



GOVANS ELEMENTARY SCHOOL

A Baltimore Curriculum Project Charter

Family Handbook
Table of Contents

FAMILY HANDBOOK

2021-2022



Message from the Principal 3

The Govans Code of Conduct & Mission and Vision 5

School Uniform, Dress and Appearance Code 6

Arrival of Students 6

Dismissal of Students 7

Attendance 8

Grading Policy 9

Honor Roll 9

Discipline 9

Cell Phone Policy 9

What Should I Do if I Have a Problem Concerning My Child? 10

School Visitation Policy 10

Parent Teacher Organization (PTO) 12

School Calendar 13-14

Message from the Principal

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Govans Elementary School. The faculty and staff join me in saying we're happy to have you as part of the Govans family. We know this will be a successful and satisfying year for you.

The pages of this Family Handbook are filled with important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office at (410) 396-6396. We feel that open and clear communication between school and home is important to the success of our educational program.

It is the intent of the faculty to lead students toward being disciplined, productive, informed, and fulfilled individuals. To achieve these ideals, mutual respect and understanding must be present in the learning process on the part of all participants – the faculty, students, parents, and community.

Sincerely,
Mrs. Bernarda Kwaw
Principal

Govans Code of Conduct

I am Respectful
I am Open to Success
I am Always Ready
I am Responsible



ROAR!

CODE OF CONDUCT PRINCIPLES

1. I respect others and myself. I am kind and courteous. I demonstrate positive verbal and nonverbal communication and positive behavior.
2. I am responsible for my behavior and its consequences.
3. I come to school on time, focused, and prepared to work.
4. I demonstrate behaviors that promote a clean, safe, and civil learning environment.
5. I respect school property and the property of others.
6. I present myself in an appropriate and orderly fashion at all times and in all settings.
7. I demonstrate personal honor and integrity at all times.

Our Mission

To increase the academic achievement of all students in partnership with the entire community by ensuring all students receive quality education and the tools to become productive, responsible citizens.

Our Vision

To create an environment that is safe, nurturing, and committed to students reaching their fullest potential.

School Uniform, Dress and Appearance Code

Govans Elementary is a school where uniforms are required. All students are expected to come dressed in their uniforms daily. Our uniforms are going through a transition this year. We will continue to allow white tops and navy blue bottoms. However, we will transition to navy blue polo shirts and khaki bottoms.

All students in attendance are expected to maintain a personal appearance that is socially acceptable. Clothing considered inappropriate includes any items with inappropriate themes or language. Footwear, such as slippers, flip-flops, open-toe sandals, etc., are NOT allowed during the academic day or school-sponsored activities. Students must be fully clothed. Undergarments shall not be visible. Bare midriffs are not permitted. Suggestive patches or flags are not permitted on clothing. Students are also not permitted to walk the hallways with articles of clothing around their waist. Wearing such items during the school day presents safety hazards, and these items are not part of the specified dress code. Students may wear fanny packs to hold hand sanitizer, extra masks, feminine products, etc.

Cosmetics are not appropriate at the elementary level. Wearing hats or hoods during the school day is not permitted. The dress code is in effect for all school activities, field trips, and functions which come under the jurisdiction of the school.

Arrival of Students

Breakfast

At 7:25am, breakfast will be available. The cafetorium is located in the rear of the building along Clearspring Road. All Govans students will enter the building for breakfast through the playground doors, which are the doors on Campbell Lane. Students will report immediately to the cafetorium for breakfast. Breakfast will be served until 7:45am.

Morning Recess

At 7:30am, students in grades 1 through 5 will be escorted to the gym for morning recess. Pre-K and K will remain in the cafetorium.

At 7:45am upon the ringing of the first bell, teachers and paras in grades PK-K will report to the cafetorium to pick up students. Teachers and paras of grades 1-5 will report to the gym to pick up students.

Early Arrival

Students may enter prior to 7:25am if a teacher or administrator issues an early morning pass. The teacher or staff member assumes responsibility for those students until 7:45am. Teachers must give students passes in order to be admitted early.

Dismissal of Students

Bus Riders

All bus riders will meet as a group in the BUS DROP OFF AND PICK UP ZONE located in the front of the school near the main entrance. Bus riders will be picked up by bus monitors by 2:20pm and will convene in designated areas with their bus monitors until their bus arrives.

Grade Level Exits

All Pre-Kindergarten and Kindergarten students who do not ride a bus will line up in Vestibule B (right inside the playground doors) with their teachers and classroom assistants. Students will remain with their teachers and classroom assistants until a designated person comes to the playground door and picks them up after communicating with the teacher.

All 1st through 3rd grade students who do not ride a bus will line up in the gymnasium and wait in lines with their teachers. Students will remain with their teachers and classroom assistants until a designated person comes to the gym door and picks them up after communicating with the teacher.

All 4th and 5th grade students who do not ride a bus will exit out the Stairwell C doors located on the south end of the building. These students are expected to walk home on their own and/or pick up younger siblings at the direction of their teacher *unless* the parent has notified Govans staff of other arrangements.

General Expectations

Any students who are not picked up by 2:35pm should be escorted to the main office (or overflow room, if applicable). Parents of students not picked up will be contacted by the office staff.

After a record of consistent late pick-ups, parents may be sent a CPS letter.

Early Dismissal

If it is necessary to request early dismissal, the main office staff will call the classroom for the student upon the parent's arrival and will request that the child be sent to the main office. The parent will wait in the main office for the child. When picking a child up from school early, the parent must sign the Early Dismissal Book in the main office.

There will be early release days every first Wednesday of each month for Professional Development, except September and June. Students will be dismissed at **11:25 a.m.** Lunch will be provided for your child.

Cancellation or Delayed Openings

Schools may be closed, or the opening may be delayed, during periods of inclement weather or emergency situations. Please check the City School's website or local news outlets. On days where the opening of school is delayed, there will be no breakfast served.

Guidelines About Early Dismissal In Hot Weather

Hot classrooms pose challenges for teaching and learning, particularly in schools with inadequate or no air-conditioning. BCPS will be working with principals and custodians to get daily temperature readings for each classroom. BCPS has compiled a list of ["non-AC" schools](#) that will dismiss early if the heat index reaches 100 degrees by 10:30am, or if most classrooms in the majority of non-AC buildings reach 85 degrees (and students can't be relocated to cooler areas). Staff will be informed of any dismissal changes as soon as word is received from BCPS.

Note: Govans does not expect to be on the "Non-AC" list.

Attendance

The school day begins at **7:45 a.m.** and ends at **2:25 p.m.** If your child is having breakfast at school, breakfast begins at **7:25 a.m.**

All students are expected to attend school five days a week and every class in which they are enrolled. As always, if students are sick, they should stay at home until they are well and should be marked with an excused absence for each day they are out sick (a note must be submitted by the parent/guardian, as usual).

If a student is quarantining due to COVID-19 and that student is sick, the student should be marked with an excused absence, as with any other illness. As usual, the parent or guardian must submit a note in order for the excused absence to be granted.

Students who are quarantined but not sick will be given work to do at home and will be engaged regularly throughout the quarantine period by school staff. These students will be marked present, assuming they engage and do the work accordance with the expectations set by the school.

The Compulsory Attendance Law of the State of Maryland requires students between the ages of 5 and up to 16 attend school each day unless there is a lawful reason for being absent. The law states that it is the parent's responsibility to see that his/her child is in school daily and on time. Please send an absence note with your child when he/she returns to school.

Grading Policy

Govans Elementary School is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair process for evaluating and reporting student progress that is understandable to students and their parents/guardians and relevant for instructional purposes.

Tracking Student Progress

Students and families will receive a syllabus from the teacher highlighting grading practices for the course or grade level within the context of this policy.

All teachers will use Infinite Campus as their official gradebook and, with the exception of resource classes or when assignments take more than a week to complete, will enter at least two classwork or participation grades per week and one formative assessment every two weeks.

Parents and students can track grades using the Infinite Campus Parent Portal, which can be accessed by receiving an access code from the main office and visiting www.baltimorecitypublicschools/campus-portal.

Honor Roll

Students will be recognized quarterly for academic achievement. In order to be on the Honor Roll students must be reading on or above grade level and have all Ps (K & 1st) or Es and Gs (2nd-5th) in academic subjects.

Discipline

Govans Elementary follows the Discipline Policy identified in the *Baltimore City Public Schools 2021-2022 Code of Conduct Handbook*. Please refer to the handbook for information in reference to the school's handling of disciplinary actions.

Cell Phone Policy

In accordance with the Baltimore City Public School System policy on electronics and cell phone usage, if a cell phone or electronic device of any kind is seen and/or heard by any adult in the building, it will be confiscated and only returned when a parent/guardian comes to school to sign for it. If a student is found with their cell phone or electronic device a second time, it will be confiscated by a principal and not returned after a meeting with the principal. Additionally, no headphones, earbuds or handheld devices are allowed during the school year and will also be confiscated, unless authorized by a teacher.

Students can bring a cell phone into the school, but the phone must be turned off prior to entering the building. Phones are not permitted to be turned on during recess, field trips, etc. If a teacher hears or sees the phone, the phone will be taken from the student. If the student has the phone in

their pants pockets, and a large portion of the phone is showing, the phone will be taken from the student. If you can see an outline of the phone, but not the phone itself, this is acceptable.

Questions pertaining to the information included in our Family Handbook should be directed to the Govans Elementary School Administration Team.

What Should I Do if I Have a Problem Concerning My Child?

Step 1: Make an appointment to see the teacher. Give the teacher the courtesy of being aware that a problem exists.

Step 2: If the parent and teacher cannot solve the problem, make an appointment to see the principal and a conference will be arranged.

Step 3: If the parent, teacher, and principal cannot resolve the problem, refer the problem to the Command Center located at 200 E. North Ave., Baltimore, MD 21202 (North side of East North Avenue between St. Paul and Greenmount); contact: 443-984-2000.

School Visitation Policy

Visitors

PHOTO ID REQUIRED. Per Baltimore Curriculum Project (BCP), if an individual plans to visit our school, he or she must present a photo ID. After scanning the ID, office staff will provide a photo identification badge to wear and keep visible at all times while the visitor is in the building or on the grounds. If staff members see a visitor in school or on the grounds without a valid VISITORS PASS, please kindly address the visitor and request to see their pass, or report the observation to an administrator or office staff member immediately. Thanks in advance for cooperating and helping to keep our school safe and secure.

School Visitations and Parent-Teacher Conferences

Any parent or visitor who wishes to proceed beyond the main office must sign into the visitor's log and obtain a visitor's pass. This is not only Govans Elementary School's policy but also Baltimore City Code Article 24, Section 21, which is posted in the main lobby. The City Code states, "It shall be unlawful for any person to enter any public school building owned or leased by the City of Baltimore or its agencies without immediately registering at the office of the Principal or other designated head of that school."

Scheduled Conferences

Any parent who would like to meet with a teacher or administrator is welcome to contact the office. The office will notify the classroom teacher who will arrange a meeting time with the parent. Typically, conferences are scheduled for before or after school or during the teacher's planning time.

When a parent has a scheduled conference with an administrator or teacher, the main office staff will contact the administrator, announce the parent's arrival, and issue a pass to the meeting room. The administrator will receive the parent and facilitate the conference.

Scheduled Visitations

Parents who wish to spend time observing their child's classroom are asked to schedule such visits in advance with an administrator or teacher. In this case, parents are asked to sign into the main office visitor's log and obtain a pass to the meeting room, where an administrator will facilitate the classroom visit when needed.

Unscheduled Conferences

At times parents come to school during the school day or before or after school requesting to have an impromptu conference with a teacher. Typically, it is extremely difficult to accommodate these requests. Teachers cannot be interrupted for conferences during instructional time or during times when they are supervising children. Additionally, they are usually involved in classroom planning and preparation before school. During after school hours, many teachers are involved with coach classes, committee meetings, student clubs, faculty meetings, scheduled parent conferences, or personal obligations such as university courses or childcare. Therefore, scheduling a parent-teacher conference is the most effective way to ensure a productive meeting.

Also, many questions or concerns can be expedited through a telephone conference. We encourage parents to call the school to request that a teacher contact them. If any parent does not receive a return call from a teacher within a reasonable time, *Mrs. Kwaw encourages the parent to call her at (410-396-6396) so that she can intervene.*

Unscheduled Classroom Visitations

As stated above, we strongly encourage scheduling classroom visitations in advance. If, however, a parent requests a visitation (for observational purposes only) that has not been scheduled, Mrs. Kwaw will confer with the teacher to determine if a visitor can be accommodated in the classroom at that time. This includes parents who have escorted their child into the school building in the morning.

We greatly appreciate parents and guests adhering to these procedures. They are intended to protect the safety of our children, the integrity of instructional time, and the professional duties of teachers.

Please remember that due to our continued safety measures and practices, ONLY STUDENTS will enter the school during drop off and throughout the school day. Parents and families are expected to share hugs and kisses before children enter and allow children to enter and exit independently with the help of a staff member. If there is a need to enter the building, parents/guardians have been informed to please make an appointment. We thank everyone in advance for their continued understanding and support on this expectation.

Volunteers

To become a volunteer at Govans Elementary School, you must REGISTER on-line with the Baltimore City Public Schools Partners in Education Portal (PIE PORTAL.) You must be fully vaccinated for COVID-19. You may require a background check depending on your volunteer assignment, that is, working alone or one-one-one with children. If so, an email will be sent to you once you are REGISTERED in the PIE PORTAL that will invite you to set up an appointment with North Avenue to be fingerprinted. Some volunteer assignments may not require a background check, that is, volunteers are supervised by Govans school staff or those not working with children. All volunteers will be screened against the Maryland State Sex Offender Registry. Please contact the Community School Coordinator for more information @ 410-396-6396 PIE Portal Registration: www.baltimorecityschools.org/volunteers.

Background Checks are processed at:
200 E. North Avenue
Baltimore, MD 21202
Room 120
Hours of Operation: 8:30am-3:30pm
Cost: No cost

Chaperones

If you would like to chaperone a trip with your son or daughter next year, it will be necessary to first go through the process of becoming a Govans volunteer, as above. You must REGISTER through the BCPS PIE PORTAL before you can chaperone or volunteer at Govans Elementary School.

Parent Teacher Organization (PTO)

The Parent Teacher Organization (PTO) is a valuable part of our school program and we encourage parents to support the PTO by becoming active members. Please see Ms. Murphy if you would like to join. The cost is **\$5.00** per person to join. Please refer to the school calendar for scheduled PTO meetings during the school year.

Welcome to the 2021-2022 School Year!

Thank you!

GOVANS SCHOOL



CALENDAR 2021-2022

AUGUST

30 FIRST DAY OF SCHOOL

SEPTEMBER

6 Schools Closed – Labor Day
23 Virtual Back to School Night, 5:00-7:00 pm
24 Professional Development for Staff- Schools Closed for Students
28 Parent Teacher Organization (PTO) Meeting, 5:00-6:00 pm
29 New School Open House Tours

OCTOBER

6 1/2 day of school and Parent/Teacher Conferences, 11:25am dismissal
7 New School Open House Tours
15 Professional Development for Staff—Schools Closed for Students

NOVEMBER

1 Professional Development for Staff—Schools Closed for Students
3 First Quarter Ends
4 Second Quarter Begins
4 New School Open House Tours
5 Professional Development for Staff- Schools Closed for Students
25-26 Schools Closed – Thanksgiving
30 PTO Meeting, 5:00-6:00 pm

DECEMBER

1 Early Release Day/Professional Development for Staff , 11:25am dismissal
14-16 Evening Parent/Teacher Conferences, times TBD
24-31 Schools Closed – Winter Holiday

JANUARY 2022

3 Schools Re-open
12 Early Release Day/Professional Development for Staff, 11:25am dismissal
17 Schools Closed – Dr. Martin Luther King, Jr. Holiday
19 Second Quarter Ends
20 Third Quarter Begins
20 New School Open House Tours
25 PTO Meeting, 5:00-6:00 pm

FEBRUARY

- 2 Early Release Day/Professional Development for Staff, 11:25am dismissal
- 10 New School Open House Tours
- 18 Professional Development for Staff- Schools Closed for Students
- 21 Schools Closed – President’s Day

MARCH

- 2 1/2 day of school and Parent/Teacher Conferences, 11:25am dismissal
- 10 New School Open House Tours
- 22 PTO Meeting, 5:00-6:00 pm
- 25 Third Quarter Ends
- 28 Fourth Quarter Begins

APRIL

- 6 Early Release Day/Professional Development for Staff, 11:25am dismissal
- 11-18 Schools Closed – Spring Break!
- 19 Schools Re-open
- 25 SFC Meeting
- 28 New School Open House Tours

MAY

- 4 Early Release Day Professional Development for Staff, 11:25am dismissal
- 11-13 Window for Evening Parent/Teacher Conferences, time TBD
- 12 New School Open House Tours
- 13 Professional Development for Staff- School Closed for Students
- 24 PTO Meeting 5:00-6:00 pm
- 30 Schools Closed – Memorial Day

JUNE

- 1 Early Release Day Professional Development for Staff, 11:25am dismissal
- 8 Fourth Quarter Ends and Last day of school
(unless there are weather-related closings)
- 9-10 Make Up Days for weather-related closings
- 13-15 Make Up Days for weather-related closings

**Calendar has been updated as of August 27, 2021 to reflect most recent changes.*