

PARENT & Student HANDBOOK

SCHOOL YEAR

2009-2010

TABLE OF CONTENTS

Staff list ----- 4

A Note from the Principal----- 5

An Overview of Our School----- 5

Calendar----- 6

Attendance----- 6

 Early dismissal for appointments

 Early dismissal due to weather

 Excuse Procedures for trips, vacations & Special Occasions

 Excuse forms

 Lateness

 Excessive absences

 Kindergarten Procedures for Delayed Openings

Communications----- 8

 Newsletters, Code of Student Conduct, EW Handbook

 Phone messages

 Notes

 Wednesday envelopes

 Conferences

Emergency Plan ----- 9

Entry and Registration for School ----- 9

 Admission to Kindergarten

 Admission to First Grade

 Registration for Grades 1-5

 Student records

 Transfer of records

Health and Medical Information----- 10

 Emergency Cards

 Physical Examinations

 Dental Evaluations and Dental Health Education

 Vision & Hearing Screening & Therapy

 Administering Medications

 First Aid & Illness

 Latex & Nut Allergies

Home & School Association ----- 12

Instruction, Assessment and Programs----- 12

 Art Goes To School

 Assemblies

 Computer Instruction

 DEEP

 Early Childhood Philosophy

 ESL (English as a Second Language)

 Field Trips

 Grading & Reporting/ Elementary Standards Achievement Report (ESAR)

 Grouping of Students

 Guidance Counselor

 Homework

 Instructional Support Team (IST)

 Kindergarten

 K/1 Multiage Classrooms

 Learning Support

 Library

 Olweus Bully Prevention Program

 Physical Education (adapted)

 Special Services

 Special Subjects

 Testing of Students

 Extra-Curricular Offerings

Integrated Pest Management ----- 18

Lunch Programs/Recess ----- 18

Transportation-----	19
Kindergarten Transportation	
Walkers	
Bike Riding	
Visitors -----	20
General Information -----	20
Accident Insurance	
Birthday/Celebration treats	
Bringing toys to school	
Bus Rules	
Care of Textbooks	
Dress Code	
Lost and Found	
Private Party Invitations	
Supervision	
Telephone Use	
East Ward Student Pledge-----	22
Community Playground Rules -----	22
Central Administration -----	23
Downingtown Area School District Board of Education -----	23
School Board of Directors Representing East Ward-----	23
DASD Code of Student Conduct -----	23

EAST WARD ELEMENTARY SCHOOL STAFF

PRINCIPAL	Dr. Nancy L. Fuhrman	
OFFICE	Mrs. Maria Garvey (Principal's Secretary)	
	Mrs. Venise Rogala (Office Associate)	
KINDERGARTEN		
	Mrs. Robin Miller	115
	Mrs. Kelly Bretz	108
GRADE 1		
	Mrs. Lynn Highfield	109
	Ms. Karen Lammey	110
	Mrs. Lucinda Long	119
	Mrs. Erin Prokop	117
	Mrs. Julie Smith	106
GRADE 2		
	Ms. Keandra Chambers	202
	Mrs. Dana Gerth	203
	Mrs. Nicole Haas	212
	Mr. Douglas Prescott	211
	Mrs. Barbara Whitford-Roy	205B
	Mrs. Cristin Young	212
GRADE 3		
	Mrs. Jennifer Losch	216
	Ms. Kristi McEntee	217
	Mrs. Renay Schoenfeld	208
	Mrs. Jodi Turkelson	209
GRADE 4		
	Mrs. Mary Beth Bradford	301A
	Mr. Michael Garvin	301B
	Mrs. Sharon Coy	309
	Mrs. Meghan Ellis	310
GRADE 5		
	Mrs. Beth Bell	306
	Ms. Lauren Hoffman	314B
	Ms. Lauren Palys	312
	Ms. Denise Giunta	314A
	Mrs. Nicole Pallini-Snook	307
ART	Mr. Brian Hearn	134
PHYSICAL EDUCATION		
	Mrs. Mary Goncharoff	PE
	Mrs. Rosalie Hertzog	PE
MUSIC		
	Mr. Thomas Breton (Strings)	131
	Mrs. Allyson Patterson (Instr.)	131
	Mrs. Danielle Cullen (Vocal)	132
INSTRUCTIONAL SUPPORT TEACHER		
	Mrs. Patricia Koller	IST
	Mrs. Nancy Kinsman	IST
	Mrs. Caitlin Dankanich	IST
LIBRARIAN	Mrs. Claudia Carosella	Library
GUIDANCE	Ms. Celeste Alfieri	Guidance
LEARNING SUPPORT		
	Mrs. Betsy Bare	303
	Ms. Jennifer Merroth	204
	Mrs. Megan Ruhno	303

DEEP	Mrs. Claudia Russell	312
ESL	Ms. Elizabeth Kurtz	118
NURSE	Mrs. Monica Baldwin Mrs. Mary Sue Manley	Health Suite
SPEECH	TBA	112
PSYCHOLOGIST	Mrs. Michelle Lenahan	111
DENTAL HYGIENIST	Mrs. Ann Yeager	133b
TECHNOLOGY ASSOCIATE	Mr. Joseph Mobley	215
MAINTENANCE	Mr. Denis Williamson Mr. Joseph Krempa Mr. David Kleaver Ms. Mary Dilworth	
CAFETERIA	Mrs. Lise Lavine	
PLAYGROUND MONITORS	Mrs. Carol Cloud Mrs. Toni DeVecchio Mrs. Lisa Andris Mrs. Joanne Gourley	

[A NOTE FROM THE PRINCIPAL](#)

Welcome to East Ward Elementary School. This year promises to be another exciting journey filled with positive educational challenges, new friendships, and great expectations for all.

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.

Educating children is a complex responsibility requiring the support and involvement of parents as well as teachers. We view our relationship with you as a partnership. We encourage your participation in the daily life of our school and will continually ask for your contributions to the quality of that life. Please review this handbook. It is provided as a guide and ready reference to the procedures and routines of our school. These policies and procedures are planned to facilitate the smooth operation of our school and to protect valuable instructional time for our students.

Dr. Nancy L. Fuhrman, Principal

[AN OVERVIEW OF OUR SCHOOL](#)

The East Ward Elementary School, one of nine elementary schools in the Downingtown Area School District, is located on Washington Avenue in the borough of Downingtown. Our student body of approximately 600 students draws from the borough of Downingtown, as well as Uwchlan and East Caln townships. The original East Ward building was constructed in 1922. An additional building was added in 1968. The original building was demolished and a new gymnasium constructed in its place. In 1997, the 1968 building received additions and renovations to provide a state of the art computer and communication system.

CALENDAR 2009-2010

August 31	First Student Day (Monday)
Sept. 4-7	School Not in Session (Friday/Monday)
September 28.....	School Not in Session (Monday)
September 29.....	School Not in Session for Students – Staff In-service (Tuesday)
November 3.....	School Not in Session for Students – Staff In-service (Tuesday)
November 25.....	Half Day Dismissal for Students and Staff – No lunch served (Wednesday)
November 26-29.....	Thanksgiving Recess (Thursday/Friday)
November 30 ...	School Not in Session for Students - Elementary Parent Conferences (Monday)
December 3 & 4.....	Two Hour Early Dismissal (No Kindergarten) – Gr. 1-5 Students (Thu/Friday)
December 11.....	School Not in Session for Students – Staff In-service (Friday)
December 24-January 3.....	Winter Vacation(Thurs/Fri/Mon/Tues/Wed/Thurs/Fri)
January 4.....	School Reopens (Monday)
January 18.....	School Not in Session - Martin Luther King Day (Monday)
January 29.....	School Not in Session for Students – Staff In-service (Friday)
February 15.....	School Not in Session – President’s Day (Monday)
March 12	School Not in Session for Students – Staff In-service (Friday)
March 18.....	Kindergarten Conferences (No Kindergarten)(Thursday)
March 19	Two Hour Early Dismissal (No Kindergarten) – Gr. 1-5 Students (Friday)
March 29 thru April 2.....	Spring Recess – No School (Monday thru Friday)
May 18.....	School Not in Session – Staff In Service (Tuesday)
May 31.....	School Not in Session - Memorial Day Holiday (Monday)
June 14.....	Two Hour Early Dismissal (No PM Kindergarten) – All Students (Monday)
June 15.....	Last Student Day (No AM Kindergarten) – Half Day- No Lunch Served (Tuesday)

ATTENDANCE

[CHILD ATTENDANCE HOTLINE – Please call \(610\) 269-8282 then press the number 9 to access hotline.](#)

To confirm the safe arrival of our students, a telephone Child Attendance Hotline is used. The telephone voice mail system is used daily to receive messages regarding a child’s absence from school (including tardiness). Each morning, the telephone message is compared to the teacher’s daily absence report. In the event of a discrepancy, parents are called to verify the absence.

If your children are going to be absent from school, please call **610-269-8282 (press the number 9 to access hotline)**, before 8:30 a.m. After the greeting, state your name, your child’s or children’s first and last name(s), name of their teacher(s) and grade(s), and reason for absence. In addition to calling the hotline, a written excuse must be submitted when the child returns to school from any absence. 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.

The Pennsylvania Department of Education recognizes a limited number of reasons as legal excuses for missing school. They include illness, quarantine, death in the immediate family, impassable roads, and exceptionally urgent reasons that affect the child. 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.** 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.

Early Dismissal for Appointments

If a pupil is to be dismissed (for any reason) before the regular dismissal time, the parent should send a note to the homeroom teacher. The parent must report to the main office to pick up the child. **Parents may not go directly to the classroom to pick up a child or visit a child during the instructional day (8:55 a.m. – 3:20 p.m.) without permission from the office.**

Early Dismissal Due to Weather

If school is closed earlier or opened later than usual due to inclement weather, you will receive a call from the Superintendent via our school messenger system. The automated message will call the phone number listed on emergency cards thus it is important to keep them current. 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

FOX TV (Channel 11): Announced by School District

Downingtown Area School District Website: 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.

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.

A posting on the www.dasd.org website for emergency closings or late starts will be kept current.

Please do not call the school to inquire about the possibility of an early closing, but refer to the radio station. 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 them 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.)

Excuse Procedures For Trips, Vacations & Special Occasions

In the belief that attendance is closely related to good class work, and that academic performance usually suffers when students are late or absent frequently, the following procedures have been adopted by the District with regard to excuses for vacations, trips, or special reasons:

Educational tours and family trips may be excused by the principal if permission is sought ahead of time. Student academic records will be examined prior to any approval. **Requests are to be submitted no less than three days in advance.** When trips exceed 10 school days, students will be officially withdrawn and will be re-enrolled upon their return. Unauthorized absences will be recorded as illegal and students may not be permitted to make up work. 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. Teachers will cooperate with students and parents, but will not necessarily send work in advance for the days of excused absence. In some cases, requests for work present an unfair burden upon the teachers, who may not have future lesson plans completely in readiness. Requests for students to be excused for more than one family trip during a school year will most likely not be honored.

Parents 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 children.

Excuse Forms

The Commonwealth of Pennsylvania requires that school age children attend school. After an absence or tardiness, students must bring an excuse note to school. A parent/guardian's signature is needed on the note. Printed excuse cards are provided by the school as a service to both parents and school. The printed information helps parents to remember the needed data and the uniform card size helps the school to keep the files organized. These cards can be obtained from a child's homeroom teacher or the school office.

Lateness

Coming to school every day on time is important. Not only is punctuality a valuable trait, but the late student often misses important announcements, instructions and assignments. Arrival at school on time will not be difficult for the child who has been allowed ample time to get up in the morning, dress, and have an adequate breakfast. If a student is late, parents must furnish a signed note explaining the lateness. A pattern of lateness will be shared with the appropriate childcare agency and the district Attendance Officer.

Procedures for Excessive Absences

A letter of the school's concern regarding the student's attendance will notify parents of a student who has accumulated 10 absences; the letter will serve as a warning that after 15 absences only a doctor's note will be accepted for future absences. When a student reaches 10 days of absence, the District Attendance Officer is notified.

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:

KINDERGARTEN	A.M. Session	P.M. Session
Regular Schedule	8:55 a.m. - 11:40 a.m.	12:35 p.m. - 3:20 p.m.
Abbreviated Schedule	11:00 a.m. - 12:45 p.m.	1:30 p.m. - 3:20 p.m.

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

A.M. Kindergarten children must be picked up no later than 12:50 p.m.

P.M. Kindergarten children may be dropped off beginning at 1:25 p.m.

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

A.M. kindergarten children must be picked up no later than 11:45 a.m.

P.M kindergarten children may be dropped off beginning at 12:30 p.m.

COMMUNICATIONS

Newsletters/Code of Student Conduct and EW Handbook

These means of sharing information will be posted on the www.dasd-ew.org web pages. Hard copies are available at your request. All parents and students must return a signed confirmation after reviewing the code of conduct and handbook.

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.

Notes

If a question or concern arises over schoolwork, please send a note directly to your child's teacher. Prompt handling of questions and concerns avoids problems later.

Wednesday Envelopes/Folders/Back Pack Express

To facilitate the distribution of notices and flyers, East Ward utilizes the use of Wednesday Folders. Please empty and review the contents of the envelope and return the envelope to school the next day.

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, "conference days" are scheduled at various times during the year. Your child's teacher will determine what parents are requested to attend these special days.

EMERGENCY PLAN

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

Emergency Response Plan:

Emergency procedures fall into three categories: on-site evacuations, off-site evacuations and "take shelter" drills. Every school in the Downingtown 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 winter months, 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 will be temporarily denied until conditions are determined to be safe.

ENTRY AND REGISTRATION FOR SCHOOL

Admission to Kindergarten

To be eligible for entrance to Kindergarten during the 2009-2010 school year, a child must be five years of age on or before September 30 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.

Admission to First Grade

To be admitted to first grade during the 2009-2010 school year, a child must reach 5 years 7 months before September 1st. (Age six before January 31) 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. 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 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.

Transfer of Records

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.

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.

HEALTH AND MEDICAL INFORMATION

Emergency Cards

At the beginning of each school year, every student must have an Emergency Card completed by a parent and returned to the Nurse's office. In the event of an emergency, the instructions on the card will be followed. Each card must have a current telephone number of a reliable neighbor or relative that can be reached in the place of the parent to take a sick child home. **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. Classes are conducted by qualified therapists on the staff of the Chester County Intermediate Unit.

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 MEDICATION must be in the **original container** and requires an accompanying note from the parent stating:

1. student's name, grade, and teacher
2. name of products
3. time of day to be administered
4. dosage
5. day(s) it is to be taken at school
6. signature of parent
7. no medication which is expired will be administered by health room personnel.

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

1. student's name
2. name of medication with a current date
3. time of day to be administered
4. dosage
5. how many days it is to be taken at school
6. parent and physician signature.

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 number or number given for emergency purposes will be called until you are notified. **Please remember to update your work 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.**

HOME AND SCHOOL ASSOCIATION

The Home and School Association is similar to other parent/teacher organizations such as PTO or PTA, however, at East Ward, all families of East Ward 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. Through fundraising efforts, we provide money that supplements field trips, assemblies, scholarships, family fun activities, gifts to the school and special grade level activities.

Our meetings dates are posted on the district calendar and principal newsletter. You will receive a bi-monthly newsletter from H&S in the student communication folder. Please look for dates and times of our meetings there. Through our newsletter, we will keep you abreast of all the events hosted by H&S. Please join us.

Home And School Officers 2009-2010

PRESIDENT	Kathy Marshall	610-873-4544
VICE-PRESIDENT	Lynda Scheerer	610-269-1749
VICE-PRESIDENT	Felicia Meakim	610-873-6884
SECRETARY	Rebecca Strachan	610-873-3327
TREASURER	Amy Kelly	610-269-0484

INSTRUCTION, ASSESSMENT AND PROGRAMS

The instructional program at East Ward is consistent with those of the other elementary schools in the Downingtown Area School District and is coordinated by teachers, the principal, and the Director of Elementary Education. At East Ward, 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.

Language Arts (reading, writing, speaking, and listening), with a major emphasis upon children’s literature, is taught each day, as is Mathematics. Science, Social Studies, and Health 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 Vocal Music.

The instructional program at East Ward is further supported by a full - time guidance counselor and two instructional support teachers. An educational psychologist is available one day per week. We currently have three learning support classes for children identified as having learning disabilities.

Art Goes to School

Art Goes to School is a volunteer art enrichment and appreciation program. Its purpose is to enrich children with experiences in art appreciation and to motivate them to be aware and interested in art through all its periods. Volunteers with a genuine interest in art and in working with children come from all over the school district. No teaching or art experience is necessary to participate. Training is provided by Art Goes to School of Delaware Valley, Inc. The training program prepares volunteers for their school experiences and lecture series. Workshops emphasize research on artists and their work, as well as to introduce various teaching techniques to best present the portfolio of reproductions to students. After training, volunteers begin visiting the Downingtown elementary schools.

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.

Computer Instruction

Computers are strategic in the instructional process of our students. Telecommunication skills are developed through the use of voice, video and data. East Ward affords our students a variety of programs. Students have access to CD-ROM programs as well as limited access to the INTERNET in the classrooms, the library and the computer lab. Computer instruction is provided at all grade levels.

Parental permission is required for students' use of the Internet. Records of Approved Internet Usage agreements are kept on file in the Library database. The policy of the Downingtown Area School District for this use is specific. Please log onto the district website to read the policy in its entirety. Students who abuse the use of the Internet will be denied such use.

East Ward utilizes the following programs:

- Microsoft Word for word processing, Excel spread sheet, Power Point
- Success Maker Enterprise (SME) is used as part of each classroom's daily mathematics instruction in grades 3 to 5. Aspects of SME are used within other curriculum areas for enrichment with students in kindergarten through grade 5.
- Harcourt Language Arts Software
- Kidspiration/Inspiration
- Pearson Education-Scott Foresman for Math

DEEP Program:

The Downingtown Area School District offers a variety of special programs to meet the needs of students. The Downingtown Educational Enrichment Program (DEEP) has been developed to provide specialized learning experiences for academically-talented children.

Early Childhood Programs

The core of Downingtown's Early Childhood program includes kindergarten through second grade. The program is centered in the belief that children should engage in a program of developmentally appropriate activities; that is, they are matched to the developmental abilities of children and take into account that not all children develop at the same rate. This program provides a safe and nurturing environment promoting the cognitive, emotional, physical, and social development of children. Thoughtful teacher planning allows children of varying maturation levels to be provided with a variety of challenging learning opportunities that meet their individual needs.

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.

Field Trips

Field trips are encouraged for the purpose of enriching the classroom experience. Field trips are a privilege, not a right. While on a field trip, students represent East Ward Elementary School; therefore, the same responsible behavior that is expected in school is also expected on field trips. Additionally, the same dress and disciplinary codes are in effect (See Code of Student Conduct). Unacceptable behavior prior to a field trip might result in a student being denied the privilege of going on a field trip. In addition, misconduct during a field trip may prevent students from attending future field trips. In order for a student to participate in a class field trip, specific permission must be received from the parent at least one day prior to the trip. Students who do not attend field trips are required to attend school. Special arrangements are made to provide instruction for these students while others are participating in the class trip. The East Ward Home & School Association contributes money for each child to offset admissions and transportation costs.

Grading and Reporting/Elementary Standards Achievement Report (ESAR)

The curriculum of the Downingtown Area School District is aligned with the curriculum and instruction standards of the State of Pennsylvania. Parents will receive this report three times each year. The ESAR is just one component in the on-going assessment of student achievement. Students are assessed on each curriculum standard in their grade level. Assessment feedback focuses on each student's individual achievement toward end of the year goals. Each trimester the students will be assessed on a 4-point rubric:

- 1= Beginning: Limited mastery of knowledge and skills
- 2=Approaching: expected level of achievement; basic
- 3=Proficient: achieved standard for grade level
- 4= Advanced: beyond expected levels; consistent, superior

Grouping of Students

Flexible grouping formats from whole class to instructional pairs 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. Recognizing that social interaction is a critical ingredient to enriched learning and critical thinking, teachers at all grade levels utilize a variety of cooperative learning patterns and strategies.

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 and usually have a strong background in the behavioral sciences and human relations. In practice, the guidance counselor does individual and group counseling, parent conferences, crisis intervention, classroom guidance, parent education classes, drug and alcohol prevention, and coordinates child study team meetings.

Homework

Homework is considered an integral part of the educational process and is given in a variety of forms at each grade level. The most common form of homework is **practice**. Practice homework is given in all subject areas, but is most commonly a part of mathematics instruction.

Teachers also provide for other types of homework. **Extension** homework may be assigned to see if the student can apply a skill or an idea to a new context. Extension homework is commonly used as a way of introducing children to higher level thinking. With **creative** homework, the student is given the opportunity to apply a variety of skills and knowledge from various subjects to complete an individual or group project. At times, a form of homework is given to students as an introduction to a new unit or lesson in the classroom. This type, **preparation** homework, can be given in any subject area.

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.

Daily Homework Guidelines

Grades 2 & 3	15-30 minutes
Grades 4 & 5	30-60 minutes

Homework for kindergarten and grade one children may be occasionally given at the discretion of the teacher. [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 mailbox in order to be ready by the end of the school day.

Instructional Support Team (IST)

East Ward Elementary School offers an educational service known as the Instructional Support Team. IST is an innovative program whose goals are to maximize individual students success in the regular education classroom, while at the same time serving as a screening process for students who may be in need of special education services. Any elementary student who experiences consistent academic or behavioral problems may be referred to the IST. Students may be referred by classroom teachers, other educators, and parents. The IST process involves 3 steps: 1) identifying a student's needs for academic or behavioral support; 2) determining the strategies needed to assist the student; 3) implementing intervention strategies through a continuum of services.

Kindergarten

The entry age requirement for kindergarten during the 09-10 school year is five years by September 30 of the entering school year. For first grade, it is six years by January 31 of the entering school year. (See Entry & Registration). Unless transferring from a state approved kindergarten, admission of children to the Downingtown Area School District kindergarten is closed after ten (10) days of school.

Throughout the Downingtown Area School District, children entering kindergarten are randomly placed in classrooms to generate a mixture of ages. The classroom is a center of activity where children of mixed developmental needs and performance levels are actively involved in their learning. The organizational framework is a learning center approach. Working in learning centers, children pursue math, reading, writing, art, and discovery activities within the umbrella of broad themes. With the teacher as facilitator, kindergarten students are guided through center projects which have common objectives, but allow each child to pursue tasks at various depths.

Children enter kindergarten at various stages of development, and while many children complete kindergarten in one year, some need additional time. At a conference, the decision for an additional year will be made after the teacher has gathered information through anecdotal records, sample of work; and, most importantly, by observing children in their daily activities.

Learning Support

East Ward has three special education teachers to instruct students who require specially designed instruction to assist them with varying learning needs. Our Guidance Counselor can provide information about support services.

Library

Children will find a warm and pleasant atmosphere in the East Ward Elementary School library. During regular weekly classes, students will be exposed to numerous literature appreciation activities as well as instruction in basic library and research skills. This will be accomplished through formal instruction, use of various audio-visual materials, "book talks", games and the use of computers and a CD ROM.

The East Ward library is computerized. Each student "patron" and book has a unique bar code number that allows personnel to record checkout and return activity through a scanning device. This not only ensures accurate circulation records, but also simplifies and shortens the book circulation process, allowing personnel to spend more time with the children.

Books may be borrowed for two week periods (with the exception of kindergarten, which is one week) and can be renewed once. Periodicals may be borrowed for one week and reference materials can be borrowed overnight. Books that are in circulation may be reserved in advance with a child's request. We will notify your child when the book has been returned from circulation and is ready to be checked out. Fines are not imposed on students for overdue books. However, children with an overdue book are restricted from checking out additional books until the overdue book is returned. Although we attempt to inspect the condition of books as often as possible, we request parental assistance in identifying any book that is in need of repair. Only in the case of a book that is lost or damaged beyond repair will students be requested to pay for a replacement.

The library is open each day from 8:30 AM to 3:45 PM. In addition to their regular class, children are encouraged to visit during "free time" (teacher permission is required) to exchange books, explore the information available from the computer center or to conduct independent research. Shelves are stocked with a collection of reference, easy reading, fiction and non-fiction books, periodicals suitable for elementary school students, a separate professional collection for the staff and a parent collection for your use. The East Ward card catalog can be accessed through our East Ward Elementary Website, www.dasd-ew.org. Students are encouraged to search for books in the library through the use of the computer.

Commitment from our school community plays a key role in our ability to add to all of our book collections. The library sponsors a "Birthday Book Club" that allows students to donate a book to the school library in honor of their birthday in addition to a fall and spring book fair, the profits from which are used to purchase additional books and materials. We also encourage the assistance of parent volunteers, who provide invaluable help to both students and library management.

Olweus Bull Prevention Program

All students will participate in the Olweus Bully Prevention Program that is designed to teach bullies, victims and bystanders how to behave when bullying situations arise. The school-wide rules based on the Olweus model are:

We will not bully others

We will help students who are being bullied

We will include students if they are left out

We will report any bullying we see or know about

The program supports the use of lessons related to identified concerns that are addressed through class meetings, use of consequences (pink slips, etc) and rewards (positive paws/stamps) for going above and beyond the norm to assist others.

Physical Education (adapted)

Special classes are available for students with identified needs.

Services from outside agencies

*CHESTER COUNTY INTERMEDIATE UNIT – Speech, vision, or hearing assistance is provided through teachers from the Chester County Intermediate Unit. Specially trained teachers or therapists provide instruction in this area during the school day. Students with speech and expressive language concerns are referred to the Instructional Support Team. This referral can originate from the school or home.

*AUSTILL'S REHABILITATION SERVICES, INC. – Students who require services in occupational and/or physical therapy receive assistance from Austill's. Specially trained therapists provide instruction according to the needs of the child.

Special Subjects:

Instruction is provided in music, art, physical education, and library by specially trained and certified instructors in those subject areas.

Kindergarten Art, Music, Phys. Ed., Library	25 min. per week
Grades 1-5 Art, Music, and Library	45 min. per week
Grades 1-5 Phys. Ed.	90 min. per week (includes health gr. 3-5)

Testing of students

The purpose of the Downingtown Area School District testing 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.

Pennsylvania System of School Assessment (PSSA)

The PSSA is a state mandated assessment which is administered to students in Grades 3, 4 and 5 for language arts and mathematics and Grade 5 for writing. This test requires pupil essays, written explanations as well as numeric answers to mathematics questions, and written responses to reading passages. The test is scored by state "proof readers" and other trained individuals. Grade 4 is also tested in science.

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 is 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 (DEEP 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 school days to complete the testing. DEEP referrals need to go through a screening process prior to the referral reaching the psychologist.

Extra-Curricular Offerings

Instrumental and String Music Instruction

Instruction for playing a musical instrument is available to students in grades 4 and 5. Instruction for playing a string instrument is available to students in grades 3-5. Students who enter either program are "pulled out" out of the regular classroom for one weekly lesson. Students are responsible for keeping up with the class work that is missed during music lessons. Arrangements to rent a musical instrument are provided to parents by the music staff.

Safety Patrol

Students are selected for participation in this school service club from Grade 5. Students are assigned Hall Patrol throughout the building to provide additional help to students during arrival and dismissal. Students are encouraged to obey the directions given to them by the Safety Patrol members.

Chorus

Grade 4 & 5 students have the opportunity to participate in Chorus. The students in the chorus prepare two concerts each year. Practice is held in the morning at 8:00AM.

Band

Grade 4 & 5 students have the opportunity to participate in Band if they participate in instrumental music lessons. Students who participate in the band program attend practice before the school day.

Intramural Sports

Intramural sports are available to students in grades 4 and 5 and are held after school for two days each week. Written parent permission and proof of student accident insurance is required. Information regarding intramurals is sent home at the beginning of the year.

Homework Club

Designed for those students needing time to complete their homework, this club is open to students in grades 4 and 5 on intramural days. The students will be given the opportunity to complete their homework under the supervision of a staff member and then attend intramural activities.

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.

LUNCH PROGRAM / RECESS

The cafeteria provides a varied lunch menu for students. Each month, a complete menu is distributed to students in grades 1-5. 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. We believe the debit system will decrease the need for students to carry cash for lunch, and increase the speed and flow of the lunch lines. 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 new 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 East Ward. 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. We ask that deposits are at least \$17.50 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. If a student's account reaches a zero balance, the student would then require cash for additional lunch purchases. 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 with a "meals only" or "meals plus snack" spending restriction. The 2009-2010 elementary school lunch price will be \$1.75. 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/Recess Schedule:

Grade 2	11:30 – 12:10
Grade 1	11:50 – 12:30
Grade 3	12:05 – 12:45
Grade 4	12:20 – 1:00
Grade 5	12:50 – 1:30

Recess

Weather permitting, students are provided with a maximum of fifteen minutes of recess time each day. In grades 1 through 3 students are given either a morning or an afternoon recess, and a recess at lunch. Recesses are supervised by at least two staff members.

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.

TRANSPORTATION

School bus service is provided through the contracting firm of George Krapf and Sons, Inc. in accordance with the transportation policies of the DASD. Bus service is provided for all elementary school students who reside in the East Ward Attendance area.

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, 126 Wallace Avenue. 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.

Walkers

Students who walk to school should not arrive before 8:30. They must follow the directions of our school crossing guard at all times.

Bike Riding

Students may not ride bikes to or from 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 sign the building log 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.

Out of District Guests

Requests for "out of district" friends and relatives to visit school and attend classes will not be permitted due to insurance and liability issues.

GENERAL INFORMATION:

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.

BIRTHDAY / CELEBRATION TREATS

In accordance with the DASD Wellness Board Policy #246, we are requesting that **no home made food** items be sent to school for birthday/other celebrations. We fully anticipate moving to a "no food" birthday celebration next year as this practice will protect many of our children who have food related allergies. Until that change, any healthy food items must be pre-packaged with ingredient listings available prior to serving. Those without ingredient listings will not be served. Students may choose to share a non food item such as pencils or stickers. In addition, students with birthdays may wear a hat to school, preferably something silly or eye catching. Birthdays will be announced each morning on our broadcast. If a child stops by the Principal's office, he or she will receive a free pencil. Balloon deliveries and other personal birthday celebrations are not permitted during school hours. 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 classmate's 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.

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.

BUS RULES AND CONDUCT: [see DASD CODE OF STUDENT CONDUCT pages 10-11](#)

Please access the Downingtown Area School District Code of Student Conduct through www.dasd.org. The Code of Student Conduct provides District information regarding attendance, bus and playground rules, internet policies, and student discipline.

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.

DRESS CODE:

The Downingtown Area Elementary Schools are concerned primarily with dress that provides safety, health and non-interference with the educational program:

Students and their parents are expected to make responsible choices regarding clothing for school. Clothing should fit appropriately and be worn as the manufacturer intended. Clothing and accessories must conform to minimum safety standards. **Clogs, sandals, or open shoes are not considered safe for playground activities.** Sneakers with laces better serve the purpose. Pants that drag on the floor as well as flip-flops and high-heeled shoes pose safety hazards and are not to be worn in school. In addition, clothing should be conducive to promoting personal health and cleanliness. During hot weather, students are permitted to wear shorts of a conservative length and sleeveless tops but short-shorts, tank tops and athletic shirts are unacceptable. All clothing and accessories must be suitable for an educational environment. Students making inappropriate choices will be asked to change their clothing. If no change of clothing is available, parents will be called. The administration of these guidelines will be the responsibility of the professional staff and the principal.

Recess and Physical Education programs make use of the school grounds. It is essential that students come to school during the winter with outer clothing that will enable them to take part in these activities. Hats and gloves are important items for students to have readily available for recess. Whenever weather conditions require, students are expected to wear coats, hats and/or gloves when going outside for recess

LOST AND FOUND

Parents are requested to label children's outerwear to allow quick return of lost articles. Lost articles found in or around the school are taken to the "Lost and Found" box which is located on a table by the cafeteria. 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.

SUPERVISION

School personnel assume a major responsibility in providing supervision of elementary children. Every attempt is made to ensure that students are continually in the presence of adult employees from the time that they arrive at school until they leave. This responsibility also extends to those extra curricular activities that are held beyond the usual school hours of 8:30 and 3:20.

We ask your cooperation in adhering to each schedule of extra curricular activities. School personnel cannot be responsible for children beyond a reasonable amount of time prior to or after the conclusion of an extra curricular activity. Children who continually arrive before the teacher is scheduled to assume supervisory responsibilities or who continually must wait for parent "pick-up" beyond the conclusion of an after school activity, must be dropped from the program

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. Pupils are **NOT** to call home for forgotten lunches, homework, musical instruments, etc. **Cell phones that cause disruption to instruction will be taken from students and returned at the end of the day. A second offense will require parent or guardian cell phone pick up.**

EAST WARD ELEMENTARY "STUDENT PLEDGE"

I PROMISE TO:

Have pride in myself and school

Be respectful of others

Be cooperative and helpful to others

Obey school rules

Be courteous

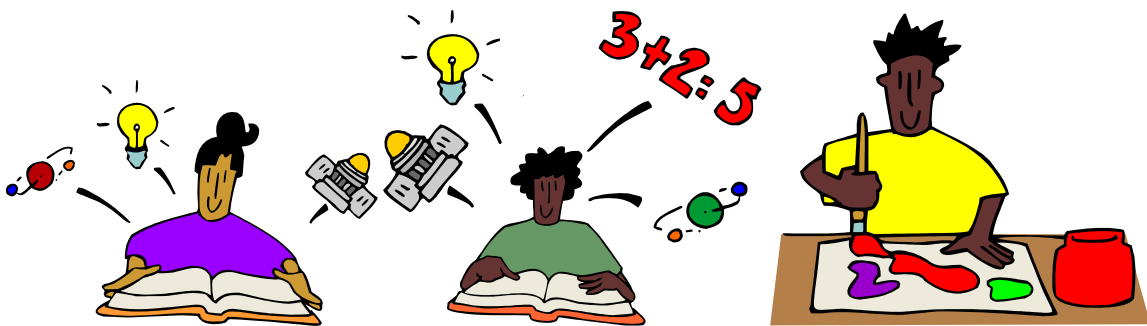
Try my best in all my school subjects

Be on time for school

Be neat, clean and appropriately dressed for school

I promise this to all who are trying to help me succeed in school.

Most Importantly, I PROMISE IT TO MYSELF.



**COMMUNITY PLAYGROUND RULES
DEVELOPED BY THE CHILDREN'S COMMITTEE**

Be careful and watch where you are going
Listen to the safeties and others who are trying to protect you
Stay inside the wood structures and on top of the decks
Walk while you are on the playground
No playing tag on the equipment
Good manners are expected; keep your hands to yourself
Use the equipment in a careful way; wait your turn
Go down the slides feet first and on your bottom
No walking up the slides
Keep gravel and mulch on the ground
No digging
Preschool children must have adults with them at all times
No food, drinks, gum, litter, smoking, pets or glass

DOWNTOWN AREA SCHOOL DISTRICT CODE OF STUDENT CONDUCT

Please reference the Code of Student Conduct for rules, expected behaviors and consequences by going to the www.dasd.org website.

CENTRAL ADMINISTRATION

Central Administrators may be reached through the Administration Office located at 126 Wallace Avenue, North Park Plaza, Downingtown, PA 19335 or by calling 610-269-8460.

Dr. Lawrence Mussoline	Superintendent
	Assistant Superintendent
	Director of Elementary Education
Dr. Tony Watson	Director of Secondary Education
Mr. Richard Fazio	Business Manager
Mrs. Sharon Standish	Director of Human Resources
Mr. Walter Banks	Director of Technology
Dr. Linda McNeal	Director of Curriculum/Staff Dev. Elem.
Dr. Marcy Hessinger	Director of Curriculum/Staff Dev. Sec.
Mr. Lee Snodgrass	Facilities, Planning Management
Mr. John Reardon	Attendance Officer
Mr. Jeffrey Simmons	Transportation

DOWNTOWN AREA SCHOOL DISTRICT BOARD OF EDUCATION

The Board of School Directors meets at 7:30 p.m. on the second Wednesday of each month. School Board meetings are held at the [Downingtown HS West](#) and are open to the public.

SCHOOL BOARD DIRECTORS REPRESENTING EAST WARD

Mrs. Jane Bertone
Dr. Alice Johnson