to participate in band, chorus, orchestra and/or after school sports.** Please see the link below for more information and payment procedures. We cannot accept the fee at Glen Acres. If it presents a hardship for your family, please contact the school.

<https://www.wcasd.net/cms/lib/PA02203541/Centricity/Domain/1012/Activity%20Fee%20Packet%202018-2019.pdf>

### PARKING

**When visiting the school, please park in any open spots in the front or back of the school. If you are parking in the back, please stay as close to the shed as possible and park in an organized fashion. Sometimes family volunteers on field trips cause this area to be congested. Please do the best you can to park in an area that enables the students to access the yard at recess and carpool with other field trip volunteers.**

### CAFETERIA

Each grade level is allotted a thirty (30) minute-lunch period with a (30) minute recess period following. Quiet talking is allowed. Children are expected to be courteous and mannerly.

You may use the online system to pay for lunches in advance. Here's the link: <https://www.wcasd.net/Page/6843>

If you choose to send cash or checks to school, please put all monies in an envelope **marked "Lunch Money" with your child's first and last name and student ID number** on the front.

### RECESS SAFETY

We are pleased that most children come to school in appropriate clothing and proper footwear which allows us to take them outside for recess, even when the weather is marginal. Please provide the same clothing at school that your children would wear for outside play at home. Doctor's excuses are needed if students are not able to participate in recess. We follow the district dress code. We do not allow flip flops. All shoes must have backs.

THE EAGLES' WAY THE EAGLES' WAY THE EAGLES' WAY THE EAGLES' WAY THE EAGLES' WAY

Classroom	Hallway	Bathrooms	Cafeteria	Playground	Bus	Assembly
<p>Whole body listening.</p> <p>Use polite words.</p> <p>Accept the adult's decision.</p> <p>Accept others' opinions.</p> <p>Raise your hand to speak and wait to be called on.</p> <p>Take ownership of your choices.</p> <p>Be prepared for class.</p> <p>Do your best work alone and in small groups.</p> <p>Follow directions.</p> <p>Participate in your learning.</p> <p>Collaborate with peers.</p> <p>Use positive words when speaking with or about others.</p> <p>Help and encourage others when appropriate.</p> <p>Share materials.</p> <p>Partner with anyone and everyone.</p>	<p>Silence in the hallways.</p> <p>Hands off walls, displayed work and school property.</p> <p>Tight and to the right.</p> <p>Keep hands, feet and body in your own personal space.</p> <p>Move to your destination in a timely manner using your walking feet.</p> <p>Pick up trash and throw it away.</p> <p>Yield for younger students and adults.</p> <p>Remain in your place in line.</p>	<p>Give others privacy.</p> <p>Knock on stall before entering.</p> <p>Flush, wash, and be on your way.</p> <p>Tell an adult if any supplies are needed.</p> <p>Use bathroom supplies properly.</p> <p>Throw trash away.</p> <p>Leave bathroom and yourself neat and clean.</p> <p>Show sympathy and understanding for sounds made in the bathroom.</p>	<p>Touch and eat your own food.</p> <p>Talk quietly with your immediate neighbors.</p> <p>Use indoor voices.</p> <p>Listen to all adults.</p> <p>Wait quietly and patiently in line.</p> <p>Clean up after you eat, including on top of and under your table.</p> <p>Keep your hands and feet to yourself.</p> <p>Pay for the food you take.</p> <p>Use good manners.</p> <p>Make room for your neighbor.</p>	<p>Use good sportsmanship.</p> <p>Follow the rules of the game.</p> <p>Play fair.</p> <p>Use hands and feet for safe playing.</p> <p>Take care of and return equipment.</p> <p>Use equipment as it's designed to be used.</p> <p>Report problem behaviors if you need help.</p> <p>Line up promptly when recess is over.</p> <p>Use positive words and kid-appropriate language.</p> <p>Include others.</p>	<p>Listen to the bus driver and follow their directions.</p> <p>Use a quiet voice that stays inside the bus.</p> <p>Use kid-appropriate language and conversation.</p> <p>Follow bus rules.</p> <p>Keep your belongings with you and be ready for your stop.</p> <p>Willingly sit with anyone.</p> <p>Use good manners and friendly words.</p> <p>Make room for others if they need it.</p> <p>Watch and help younger children.</p>	<p>Whole body listening.</p> <p>Respond appropriately.</p> <p>Enter and leave quietly.</p> <p>Allow everyone to enjoy the performance.</p> <p>Show appreciation at the end of the performance.</p> <p>Sit on your bottom so others can see.</p>

## **FIRE DRILLS/SAFETY DRILLS**

Fire and/or safety drills are held regularly. This includes secure building drills and lockdown drills. At such times, all students, staff and visitors are expected to exit the buildings and/or perform lockdown drills as directed as quickly as possible. Most times, police officers are present during secure building drills to help us analyze the drill's effectiveness. Specifics are explained to all students by their classroom teacher. Our drills are pre-planned. Some months will involve obstacles for staff to make quick decisions about exiting. We may be going out for a drill with some inclement weather. Children are not outside during a drill for longer than five (5) minutes. We are in compliance with our district's Safe Schools Plan.

## **HOMEWORK**

Please view the district's homework policy and guidelines on the district web page.

<https://www.boarddocs.com/pa/wche/Board.nsf/goto?open&id=AL3N575E3631>

Homework assignments will vary according to the particular subject being taught and the educational needs of the student. Homework in all grades will follow the district's policy and guidelines. Students may not return to school after hours to retrieve forgotten homework.

### Homework Pick-up for Absentees

Homework requests will be honored after the third (3<sup>rd</sup>) consecutive day of the student's absence. Please call the office before 10:30 AM if you want homework ready by dismissal time.

### Backpacks

Our district is very aware of the dangers of heavy backpacks. We will strive to coordinate assignments across grade levels. Please encourage your child to frequently empty extra items out of backpacks.

## **SUPPORT SERVICES**

### Gifted Program

The gifted program is housed at Glen Acres Elementary School. It is not a substitute for the basic education program, but is an enrichment program going beyond the limits of the basic curriculum. The purpose of our gifted program is to foster the development of:

- Creativity
- Independent learning research skills
- High level thinking skills which characterize the gifted child

### MTSS- Multi-Tiered System of Supports

We have a multi-tiered system of supports in place for students. A team of GAE educational professionals meet on a regular basis to assist teachers in systematically planning and implementing a range of

interventions based on demonstrated levels of need in order to produce success for all students. For more details, see the Principal or Guidance Counselor.

### Learning Support

Glen Acres offers learning support classes to facilitate the learning process for students found to have a learning disability. These students are identified through the Pre-Referral process.

### Title I Reading Support

Title I schools are based upon economic levels within schools and districts. Schools that are deemed Title I receive federal funding to support a high quality education for every child. WCASD offers supplementary reading instruction in all elementary schools. However, in Title 1 schools (GAE is a Title I school), the Title I funds are used for additional reading specialists, additional professional meetings, workshops for families, and to support homeless students with necessary school expenses (e.g., school supplies).

Any student who meets the criteria in the school may receive reading support. Students are eligible for support if they indicate grade-specific areas of need based upon DIBELS, PSSA, and other reading diagnostic, benchmark, and school and district assessments. Eligible students will receive additional differentiated small group instruction based upon his/her needs. We will notify you in writing if your child is eligible. In addition, we will advise you of Title I meetings, which will be determined in the fall.

### Parent Engagement in Title I

Parents are encouraged to participate in all Title I meetings to review, plan, and improve programming and engagement. You will receive additional information at Open House and Right to Know letters by 9/15.

Here are some things we are planning at GAE:

- In October, there will be a Title I Parent Advisory Committee (PAC), which consists of Title I parents and school staff working together to discuss home-school communication and the use of our parent involvement funds.
- There will be an Activity Night in November or December with staff and families.
- You will conference with your teacher and reading support teacher in November (or any additional time upon your request). During your conference, you will receive communication about your child's progress, information on how parents can support their student, and a parent/school compact.
- Another Title I Family Workshop will take place in the winter at GAE.
- A second conference with your teacher and reading support teacher will occur in March (or any additional time upon your request). During that time, you will receive communication about your child's progress.
- A District PAC meeting will be held in the spring.
- A final Title I Family Workshop will occur at GAE in the spring, to review goals and create a summer plan.

## CONFLICT RESOLUTION

Glen Acres uses a district program called Children's Creative Response to Conflict (CCRC). This program has two main components. A Conflict Resolution part designed to stimulate student awareness and skill development in communication and conflict resolution. The Peaceful Classroom part applies the skills learned to the day to day life of the classroom and school. Students in fourth and fifth grade serve as conflict managers for first and second grade recess.

Many components of our Second Step Program will be continued and supported through the guidance office. Second Step practices and reinforces skills in empathy, impulse control, problem solving and anger management. Contact the guidance counselor to view materials.

## TRANSPORTATION

### General Safety and Rules of Conduct

See Discipline & Records Policy 2018-2019

<https://www.wcasd.net/domain/3430>

### Bus Communication

Below is a listing of procedures to follow in order to ensure each student gets home safely and to eliminate any confusion:

1. Changes in bus transportation (whether it is a change in bus or a change in a bus stop) may only be implemented when a written request has been given to the office, sent to the transportation department and then approved by transportation. This may take a few days. The office will notify you when these changes can be implemented.
2. If there are changes in your daycare situation, please send in a note outlining the changes, indicating the day they are to be implemented and the duration of the arrangements.
3. **Students are not allowed to switch buses** since most buses are assigned the maximum number of students who can safely and legally ride a bus. A change of one or two students could result in overcrowding. Parents must make arrangements for the children to be picked up at school. The individual student's parents must each send in a permission note. The children must be signed out in the office at dismissal.

Our bus drivers have been trained to handle the bus in a safe manner. Reports from a bus driver about a child's misconduct will be brought to the principal's attention. Serious or continuous misbehavior could mean suspension from the bus.

## OTHER IMPORTANT SCHOOL INFORMATION

### Dress Code

Please use good judgment when dressing your children. Students go out for recess daily, so a jacket or



sweater is needed for the chillier days. Sneakers and socks are a must on physical education day. Girls should not wear spaghetti strap tops or tops that are too brief. Shorts and skirts should be a reasonable length. Also, tee shirts with bad language or tasteless sayings are not appropriate. All shoes must have a back.

#### Withdrawals

Please stop by the office if your child is leaving Glen Acres. There is paper work to be filled out to ensure a smooth transition.

#### Lost and Found

**Please mark your child's name on his/her belongings** (jacket, coat, lunch bag)! We tend to accumulate many jackets and coats and they never get claimed. Any articles not claimed will be donated on a regular basis. Again, to avoid this please be sure to put names on all items.

#### Toys at School

Please remind your child that school is not a place for toys. Many toys are very expensive. Lost toys are difficult to replace. Please no fidget toys! Glen Acres is not responsible for overseeing toys at school.

#### Classroom Interruptions

Please use your discretion when dropping off your student's forgotten items or asking the office to interrupt the class. We do the best we can to minimize classroom interruptions

### **EMERGENCY SCHOOL CLOSINGS**

If school needs to close early, we will use the Autodialer System to call you. **It is essential that the school office have your current home and work numbers.** Every effort will be made to contact you. **However, it is always wise to make arrangements with a neighbor so that if you are not home, your child will know where to report in case of early dismissal.**

School closings or delayed openings due to inclement weather will also be announced on the following radio stations: WCOJ (1420AM), WILM (1450AM), and KYW (1060AM), as well as the following television stations: Fox TV (Channel 11), Action News ABC (Channel 6), NBC (Channel 10), and KYW News (Channel 3). Our school district number is 851. Check our district web page, Facebook, and Twitter as well. Information can be obtained by calling the district telephone number (484-266-1000). You will also receive an Autodialer call from the district regarding school closings or delayed openings.

### **ASSESSMENT**

In accordance with the recommendations of the Superintendent of Schools and the School District Administration, the School Board has approved a district-wide testing program designed to provide information concerning the proficiency of all children in the District on standardized tests of academic achievement and aptitude. This is in addition to classroom assessments that all teachers administer on an on-going basis to help inform instruction.

The results of these tests provide a continuing record of each child's academic progress in comparison with national and local norms. They are also an invaluable aid to your child's teacher and counselor in diagnosing individual strengths and weaknesses in order to provide more effective instruction. During the coming year the following tests will be administered at your child's level:



**Dynamic Indicators of Basic Early Literacy Skills (DIBELS Next)** – administered in the Fall, Winter and Spring or more frequently to all students in grades K through 3 as a measure of reading progress.

**Benchmark Math and ELA Testing**– administered a few times a year in grades 3 through 5 as an assessment of reading skills and math, specifically used to inform instruction.

Your child’s scores on these tests will be checked carefully and maintained in the school record as long as your child attends school in this district. No individual or agency outside of the West Chester Area School District will be permitted to inspect your child’s school record without your written permission. However, should your child transfer to another school district, you will be notified of the transfer of his or her permanent record to the new school system. Should you wish to examine your child’s record file at any time, you may arrange to do so by making an appointment with the principal’s office.

Report Cards will be available on the parental portal at the end of each trimester. Please see district calendar.

#### PSSA State Testing

Grades 3, 4, & 5	PSSA ELA & Math	Spring 2018
Grade 4	PSSA Science	Spring 2018

### HEALTH CARE

#### Healthy, Happier Children

Children should attend school **only** when they are well enough to participate in all regular classes and recesses. There are, however, exceptions such as broken bones, post-surgery, etc. **Sending a child to school when he/she is not well is unfair to the child, the teacher and the classmates.** Fever, diarrhea and vomiting **should have subsided (un-medicated) for at least 24 hours** to prevent the spread of infection.

The school nurse has prepared the following general rules on illness and absence.

- Diphtheria** – As per your pediatrician and Health Department requirements
- Measles** – As per your pediatrician and Health Department requirements
- Mumps** – As per your pediatrician and Health Department requirements
- Pertussis** – As per your pediatrician and Health Department requirements
- Rubella** – As per your pediatrician and Health Department requirements
- Chicken Pox** – As per your pediatrician and Health Department requirements
- Respiratory** - (Includes scarlet fever) – 24 hours from the institution of appropriate antimicrobial therapy and/or judged non-infective by the school nurse or student’s Health Care Provider.
- Streptococcal Infections** – 24 hours from institution of appropriate therapy and/or judged non-infective by the school nurse or student’s Health Care Provider.
- Acute Contagious Conjunctivitis** - until judged non-infective by the school nurse or student’s Health Care Provider.
- Ringworm** - until judged non-infective by the school nurse or student’s Health Care Provider.
- Impetigo** - twenty-four hours from institution of appropriate therapy and/or judged non-infective by the school nurse or student’s Health Care Provider.

<b><u>Pediculosis</u></b> - <b>(Head Lice)</b>	until judged non-infective and <b>nit free</b> by the school nurse or student's Health Care Provider.
<b><u>Scabies</u></b> -	until judged non-infective by the school nurse or student's Health Care Provider.
<b><u>Tonsillitis</u></b> -	twenty-four hours from institution of appropriate therapy.

Taken from "Regulations of Communicable and Non-communicable Diseases" Commonwealth of PA, Department of Health

Please remember that the school nurse is not permitted to diagnose illness or injuries. **Do not** send your child to school expecting this to be done. Injuries occurring at home cannot be dressed or re-treated by the school nurse.

**Medication Policy:** To avoid confusion concerning the administration of medication(s) during school hours and/or school activities, the following requirements **must** be met before any medication will be administered to our child while he/she is in school and/or after school activities. For the safety of all students, it is essential that all medications are stored in a locked cabinet in the Nursing Office.

**ALL PRESCRIPTION MEDICATIONS:** Daily, Temporary, Short-Term & Occasional

1. A Health Care Provider's (**MD/DO, CRNP**) **written order** for the nurse must accompany the medication, including, date, time of medication and dosage. A new order is required at the start of each school year. A pharmacy label and/or a stamped order **do not** meet the state requirements of a written HCP's signature. A new prescription order is also needed for any medication dosage or time change. When a medication is discontinued, we also request the parent/guardian provide us with a written order from the Health Care Provider.
2. A **parent/guardian note** and/or signature requesting medication administration as prescribed by the Health Care Provider must be provided.
3. Medication must be clearly labeled in the **original, most current container** from the pharmacy and label must include: Student's Name, Medication, Dosage, Instructions for Administration, Health Care Provider's Name. We suggest the pharmacist supply two labeled containers, one each for home and school.

**NON-PRESCRIPTION MEDICATIONS**

1. A Health Care Provider's (**MD/DO, CRNP**) **written order** for the nurse must accompany any medication other than generic Tylenol, antacids, and Benadryl for serious allergic reactions. (WCASD nurses already have standing orders for those three products from the district's consulting physician). For example, a parent could provide the nurse at the start of the year with Advil and a doctor's "PRN" order to "give student Mary X Advil 200 mg. q4 hours as needed for pain."
2. A **parent/guardian note** requesting the medication administration with instructions must be provided.
3. For your child's safety, medication must be in the original, labeled container. The expiration date must be evident.
4. Only over the counter medications described in the current edition of the PDR for non-prescription drugs will be administered.
5. Requirements also apply to homeopathic remedies and dietary supplements.

**NO DOCTOR'S ORDER = NO MEDICATION GIVEN**

Medications given less than 4x/day should be administered at home, unless otherwise ordered by the Health

Care Provider. Please notify your school nurse of any changes in your child's health status so that they can provide the best care. All information provided to a nurse is kept confidential.

## GENERAL INFORMATION REGARDING LICE

Your school nurse needs your help and vigilance in keeping pediculosis (head lice) from becoming a problem at your child's school. Lice are contagious and may spread rapidly if proper treatment is not begun immediately. Lice have nothing to do with being "clean or dirty". Anyone can get lice. Please read the following prevention measures to help keep lice under control.

### Home Care:

- Check your child(ren) routinely, at least once per week and treat if signs of lice occur. Long flowing hair should be braided or "tied up" to avoid contact with other heads.
- Notify your school nurse of any lice infestations and your child's playmates/friends who may have had exposure. Your confidentiality will be respected.
- Notify your daycare/babysitting facility of any lice infestations.

### Overnight Visits:

- Check heads before allowing visits. If lice/nits are found, notify parents/guardians/school nurse.

### Lockers/School Closets:

- Provide a cinch-type plastic bag for hats/coats/gloves that may be hung on locker/closet hooks to keep clothing isolated.

### Extracurricular Activities:

- Be cautious in public locker rooms.
- Use a cinch bag for clothing in locker rooms.
- Be cautious of movie theater upholstery.
- Be cautious of shared helmets/hats/sleeping mats, etc.

**Please visit your school's medical office for information/tips regarding pediculosis (lice). Most treatments are over-the counter and very effective.**

### Exclusion from Gym Classes or Recess

Exclusion from gym class or recess requires a note from the doctor stating the reason and how long the child is to be excluded.

### Emergency Cards

List the name and phone number of another *local* person who we can call in case you cannot be reached.

Please **do not** list anyone who lives some distance away.

**IMPORTANT: Please see the link below regarding the Pennsylvania Department of Health's school immunization requirements.**

[Changes to Immunization Requirements](#)