

West Bradford Elementary School  
Downingtown Area School District  
Student/Parent Handbook  
2015-2016

**Code of the Charger**

**We believe everyone has...**

**The right to learn**

**The right to live safely**

**The responsibility to be polite**

**The responsibility to be honest**

**The responsibility to use time wisely**

**The responsibility to respect one  
another**



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# WEST BRADFORD ELEMENTARY SCHOOL STAFF DIRECTORY

## **ADMINISTRATIVE STAFF**

Dr. Dina Wert Principal

## **ADMINISTRATIVE OFFICE STAFF**

Mrs. Anya Lafferty Administrative Secretary  
Mrs. Karen Case Secretary

## **STUDENT SERVICES STAFF**

Mrs. Karen Stephens Counselor  
Mrs. Heather Carr Psychologist  
Ms. Theresa O'Malley Instructional Support Teacher  
Mrs. Alyson Reardon Instructional Support Teacher

## **PROFESSIONAL TEACHING STAFF**

Mrs. Stacey Fisher Kindergarten  
Miss Jacqueline Hanrahan Kindergarten

Mrs. Jaclyn Deane First Grade  
Mrs. Kathleen DeNardo First Grade  
Miss Danielle DiBerardinis First Grade  
Mrs. Joanne Kinsey First Grade  
Miss Chelsea Lucas First Grade

Mrs. Emily Britton Second Grade  
Miss Claire Gallagher Second Grade  
Mrs. Megan Kay Second Grade  
Mrs. Nicole Stabilito Second Grade

Mrs. Melissa Alexander Third Grade  
Mrs. Karlee Mulhern Third Grade  
Mrs. Susan Nann Third Grade  
Mrs. Teresa Small Third Grade

Mrs. Michelle Carter Fourth Grade  
Mrs. Nancy Kimball Fourth Grade  
Mr. Chuck Menas Fourth Grade  
Mr. Brent Elberti Fourth Grade  
Miss Kayla Longshaw Fourth Grade

Mr. Matthew Cibelli Fifth Grade  
Mrs. Mary Cooke Fifth Grade  
Mrs. Elena Margolin Fifth Grade  
Miss Karen Steidler Fifth Grade

Mrs. Catherine Kalogredis Life Skills Support  
Mrs. Joanne Kornet Learning Support  
Miss Alyssa Wetzal Gifted Support DEEP  
Mrs. Sarah Griffin Learning Support  
Mrs. Erin Prokop ESL  
Ms. Sylvia Lebrun Learning Support

Mrs. Valerie Crescenz Vocal Music  
Mr. Daryl Darlak Adaptive Physical Education

Mr. Craig Evans	Physical Education
Mr. John Kennedy	Librarian
Mrs. Mary Frances Giunta	Art
Mrs. Mary Ann Otto	Instrumental Music
Miss Mary Therese Zirolli	String Instruments Grade 4, 5
Miss Jacqueline Ranieri	Physical Education
Ms. Heather Siegfried	String Instruments Grade 3

**PROFESSIONAL STAFF – THERAPY SERVICES**

Mrs. Heather Brohm	Occupational Therapist
Mrs. Valerie McHenry	Speech Therapist
Mrs. Nancy Miller	Speech Therapist
Ms. Dawn Pinkerton	Hearing Therapist
Ms. Amy Wolstenholme	Physical Therapist

**MEDICAL SERVICES STAFF**

Mrs. Monica Baldwin	Certified School Nurse
Mrs. Dawn Sculli	Health Room Nurse

**SUPPORT STAFF**

Mrs. Karen Downey	Library Aide/Bldg. Aide
Mrs. Barbara Giannone	Kindergarten Aide
Mrs. Linda McKain	Kindergarten Aide
Mrs. Terry Foulk	Instructional/IST Aide
Mrs. Bridget Hanson	Instructional Aide
Mrs. Citreese Keller	Instructional Aide
Mrs. Debra Parkinson	Instructional Aide/Cafeteria Monitor
Mrs. Janelle Petrucci	Instructional Aide/Bldg. Aide
Mrs. Cheryl Staquet	Instructional Aide
Mrs. Natalie Workosky	Instructional Aide/Cafeteria Monitor
Mrs. Deanna Bradley	Special Education Aide – Learning Support Program
Mrs. Theresa Leberfinger	Special Education Aide – Life Skills Program
Mrs. Debbie Goepfert	Special Education Aide – Learning Support Program
Mrs. Elaine Halsey	Special Education/Nurse Aide
????	Special Education Aide
Mrs. Michelle Nielsen	Special Education Aide
Ms. Ann Ashman	Special Education Aide
Ms. Ashley Foley	Special Education Aide
Mrs. Alicia Dever	Cafeteria Monitor/Special Education Aide
Ms. Elizabeth Amoriello	Cafeteria Monitor
Mrs. Nancy Norwood	Special Education Aide – Learning Support Program
Ms. Liz Gillis	Special Education Aide – Life Skills Program
Ms. Kiana Hanson	Special Education Aide – Life Skills Program
Mrs. Jody Pincura	Math Instructional Aide
Mrs. Marie Pitsikoulis	Math Instructional Aide

**FOOD SERVICES STAFF**

Mrs. Patricia Blank	Cafeteria Manager
Mr. Randy Good	Cafeteria

**CUSTODIAL STAFF**

Mr. John Campbell	Head Custodian
Mr. Randy Good	Custodian
Mr. Nelson Yocum	Custodian

## **A NOTE FROM THE PRINCIPAL**

Welcome to West Bradford Elementary School!

I'm excited for a new year to learn from and with each other here at West Bradford! As the principal, there are three important aspects of my position, the first of which is safety, followed by ensuring that teachers are teaching and students are learning! Students can't learn if they are not feeling safe and connected. We have designed predictable routines and procedures to help organize for safety and to build connections between students, as well as staff and students. This handbook outlines and informs our families of the rules and practices to help keep our school day running orderly and safe.

The mission of the Downingtown Area School District, proud of our tradition of excellence, is to educate all students to meet the challenges of a global society by providing an individually responsive learning environment characterized by outstanding academic and personal achievement in partnership with family, students, and community. What that translates to is that we have a commitment to welcoming and educating ALL of our learners, wherever they are on their educational journey, with your help and support. And we look forward to the adventure!

Please take time to review, familiarize yourself with, and refer to this handbook frequently. It is provided as a guide and ready reference to the procedures and routines of our school. These practices are planned to facilitate the smooth operation of our school so that our students can learn and teachers can teach. We appreciate your support.

I'm looking forward to amazing adventures together!

Educationally yours,

Dr. Dina Wert, Principal  
West Bradford Elementary



## CALENDAR 2015-2016

August 31.....	First Student Day (Monday)
September 7 .....	Labor Day Recess (Monday)
September 9 .....	Two Hour Early Dismissal / Modified Kdg. (Wednesday)
September 14 .....	School Not in Session for Students – Staff In-service (Monday)
September 23 .....	Holiday—Schools and Offices are CLOSED (Wednesday)
October 12.....	School Not in Session for Students – Staff In-service (Monday)
October 14.....	Two Hour Early Dismissal / Modified Kdg. (Wednesday)
November 3.....	School Not in Session for Students – Parent Conferences (Tuesday)
November 4.....	Two Hour Early Dismissal / No AM/PM Kdg.- Parent Conferences (Wednesday)
November 25.....	School Not in Session for Students – Staff In-service (Wednesday)
November 26-27.....	Thanksgiving Recess (Thursday/Friday)
December 9 .....	Two Hour Early Dismissal / Modified Kdg. (Wednesday)
December 24-January 1.....	Winter Vacation
January 4 .....	School Reopens (Monday)
January 13 .....	Two Hour Early Dismissal / Modified Kdg. (Wednesday)
January 18 .....	School Not in Session - Martin Luther King Day (Monday)
February 11 .....	Two Hour Early Dismissal / Modified Kdg. (Thursday)
February 12 .....	School Not in Session for Students – Staff In-Service (Friday)
February 15 .....	School Not in Session – President’s Day (Monday)
March 4 .....	School Not in Session for Students – Staff In-service (Friday)
March 9 .....	Two Hour Early Dismissal / NO KINDERGARTEN (Wednesday)
March 23-28 .....	Spring Recess – No School (Wednesday thru Monday)
April 11-15.....	PSSA English Language Arts (ELA) – Grades 3-8
April 13 .....	Two Hour Early Dismissal / Modified Kdg.(Wednesday)
April 18-22.....	PSSA Math – Grades 3-8
April 25-29.....	PSSA Grades 4 & 6 Science
May 2-6.....	PSSA Make Up sessions
May 11.....	Two Hour Early Dismissal / Modified Kdg.(Wednesday)
May 27-30.....	School Not in Session - Memorial Day Holiday (Friday - Monday)
June 9 .....	Last Day for AM / PM Kindergarten Students
June 10 .....	Last Student Day – Half Day – No Lunch Served

Snow Make Up Days: February 12<sup>th</sup>, March 23<sup>rd</sup>, May 27<sup>th</sup>, March 24<sup>th</sup>, March 28<sup>th</sup>, June 13-17

Modified Kindergarten Schedule: AM – 8:50 am – 10:40 am  
 PM – 11:40 am – 1:30 pm

**PLEASE PLAN ACCORDINGLY**

**Grade 3, 4 , 5 - PSSA ELA Assessment Period April 11<sup>th</sup> - 15<sup>th</sup>**

**Grade 3, 4 , 5 - PSSA Math Assessment Period April 18<sup>th</sup> - 22<sup>nd</sup>**

**Grade 4 - PSSA Science Assessment Period April 25<sup>th</sup> – 29<sup>th</sup>**



# HOURS and ATTENDANCE

## SCHOOL DAY SCHEDULE

8:30 a.m. ....Students Begin Arriving – Doors open and staff on duty  
8:30 a.m. – 8:50 a.m. ....Students Enter School and Classrooms  
8:50 a.m. ....Official Start of School Day  
11:45 a.m. ....Dismissal for A.M. K  
12:35 p.m. ....Official Start for P.M. Kindergarten  
3:30 p.m. ....Dismissal for All Students

\*Full Day Kindergarten follows the same calendar and schedule as Grades 1-5.

Several early dismissal/late openings are scheduled throughout the year for the purpose of parent-teacher conferences or curriculum meetings. These dates will be noted on the Downingtown Area School District Activities Calendar and on school newsletters.

## ARRIVAL AND DEPARTURE

Unless students are attending a scheduled activity such as band, chorus, etc., they should not arrive at school prior to 8:30 a.m., nor remain after school has been dismissed. School officially begins at 8:50 a.m. Students arriving after 8:50 a.m. are considered late and should report to the office and must be accompanied by the parent/guardian. Parents must furnish a signed note explaining the lateness. A pattern of lateness will be shared with the District’s Attendance Officer.

Liability provisions prohibit parents “dropping-off” children before the announced 8:30 a.m. time. Student drop off is marked and located in the main parking lot. Please have your child ready to exit your car quickly so he/she can enter the building and then proceed to the lobby. Students entering from 8:30 until 8:50 will go directly to their classrooms.

Children are dismissed from the office area at all times during the school day. Parents and guardians are not allowed to go directly to classrooms or walk the hallways. All parents and visitors will remain in the lobby for children to be dismissed. At dismissal time, the bus lane is closed to cars from 3:00 p.m. – 4:00p.m. It is highly encouraged for students to ride the bus, however, on occasion if you wish to meet your child at dismissal, please send a note to your child’s teacher that day. You are still required to come to the office and sign the dismissal log.

We also recognize that a need may arise to pick up your child without prior notification. It will be necessary for you to come to the office and sign your child out. Please do not call the office to notify us to place your child on the list. For safety reasons, it is necessary for us to know that you are waiting in the office before students are dismissed.

## CHILD ATTENDANCE

To confirm the safe arrival of our students, an automated telephone Child Attendance messaging system is used. The telephone software generates a report at approximately 9:45 a.m. each morning. Any student who has not been indicated in the attendance system as being present prior to 9:45 a.m. will be included in the report. The system will automatically call the parents of students who are on the report. **Please Note:** A student must physically be present in order for the attendance to be noted. Calling to indicate a student will be late will not prevent the system from calling if the student has not arrived prior to 9:45. We cannot change an attendance record until a student is physically in the building. When a student arrives after the 9:45 a.m. threshold, the student’s parent will still receive a voice mail indicating the student is absent, but the attendance officer will make the change in the attendance system to indicate the late arrival as “late excused.” It is no longer necessary for parents to call the office or the attendance hotline to indicate a student will be absent, unless a parent needs to request homework or wants to leave specific information. Please remember that a written or e-mailed absence excuse must be received in the office within three days of the absence. **Please Note:** Parents have three days to submit a written or e-mailed absence excuse. The attendance officer has three days after that to enter the

excused absence into the system. Please give the attendance officer up to three days after submitting your absence note to change the attendance information.

### **ATTENDANCE GUIDELINES**

The Pennsylvania Department of Education recognizes a limited number of reasons as legal excuses for missing school. When returning to school from being absent, the student must submit a written excuse to the homeroom teacher. **Excuses must be submitted within three days of returning to school or the absence must be classified as unexcused/illegal.** Excuse notes are available in the school office. Excuse notes may also be handwritten or emailed to the office. The excuse must include: student's name, homeroom teacher's name, date(s) of absence, and reason for absence. The parent or legal guardian must sign the excuse.

In the event that an absence is determined unexcused, it is permanently recorded in the student's file as illegal. By law, three illegal absences subject parents to a notice by certified mail of a potential financial penalty as determined by local courts. Our District Attendance Officer coordinates attendance matters with District Court 15-2-06 in Downingtown.

**Excused absences** are for clearly established mental, physical or other reasons. Acceptable reasons for excused absences are the following:

1. Illness or recovery from an accident –
2. Health care
3. Serious illness or death in the immediate family
4. Impassable roads
5. Student's Court appearance
6. Family emergency
7. Observance of religious holiday –.
8. Religious instruction
9. Approved Vacation or Trips
10. 4-H or FFA

**Unexcused Absences** include, but are not limited to:

- Babysitting,
- Missing the school bus,
- Running errands,
- Oversleeping/fatigue,
- Hunting,
- Fishing,
- Attendance at games,
- Employment,
- Family or educational trips not approved in advance,
- Car trouble, or
- Shopping.

### **PROCEDURES FOR EXCESSIVE ABSENCES**

As per School Board Policy 204: It is mandatory for all students of compulsory school age residing in the state to attend a school in which all required subjects and activities are taught. Compulsory school age consists of the period of time from when a student enters school as a beginner, which can be no later than eight (8) years of age, until the age of seventeen (17) years or graduation from high school, whichever occurs first.

All students of compulsory school age who reside in the district, qualify for attendance in the district, or attend district schools on a tuition basis are required to comply with the adopted Board policy governing attendance.

Designated staff in each school will be responsible for monitoring and maintaining records of each student's attendance.

Staff will treat all absences as unlawful until a written excuse explaining the absence is submitted, within three (3) days of the absence. The parent/guardian and student will be informed that if a written excuse is not provided within three (3) days of the absence, the absence will be permanently recorded as unlawful. District staff will provide written notice to the parent/guardian upon each incident of unlawful absence.

Each principal or teacher will report to a designated district employee when a student has been absent for three (3) days, or their equivalent, without a lawful excuse. School-aged pupils enrolled in DASD's schools must attend school regularly in accordance with applicable law.

#### District Response To Unlawful Absences

The school is a critical part of a student's support system, and school staff have a significant opportunity to assist students and their families to comply with attendance requirements.

The parent/guardian of a compulsory school age student is subject to penalties if compulsory attendance requirements are not met.

The designated district employee will make every effort to work collaboratively with the parent/guardian to address the truancy of a student and will not initiate formal action until such efforts have been made and the student has accumulated three (3) unlawful absences during the school year.

##### 1. First Unlawful Absence –

Designated district staff will send to the parent/guardian a notice about the unlawful absence. The notice will contain the list of penalties for violation of compulsory attendance requirements, and the name and telephone number of the district employee that the parent/guardian can contact to request assistance in resolving the student's truant behavior.

##### 2. Second Unlawful Absence –

Designated staff will send to the parent/guardian a second notice of unlawful absence. The notice will contain the list of penalties for violation of compulsory attendance requirements, and the name and telephone number of the district contact. The second notice will include another offer of district assistance.

##### 3. Third Unlawful Absence –

Designated district staff will send to the parent/guardian by certified mail a third notice of unlawful absence that provides official notice of student's third illegal absence, along with the list of penalties for violation of compulsory attendance requirements. The third notice also will contain information that three (3) days after the district gives such notice the student or parent/guardian who again violates the compulsory attendance requirements will be liable without further notice.

A designated district representative will coordinate a school and family conference to discuss the cause of the student's truancy and will develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve the truant behavior. The TEP can include: access to academic and social/health supports from the district and community organizations; outline of family/parent and student responsibilities; and levels of performance monitoring that include rewards and consequences. At the end of the conference all parties should sign a comprehensive TEP that is agreed to by the district representative, student, parent/guardian and/or family, and other conference participants.

##### 4. Subsequent Unlawful Absence –

After agreeing to a TEP, or if there is no agreement on a TEP and three (3) days have passed since the parent/guardian received the official notice of the student's third unlawful absence, when the student is unlawfully absent at any time during the school year, the designated district staff will send to the parent/guardian by certified mail an official notice of unlawful absence. This notice will inform the parent/guardian that the student has violated the TEP, or the compulsory attendance requirements if there is not a TEP, and will advise the parent/guardian that a citation will be sent immediately to the magisterial district judge. After this notice is sent, the district is not required to inform the parent/guardian in writing of student absences, but district staff may continue to inform the parent/guardian of additional truant behavior.

Designated district staff will refer all future incidents of truancy directly to the appropriate magisterial district judge.

### **Referral To County Children And Youth Agency**

**Habitually truant** is defined in law as absence for more than three (3) school days, or their equivalent, following the first notice of truancy given after a student's third unlawful absence and applies to the following cases.

#### 1. Students Under Thirteen (13) Years Of Age –

Designated district staff will refer to the County Children and Youth Agency any student under the age of thirteen (13) years who fails to comply with the compulsory attendance requirements and is habitually truant. This referral may be in addition to, or instead of, proceeding against the parent/guardian by sending the citation to the magisterial district judge. A copy of the TEP can be forwarded to the agency only if the parent/guardian provides written consent.

#### 2. Continued Truancy –

If a student of any age continues to be truant after the responses and actions listed above have been completed, designated district staff will file citations with the magisterial district judge, citing the student's continued truancy on a weekly basis and informing the judge if truant behavior continues after a plan is in place.

### **EXCUSE PROCEDURES FOR TRIPS, VACATIONS & SPECIAL OCCASIONS**

Absences for educational trips not sponsored by the school district and planned vacations (family trips) may be excused provided prior written notification is received from the parents/guardians and approval is granted. Since regular class attendance is a critical component of a student's educational program, the educational benefits of the trip should outweigh the negative impact of the disruption of the student's educational program.

A request for an educational/family trip is subject to the following conditions:

1. Parent/Guardian must submit a written request (**Board Policy Form 204 AG 11**) to the building principal on the district form, which will indicate the days of absence; destination of the trip; adult supervision; and educational value of the trip.
2. If more than one (1) child in a family is taking the trip, the request for all the children must be included in the trip request form and distributed to each building principal.
3. Request must be made at least three (3) days prior to the date of the trip.
4. No more than ten (10) school days each school year per student will be approved for an educational/family trip, which may be extended at the discretion of the building principal.

Requests for students to be excused for more than one (1) family trip during a school year will most likely not be honored.

The building principal will notify the parent/guardian of approval or denial of the request.

The building principal has the right to deny a request during the first ten (10) days, last ten (10) school days, and during standardized testing (PSSA, etc.).

The building principal has the right to deny a request at any time during the school year when, in the judgment of the principal, there is a pattern of excessive absence from school or the student is in poor academic standing.

Unauthorized absences will be recorded as illegal and students will not be permitted to make up work unless authorized by the principal.

Work missed due to approved educational tours or family trips may be made up, but the responsibility for the completion of that work will remain with students and/or parents/guardians.

After the return of an approved educational/family trip, the teacher will work with the student and parent/guardian to “bridge the gap” of missed instruction. For logistical reasons, teachers cannot be expected to prepare individual daily lesson plans for each student on an educational/family trip.

The student will be responsible for submitting all completed assignments to teachers upon return to school or as indicated on the assignment sheet.

Students will not be permitted to take mid-term or final examinations early or late due to educational trips or vacations.

Parents/Guardians are discouraged from making vacation plans during the school year on a regular or yearly basis. It is understood that there is occasionally the necessity of taking a family trip during the school year, but it is believed that frequent trips are an unnecessary detriment to the education of the student.

When an absence from school due to a trip or vacation exceeds ten (10) consecutive school days, the student will be withdrawn from school and re-enrolled upon return.

**PSSA Testing:** Excuses will not be granted for students in grades 3, 4, & 5 during State mandated PSSA testing as listed on the school calendar each year. Parents are also urged to encourage their employers to hold the “Take Your Child to Work Day” during the summer months so that students do not have to miss a day of school.

**\*\*\*PSSA Testing schedule is as follows:**

**Grade 3, 4, 5 - PSSA ELA Assessment Period April 11<sup>th</sup> - 15<sup>th</sup>**

**Grade 3, 4, 5 - PSSA Math Assessment Period April 18<sup>th</sup> - 22<sup>nd</sup>**

**Grade 4 – PSSA Science Assessment Period April 25<sup>th</sup> - 29<sup>th</sup>**

**EARLY DISMISSAL DUE TO WEATHER**

If school is closed earlier or opened later than usual due to inclement weather. You will receive a district generated phone call. Emergency closings are also listed on the website at [www.dasd.org](http://www.dasd.org). The following radio and television stations, beginning at or prior to 6:30 a.m., will make an announcement:

**WCHE - 1520 AM      KYW - 1060 AM**

Radio Codes assigned to Downingtown Area School District are as follows:

**876** = Downingtown Area School District

**5876** = One (1) hour delay

**6876** = Two (2) Hour Delay

**ABC TV (Channel 6), NBC TV (Channel 10), and FOX TV (Channel 11):**

**Downingtown Area School District Website: [www.dasd.org](http://www.dasd.org) (click on school closings)**

When schools are closed for one day, they will reopen the next day unless an announcement is made by the radio stations that schools will remain closed. The same radio or television stations will be used if conditions deteriorate during the school day and school must close early. Please assume that schools are open if the radio stations make no announcements of changes.

In the event that school must close early due to threatening weather, an announcement will be made on both radio and TV stations as well as a posting on the [www.dasd.org](http://www.dasd.org) website. In addition, the District also utilizes a message system that will contact parents by phone numbers maintained in the district’s Student Information System.

Please do not call the school to inquire about the possibility of an early closing, but refer to the radio station and District website. We are notified of an early closing at the same time that radio stations are notified. Please help us keep telephone lines open to deal with potential emergencies.

*It is a good idea to work out and review with your child a contingency plan to follow in the event that school must close early. For example, you may want him/her to go to a neighbor's house and wait until you arrive. Children need to be reminded of such arrangements before they are required to follow them. (You may also want to write contingency plans and leave them with your child's teacher.)*

**KINDERGARTEN PROCEDURES FOR DELAYED OPENINGS**

Whenever the Downingtown Area School District has an unscheduled weather related two (2) hour late opening, both sessions of kindergarten will be held according to the following abbreviated schedule:

<b>KINDERGARTEN</b>	<b>A.M. Session</b>	<b>P.M. Session</b>
<b>Regular Schedule</b>	8:50 a.m. - 11:45 a.m.	12:35 p.m. - 3:30 p.m.
<b>Abbreviated Schedule</b>	10:50 a.m. - 12:40 p.m.	1:40 p.m. - 3:30 p.m.
<b>Modified Kindergarten</b>	8:50 a.m. – 10:40 a.m.	11:40 a.m. – 1:30 p.m.

On days when the **Regular Schedule** is followed:

A.M. kindergarten children must be picked up no later than 11:50 a.m.  
P.M kindergarten children may be dropped off beginning at 12:30 p.m.

On days when the **Abbreviated Schedule** is followed:

A.M. Kindergarten children must be picked up no later than 12:45 p.m.  
P.M. Kindergarten children may be dropped off beginning at 1:35 p.m.

On days when the **Modified Schedule** is followed:

A.M. Kindergarten children must be picked up no later than 10:45 a.m.  
P.M. Kindergarten children may be dropped off beginning at 11:35 a.m.

**6-DAY CYCLE**

All DASD schools operate on a 6-day cycle. We use six letter days, A through F on a full rotation system. For example, if Tuesday is an “A” day and school is closed due to weather, when the students return on Wednesday, it will be “A” day. The 6-day cycle will allow us to provide time for Rosetta Stone, better utilize our resources throughout the district, and provide a consistent scheduling format for students in all grades.

As done last year, the elementary schools have moved towards a full rotation in order to establish equal programming for all students. The full rotation will enhance the utilization of shared staff and increase the effectiveness of building usage. The full rotation simply means that our encore, gifted education, ELL program, chorus, band and strings staff will all follow the 6-day rotation. It will be imperative that students and parents know what letter day it is to be prepared for any of these specific classes. Remember, we are not locking in the days. If a student is to have band and the school is closed due to weather or other emergency, the child will have band on the day we return to school.

**COMMUNICATIONS**

**COMMUNICATION GUIDELINES**

Parents need to know the best avenues to use in addressing concerns they feel are important with regard to their child(ren)'s total educational experience at school. Solutions to problems can usually be easily addressed when the channels of communication are straightforward and the communication itself is confidential.

Examples of typical concerns are as follows (but not limited to): curriculum, behavior, discipline, social/emotional, medical, recess, homework, and family situations.

Steps to be taken are listed below:

1. Concerns should be addressed initially with the classroom teacher and/or the teacher directly involved with the particular situation.
2. If not satisfied with the result, communication with the building principal would be appropriate.
3. If the problem is not resolved after a reasonable period of time, oral and written communication could be made with the Director of K-12 Educational Programs.

### **PHONE MESSAGES**

Parents who wish to speak with teachers over the telephone should call and access that teacher's mailbox number or leave the message with office personnel. Teachers will be notified and will return the call as soon as possible. Please do not expect teachers to be called to the phone to speak with you. During most of the school day, they have supervisory responsibilities. A general rule of thumb is that a response will be provided within 24 hours.

### **EMAIL MESSAGES**

Parents are encouraged to send teachers emails with questions or concerns, however, be aware that an immediate response is seldom possible. Teachers check their emails during the day when possible. A general rule of thumb is that a response will be provided within 24 hours.

### **CONFERENCES**

A conference may be initiated by either the parent or the teacher. When requesting a conference, please call the school office, or send a note directly to the teacher. In this manner, a mutually convenient time can be established for the conference. Please do not expect a discussion with a teacher unless prior arrangements have been made.

In addition, "Parent-Teacher Conference Days" are scheduled at various times during the year. However, you may request a conference in the spring if deemed necessary.

### **STUDENT TELEPHONE USE**

In general, pupils are not permitted to use the school telephones. However, in cases of emergency, pupils may request use of the telephone located in the main office.

## **INSTRUCTION and ASSESSMENT**

The instructional program is consistent with those of the other elementary schools in the Downingtown Area School District and is coordinated by teachers, the principal, and the staff of the District Office. Our goals are to provide appropriate academic experiences and social nurturing to allow children to develop a sense of positive self-worth as well as academic skills in order to become critical thinkers, problem solvers and positive contributors to society.

English Language Arts (reading, writing, speaking, and listening), with an emphasis on informational and literary text, is taught each day. Mathematics, Science, and Social Studies are also part of each grade's curriculum. In addition, children receive weekly instruction in the special area subjects of Art, Library, Physical Education and Health, and Music, as well as a selected foreign language through Rosetta Stone.

### **GROUPING OF STUDENTS**

Flexible grouping formats from whole class to small instructional groups are used in classroom settings. Flexible grouping of students within each classroom and across a grade level team will take place in reading and math, i.e. students will receive instruction based upon their readiness level as determined by pre-assessment data.

In both Math and Reading and Language Arts, all K-5 students whole group instruction will be instructed in heterogeneous groups, typically within their homeroom assignment.

### **Math Instruction:**

- District math curriculum, aligned to PA Core Math Standards, drives instruction.
- Teachers use the core math program, Math in Focus, to implement the curriculum.
- Math in Focus materials provide strategies to meet needs of diverse group of learners.

- The new math curriculum contains instructional modules that teachers will use to design instruction using the Math In Focus program resources. The new PA Core Math Standards require students to master certain concepts by the end of the grade level. An emphasis on “focus standards” means teachers will have more time to instruct fewer concepts, allowing students sufficient time to master these focus standards by the end of the school year. How will students be flexibly grouped? Teachers assess students regularly to determine their level of mastery of taught concepts. Students move among groups as their assessment data indicate.

### **HOMEWORK**

The Educational Policies of the National School Boards Association has produced some recommended average homework guidelines that are appropriate for the elementary students of the Downingtown Area School District. They are as follows:

#### **Daily Homework Guidelines**

Kindergarten & Grade 1	Given at the discretion of the teacher
Grades 2 & 3	15-30 minutes for 4 days
Grades 4 & 5	30-60 minutes for 4 days

All homework should be an extension of clearly defined school activities and should be appropriate for the age, ability, and independence level of the students to whom it is assigned. It may be assigned to help students learn to work independently; think, plan, and organize; extend proficiency in effective habits and skills; increase knowledge and its uses; and develop insights and stimulate creativity. It should be noted that these are only guidelines and the actual time may vary according to the nature of the assignment or even the time of year. Long-term projects and assignments (usually given in grades 3-5) will require some variation in the normal time allotments.

The role of the student is to:

- Develop a personal system for recording daily and long-term homework assignments
- Understand the assignment purpose, due date, format)
- Budget time so the assignment will be completed to his/her best ability and returned to the teacher as required
- Initiate request for help when assignment is misunderstood
- Arrange with teacher all make-up assignments
- Become familiar with this policy, philosophy and guidelines as well as the specific practices of the school.

The role of parents/guardians is to:

- Help the student set a regular homework time each day and keep that commitment.
- Give assistance and encouragement in assignment completion, but not do the assignment.
- Make suggestions toward growth and independence by explaining the values of various types of homework
- Provide an environment conducive to study: quiet, well-lit, ample work space and necessary materials
- Examine the principals and give illustrations to reinforce the assignment
- Review homework to be informed about the child’s academic progress and ability to complete the work assigned
- Contact the teacher if a child has trouble with an assignment
- Be familiar with the homework policy and guidelines.
- Know when homework is assigned and how much time is expected to be spent on the assignment.
- Provide feedback to teachers regarding homework and a child’s time, difficulty and progress.

It is hoped that parents take an active interest in their child’s homework habits. It is suggested, however, that the parental role be that of “consultant” and not “partner” in the homework process. At early ages, it is important that children develop an understanding that they are responsible for the quality of their homework.



***If students consistently require more time to complete homework than the suggested time limits, it is important that school personnel be informed.***

### **HOMEWORK FOR ABSENT STUDENTS**

Requests for work for students who are absent should be made at the same time you report the absence on the Attendance Hotline in order to be ready by the end of the school day. Please indicate whether a parent will pick up the homework in the office at the end of the day, or if it is to be sent home with a sibling or neighbor.

### **GRADING AND REPORTING – ESAR and the Online Gradebook**

The Pennsylvania Department of Education mandates a standards-based educational system. Students must demonstrate proficiency in meeting the PA Core Standards in English Language Arts and Mathematics, the PA Academic Standards in Science and Social Studies, and PA Academic Standards or National Standards in core subject areas, such as Art, Music, Health & Physical Education.

### **ESAR and the Online Gradebook Q & A**

#### **Q: What is the ESAR? The ESAR . . .**

- Is the elementary (grades K-5) report card in the Downingtown Area School District;
- Communicates to parents how a child is progressing on the PA Academic Standards and DASD grade level curriculum;
- Communicates to parents the extent of the progress their child is making with the “Traits of Successful Learners”.

#### **Q: What does ESAR stand for?**

- **E** Elementary
- **S** Standards
- **A** Achievement
- **R** Report

#### **Q: How often will my child receive the ESAR?**

- The elementary school schedule is organized into trimesters of approximately 60 days each.
- The ESAR is sent home at the end of each trimester or 3 times in the school year.
- Teachers keep a record of student progress in an electronic Gradebook, which is loaded onto the report card (ESAR) each trimester.

#### **Q: How is progress reported on the ESAR?**

1. **In K-5, progress is reported using the “Achievement Indicators” listed below.**

*Note: These scores appear each trimester to indicate progress toward proficiency on each Standard. The \* indicates a student with an IEP whose progress is monitored by special education teacher and reported via a Progress Report.*

- **4 Advanced** The Advanced Level reflects superior academic performance. Advanced work indicates an in-depth understanding and exemplary display of the skills included in the Core and Pennsylvania Academic Content Standards.
- **3 Proficient** The Proficient Level reflects satisfactory academic performance. Proficient work indicates a solid understanding and adequate display of the skills included in the Core and Pennsylvania Academic Content Standards.
- **2 Basic** The Basic Level reflects marginal academic performance. Basic work indicates a partial understanding and limited display of the skills included in the Core and Pennsylvania Academic Content Standards. This work is approaching

satisfactory performance, but has not been reached. There is a need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

- **1 Below Basic** The Below Basic Level reflects inadequate academic performance. Below Basic work indicates little understanding and minimal display of the skills included in the Core and Pennsylvania Academic Content Standards. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level.

\* Refer to Individual Goal Report

**2. In grades, 3, 4, 5, students also receive letter grades, which are reported each trimester using the criteria below.**

Note: The \* indicates a student with an IEP whose progress is monitored by special education teacher and reported via a Progress Report.

ESAR Grading Criteria in Grades 3, 4, 5

- A** Student work at this level reflects superior academic performance, indicating an in-depth understanding and exemplary display of the skills included in the Pennsylvania Academic Content Standards. [90 – 100%]
- B** Student work at this level reflects satisfactory academic performance, indicating a solid understanding and adequate display of the skills included in the Pennsylvania Academic Content Standards. [80 – 89%]
- C** Student work at this level reflects marginal academic performance, indicating a partial understanding and limited display of the skills included in the Pennsylvania Academic Content Standards. Student work is approaching satisfactory performance, but has not been reached. There is a need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level. [70 – 79%]
- D** Student work at this level reflects inadequate academic performance, indicating little understanding and minimal display of the skills included in the Pennsylvania Academic Content Standards. There is a major need for additional instructional opportunities and/or increased student academic commitment to achieve the Proficient Level. [69% and below]
- P** Student in ESL Program not able to demonstrate adequate level of understanding due to language limitations
- \* Refer to Individual Goal Report

**Q: What is Online Gradebook?**

Online Gradebook is the electronic database where teachers record student progress. Parents have access throughout the trimester to monitor their student's performance.

**Q: How do I access the Online Gradebook?**

Online Gradebook requires that you know your student's School ID#. If you do not know the ID#, please contact your school office for the information.

You will find additional ESAR information on the Downingtown Area School District website.  
[www.dasd.org](http://www.dasd.org)

**STUDENT ASSESSMENT**

The purpose of the Downingtown Area School District assessment program is to provide data that will be useful to administrators, staff, parents, and students in making decisions concerning individual and group educational programs. Copies of standardized test results are provided to parents, teachers and appropriate specialized staff.

### **Benchmark Testing / Curriculum Based Assessments**

Throughout the year, students are administered benchmark tests (Aimsweb, Fountas & Pinnell, and Study Island) and curriculum based assessments in reading and math. Results from these assessments are used to plan and deliver instruction for students.

### **Pennsylvania System of School Assessment (PSSA)**

The PSSA is a state mandated standardized assessment which is administered to students in Grades 3, 4 and 5 for English Language Arts and Mathematics, and in Grade 4 for Science. These tests require pupil essays, written explanations as well as numeric answers to mathematics questions, and written responses to reading passages. The tests are scored by the Pennsylvania Department of Education. More information may be found at [https://www.portal.state.pa.us/portal/server.pt/document/1341762/pssa\\_testing\\_windows\\_for\\_2014-15\\_and\\_2015-16\\_pdf](https://www.portal.state.pa.us/portal/server.pt/document/1341762/pssa_testing_windows_for_2014-15_and_2015-16_pdf)

### **Specialized Testing**

The school guidance counselor or instructional support teacher may administer specialized tests to individual students to assist teachers in providing an appropriate educational plan for a student. At times, the services of the school psychologist are required to complete more formal testing. Most often the decision to refer the student to the psychologist is made as a recommendation of the Instructional Support Team, which includes the parents of the child.

To place a child in a program of special education (Gifted Support included), the child will be tested by a certified school psychologist. Prior to any testing by the psychologist, parents are given the opportunity to provide written input into the referral. Once the referral is received, the psychologist has 60 days to complete the testing. Gifted Support referrals need to go through a screening process prior to the referral reaching the psychologist.

### **ENCORE SUBJECTS**

Instruction is provided in music, art, physical education, and library by specially trained and certified instructors in those subject areas. All students have Art, Music, and Library one time per cycle and Physical Education two times per 6-day cycle. Additionally, each student, in grades 1 through 5, will participate in the Rosetta Stone program one time per cycle.

Rosetta Stone® is the online language learning program for students in first through fifth grade. Multilingual skills are a critical success factor in our global society, and we would like to provide our students the language skills they need to be effective and successful in today's changing world. Rosetta Stone's interactive and award-winning software creates an intuitive and engaging environment for thinking and communicating in a new language.

Students will have access to the following both in and out of school:

- Rosetta Course®: Reading, writing, speaking and listening skills are introduced in core lessons, then key skills, such as grammar and vocabulary, are refined in focused activities. Speech recognition technology evaluates the pronunciation of each word and sentence, providing immediate feedback.

Students will learn using The Rosetta Stone® program one period per six-day cycle. They may also log in to the program from any internet-connected computer outside of school. Parents/Guardians will have access to student progress reports at any time. For more information on Rosetta Stone®, visit [www.rosettastone.com](http://www.rosettastone.com).

### **INTEGRATED TECHNOLOGY INSTRUCTION / TECHNOLOGY USAGE**

Technology and digital / media literacy skills are integrated throughout the curriculum areas, in all grades. Students acquire increasingly more complex skills in the following areas: keyboarding, word processing, database, internet, digital citizenship, data management, publishing, digital media, and spreadsheet. Students use curriculum based software to enhance learning.

Parental permission is required for students' use of the District technology and/or Internet. Records of Acceptable Use Policy agreements are kept on file. The policy of the Downingtown Area School District for this use is specific. Please log onto the district website to read Policy 815 in its entirety. Students who abuse the use of the technology and/or Internet will be denied such use. Failure to sign and/or return an Acceptable Use Policy agreement will also prevent a student from having access to district computer equipment and services.

### **ASSEMBLY PROGRAMS**

During the course of the school year, several assembly programs sponsored by the Home & School Association will be held in the multi-purpose room. Programs covering topics such as science, math, safety, drama, and music may be presented. On an average there will be one assembly every other month. An attempt is made to arrange the schedule so that both morning and afternoon Kindergarten children can enjoy the performances.

### **STUDENT RECORDS / TRANSFER OF RECORDS**

The official student records are maintained in the school office and are the property of the school district. Typically, these folders contain documents for which parents have copies: report cards, attendance, conference reports, and samples of children's work. In the event that a parent wishes to review the contents of their child's cumulative record folder, they may do so by arranging for a conference with the guidance counselor or principal.

Prior to changing schools, a transfer of records card must be completed by the school office. Please provide the school office with adequate advance notice in order that correct forms will be available. Upon notification from the receiving school, we will immediately forward copies of all student records to the new school.

## **HEALTH and MEDICAL**

### **EMERGENCY CONTACT INFORMATION**

At the beginning of each school year, every student will receive an Information Verification sheet which must be verified by a parent and returned to the School's Office. Addresses, phone numbers, email addresses and emergency contacts will be asked to be verified for accuracy. ***If during the year, changes occur with telephone numbers or persons to contact, please notify the school. Your cooperation is appreciated.***

### **PHYSICAL EXAMINATIONS**

Physical examinations are given by the school physician to children in kindergarten, first grade children who did not attend kindergarten, and to any new Pennsylvania students. Parents will be notified of examination dates. Parents may elect to have these examinations done by a family physician. A Commonwealth of Pennsylvania school examination form may be obtained from the school nurse for this purpose.

### **DENTAL EVALUATIONS & DENTAL HEALTH EDUCATION**

Dental evaluations are given by the school Dental Hygienist to students in Kindergarten and Third grade. In some classrooms, children will be given dental health instruction by the school district's dental hygienist. It is our hope to establish sound dental practice and knowledge through the Dental Health Program.

### **VISION, HEARING & SPEECH SCREENING AND THERAPY**

Vision screening is conducted annually for students in K-5. Hearing screening is conducted annually for students in K-3. Students requiring speech, vision or hearing therapy receive special services provided by qualified professionals.

### **ADMINISTERING MEDICATIONS**

Medication of any kind, including prescriptions, aspirin, and over the counter products are not to be in the possession of students, but maintained and dispensed from the nurse's office. It is important that medications be in the original containers. **Parents must bring medications to the nurse's office rather than giving students that responsibility.**

**NON-PRESCRIPTION and PRESCRIPTION MEDICATIONS** must be in the **original container** and requires an accompanying note from the parent **and** the physician stating:

1. Student's full name, grade and teacher
2. Name of medication and dosage with a current date
3. Time(s) that medication is to be administered
4. Date(s) that medication is to be administered
5. Illness / condition requiring medication
6. Signature of parent/guardian and health care provider.

### **FIRST AID AND ILLNESS**

Injuries occurring at home cannot be treated by school personnel. First Aid is defined as immediate temporary care given in case of accident or sudden illness. First Aid will be given by the school nurse or nurse's assistant. Children should not be in school when they are ill or when they are not well enough to participate in class. Fever and vomiting should have subsided for at least 24 hours to prevent spread of infection.

When a child exhibits any of the following symptoms, he/she should be kept at home. Some general guidelines are:

#### **For Fevers:**

- A child running a fever of 100 degrees or higher should stay home.
- A child running a fever of 99+ degrees may have trouble keeping up with normal activities and may well become sick before the day is over.
- A child with a low-grade fever (99+ degrees) combined with other symptoms and discomfort should stay home.
- The rule of thumb is: "Fever free for 24 hours without medication"

#### **Other reasons to keep a child home:**

- Severe OR persistent coughing
- Very congested
- Very runny nose
- Unexplained rash
- Contagious disease/infection
- Contagious skin disorder
- Head Lice

Please alert staff if your child has been exposed to chicken pox, head lice, or any other communicable diseases. **Children with communicable diseases will be excluded from school.** Please be reminded that school health services do not include medical diagnoses. A private physician must make these.

If it should become necessary to contact you about your child, the procedure is to first attempt to contact someone at your home phone number. If there is no answer, then the work and/or cell number will be called until you are notified. ***Please remember to update your work, cell or home phone number in case of changes. Also, make sure you add an alternate person to be called in case you cannot be reached.***

### **LATEX ALLERGIES**

Our school is a "latex safe" environment. As such, latex products, particularly latex balloons and latex gloves are not permitted in the school.

### **NUT ALLERGIES**

For students who have serious allergies to peanuts or other nut products, we provide a "nut free" table in the cafeteria. It is the child's responsibility to select this table for lunch. **Please do not send unshelled nuts to school with your child. As nuts are removed from the shell, they may release material in the air that could trigger an allergic reaction.**

### **ACCIDENT INSURANCE**

Special Student Accident Insurance may be purchased by parents for students attending Downingtown Area Schools. Details of this policy are sent home at the beginning of each school year.

## **ENTRY AND REGISTRATION FOR SCHOOL**

### **ADMISSION TO KINDERGARTEN**

To be eligible for entrance to Kindergarten, a child must be five years of age on or before September 1<sup>st</sup> of the year in which they are enrolled. Parents may register for the Kindergarten program during Kindergarten Registration (usually in March), at the school office. Kindergarten entry is closed after the second week of the school year. However, transfer students from certified kindergarten programs are accepted during the school year.

### **ADMISSION TO FIRST GRADE**

To be admitted to first grade, a child must reach 6 years of age before September 1<sup>st</sup>. For admission into Kindergarten and First Grade (if the child has not been in a DASD kindergarten), parents must present:

1. Proof of Birth
2. Immunization Records
3. Verification of Residency

### **REGISTRATION FOR GRADES 1-5**

For admission to any grade level, parents must present:

1. Birth certificate
2. Immunization record
3. Verification of residency
4. Transfer card (if coming from another school)
5. Academic records (report cards, IEP's, etc) are appreciated at the time of enrollment so that correct assignments can be made.

## **STUDENT SERVICES**

### **Instructional Core Team**

The Instructional Core Team consists of a general education classroom teacher, Literacy Specialist, School Counselor, Psychologist, the ESL teacher, school principal, and school nurse. Each elementary school offers an educational service that seeks to maximize individual student success in the general education classroom. When students experience difficulty academically, socially, and/or behaviorally, they are recommended to the *Instructional Core Team* by a classroom teacher, parent, or member of the Instructional Core Team.

The *Instructional Core Team* process involves the following steps:

1. Evaluate data that identify a student's need for academic, social, and/or behavioral support;
2. Determine the strategies needed to assist the student;
3. Plan and implement the intervention strategies through a continuum of services;
4. Monitor the effectiveness of the intervention strategies.
5. Continue intervention plan if student experiences success as determined by the expected rate of improvement OR  
Alter intervention plan if student does not experience expected rate of improvement.
6. Act as a liaison to communicate with other district and/or community services as needed.
7. Communicate progress regularly with parents.

### **STUDENT ASSISTANCE PROGRAM (SAP)**

School Board Policy #236 provides the guidelines to be followed by District schools in their implementation of Student Assistance Programs. While secondary schools have had SAP for a number of years, state law mandates that all schools, including elementary schools, have a SAP team.

The Student Assistance Program (SAP) is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning and, when the problem is beyond the

scope of the school, to assist the parent/guardian and student with information so they may access services within the community.

The Student Assistance Program (SAP) shall provide assistance in:

1. Identifying issues that pose a barrier to a student's learning and/or academic achievement.
2. Determining whether or not the identified problem lies within the responsibility of the school.
3. Informing the parent/guardian of a problem affecting the student's learning and/or academic achievement.
4. Making recommendations to assist the student and the parent/guardian.
5. Providing information on community resources and options to deal with the problem.
6. Establishing links with resources to help resolve the problem.
7. Collaborating with the parent/guardian and agency when students are involved in treatment through a community agency.
8. Providing a plan for in-school support services for the student during and after treatment.

### **RESPONSE TO INSTRUCTION AND INTERVENTION (RtII)**

A District initiative includes the implementation of Response to Instruction and Intervention or RtII. This is a process used for identifying those students at specified grade levels who are struggling in school and then providing differentiated instruction and intervention to address their needs. Part of the process involves screening all students three times per year to identify students who are at grade level (Benchmark or Tier 1), slightly below grade level (Strategic or Tier 2), and those well below grade level (Intensive or Tier 3), as measured by screening assessments such as AIMSweb.

Following the screening assessments, students' individual Tiers are identified and an instructional plan is implemented for them. Tier 2 and Tier 3 students will be grouped for additional teacher guided instruction designed to improve their skills. Some of these students will receive this instruction with teachers other than their homeroom teacher. They will, however, continue to receive their regular instruction with their assigned teacher.

Over the course of the intervention plan, Tier 2 and Tier 3 students are progress monitored to determine if growth is occurring as a result of the intervention. During and following the intervention program, results from the progress monitoring will be reviewed to determine the success of the intervention. Following a specific intervention period, students may move to a different tier, remain in their current tier and continue to receive the same intervention plan, or remain in their current tier and receive a different intervention program. The decision will be based solely upon the results of the progress monitoring data that has been collected over the intervention period.

Parental involvement is key to a student's individual success. Therefore, communication with the parent/guardian will be made as deemed necessary to insure student success and progress.

### **TITLE I**

Title I is a grant funded by the Federal Government to support literacy in districts or schools that meet socio-economic criteria. Four DASD Elementary Schools are eligible for Title I funding: Beaver Creek, Bradford Heights, East Ward, and Lionville Elementary schools. With Title I funds, the district purchases materials to support early literacy skills, provides an instructional support aide, and partially supports Camp Success and full day Kindergarten for eligible students in the eligible schools. Based upon multiple literacy assessments administered by school staff members, kindergarten and first grade students are identified to participate in the Title I program. Parents will be notified of their child's eligibility and provide permission for him/her to receive Title I support. Parents may direct questions to each school's Title I coordinator.

### **GUIDANCE COUNSELOR**

The school is fortunate to be staffed by a full time elementary guidance counselor. Elementary school counselors are specialists in child growth and development. They also possess knowledge of the elementary school program, which includes the curriculum, the learning process, and the school organization. Generally, the school guidance counselor works to:

1. Prevent problems from developing
2. Help identify children with special needs
3. Provide crisis intervention when necessary
4. Coordinate or facilitate efforts of others with those of parents, teachers, and administrators
5. Help develop personalized programs, when needed, based on each child's strengths, weaknesses, and needs
6. Organizes the school's testing programs

The counselor maintains and up-dates a **professional library** whose volumes are available for use by staff, students, and parents. These selections encompass a wide diversity of topics relevant to guidance issues.

### **SPECIAL EDUCATION PROGRAM**

Each school has certified special education teachers to instruct students who require specially designed instruction to assist them with varying learning needs. In addition, select schools also provide specialized classes for Autistic Support, Life Skills Support, Emotional Support, and Multiple Disabilities Support. Special education services are provided in accordance with Pennsylvania Code Chapter 14. Our Guidance Counselor can provide information about available support services and qualification procedures.

### **GIFTED SUPPORT PROGRAM**

The Downingtown Area School District offers a variety of special programs to meet the needs of students. The Gifted Support program has been developed to provide specialized learning experiences for students qualifying for such services under Pennsylvania Code Chapter 16 and DASD requirements.

### **ESL (ENGLISH AS A SECOND LANGUAGE)**

The Civil Rights Act – Language Minority Compliance Procedures, requires all school districts to identify and serve limited English proficient students. Part of this federal law requires that a Home Survey is completed and placed in the cumulative file for every student. If the parent indicates that a language other than English is spoken in the home, the child will be identified for screening by the ESL teacher. The screening will determine the need for direct instruction from the ESL teacher.

### **SERVICES FROM OUTSIDE AGENCIES**

CHESTER COUNTY INTERMEDIATE UNIT – Vision and hearing assistance is provided through teachers/therapists from the Chester County Intermediate Unit.

PEDIATRIC THERAPEUTIC SERVICES (PTS) – Students who require services in speech, occupational and/or physical therapy receive assistance from PTS. Specially trained therapists provide instruction according to the needs of the child. Students with speech and expressive language, OT and/or PT concerns are referred to the Instructional Support Team. This referral can originate from the school or home.

### **ADAPTED PHYSICAL EDUCATION**

Special classes are available for students with identified needs.

## **DISCIPLINE**

Students are expected to behave in an orderly and respectful manner. Routine discipline matters will be handled by classroom teachers or other responsible adults (aides, monitors, custodians). Consequences for breaking established rules or procedures could include isolation, missing recess, or loss of certain privileges or special events. Serious behavior problems will always be referred to the principal and could result in suspension from school. Our school-wide rules are as follows:

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Respect school property and the property of others.
4. Walk quietly in the hallways without talking.
5. Refrain from name calling, teasing, fighting or using foul language.



## **CODE OF STUDENT CONDUCT**

Please access the Downingtown Area School District Code of Student Conduct through [www.dasd.org](http://www.dasd.org). The Code of Student Conduct provides District information regarding attendance, bus and playground rules, internet policies, and student discipline and can be found in Board Policy 200 Series under the Policies section of School Board ribbon on the District website.

## **DRESS CODE**

The Downingtown Area Elementary Schools are primarily concerned with three important issues:

1. **Safety Standards** - Personal appearance styles and all items of wearing apparel and accessories must conform to minimum safety standards as to not endanger the well being of any pupils or any person within the school environment. "Clogs" and shoes without heel support or with wheels are **not** considered safe and are therefore prohibited.
2. **Health and Cleanliness** - Clothing and dress should be conducive to promoting personal health and cleanliness. The children are permitted to wear shorts of a conservative length. "Short-shorts" and midriff tops are unacceptable. Straps on tank tops should be as wide as an adult finger.
3. **Non-interference with the Educational Program** - Apparel and accessories must be appropriate to the time and place, in that a pupil's total appearance does not result in any degrading or distracting consequences that would interfere with the educational process within the school environment. Shirts, hats, etc. with inappropriate, obscene, or suggestive language or graphics cannot be worn to or at school. On special occasions, such as field trips or Field Day, we may request specific clothing appropriate for the event.

A breach of the Dress Code, as outlined above, may result in any of the following: 1) Parent called to bring appropriate clothing; 2) Child isolated from peers; 3) Child sent home for remainder of day; 4) Suspension.

## **FOOD SERVICE and RECESS**

### **BREAKFAST PROGRAM**

We are pleased to announce that students will have the opportunity to purchase and eat breakfast at school. Students may enter the cafeteria starting at 8:30 am. Students will be encouraged to finish eating and get to their classrooms by 8:50 am. Cost for the breakfast is \$1.00.

### **LUNCH PROGRAM**

The cafeteria provides a varied lunch menu for students. Students may choose between a regular platter and an alternate platter at the beginning of each school day. A computerized debit system is used. Instead of purchasing tickets, your cash or check will be deposited into your child's account and all lunch purchases will be deducted from this account. Please note that if your child receives free or reduced price lunches, this system will provide complete confidentiality. If you prefer to pay for your child's lunches on a daily basis, your child will also use the computerized system to help us keep accurate records of lunch participation. The system works like this:

Each student is issued a personal identification number (PIN) that will remain the same throughout your child's enrollment in elementary school. A picture of the student is taken and imported in the PIN database. Your pre-payment money is deposited into the student's account. The deposits can be made in cash, or by check made payable to DASD CAFETERIA ACCOUNT. Deposits can also be made through your account with PayForIt.Net. We ask that deposits are at least \$22.50 to cover approximately ten days of lunches. When an account reaches a \$5.00 balance, the student will be notified so he/she can make a deposit within the next two days, thus avoiding a zero balance. Students who receive free or reduced lunches will follow the same procedures as outlined above. Their automatic debits would be made at a free or reduced lunch rate.

Students' accounts can be set up as "meals only" or "OPEN". The 2015-2016 elementary school lunch price will be \$2.25. During lunch service, the student will approach the cashier and enter the PIN on the keyboard. The student's account and photograph will appear on the cashier's computer screen. The cost of the student

purchases will automatically be deducted from the child's account balance, without the need for the daily exchange of cash.

### **LUNCH SCHEDULE**

Students have 15 minutes of recess and 30 minutes of lunch time. Note that recess will be FIRST for every grade level except grade 5\*. Research and practice has shown that recess first reduces trips to nurse, less discipline issues, and quicker time to task upon return to the classroom.

Grade 1	11:15 – 11:30 / 11:30-12:00
Grade 2	11:35 – 11:50 / 11:50-12:20
Grade 4	11:55 – 12:10 / 12:10-12:40
Grade 3	12:15 – 12:30 / 12:30- 1:00
Grade 5*	12:35 – 12:50 / 12:50- 1:10

### **RECESS**

Weather permitting, students are provided with fifteen minutes of recess time each day. Recesses are supervised by at least two staff members.

Anytime it is 25 degrees or above (with wind chill included), the playground is relatively clear, and there is no precipitation, we will have outdoor recess. Children must wear coats, hats, and gloves (or mittens) to go outside during the cold weather. Girls should have their legs covered.

We will have indoor recess anytime the temperature falls below 25 degrees, actual temperature or with windchill. This policy will be followed for all recesses, including those at lunchtime. We appreciate the cooperation of parents in sending children dressed properly for the outdoors.

### **DENIAL OF RECESS PRIVILEGES**

Students may be excluded from recess for incomplete homework, incomplete class assignments, or for disciplinary reasons. Students who are assigned recess detention are supervised by a staff member.

## **WELLNESS POLICY**

The Downingtown Area School District School Board Policy #246, Student Wellness, addresses concerns around student obesity, nutrition, exercise, and overall wellness.

The DASD Wellness Policy has established the following guidelines relative to food:

- Food MAY NOT be used as a reward.
- Food items MAY NOT be provided for birthday celebrations.
- Food MAY be used as part of the curriculum using the following nutritional guidelines:
  - Water, 100% fruit juice or milk
  - Are moderate in sodium content
  - Provide minimal to no trans fatty acids
  - Provide items that contain > 2 grams of fiber/serving
  - Do not offer any Foods of Minimal Nutritional Value
- Food MAY be included in classroom parties/celebrations (excluding birthdays) using the following guidelines:
  - Fresh fruits and vegetables.

The following individually packaged items may also be provided:

- Sun Chips, Garden Salsa – .875 oz.
- Pepperidge Farm WG Goldfish – .75 oz.
- Nabisco Teddy Bear Graham Minis – 1 oz.
- Rold Gold Hartzels – .7 oz.

- Kellogg’s WG Rice Krispie Treats – 1.41 oz.
- Quaker Snack Kids Mix – .875 oz.
- Land O Lakes String Cheese, Light Low Moisture, Part skim – 1 oz.
- Water – 8 oz.
- 100% Apple Juice – 4 oz.
- Milk, Fat Free or 1% Low Fat White – 8 oz.

Parents and teachers may purchase these food items from the school district food service provider or purchase comparable items from an outside food vendor. The school district food service will provide a catering menu with approved food and beverages for purchase. Please see DASD website for the catering menu and ordering.

**Please be aware that while the District Policy provides the opportunity to have food included in parties and events, some schools, through their individual School Health Councils have opted to not allow food within the classrooms, including during parties. Please check with your individual buildings for their policies.**

For more detailed information and questions and answers, please refer to the Health and Wellness page on the District web-site (<http://dasd-sharepoint.dasd.org/Parents/Health/Pages/default.aspx>)

**BIRTHDAY CELEBRATIONS:**

Birthdays are a special time for students and we need your support. While many families enjoy special food treats at home, in accordance with the DASD Wellness Policy and our School Health Committee, no food items will be allowed at school for birthday celebrations. This practice will help support healthy alternatives for celebration, reduce interruptions in class time, and will help protect the large number of children who have a variety of food related allergies. Any food items sent in for birthday celebrations will be returned home. Alternatives to food related items include pencils, stickers or other small, school-related items. Each grade level may have their own suggestions for ways to celebrate birthdays.

**Balloon deliveries or other extravagant deliveries or “surprises” are not permitted during school hours.**

**PARTICIPATION / ACTIVITY FEES**

Students involved in a program that uses transportation or teacher services beyond the contractual day will be assessed a participation fee. Academic clubs tied to outside competitions and tutorial activities will continue to be funded by the District. Specific information will be included on the permission forms for each activity.

Payments must be made online through the PayForIt.net accounts used also for food service. Please note that students enrolled in the free/reduced lunch plan will be eligible to have their fees waived. Fees will be assigned as follows:

- Music - Families of elementary students participating in music activities will be assessed a \$25 activity fee per student, per year which allows the student to participate in all music programs (band, chorus and orchestra). This fee is applied to the family max.
- Non-academic Clubs and Intramurals – Families of elementary students participating in non-academic clubs and intramurals that require a fee will be assessed a \$25 activity fee per student, per year which allows the student to participate in all clubs/intramurals. This fee is not applied to the family max.

The maximum fee per elementary child is \$50. If a family has more than one child in the district, the maximum amount of cost a family may incur in Music and Sports activity fees is \$250 per year. Any fees in excess of the family fee cap will calculate as \$0.00 during the payment process.

Please visit our website, [www.dasd.org](http://www.dasd.org), for more specific details involving Participation/Activity Fees. Click on ‘Parents’ and then ‘Activity Fees’.

## **FIELD TRIP POLICY**

A **field trip** is defined as any trip by students away from school premises.

Students on field trips are subject to the rules and regulations established in the Code of Student Conduct, including the Dress Code.

Fees for participation in field trips may be assessed by the district. Credit card payments shall be accepted in accordance with Board policy.

### **FIELD TRIP CHAPERONES**

Parents/Guardians, other adult volunteers, and/or district employees who serve as chaperones on field trips are subject to Board policies, administrative guidelines, and rules and regulations pertaining to their conduct and responsibilities.

When serving as a chaperone for district field trips, all adults are prohibited from using tobacco products in the presence of students, consuming alcoholic beverages, and using illicit drugs during the duration of their assignment as chaperone.

For the safety of all children leaving school premises and in accordance with Board policy, the Superintendent may direct that appropriate screening processes be applied to assure that adult chaperones for field trips are free of criminal history and convictions for any offenses involving children.

As per Downingtown Area School District Policy 121 - Field Trips and 231 – Social Events, chaperones leaving school premises shall be required to provide the following:

1. An original criminal history report (Act 34) – every 3 years
2. An original child abuse history clearance (Act 151) – every 3 years
3. Proof of a Tuberculosis Exam (one time only)
4. Self-Reporting forms submitted annually

To access the necessary forms, please refer to the district web site: [www.dasd.org](http://www.dasd.org) – Human Resources – Employment.

Obtaining clearances does not guarantee a parent or guardian will be selected to chaperone a field trip. Field trip supervision requirements will be followed as indicated in Downingtown Area School District Administrative Guideline #4 of Policy #121 – Field Trips. Examples of chaperones include parents or guardians of students who attend field trips and are not Downingtown Area School District employees.

#### Procedures:

***Clearances must not be dated more than one (1) year prior to the date of submission.***

Clearances will be submitted directly to the building principal for review and approval.

Clearances with any remarks from the reporting agency must be forwarded to the *Superintendent's designee* for final review:

*No individual will be approved to serve as a chaperone if the criminal history or child abuse reports/clearances required by these guidelines evidence an offense which would preclude such individual from being employed in a Pennsylvania public school under Act 34 or Act 151.*

### **MEDICATION/MEDICAL CONDITION**

If a student with a specified medical requirement is participating in a field trip, arrangements shall be made in advance to transport, dispense and/or administer approved medication. All medications and supplies must be sent from home. Send only a single dose of medication for the trip in the original container, and give it to the teacher for your child to self-administer.

## **TRANSPORTATION**

School bus service is provided through the contractors in accordance with the transportation policies of the DASD. Policy and Administrative Guidelines #810 provide details regarding walking zones, procedures for requesting a transportation change, alternate bus assignments due to child care and bus stop and bus riding rules.

Students are assigned to a bus and bus stop location as part of the registration process. Confirmation of bus number and stop is mailed to parents in late August. Long term requests for changes in bus stop or bus route must be directed, in writing, to the Supervisor of Transportation, in the DASD, 540 Trestle Place. These forms may be obtained in the school office.

**Due to the capacity of each assigned bus, we cannot give open permission for students to ride a bus to or from school other than the one to which they are assigned. Emergencies are the only exception and need to be approved by the Principal in advance.**

### **KINDERGARTEN TRANSPORTATION**

Transportation is provided for Kindergarten students one way. Children in the A.M. session will be transported to school and children in the P.M. session will be transported home with Grade 1-5 students.

### **BUS RULES AND REGULATIONS**

1. Children should arrive at the assigned bus stop 5 minutes before scheduled pick-up times. Parents are responsible for their child's conduct at the bus stop both before and after school.
2. Children should exhibit orderly and appropriate behavior while at the bus stop and on the bus.
3. Children should respect the property adjacent to the bus stop, respect the safety and property of other students, and follow all directions and guidance provided by the bus driver. The bus driver has the same authority as a classroom teacher.
4. Children may ride only their assigned bus and board and depart only from their assigned bus stop, unless the Principal has approved a change.
5. Children should enter the bus and take their seats without disturbing others.
6. Children should remain in their seats while the bus in motion.
7. Children should speak in a normal tone of voice while on the bus. No shouting is permitted.
8. Children should not throw items on the bus or from the bus.
9. Smoking, eating, drinking, or chewing gum on the bus is prohibited.
10. Children should keep the bus clean and orderly.
11. No items can be placed in the driver's compartment, doorway, or aisle of the bus, or under seats. These areas must be kept clear to exit in case of emergencies.
12. Animals are NOT permitted on the bus.
13. Large musical instruments or school projects are not permitted on the bus unless they can be held on the student's lap.
14. Objects that endanger other students are strictly prohibited. Such objects include, but are not limited to firearms, knives, metal stars, ice skates, glass objects, etc. Possession of dangerous objects may result in immediate suspension of bus privileges and other discipline.
15. Seatbelts must be worn at all times on those buses or school vehicles fitted with seatbelts.
16. Missing the bus and not attending school is NOT a legal absence or reason for being tardy.

**Students not obeying the rules may lose the privilege to use bus transportation.**

### **WALKERS**

With the exception of District designated walkers, students will not be allowed to walk unless their parents escort them. Parents walking their children to/from school need to follow the same arrival and dismissal procedures as students being transported by their parents.

### **BIKE RIDING**

Students may not ride bikes to or from school.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is similar to other parent/teacher organizations such as PTO or PTA, however, all families of students are eligible for membership without payment of dues. We welcome your participation in any way that fits into your schedule. The purpose is to enhance all students' school experience.

The Home and School Association provides homeroom parents for classrooms, sponsors beautification programs, conducts non-profit "fun" activities for children, and also generates fundraisers to financially support student activities such as field trips, assembly programs, scholarships, family fun activities, special grade level activities, field day awards and donations of books and equipment to the school.

Our meetings are held on the second Thursday in the Library starting at 7:00 pm. You will receive information regarding communications directly from the HSA. Dates and times of our meetings are posted on the school's website. Please join us.

## **VOLUNTEERS and VISITORS**

***THE DOWNINGTOWN AREA SCHOOL DISTRICT WELCOMES ALL VOLUNTEERS AND VISITORS TO OUR SCHOOL WHO HAVE BEEN INVITED BY THE PRINCIPAL OR BY THE PRINCIPAL'S DESIGNEE.***

### **VOLUNTEER POLICY**

The School Board recently approved a new policy (Policy 916) regarding required background checks for all school volunteers. This applies to anyone who offers more than one day of volunteer time. The goal of this policy is to ensure that all who come into contact with our students have successfully obtained the required safety clearances.

The new volunteer policy will apply to parents and all other members of the DASD community who volunteer in our schools or serve as field trip chaperones. The new policy states:

- 1) Background checks are now required for all volunteers. (Previously only chaperones needed to obtain these clearances)
- 2) Volunteers are now required to obtain background checks every three years. If you obtained both the child abuse and criminal history clearances within the past two years, you would have another three or four years of eligibility remaining before having to re-submit for new clearances.
- 3) Volunteers must now present proof of a tuberculosis exam. The cost of the examination will be the responsibility of the volunteer unless a financial hardship can be established. Examination costs for senior citizens serving as volunteers shall be at the expense of the district. The district also strongly recommends our volunteers obtaining a pertussis vaccine.
- 4) All volunteers must sign a Volunteer Disclosure Form each year.

The cost for acquiring the two clearance reports is \$20. Please be assured that 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. More information about clearances can be found on our website.

**Many school districts nationwide are instituting similar policies as our entire educational system focuses on safety. We recognize that our volunteers make valuable contributions to our educational, athletic and extracurricular programs. Please see Board Policy #916 for the new policy and guidelines.**

## **VOLUNTEERS**

The presence of volunteers in the classroom creates issues of sensitivity and confidentiality for all volunteers. To uphold the credibility of this valuable program, it is imperative that volunteers:

- Do not discuss the performance and behavior of individual children either inside or outside the school.
- Avoid discussing teachers and/or teaching methods.
- Discuss any concerns with the Volunteer Coordinator or Principal.
- Act in a professional manner.

We ask that all volunteers:

1. Sign in and out every time they enter and leave the building via the building Raptor system. (This is for safety in case of fire, as well as knowing who is in the building at all times, for safety purposes).
2. Fill out an emergency information card.
3. Wear a designated ID while in the building and turn it in when leaving.
4. Call the school office as soon as possible if unable to volunteer on assigned day.
5. Be consistent and reliable with time.
6. Avoid visiting or wandering through instructional areas that could distract children and teachers.
7. Do not bring younger children to school when volunteering.
8. Classroom volunteer time is at the teacher's discretion.
9. Wear appropriate, tasteful attire that will not interfere with the educational focus.
10. Never interrupt teachers or instruction in the classroom.
11. Keep the Faculty Room reserved for staff members, please.
12. Contact classroom teachers to receive instruction on the use of any classroom equipment and see the Volunteer Coordinator (or building aide) for instruction with other school equipment. Please give staff members priority when operating the copy machine or other office equipment.
13. Check with assigned teacher for specific instructions for the day.
14. Become familiar with school policy as outlined in this handbook.
15. Expect respect and appropriate behavior from students. Please report any problems to the teacher in charge.
16. Be an example to children by observing all school rules in a professional manner.
17. Avoid disruptive talking in the hallways.
18. Communicate with the teacher if uncomfortable with a specific task. We want your experience to be positive and rewarding.
19. Have fun working in our school.

## **VISITORS**

Visitors, including parents, must secure permission and make arrangements with the principal or teacher prior to any visit in an area of the building or school grounds. Visitors, including parents, are also required to check in with our Raptor system and wear a visitor badge, which is maintained in the office, before reporting to an area of the building or school grounds.

For reasons of liability, elementary aged children are not permitted to visit unless accompanied by their parents, and only with the approval of the teacher(s) involved, as well as the principal.

## **EMERGENCY RESPONSE PLAN**

All staff members are informed of the master emergency plan designed for all possible emergencies.

Emergency procedures fall into three categories: on-site evacuations, off-site evacuations and "take shelter" drills. Every school in the Downington Area School District has a detailed action plan for dealing with a variety of emergencies. The plan is reviewed annually with the staff. A key feature of the emergency plan includes periodic drills for each type of emergency response. The school schedules regular fire drills to comply with the

Pennsylvania School Laws. In accordance with the law, the school will conduct not fewer than an average of one fire drill each month.

During the school year, drills are conducted with individual classes, making every effort to conduct the drill on the best day for temperature and weather conditions. Similarly, drills are conducted to practice the appropriate procedures for a severe weather emergency and safe school drills. Please note that during emergency procedure drills, access to the building may be temporarily denied until conditions are determined to be safe.

## **INTEGRATED PEST MANAGEMENT**

The Downingtown Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance and office. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary. When chemicals are used, the school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted 72 hours prior to application and for 48 hours following the application. A schedule of pest control applications is posted on the front entry door of the school. If you desire a list of pesticides to be used and their EPA registration numbers, please submit your request in writing. Parents or guardians of students enrolled in the school will be notified of specific herbicide applications made on school grounds, including athletic fields and recreational areas. If a chemical application must be made to control an emergency pest problem, notice will be given. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel-type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

## **MISCELLANEOUS INFORMATION**

### **CHANGE OF ADDRESS / TELEPHONE**

Any change of address or telephone number should be reported to the school office as soon as possible after the change.

### **BRINGING TOYS TO SCHOOL**

Students must have the permission of the teacher to bring toys from home. In general, the practice of bringing things from home is discouraged unless needed for instruction. In addition to detracting from the learning process, toys get in the way at lunch time and can be lost or damaged during recess or bus rides. The school assumes no liability for lost, stolen, or damaged items from home.

### **BRINGING ELECTRONIC DEVICES TO SCHOOL**

Students must have the permission of the principal to bring electronic devices such as electronic book readers (ie. a Kindle, a Nook, etc.). If these items are allowed for use during reading, they must be used for reading. Accessing games, music, or social media sites on these devices will not be permitted and will result in them not being allowed in school for the remainder of the year. Devices such as Ipods, MP3 players, and electronic games are not permitted in school. Cell phones are to remain in book bags during school hours and must be turned off. If a cell phone goes off during the school day, it will be sent to the office and will need to be retrieved by the parent. The school assumes no liability for lost, stolen, or damaged electronic devices sent from home.



### **CARE OF TEXTBOOKS**

Students are encouraged to properly care for books. They are reminded that the books they are using this year must be used by students in the future. It is the responsibility of each student to pay for books that are lost or damaged.

### **LOST AND FOUND**

Parents are requested to label children's outerwear for a quick return of lost articles. Lost articles found in or around the school are taken to the "Lost and Found" box which is located center stairwell. Students should periodically check this area for missing articles.

### **PRIVATE PARTY INVITATIONS**

Private party invitations are **NOT** to be handed out in school or on the school bus unless the **ENTIRE** class is invited. Many children have their feelings hurt and get upset when they find out they are not invited to a private party, particularly when it becomes the main focus of conversation during lunch and recess times. In turn, this can develop into inappropriate behavior and lack of academic progress in the classroom.

## **CENTRAL ADMINISTRATION**

Central Administrators may be reached through the Administration Office located at 540 Trestle Place, Downingtown, PA 19335 or by calling 610-269-8460.

Dr. Lawrence Mussoline	Superintendent
Dr. Robert Reed	Director of K-12 Educational Programs
Dr. Lou Chance	Director of Pupil Services
Dr. Linda MacNeal	Director of K-12 Curriculum, Literacy & Assessment
Ms. Jennifer Saks	Supervisor of Professional Learning
Mrs. Kelly Byrne	Coordinator of Assessment & Accountability
Mr. Richard Fazio	Chief Financial Officer
Mrs. Sharon Standish	Director of Human Resources
Mr. James Lill	Director of Facilities
Mr. Jeffrey Simmons	Supervisor of Transportation
Ms. Jamie Siegel	Home and School Visitor

## **DOWNTOWN AREA SCHOOL DISTRICT BOARD OF EDUCATION**

The Board of School Directors meets at 7:00 p.m. on the second Wednesday of each month. School Board meetings are open to the public.

### **SCHOOL BOARD DIRECTORS REPRESENTING OUR SCHOOL**

Barbara Albright  
Jamie Mehler

## **NOTICE OF NON-DISCRIMINATION**

Downingtown Area School District shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the Director of Human Resources, Downingtown Area School District, 540 Trestle Place, Downingtown, PA 19335, phone number 610-269-8460.

## **BULLYING POLICY**

### **DOWNINGTOWN AREA SCHOOL DISTRICT SCHOOL BOARD POLICY SECTION: PUPILS**

1

#### **1 249. BULLYING**

2

3

##### **4 1. PURPOSE**

5 The Board is committed to providing a safe and positive learning environment for  
6 students in the schools. The board recognizes that bullying creates an atmosphere  
7 of fear and intimidation, detracts from the safe environment necessary for student  
8 learning and may lead to more serious harassment and violence. Therefore, the  
9 Board prohibits bullying by district students.

10

##### **11 2. DEFINITION**

12 Bullying means an intentional electronic, written, verbal or physical act or series of  
13 acts directed at another student or students, which occur in a school setting that is  
14 severe, persistent or pervasive and has the effect of doing any of the following:

15

16 1. Substantial Interference with a student's education

17 2. Creation of a threatening environment

18 3. Substantially disrupting the orderly operation of the school

19

20 Bullying, as defined in this policy, includes cyberbullying.

21

22 School setting means in the school, on school grounds, in school vehicles, at a  
23 designated bus stop or at any activity sponsored, supervised or sanctioned by the  
24 school

25

##### **26 3. AUTHORITY**

27

28 The Board prohibits all forms of bullying by district students.

29

30 The Board encourages students who have been bullied to promptly report such  
31 incidents to the building principal or designee.

32

33 The Board directs that complaints of bullying shall be investigated promptly and  
34 corrective action shall be taken when allegations are verified. Confidentiality of all  
35 parties shall be maintained. No reprisals or retaliation shall occur as a result of  
36 good faith reports of bullying.

37

##### **38 4. DESIGNATION OF RESPONSIBILITY**

39

40 Each student shall be responsible to respect the rights of others and to ensure an  
41 atmosphere free from bullying.

42

43 The Superintendent or designee shall develop administrative regulations to

44 implement this policy.

45

**DOWNINGTOWN AREA SCHOOL DISTRICT  
SCHOOL BOARD POLICY  
SECTION: PUPILS**

2

1 The superintendent or designee shall ensure that this policy and administrative

2 regulations are reviewed annually with students.

3

4 The Superintendent or designee, in cooperation with other appropriate

5 administrators, shall review this policy every three years and recommend necessary

6 revisions to the Board.

7

8

9 REFERENCES:

10

11 School Code – 24 P.S. Sec. 1302-A, 1303. 1-A

12 State Board of Education Regulations – 22 PA Code Sec. 12.3

13 Board Policy – 000, 216, 218,

14

15

16 ADOPTED: 05/13/09

17

18

**DOWNINGTOWN AREA SCHOOL DISTRICT  
SCHOOL BOARD POLICY  
SECTION: PUPILS**

3

1

2 ADMINISTRATIVE GUIDELINES FOR BULLYING

3

4 The Code of Student Conduct, which shall contain this policy, shall be disseminated

5 annually to all students.

6

7 This policy shall be accessible in every classroom. The policy will be posted in a

8 prominent location within each school building and on the district website.

9

10

11 EDUCATION

12

13 The district may develop and implement bullying prevention and intervention

14 programs. Such programs shall provide district staff and students with appropriate

15 training for effectively responding to, intervening in and reporting incidents of

16 bullying.

17

18

19 CONSEQUENCES FOR VIOLATIONS

20

21 A student who violates this policy shall be subject to appropriate disciplinary action

22 consistent with the Code of Student Conduct, which may include  
23  
24 Student Conference  
25 Parental Conference  
26 Referral for Counseling  
27 Detention  
28 Suspension  
29 Review of Policy #248 Unlawful Harassment and subsequent referral to law  
30 enforcement officials  
31 Expulsion  
32  
33  
34 REFERENCES:  
35  
36 School Code – 24 P.S. Sec. 1302-A, 1303. 1-A  
37 State Board of Education Regulations – 22 PA Code Sec. 12.3  
38 Board Policy – 000, 216, 218,  
39  
40  
41 ADOPTED: 05/13/2009  
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# CHAPTER 15 ANNUAL NOTICE



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**Lawrence Mussoline, Ed. D.**  
*Superintendent*

**DOWNTOWN AREA SCHOOL DISTRICT**  
126 Wallace Avenue, Downingtown, Pennsylvania 19335  
[www.dasd.org](http://www.dasd.org)

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FAX: 610-873-1404

## **Annual Notice to Parents**

SUBJECT: [Implementation of Chapter 15](#)

22 Pa. Code Chapter 15

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In compliance with state and federal law, the Downingtown Area School District does not discriminate against protected handicapped students. Also in compliance with state and federal law, the Downingtown Area School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services to protected handicapped students, contact the building principal of your student's attendance area.