



# GOVANS ELEMENTARY SCHOOL

A Baltimore Curriculum Project Charter

# FAMILY HANDBOOK

## 2024-2025



BALTIMORE  
CURRICULUM  
PROJECT

# Family Handbook

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## 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 **R**espectful  
I am **O**pen to Success  
I am **A**lways Ready  
I am **R**esponsible



**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

BALTIMORE CITY  
PUBLIC SCHOOLS
















## CITY SCHOOLS' STUDENTS DRESS FOR SUCCESS

### Important Reminder:

Every school should be enforcing dress code in a way that makes students feel safe, supported, and respected. That means:

- 1 Non-discrimination:**  
Dress code must be enforced equally regardless of a student's identity. That means that students should never be told that they are violating dress code because of their body type, gender identity, gender expression, race, religion, or any stereotypes about these personal characteristics. Schools may not require students to wear or not wear specific attire based on gender.
- 2 Non-exclusionary enforcement:**  
Students cannot be suspended, "sent home," or excluded from school for a dress code violation. City Schools supports schools using other consequences aligned to the Code of Conduct to enforce dress code.
- 3 Body-positive language:**  
School staff should use student-positive, body-positive language and should not touch students when correcting dress code. School police should not be enforcing the dress code.

Students must follow the City Schools Dress Code, including some new rules effective SY 24-25. See below for visual guidance.

NOT PERMITTED			PERMITTED		
 HOODIES (Hood Up)	 HAIR CAPS (Bonnets)	 NON-RELIGIOUS HEAD COVERINGS (Durags)	 HOODIES (Hood Down)	 ATHLETIC HEADBANDS	 RELIGIOUS HEAD COVERINGS
 HATS	 NON-MEDICAL MASKS	 HAIR ROLLERS	 MEDICAL MASKS	 PROFESSIONAL HEADWRAPS	
 OPEN TOE/NO BACK	 Slippers, thongs, "heelys," "flip-flops," and other similar footwear are not allowed.		 CLOSED TOE WITH BACK/STRAP AROUND FEET! *Schools may still require K-5 students to wear fully enclosed shoes		

Baltimore City Public Schools does not discriminate based on race, ethnicity, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy/parenting status, disability, veteran status, genetic information, age, or other legally or constitutionally protected attributes or affiliations, as outlined in Board Policies JBA, JBB, JICK, ACA, ACB, and ACD. Full nondiscrimination notice: [www.baltimorecityschools.org/notice-nondiscrimination](http://www.baltimorecityschools.org/notice-nondiscrimination)

# CITY SCHOOLS' DRESS CODE REQUIREMENTS

Students are expected to dress in a way that is conducive to learning and promotes a safe and supportive academic environment. The following requirements apply to all students at all schools across City Schools.

## General Requirements

- The style of clothes that students wear may not endanger them or other students or disrupt the daily school routine.
- Students may be required to wear certain types of clothing, usually for safety reasons, while participating in classes such as physical education, shop, chemistry, etc., or in curricular and extracurricular classes or activities such as band, choir, dance, drama, theater, or sports.
- Students may not wear clothing or apparel with text, images, or language that is obscene, libelous, slanderous, profane, vulgar, lewd, indecent, or has the intent to bully, harass, threaten, or intimidate, or otherwise cause material or substantial disruption to the operation of the school. Some examples of prohibited attire are clothing or apparel that displays profanity, sexually suggestive statements, or sexual acts, and hate speech, as well as text or images of weapons or that promote illegal drugs, alcohol, sex, gangs, or violence.

## Specific Requirements

These requirements apply to all students during the school day and during school-sponsored activities:

- No pajama-type attire, undershirts or other bedtime attire is allowed, unless approved by the principal for a specific event, such as "pajama day."
- Shoes must have a closed toe and a back or strap. For additional safety for younger students, schools may require K-5 students to wear fully enclosed shoes. **[Updated 2024]**
- No hats, bonnets, durags, hair rollers, or curlers are allowed. Professional head wraps/scarves and athletic headbands are permitted. Hats or head coverings are permitted for religious or approved medical accommodations. **[Updated 2024]**
- Students may wear hoodies to school, but hoods must be off upon entering the building, throughout the school day, and while attending school related functions. **[Updated 2024]**
- Face coverings are not permitted unless for religious or approved medical purposes. For example, ski masks are not allowed, but surgical masks are allowed to prevent spread of illness. **[Updated 2024]**
- Shorts and skirts may not be shorter than fingertip length (the bottom hem of the shorts/skirt should not fall above the student's fingertips when their arms are relaxed at their sides). Halter tops, tank tops, spaghetti straps, muscle shirts, or see-through clothing are not allowed.
- Pants should be worn appropriately at the waist, without undergarments showing.
- No elastic fabric sportswear is allowed, but clothing with elastic waistbands is permitted. **[Updated 2024]**
- No clothing designed or altered to expose undergarments or parts of the body except arms or legs is allowed.
- No undergarments worn as outerwear are allowed. Clothing should be worn so that undergarments, including boxer shorts, thongs, or bras, are not exposed.
- Schools may set approved colors and styles for uniform items and sweatshirts/sweaters/hoodies. However, schools cannot require embroidery or school branding on uniforms unless the school provides free or low-cost uniform items. **[Updated 2024]**
- Jewelry is permitted, but City Schools is not responsible for lost/stolen items or injury resulting from students' jewelry. For additional safety for younger students, schools may set limits on the type and size of jewelry K-5 students are permitted to wear. Watches are permitted, but if they can be used as phones, texting devices, or to access the Internet, they must comply with the rules in Board Policy JICJ (Student Use of Portable Electronic Communications Devices). **[Updated 2024]**
- Sexually suggestive statements, or sexual acts, and hate speech, as well as text or images of weapons or that promote illegal drugs, alcohol, sex, gangs, or violence.

## School-Level Requirements: Govans Elementary School

Schools may create additional uniform guidance if it does not contradict the City Schools dress code.

Govans is a uniform school: navy blue polo shirts and khaki/tan bottoms.

On Fridays, students may be out of uniform but should still follow the dress code guidelines for Baltimore City Schools. All students who are NEW to Govans will receive ONE FREE uniform shirt with our Govans logo.

Families can get free or low-cost uniforms by:

The Govans uniform polo shirt (with the Govans logo) can be purchased at Herman's Discount, Inc. on Greenmount Avenue for \$17.99. The school uniform COLORS are available for purchase from places such as Family Dollar, Forman Mills, Target, Rainbow, and Wal-Mart.



Govans Elementary is a school where uniforms are required. All students are expected to come dressed in their uniforms daily. Students do not need to wear uniforms on Fridays. Students are expected to wear navy blue polo shirts and khaki bottoms. Students may wear sweaters and/or sweatshirts with their uniforms.

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 waists. 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 or small hand bags to hold hand sanitizer, extra masks, feminine products, etc. If such items become a distraction, these items may be confiscated and held in a secure location until needed by the student.

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 only if a teacher or administrator issues an early morning pass. The teacher or staff member assumes responsibility for those students until 7:45am. There are no staff members assigned to supervise students before 7:25am. 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 back of the school building on Clearspring Road. 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 C (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 1<sup>st</sup> through 3<sup>rd</sup> 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 4<sup>th</sup> and 5<sup>th</sup> 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 four early release days - October 17th, October 29th, January 17th, and March 28th. Students will be dismissed at **11:45am**. Lunch will be provided for your child on all early release days.



## **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. BCPSS 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 is not on the "Non-AC" list.*

## **Attendance**

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

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

SCHOOL YEAR 2024-2025

## Grading Philosophy

Govans Elementary School is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair process for evaluation and reporting students 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](http://www.baltimorecitypublicschools/campus-portal).

## Grade Components

In grades Pre-K through 1<sup>st</sup>, student performance will be evaluated based on assessments, classwork, participation, and homework.

- **Assessments** include both formative\* (ongoing) and summative\*\* (ending) ways of assessing student learning with the goal of supporting student growth and success. No single component assessment should be weighted in a manner that it alone could cause a student to fail.
- **Classwork** includes written or oral work completed by a student in the classroom setting.
- **Participation** includes the active engagement of students expressing their ideas in a way that others can understand; their understanding of a topic.
- **Homework** includes all work completed outside the classroom.

In grades 2 through 5, the following components are part of a student's grades and are weighted as follows:

- Assessments = 70% (Formative = 50%; Summative = 20%): This category includes both formative\* (ongoing) and summative\*\* (ending) ways of assessing student learning with the goal of supporting student growth and success. No single component assessment should be weighted in a manner that it alone could cause a student to fail.

· Classwork = 15%: This includes written or oral work completed by a student in the classroom setting.

· Participation/Homework = 15%: This includes, but is not limited to, participation in classroom discussion or group work, the active engagement of expressing ideas in a way that others can understand, a demonstration of understanding of a topic, and activities and all work completed outside the classroom.

\*Formative assessments are built into the curriculum, are more frequent, and are used to monitor a student’s mastery based on the scope and sequence of curriculum and individualized learning.

\*\*Summative assessments assess mastery of a complete set of grade-level standards.

### **Make-up Work Due to Absence**

Teachers will provide makeup work within three (3) school days of the student’s last absence, and students must turn in assignments within seven (7) school days after they are provided by the teacher. The time allowed for makeup work may be extended on a case-by-case basis for extenuating circumstances determined by the teacher.

### **Reassessment**

We understand that students may demonstrate improved content mastery within the course of a grading term. With the teacher’s agreement, a student may retake an assignment that covers the same content that was covered in a prior assignment, and that grade may replace the previous grade. The format must be changed from the prior exam, and the reassessment must occur in the same quarter, prior to the midterm or final examination.

### **Grade Calculations**

Grades are calculated in the following manner:

Type of Course	Grade Calculation
Courses Without Exams  (Govans Elementary does not administer mid-term or final exams)	The Grade of Each Term is Weighted Evenly

Failing Grades: If a student receives an F as a marking period grade, the numerical equivalent of that grade cannot be lower than a 50 when used to calculate the student’s final grade. If a student failed a marking period by earning a 50-59, that score should remain unchanged when calculating the student’s final grade.

## Grading Scales

### Grades Pre-K -1

P = Proficient: 80% - 100%

I = In Process: 60% - 79%

N = Needs Development: Below 60%

INC = Incomplete. The “INC” grade may be used temporarily for students who have been lawfully absent from school and have not had an opportunity to make up missed work prior to the end of a marking period.

L = Late Enrollment. An “L” will be issued when students enroll in a course near the end of a marking period, without available equivalent grades from a prior school to inform the calculation of the marking period grade.

PASS = Pass. A “PASS” may also be used for English Language learners (ELs) in the beginning stages of English language acquisition (WIDA levels 1-1.7, verified in the online student information system) when English proficiency limits accuracy of earned letter grade.

### Grades 2-5

E = Excellent

G = Good

S = Satisfactory

P = Poor

U = Unsatisfactory

E = 90% – 100%	G = 80% – 89%	S = 70% – 79%	P = 60% - 69%	U = 59% or below
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INC = Incomplete. The “INC” grade may be used temporarily for students who have been lawfully absent from school and have not had an opportunity to make up missed work prior to the end of a marking period.

L = Late Enrollment. An “L” will be issued when students enroll in a course near the end of a marking period, without available equivalent grades from a prior school to inform the calculation of the marking period grade.

PASS = Pass. A “PASS” may also be used for English Language learners (ELs) in the beginning stages of English language acquisition (WIDA levels 1-1.7, verified in the online student information system) when English proficiency limits accuracy of earned letter grade.

Please contact our school administrators, academic coaches, or your child’s teacher if there are any questions about your child’s performance.

## **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 (1st) or Es and Gs (2nd-5th) in academic subjects.

## **Discipline**

Govans Elementary follows the Discipline Policy identified in the *Baltimore City Public Schools 2024-2025 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 until 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](http://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, 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 2024-2025 School Year!



## Acknowledgment of Receipt: Family Handbook

Please sign below acknowledging receipt of the Govans Elementary School Family Handbook for the 2024-2025 school year and return to your child's teacher.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Thank you!



# SCHOOL CALENDAR 2024-2025

**NOTE: Updated on July 1, 2024**

## AUGUST

19-23 Faculty, Staff, and Charter Operator Professional Development  
23 Peek at Your Seat! **12:00pm-2:00pm All School Families are Invited**  
26 **FIRST DAY OF SCHOOL FOR STUDENTS- WELCOME BACK!**  
Quarter 1 Begins

## SEPTEMBER

2 Schools and District Offices Closed-Labor Day  
5 Open House Tour for Prospective Families, 9am-10am  
9 Faculty and Staff Meeting, 2:45pm  
16 Instructional Leadership Team (ILT) Meeting, 2:45pm  
19 Back-to-School Night, 5pm-7pm  
24 Parent/Teacher Organization (PTO) Meeting, 6pm-7pm  
30 Distribution Window for Quarter 1 Progress Reports

## OCTOBER

1-2 Distribution Window for Quarter 1 Progress Reports  
3 Open House Tour for Prospective Families, 9am-10am  
7 Faculty and Staff Meeting, 2:45pm  
14 School Family Council (SFC) Meeting, 2:45pm  
17 Early Release Day for Students, **\*11:45am\* dismissal**  
Teacher Workday, Parent Conferences Window  
18 Schools Closed for Students - Professional Development Day for Staff  
21-25 Parent Conference Window for Quarter 1  
29 Quarter 1 Ends  
Early Release Day for Students, **\*11:45am\* dismissal**  
Teacher Workday  
30 Quarter 2 Begins

## NOVEMBER

4 Schools Closed for Students - Professional Development Day for Staff

5 Schools and District Offices Closed-General Election Day  
 7 Open House Tour for Prospective Families, 9am-10am  
 6-8 Distribution Window for Quarter 1 Report Cards  
 11 Faculty and Staff Meeting, 2:45pm  
 18 Instructional Leadership Team (ILT) Meeting, 2:45pm  
 26 Parent/Teacher Organization (PTO) Meeting, 6pm-7pm  
 27-29 Schools and District Offices Closed - Thanksgiving Break

**DECEMBER**

2 Faculty and Staff Meeting, 2:45pm  
 5 Open House Tour for Prospective Families, 9am-10am  
 9 School Family Council (SFC) Meeting, 2:45pm  
 9-13 Parent Conference Window for Quarter 2  
 11-13 Distribution Window for Quarter 2 Progress Reports  
 23-31 Schools and District Offices Closed- Winter Break

**JANUARY**

1 Schools and District Offices Closed- Winter Break  
 6 Faculty and Staff Meeting, 2:45pm  
 9 Open House Tour for Prospective Families, 9am-10am  
 13 Instructional Leadership Team (ILT) Meeting, 2:45pm  
 17 Quarter 2 Ends  
 Early Release Day for Students, **\*11:45am\* dismissal**  
 Teacher Workday  
 20 Schools and District Offices Closed- Dr. Martin Luther King, Jr. Day  
 21 Quarter 3 Begins  
 27-31 Distribution Window for Quarter 2 Report Cards  
 28 Parent/Teacher Organization (PTO) Meeting, 6pm-7pm

**FEBRUARY**

3 Faculty and Staff Meeting, 2:45pm  
 6 Open House Tour for Prospective Families, 9am-10am  
 10 School Family Council (SFC) Meeting, 2:45pm  
 13 Schools Closed for Students - Professional Development Day for Staff  
 14 Schools Closed for Students and Staff - Wellness Day for Staff  
 District Office are Open  
 17 Schools and District Offices Closed – Presidents’ Day  
 27-28 Distribution Window for Quarter 3 Progress Reports

**MARCH**

3-4 Distribution Window for Quarter 3 Progress Reports  
 3-7 Parent Conference Window for Quarter 3  
 3 Faculty and Staff Meeting, 2:45pm  
 6 Open House Tour for Prospective Families, 9am-10am  
 10 Instructional Leadership Team (ILT) Meeting, 2:45pm  
 14 Schools Closed for Students –  
 Professional Development Day for Staff  
 Parent Conference Window for Quarter 3  
 25 Parent/Teacher Organization (PTO) Meeting, 6pm-7pm  
 28 Quarter 3 Ends  
 Early Release Day for Students, **\*11:45am\*** dismissal

31

Teacher Workday  
Quarter 4 Begins

**APRIL**

3 Open House Tour for Prospective Families, 9am-10am  
7 Faculty and Staff Meeting, 2:45pm  
7-11 Distribution Window for Quarter 3 Report Cards  
14-21 Schools Closed for Spring Break  
22 Schools Open after Spring Break  
28 School Family Council (SFC) Meeting, 2:45pm  
28-30 Parent Conference Window for Quarter 4

**MAY**

1-2 Parent Conference Window for Quarter 4  
1 Open House Tour for Prospective Families, 9am-10am  
5 Faculty and Staff Meeting, 2:45pm  
12 Instructional Leadership Team (ILT) Meeting, 2:45pm  
12-14 Distribution Window for Quarter 4 Progress Reports  
16 Schools Closed for Students – Professional Development Day for Staff  
26 Schools and District Offices Closed – Memorial Day  
27 Parent/Teacher Organization (PTO) Meeting, 6pm-7pm

**JUNE**

2 Faculty and Staff Meeting, 2:45pm  
5 Open House Tour for Prospective Families, 9am-10am  
9 School Family Council (SFC) Meeting, 2:45pm  
11 Quarter 4 Ends  
Last Day of School for Students and Staff  
12-13, 16 Inclement weather make-up days (if needed)  
19 Schools and District Offices Closed – Juneteenth  
23-27 Distribution Window for Quarter 4 and Final Report Cards