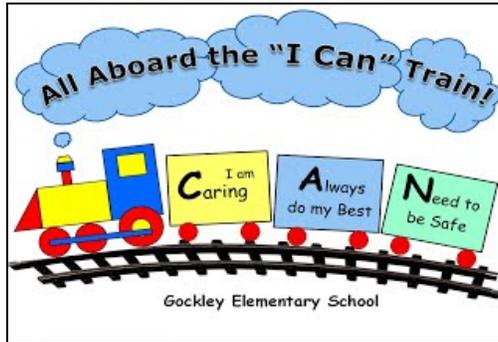


Gockley Elementary School



Clarence M. Gockley Elementary School Policies and Guidelines

DEAR PARENTS AND STUDENTS,

Welcome to Clarence M. Gockley Elementary School. We are looking forward to an exciting and successful school year. We have prepared this information so that we may bring about a better understanding between the school, parents and teachers. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience. Please take time to read this information thoroughly.

On behalf of the faculty and staff, we would like to extend an invitation to you to visit our school, attend your child's programs and become an active member of the WC-PTO PLUS. We are happy to have you and your child with us at Steckel Elementary School.

Sincerely,

Mrs. Denise Saylor Mrs. Bethany Koenig
Gockley Principal Gockley Assistant Principal

SCHOOL HOURS

Regular School Day.....8:50am - 3:15pm

Our doors open at 8:35am and we begin dismissing at 3:00pm.

Classes begin at 8:50am. For those students who ride with parents, we ask that they arrive at school no earlier than 8:35am. Adult supervision begins at 8:35am. Students arriving after 8:50am will be marked tardy and require an excuse note. Unexcused tardies will be marked by the minute. Minutes accumulate to days for truancy purposes.

If you transport your child, the drop off/pick up area is located at the back of the building.

PARENT PICK-UP PROCEDURE

After pulling into the car line at the back of the school, parents remain in their vehicles and staff members assist students in and out of cars. Parents will have a rearview mirror tag with a

number on it; your child will have a card with the same number attached to their backpack. There will be a designated day before school starts for parents to come to Gockley to get their car tags. Students will wait in the cafeteria during the parent pick-up process. Two staff members will be outside to assist students in walking to and entering cars.

Pick up notes letting teachers know students will be picked up **MUST** still be sent each time a student is being picked up. If a student is being picked up every day or the same days each week; one note to the teacher on the first day of school will be enough. Your child will then be added to the "pick-up" list for the entire year. Without a note, students will not be in the pick up line and go home on their assigned bus. If you call during the day for your child to be picked up and you do not have a car tag, you will need to come into school to pick up your child.

If during the school year you need a car tag for pick up, you will need to stop into Gockley and we will give you a tag. The parent/guardian must provide their ID and inform the school of the main person that will be picking up. You will receive 2 parent car tags and 2 student cards. If you choose to give the 2nd car tag to another adult to use for pick up, that is your choice. Please place one of the student cards, preferably on the outside of the child's backpack. The second card can be kept at home or in their backpack.

RELEASE OF STUDENTS

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the office to sign out your child. For your child's safety, the school will not release a child to anyone who has not sent written communication to the school. A photo ID is required. Students leaving school early unexcused will be marked unexcused by the minute. Minutes accumulate to days for truancy purposes.

BUS REGULATIONS/TRANSPORTATION

Please notify the office in advance if there is to be a change in the transportation of your child. If no notification is received, your child will follow their regular method of getting home. Please make all attempts to establish a healthy routine for your child.

Riding the school bus is a privilege. Improper conduct on the buses or at the bus stop will result in a bus referral and office consequences if necessary.

Parents are responsible for the conduct of their children at the bus stop, from home to the bus stop, and from the bus stop to their home. The school's authority extends within the areas between the bus stop and the student's residence. Therefore, misconduct at the bus stop or within the walking area may also result in the loss of bus privileges.

Only regularly scheduled bus students are to ride the school buses. Students are not allowed to ride a bus other than their assigned bus unless a note is provided by the parents.

Bus students are required to go directly home upon dismissal from the bus. Mr. Jeff Bauder

makes all bus assignments and must approve all bus changes. Mr. Jeff Bauder may be reached at transportation at **610-437-4780**.

CELL PHONE POLICY

Students are permitted to have cell phones. They must be turned off and placed away in backpacks during school hours.

INCLEMENT WEATHER-EMERGENCY CLOSINGS

The Whitehall-Coplay School District is prepared to implement one of three inclement weather plans. (1) The complete closing of all schools for the day. (2) The delayed opening of all schools. (3) The closing of all schools during the day for safety purposes. When the District implements any of these plans you will be notified with a phone call from the school's telephone messaging system as well as broadcast on local radio and television stations. Please tune into 790 AM, 1320 AM, 1470 AM, 95.1 FM, 99.0 FM, 100.7 FM or channel 69 TV during inclement weather. Do not call your child's school for closing information.

LUNCH/BREAKFAST

The elementary school children eat between the hours of 10:45 a.m. and 1:30 p.m. Each lunch period is thirty minutes in length.

For your child's safety, we ask that no glass containers or knives be used when packing your child's lunch.

Our breakfast door opens at 8:35 a.m. daily.

ATTENDANCE

The Whitehall-Coplay School District is committed to providing a positive learning environment for all students. It is necessary that students be in attendance at school in order to receive all the benefits of daily instruction. Achievement depends upon the presence of the student in the classroom on a regular basis. Regular attendance also maintains continuity of instruction and fosters classroom participation.

COVID-19: Any absences accrued due to mandatory quarantine orders will be considered Excused/Lawful absences as dictated by [Board Policy #204](#). Be advised, students and parents are required to monitor signs and symptoms of illness on a daily basis. For guidance on daily student screening, due to the evolving nature of state regulations and guidelines, please refer to the current [PA Department of Education](#) for additional guidance. Please contact Gockley Elementary Administration immediately if your child has been ordered to quarantine.

All children are expected to be in attendance each day unless they are ill or a family emergency arises. When your child is absent, parents should notify the school by 9:00 a.m. with the reason for absence. For security reasons, our district will make an automated phone call and email notification if your child is marked absent by their teacher. This automated call/email will be made regardless at around 10am.

An excuse note is required upon returning to school within 3 days of the absence. All

absences are unexcused until an excuse note is provided to the school. This note determines the legality of absence. To submit excuse notes you can click on the link within the automated email notification you receive, a note can be given to the classroom teacher, faxed or emailed to our attendance secretary, Peggy Lalik at (fax) 610-433-2241, (email) lalikp@whitehallcoplay.org. When absences are deemed truant, legal and disciplinary actions may follow; these actions are in accordance with the PA School Code and the PA Department of Education.

We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. Tardiness interrupts your child's instructional time. Parents should accompany their child to the office when he/she is tardy. Students arriving at school after 8:50am will be marked tardy. Unexcused tardies will be marked by the minute. Minutes accumulate to days for truancy purposes.

A trip form/emergency leave form must be completed for family trips ten (10) days in advance. Policy allows trips up to 7 days total per school year. These absences must be approved by the school principal and may be denied if the student's current rate of absenteeism is high. Students are required to make-up all assigned work during their absence.

LAWFUL ABSENCES

Attendance shall be required of all students. A student may be excused for temporary absences when a principal or teacher receives satisfactory evidence of:

Illness	court appearances
religious holiday	medical or dental appointments
Quarantine	death in the family

TRUANCY

Any student who is absent from school must present to the teacher a written excuse for such absence within three (3) days of the student's absence. Excuses must be written and signed by the student's parent/guardian and must contain the following information:

Full name of student	Student's grade level and homeroom
teacher	Reason for absence
Date(s) of absence	Signature of parent/guardian

Failure to submit an excuse will result in an illegal absence and after three (3) illegal absences from school, a truancy warning letter will be mailed home to the parent/guardian. This letter will show the dates truant and the parent is offered to attend an Attendance Improvement Conference. The parent/guardian may also be contacted via phone by administration. When a student accumulates a 4th unexcused school day, administration will contact the parent/guardian via phone to schedule a Truancy Elimination Plan meeting. A second letter will be sent home with this information. On the 6th illegal absence, parent/guardian will be notified and a citation will be filed with the SRO.

EXCESSIVE ABSENCE

After sixteen (16) days of absence from school in any given school year, a student will be

required to present an excuse from a medical professional for future absences from school. Parents/guardians will receive notification (Excessive Absence Letter) by regular mail that such a medical excuse is necessary. If a medical excuse is not provided, the absence will be considered illegal.

TARDINESS

A student arriving at school after 8:50 a.m. and prior to 12:05 p.m. is considered tardy to school unless that student arrives via a school bus. A student who is late must report to the attendance office or the main office. Unexcused tardies will be marked by the minute. Minutes accumulate to days for truancy purposes.

HOMEWORK

Parents may request **homework** from the school by calling the office at 610-433-7551 between **8:15-10:30 a.m.** Whenever a student is out more than one day, it is expected that arrangements will be made for missed work to be made up by students. Homework will be available for pick up at the front reception desk from 2:00 – 4:00 p.m.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

All staff have been trained in our school-wide positive behavior support system. This program uses a common language to teach behavioral expectations with positive statements. Our school teaches students about these expectations in all of our school areas through the “ I CAN Train”: Students are expected to be **Caring, Always Do Their Best,** and understand the **Need to Be Safe.** The program has a continuum of procedures for encouraging these expectations through a comprehensive multi-tiered acknowledgement system.

Our program also has a plan in place to discourage behaviors and promote consistency. Below is our leveled behavior system and possible consequences to increase positive behaviors.

Level I/Level II Behaviors are minor rule violations that will result in an immediate verbal correction with a possible office consequence/referral:

Inappropriate Language	Disrespect
Defiance	Insubordination
Physical Contact	Minor Dress Code Violation
Misuse of Technology	Consistent Missing of Homework

Students who engage in **Level I/Level II** behaviors will be asked to identify inappropriate behavior and describe the appropriate replacement behavior. Students may receive a mild consequence delivered by the teacher or staff member designed to discourage the inappropriate behavior from occurring in the future. **Consequences for Level I/Level II Behaviors** may include, but are not limited to:

Verbal Correction	Apology
Detention	Loss of Privileges

Level III Behaviors are major violations that violate the dignity, well-being, and safety of another person. These behaviors will not be tolerated and will result in an office discipline referral. Level III behaviors may result in suspension, but may also be corrected using a variety of possible consequences:

Inappropriate Language	Cheating
Technology Violation	Theft
Major Dress Code Violation	Overt Defiance
Vandalism	Bullying
Physical Aggression/Fighting	Disrespect to Staff/Adults
Forgery	

Students who engage in **Level III** behaviors will be referred to the principal for immediate corrective action. After consulting with the parents and appropriate school personnel, the principal will issue appropriate **Consequences for Level III Behavior** and facilitate corrective action designed to help the student improve his/her school behavior. These may include:

Verbal Correction	Restitution
Detention	Written Apology
Loss of Privileges	Behavior Contract
Suspension	

ILL CHILDREN

If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency numbers you have provided. Please remember, we cannot keep seriously ill children or children with a fever in school. Students must be fever free for 24 hours without medications before returning to school.

MEDICATION/NURSE

With the exception of medications listed as standing orders, medication cannot be administered by the school nurse without a completed Medication Dispensing Form. [The Medication Dispensing Form along with all health forms are located in the "Health Forms" icon under Popular Links on the school website home page.](#)

The medication must be sent in the original container labeled with the child's name along with the Medication Dispensing Form. The Medication Dispensing Form must be signed by both the doctor/ health care provider and the parent/ guardian for both prescription and over-the-counter medications. No medication will be administered in school without a completed form.

Children who become ill during the day will be sent to the nurse. The nurse will provide immediate care and first aid, and will contact parents/ guardians as necessary. Please do not send your child to school if he/ she has a fever in the past 24 hours or has had diarrhea or vomited in the past 12 hours. The school nurse may not diagnose any illness. The nurse will

make a determination as to whether the child may remain in school or will need to go home as well as if the child needs further treatment by a physician/ healthcare provider.

CARE OF PROPERTY

1. Clothing identification - Please label all clothing with your child's first and last name.
2. Money - Please discourage your child from bringing more money to school than what they need to spend at school each day.
3. School books and materials - There will be no charge for student textbooks and related items. All parents should understand however, that their children are responsible for the care and safekeeping of all provided materials. Students will be required to pay for lost and/or damaged items issued by the school.

DRESS GUIDELINES FOR SCHOOL

As we pick out our clothes for the school day, please keep the following dress guidelines in mind. They have been established to be sure that all students dress appropriately for school, as well as avoid any type of attire that may be unsafe...such as when playing outside, walking up and down stairs, or running. If you have any questions about these guidelines, please do not hesitate to contact the school principal.

It is requested that parents follow the guidelines below:

- ★ Tank tops should cover the shoulder (no spaghetti straps)
- ★ Shorts and skirts should be of a modest length.
- ★ Flip-flops are not permitted for safety reasons.
- ★ A back strap is strongly recommended and toes covered for footwear.
- ★ Clothing graphics and print must be appropriate for a school setting
- ★ Sneakers are required for gym days

Thank you for your continued support. We are all part of the same team - one that strives to meet the needs for success of all students!

PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning their school progress.

Parents are to call for an appointment with the teacher when needed. When parents use class time, it is not fair to the rest of the class. Parents and all visitors are to report to the office when visiting the school.

All parents are invited to a parent-teacher conference at the end of the first marking period in November.

ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM AND NETWORK

The acceptable use of the electronic communications systems and network policy is available for review on the district website at www.whitehallcoplay.org. Click on the "Technology Policy" link. Any/all updates to the policy shall be posted at the above mentioned web site. Persons who cannot access the policy online can request a paper copy in the school office. It is

the responsibility of the student and parent/guardian to read the policy. This policy and any/all updates and/or additions shall remain in force through the student's school career with the Whitehall-Coplay School District. Students are required to follow the policy and any supplements that may be added hereto as amendments or additions.

DISTRIBUTION OF INVITATIONS

Invitations may only be handed out in class if ALL students in the classroom will be receiving an invitation. In other cases, parents are asked to use the regular mail to send invitations.

WELLNESS POLICY/BIRTHDAY/PARTY TREATS

We do not allow cupcakes or edible items for birthday/party treats. Please communicate with your child's teacher for different options. Please review the District's wellness policy on the District website: www.whitehallcoplay.org, under District go to District overview, click on WCSD Policy Manual, go to #200-Pupils, then policy #246 school wellness.

WITHDRAWAL OF STUDENT/ADDRESS CHANGES

If you are moving and are withdrawing your child from school, please call a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Your cooperation is greatly appreciated.

Parents of students who move within the school district during the year need to notify the district registrar Michelle Khouri at 610-437-4780. Proof of residency is required and must be submitted to Mrs. Khouri within 1 week.

McKinney-Vento

The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

Students in homeless situations have the right to:

- Be identified as homeless and receive Title I services and other support to ensure their academic success.
- Be immediately enrolled in school despite their unstable housing situation and despite their inability to produce documents ordinarily required of students who have a permanent residence.
- Receive assistance in procuring school records.
- Be allowed to stay in the school they attended when they became homeless or the school in which they were last enrolled (called school of origin).
- Be transported from their current place of residence to the school of origin to reduce the need for them to transfer from school to school.
- Receive free school nutrition.
- Receive referrals to medical, mental health, dental, and other appropriate services.

- Receive assistance in acquiring school supplies, standard dress or uniforms, backpacks, and other provisions needed to succeed in school.

If you are experiencing homelessness, please contact our district's Homeless Liaison, Mr. Christopher Schiffert at schiffertc@whitehallcoplay.org.