

Pickering Valley Elementary School
121 Byers Road
Chester Springs, PA 19425
Phone (610) 458-5324 - Fax (610) 458-8356 <http://www.dasd-pv.org>



Pickering Valley Elementary School is one of nine elementary schools in the Downingtown Area School District. The original school was built in 1964 on 22 acres in the rural town of Eagle, which is located in Chester County, Pennsylvania, 35 miles west of Philadelphia. We began construction of our new school in 2005 which was completed in the spring of 2007. Our school population is approximately 700 students comprised of grades K-5.

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.

This handbook is provided to serve 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. In addition to this handbook, the Downingtown Area School District Code of Student Conduct provides additional information concerning school and district guidelines and procedures.

..... Joseph E Fernandes, Principal

DOWNINGTOWN AREA SCHOOL DISTRICT
2009 - 2010 CALENDAR

August 31	First Student Day
September 4 – 7	Labor Day Recess
September 28	School Closed
September 29	Staff Inservice – School Not in Session for Students
November 3	Staff Inservice - School Not in Session for Students
November 25	Half-Day Dismissal for Students and Staff - No Lunch Served – No AM/PM Kindergarten
November 26 - 29	Thanksgiving Recess
November 30	Staff Inservice – School Not in Session for Students
December 3 & 4	Two Hour Early Dismissal – Parent Conferences – No AM/PM Kindergarten
December 11	Elementary Parent Conferences – School Not in Session for Students
December 24 – January 3	Winter Recess
January 4	School Reopens
January 18	Martin Luther King Day - School Not in Session
January 29	Staff Inservice – School Not in Session for Students
February 15	Presidents' Day – School Not In Session
March 12	Staff Inservice – School Not in Session for Students
March 18	Kindergarten Conferences No AM/PM Kindergarten K-5 Evening Conferences – Gr. 1-5 School in Session
March 19	Two Hour Early Dismissal – Parent Conferences – No AM/PM Kindergarten
March 27 – April 4	Spring Recess
April 5	School Reopens
April 12 - 16	PSSA Reading, Math
April 19 - 23	PSSA Writing
April 26 – April 30	PSSA Science
May 3 – 7	PSSA Make-up
May 18	Staff Inservice – School Not in Session for Students
May 31	Memorial Day - School Not in Session
June 14	Two Hour Early Dismissal – No PM Kindergarten
June 15	Last Student Day – Half-Day Dismissal - No Lunch Served No AM Kindergarten - PM Kindergarten attends in AM

*Snow Make Up/Emergency Closings: Added, as needed, to the end of student school year.

PICKERING VALLEY ELEMENTARY SCHOOL
STAFF ROSTER
2009 – 2010

Principal.....Mr. Joseph E. Fernandes

SecretaryMrs. Celia Preston

Office Assistant..... Mrs. Elisa Marx

Kindergarten Ms. Heather Barcio
 KindergartenMrs. Cindy Cline

Grade 1..... Mrs. Suzanne Bargmann
 Grade 1..... Ms. Kaity Barnes
 Grade 1..... Mrs. Pam Barr
 Grade 1..... Ms. Bridget Connors
 Grade 1.....Ms. Kristin Karr
 Grade 1.....Mrs. Liz Single

Grade 2.....Mrs. Sandy Bohem
 Grade 2.....Ms. Anne Constein
 Grade 2..... Mrs. Barb DiMartini
 Grade 2.....Ms. Monica Eisenhardt
 Grade 2.....Mrs. Mary Kate McGowan

Grade 3..... Mrs. Gloria Burgos
 Grade 3.....Mrs. Eileen Kroboth
 Grade 3..... Mrs. Jacki Laird
 Grade 3.....Ms. Lauren McGraw
 Grade 3..... Mrs. Kathy Meltzer

Grade 4..... Mr. Jonathan Blow
 Grade 4.....Mrs. Nancy Fraim
 Grade 4.....Mrs. Holly Lipow
 Grade 4.....Mrs. Donna Patrizio
 Grade 4..... Mrs. Jamie Trommelen

Grade 5.....Mrs. Audrey Blust
 Grade 5..... Ms. Jessi Klotz
 Grade 5 (Mrs. Christina Gotro) Mrs. Beth Madarang
 Grade 5..... Mrs. Emily Vanim

Art Mr. Brad Burns

LibraryMrs. Lee Ann Michener

Music (Vocal)..... Mrs. Shannon Kamph
 Music (Band)Mrs. Renee Hansberger
 Music (Strings)..... Ms. Heather Siegfried

Physical Education Mrs. Ashley Procopio
 Physical Education Mr. Travis Orth
 Physical Education (Adaptive). Mr. Daryl Darlack

Instructional Support..... Mrs. Marianne Montoro
 Instructional Support..... Mrs. Janet Pfaff

Learning Support.....Mrs. Marsha DiCecco
 Learning Support.....Mrs. Natalie Patten
 Learning Support..... Mrs. Liz Sprengle
 DEEP (Gifted).....Mrs. Lauren Bold

ESL Teacher Ms. Danielle Fournier
 Guidance CounselorMrs. Karen Hemenway

Nurse Mrs. Gail Norman
 Nurse's AssistantMrs. Bonnie Rothrock

Occupational Therapist Mrs. Lisa Walsh
 Physical Therapist..... Mrs. Denise Marino

School Psychologist.....Mrs. Jodi Cunniffe

Speech TherapistMrs. Cindy Sapovits
Mrs. Marnie Shea-Pannetti

Building Aide Mrs. Jane Francis

IST Aide..... Mrs. Eileen Gandert

Library AideMrs. Jan Farina

Technology Associate Mr. Jacob Kuttothara

Instructional Aide (Kdg)..... Mrs. Shelly Hanford
 Instructional Aide (Kdg).. Mrs. Julie Stockhausen
 Instructional Aide (LSC) Mrs. Carol Freeman
 Instructional Aide (LSC) Mrs. Jean Marrinan
 Instructional Aide (LSC)Mrs. Janet Nicholson
 Instructional Aide.....Mrs. Zsuzanna Castells
 Instructional Aide.....Mrs. Cathy Doan
 Instructional Aide..... Mrs. Gail Elliott
 Instructional AideMrs. Tish Freas
 Instructional Aide..... Mrs. Diane Hogan
 Instructional Aide..... Mrs. Diane Hydrean
 Instructional Aide.....Mrs. Sunita Jain
 Instructional Aide.....Mrs. Sharon Jarema
 Instructional Aide..... Mrs. Beth Klementovic
 Instructional Aide.....Mrs. Donna Madden
 Instructional Aide.....Mrs. Laura Martini
 Instructional Aide..... Mrs. Laurie Rentzeperis
 Instructional Aide.....Mrs. Lisa Rial
 Instructional Aide..... Ms. Jamie Wendling
 Instructional Aide..... Mrs. Marian Zingaro

Cafeteria ManagerMrs. Carol Rickard
 Cafeteria Asst..... Mrs. Charmaine Caruso
 Cafeteria Asst..... Mrs. Ruth Weist
 Cafeteria Monitor..... Mrs. Marilyn Benedetto
 Cafeteria Monitor..... Mrs. Adele Magee
 Cafeteria Monitor.....Mrs. Cheri Miceli
 Cafeteria Monitor.....Mrs. Sandy Myers
 Cafeteria Monitor..... Mrs. Stacey Roos

Custodial (Head) Mr. Curt Runske
 Custodian Ms. Dihann Burgess
 Custodian Mr. Ernie Faggioli
 Custodian Mr. William Fowler
 CustodianMr. David Grigsby

PICKERING VALLEY SCHOOL ASSOCIATION 2009-2010

PVSA EXECUTIVE BOARD

Principal Advisor	Joe Fernandes	610-458-5324	jfernandes@dasd.org
President	Sara Armstrong	610-827-1731	saraarmstrong@verizon.net
1 st Vice-President	Melissa Geoghegan	610-827-7451	mrsgeegs@yahoo.com
2 nd Vice-President	Dorene Guistwhite	610-827-1669	guistwhite@comcast.net
Secretary	Colleen Minio	610-321-0850	colleen_minio@comcast.net
Treasurer	Carey Burke	610-321-1298	carey_burke@hotmail.com
Assistant Treasurer	Kristen Dunlop	610-458-8658	kdunlop@verizon.net

PVSA STANDING COMMITTEE CHAIRS

Art Show	Donna Patriarca	610-983-0213	donnap@balancedcomputing.com
	Joanne Yi		Joanne.Yi@mac.com
Publicity	Kim McNamara	610-458-7359	kimalamcnamara@verizon.net
Assembly	Michelle Orris	610-827-0151	michelleorris@comcast.net
	Annemarie Sterling	610-827-5088	jahzster@aol.com
	Beth Stein	610-827-1069	beth@steinrealtygroup.com
Bingo	Susan Krasley	610-458-9585	slk@ccis.net
	Debi Weed	610-458-5709	dweed7969@verizon.net
Book Fair	Kristen Dunlop	610-458-8658	kdunlop@verizon.net
	Barb Rubino	610-321-9880	mer583@msn.com
	Maureen Hennessy	610-321-2093	mtm147@aol.com
Business Donations	OPEN		
Community Service	Colleen Minio	610-321-0850	colleen_minio@comcast.net
	Cari Sobolewski	610-321-0145	cmsobolewski@comcast.net
	Co Chair OPEN		
Directory	Laura Richman	610-458-7827	laura.richman@gmail.com
EZ Money	Kate Lamb	610-458-4309	kklamb@msn.com
	Paula Reese	484-341-8134	MPAREese@yahoo.com
Fall Ball	OPEN		
Fifth Grade Committee	Sharon Gardone	610-458-5280	sharon.taylor@pupeluv.net
	Ginny Swiatek	610-458-0486	swiateks23@msn.com
5 th Grade Photo CD	Laura Richman	610-458-7827	laura.richman@gmail.com
Fit Fridays	Kara Reester	484-341-8123	karareester@yahoo.com
Health Screening	Carolyn Hudachek	610-458-0238	cjhudachek@verizon.net
	Sharon Gardone	610-458-5280	sharon.taylor@pupeluv.net
Historian	Maureen Hennessy	610-321-2093	mtm147@aol.com
Holiday Event	Carrie Bond	610-458-3915	carriebond@comcast.net
International Night	Simona Bonifacic	856-524-5406	sbonifacic@yahoo.com
	Kirsten Jepsen	484-202-8446	kirstenjepsen@comcast.net
	Jill Maki	610-590-2158	jill.maki@comcast.net
Invention Convention	Diana Urbanski	610-827-7017	sportster93@msn.com
	Sara Armstrong	610-827-1731	saraarmstrong@verizon.net
Newcomers	Melody O'Reilly	610-827-9454	melodysye@comcast.net
	Dana Spina	610-827-9903	spina4@verizon.net
School Sign	OPEN		
School Store	Warren Fox	610-458-5815	Warren.Fox@xlgroup.com
Spring Fair	Betsy Dodson	484-341-8424	bdodson41@comcast.net
	Sharon Gardone	610-458-5280	sharon.taylor@pupeluv.net
	Melissa Fishbein	484-341-8272	mrf779@aol.com
Spring Fair Raffle	Sue Eitzen	610-827-9713	eitzenweb@comcast.net
	Carolyn Hudachek	610-458-0238	cjhudachek@verizon.net
Spirit Wear	Stephanie Iacovino	610-827-7031	h2ovino@verizon.net
Teacher/Staff Lunch	Betsy Dodson	484-341-8424	bdodson41@comcast.net
	Sharon Gardone	610-458-5280	sharon.taylor@pupeluv.net
Variety Show	OPEN		
Yearbook	Barb Rubino	610-321-9880	mer583@msn.com
	Kristen Dunlop	610-458-8658	kdunlop@verizon.net

Pickering Valley Home And School **EVENT CALENDAR for 2009-2010**



Back to School Night Grades 1-2	September 10 from 7 to 8pm	PVES
Teacher/Staff Breakfast	Thursday, September 10 8:00 a.m.	Teachers' Lounge
Back to School Night Grades 3-5	September 15 from 7 to 8pm	PVES
<i>PVSA Home and School Meeting and Newcomers Meeting</i>	Thursday, September 17 at 7:15 p.m.	Cafeteria
<i>Committee Chair Meeting</i>	Wednesday, September 16 at 9:30 am	America B&G
PVSA Sponsored Da Vinci Science Center Assembly	September 23	Cafeteria
PVSA Sponsored Storyteller Assembly	Week of October 19	Cafeteria
Make a Difference Day	October 20 from 3:30pm to 4:30pm	Cafeteria
Halloween Ball	Friday, October 30, 5:30pm OR 7:45pm	PVES
PVSA Sponsored Milky Way Farm Author/Illustrator Assembly	November	Cafeteria
International Night	Friday, November 13	Cafeteria
Donuts with Dad	November 6, 13 & 20, 8am to 8:45am	Cafeteria
Holiday Event	Saturday, December 5, 8:30-11:00am	PVES
Book Fair	Begins Wednesday, Dec. 2 thru Dec. 8	Library
Teacher/Staff Cookies & Cocoa	December	Teachers' Lounge
<i>PVSA Home and School Meeting</i>	Tuesday, January 12 at 7:15pm	Library
Bingo	Friday, January 8 & 15 at 7:00pm	Cafeteria
PVSA Sponsored Mozart Assembly	Tuesday, January 26	Cafeteria
<i>Committee Chair Meeting</i>	Wednesday, January 27 at 7:00 pm	Library
Invention Convention	Friday, February 5 at 7:00pm	Cafeteria
Teacher/Staff Soup & Salad	February	Teacher's Lounge
PVSA Sponsored Author Assembly	Friday, March 5	Cafeteria
Variety Show	Friday, March 5 at 6:30pm	Cafeteria
<i>PVSA Home and School Meeting</i>	Tuesday, March 16 at 7:15pm	Library
Art Show	Thursday, April 29	PVES
Muffins with Mom	May 7, 14 & 21 from 8am to 8:45am	Cafeteria
Spring Fair	Friday, May 7, 5:30 pm to 8:30 pm Rain Date: Friday, May 21	PVES
Teacher/Staff Lunch	Thursday, April 11	Teachers' Lounge
<i>PVSA Home and School Meeting</i>	Tuesday, May 25 at 7:15pm	Library

School Voice Mail System

To improve communication between home and school, a Voicemail System is available. Calls can go directly to the intended party by following the prompts provided when calling the school's main number, 610-458-5324. Please note that teachers may not have time to check their voice mail (or email) until the school day has been concluded. Please call the main office for emergencies.

Press 1: Staff Extension (or 19 for Staff Directory)
Press 2: Nurse's Office
Press 3: Guidance Office
Press 4: Library
Press 5: Instructional Support Team
Press 6: Cafeteria & Food Services
Press 7: Custodial Office
Press 8: Phys. Ed Office
Press 9: Attendance Hotline
Press 0: Main Office

A REGULAR SCHOOL DAY SCHEDULE

8:45 a.m. – 8:55 a.m. Students Enter School and Classrooms
8:55 a.m. Official Start of School Day
11:40 a.m. Dismissal for A.M. K
12:35 p.m. Official Start for P.M. Kindergarten
3:20 p.m. Dismissal for All Students

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 8:55 a.m. Students arriving after 8:55 a.m. are considered late and should report to the office. Liability provisions prohibit parents "dropping-off" children before the announced 8:30 a.m. time. Student drop off is marked and located in the horseshoe turnaround in front of the building closest to the front door. Please have your child ready exit your car quickly so they can enter the building and then proceed to the cafeteria. Students entering from 8:45 until 8:55 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 horseshoe driveway in front of the school 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 lobby before students are dismissed.

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, the Pickering Valley Home & School Association sponsors several assembly programs. The major purpose of each assembly is to broaden the interest, information, and knowledge of our students. 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.

Attendance

CHILD ATTENDANCE HOTLINE – (610) 458-5324, 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 **610-458-5324 (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. Homework assignment requests may be picked up in the office between 3 and 4 PM. 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 must 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.

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:

1. 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.**
2. When trips exceed 10 school days, students will be officially withdrawn and will be re-enrolled upon their return.
3. Unauthorized absences will be recorded as illegal and students may not be permitted to make up work.
4. 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.
5. 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.

PSSA Testing: Excuses may 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.

PLEASE PLAN ACCORDINGLY

PSSA READING AND MATH ASSESSMENT PERIOD APRIL 12TH - 16TH
PSSA WRITING ASSESSMENT PERIOD APRIL 19TH - 23RD
PSSA SCIENCE ASSESSMENT PERIOD APRIL 26TH - 30TH

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. The school as a service provides printed excuse cards to parents. 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.

Back to School Night

Each year, an evening is set aside for parents to meet with their child's teacher(s) for a presentation of the classroom program. Because of this format, individual student progress cannot be discussed at "Back To School" night. Announcements will be distributed in early September to advise parents of the specific date and time. This is considered one of the most important meetings of the school year. Parents are strongly encouraged to attend this meeting in order to start the school year with a thorough understanding of their child's educational program.

Bikes

Students are not permitted to ride bikes to school.

Birthday Celebrations

Birthdays are a special time for students at Pickering Valley and we need your support. While many families enjoy special food treats at home, in accordance with the DASD Wellness Policy and our Pickering Valley 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. As you can imagine, with the number of students in our school that celebrate birthdays, class disruption time is something we need to consider carefully.

Each grade level may have their own suggestions for ways to celebrate birthdays. We also invite the child with a birthday to stop by the main office to receive a birthday pencil as well. We're also looking at putting birthday messages on the school video broadcast.

Balloon deliveries 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.

We do want your child to have a special day. We believe these changes will provide a way to celebrate your child's birthday while maintaining a healthy, safe, academic environment for all students.

Book Orders

Many parents may have experienced a child bringing home a "Book Order Form" from an outside company such as Troll or Scholastic. Though we realize the importance of reading good literature, we cannot support and endorse every book listed on the forms. We encourage parents to review the book selections carefully with their children to make sound decisions based on their determination to appropriateness of book titles. Some of the titles sent to upper grade students are based on 5 through 8 reading levels. Not only would we not endorse some of these titles, but also we would discourage some of the selections based on the age of the child. Being well informed of the literature your child is reading is another way that positive parenting can have long-range benefits.

Book Treatment

All students are encouraged to properly care for all school books that are reused each year, including library books. It is the responsibility of each student to pay for books that are lost or damaged.

Bringing Items to School

It is common for children to want to bring things to school. In some cases, this is allowed. However, students must have the permission of the teacher and parent/guardian to bring anything from home. Valuable items should never be brought to school without specific arrangements between the teacher and parent. Every effort should be made to discourage students from bringing toys to school. These articles tend to cause a distraction to the children during classroom time, and could become easily damaged. Children are discouraged from asking to bring pets to school for "Show and Tell".

Cancellations and Early Dismissals

The best source for the most current information on emergency school closings, late openings, or early dismissals is the Downingtown Area School District web site (www.dasd.org). Persons signed up for the Transportation's eList will be automatically notified of changes to the schedule by email.

Transportation eList sign up procedure: Go to www.dasd-adm.org and click on Transportation, Request Email Notification, and Sign Up Here. Complete the brief form and check the permission box before submitting. Sign up must be completed each year to be active.

If school is closed earlier or opened later than usual due to inclement weather, the following radio and television stations beginning at or prior to 6:30 a.m. will make an announcement:

WCOJ - 1420 AM **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): 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. **Also, please do not call the school since that will tie up our telephone lines and make it difficult to receive information from our central office.**

Contingency plans should be explained and reviewed with each child in the event that school must close early. Teachers should be notified of the plans in writing so that each student can calmly respond to unexpected changes in the school schedule.

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.

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 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.

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 of that meeting, 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 Elementary Education.

Community Services

Downingtown Area Recreation Consortium-DARC

www.darcinfo.com 610-269-9260

Hospitals

Brandywine Hospital 610-383-8000
Chester County Hospital 610-431-5000
Paoli Memorial Hospital 610-648-1000

Libraries

Chester County Library 610-363-0884
Downingtown Public Library 610-269-2741

Lionville YMCA – Programs

Whitford Rd & Devon Dr. 610-363-9622

YMCA - Western Mainline-Exercising & Child Care

Eagle Corporate Center 610-458-9090

Youth Associations

Downingtown Comm. Basketball League (www.drib-l.com)
Glenmoore Eagle (GEYA) (www.geyasports.org)
Lionville (LYA) (www.chesco.com/~lya)
Marsh Creek Eagles Football (www.marshcreekeagles.org)

Scouts

Freedom Valley Girl Scout Council 1-800-887-7555
Boy Scouts of America 610-696-2900

Townships

Uwchlan 610-363-9450
Upper Uwchlan 610-458-9400

Conferences

Each teacher will schedule conferences with parents of students during the scheduled conference dates listed on the district calendar or more frequently, if necessary. Parents may also request conferences at any time during the school year by contacting the teacher.

Discipline

Discipline - See “Downingtown Area School District Code of Student Conduct” for additional information – P.32

The students at Pickering Valley 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). Punishment 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. Walk quietly in the hallways without talking.
3. Keep hands, feet and objects to yourself.
4. Use school facilities appropriately.
5. Respect school property and the property of others.
6. Refrain from name calling, teasing, fighting or using foul language.

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 in our school with the many steps that students must use during the day, or for safe evacuation during fire drills or other emergencies.

2. Health and Cleanliness - Clothing and dress should be conducive to promoting personal health and cleanliness.

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.

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.

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. Please note that during emergency procedure drills, access to the building may be temporarily denied until conditions are determined to be safe.

Evacuation Plan

The Downingtown Area School District has developed plans to protect students in the event of an incident at the Limerick Generating Station. Students attending Pickering Valley Elementary School reside in the designated area as the Emergency Planning Zone of the Limerick Generating Station and will not be dismissed into the Emergency Planning Zone in the event of an emergency. Specific information and procedures will be sent home for all parents to review and follow.

Field Day

In May, the Physical Education teachers have traditionally held "Field Day" - a program of planned physical activities. It is a favorite program among students and parent spectators. The activities are designed so that everyone is a winner! Parents and friends are encouraged to attend these activities.

Field Trips

Field trips are encouraged for the purpose of enhancing the educational program in the classroom. These trips require the teacher to receive specific approval prior to implementing any plan for a trip. 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 a field trip are still required to attend school. Special arrangements are made to provide instruction for the student while the class is participating in the field trip.

Regular school clothing is in order for most field trips. If the nature of the trip warrants apparel contrary to regular school dress, all students and parents/guardians will be informed accordingly.

Students may take cameras on trips at the discretion of the supervising teacher. Flash pictures are not permitted in many public places. Personal property remains the sole responsibility of the student. We discourage purchasing souvenirs.

Health

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:

1. Too much coughing
2. Very congested
3. Very runny nose
4. Unexplained rash
5. Contagious disease / infection
6. Contagious skin disorder
7. 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.

Physical Examinations: The school doctor gives physical examinations to children in Kindergarten, and in First Grade to children who did not attend Kindergarten. Family physicians may do these examinations and complete a state form to be submitted to the Health Office.

Dental Evaluations and Dental Health Education: The school Dental Hygienist gives dental evaluations to students in selected grade levels. In some classrooms, the Dental Hygienist will give children dental health education. It is our hope that the school Dental Health Program will assist children in establishing good dental health habits.

Vision and Hearing Screening: Vision screening is conducted annually for students in Kindergarten through Grade Five. Hearing screening is conducted annually for students in Kindergarten through Third Grade.

Speech and Hearing Therapy: Children requiring speech, vision, or hearing therapy receive special services. Qualified therapists on the staff of the Chester County Intermediate Unit conduct classes weekly.

Examination summary:

Physical Examination.....	Grades K
Dental Examination.....	Grades K, 3
Hearing Examination.....	Grades K, 1, 2, 3
Height, Weight, and Vision.....	Annually

Medication – see “Downingtown Area School District Code of Student Conduct” - P.29

Home & School Association

Our parent group at Pickering Valley is the Pickering Valley School Association (PVSA). All families who have students at Pickering Valley Elementary are members of PVSA. The objective of PVSA is to promote the welfare of our children by bringing the home and school into a closer relationship. PVSA is responsible for various fundraising activities throughout the school and for sponsoring special events. PVSA funds cover a variety of expenses designed to augment school funds. These activities include such things as field trips, classroom funds, assemblies, and family events. Visit the PVSA website at www.dasd-pv.org, click on “PVSA Information” link.

Homework Policy

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:

Kindergarten and 1st Grade	Given at the discretion of the teacher
2nd and 3rd Grade	15-30 minutes per day for four days
4th and 5th Grade	30-60 minutes per day for four days

All homework should be an extension of clearly defined school activities and should be appropriate to 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. Long-term projects and assignments, usually given in grades 3-5, will require some variation in the normal time allotments.

Internet and Computer Use

Refer to “Downingtown Area School District Code of Student Conduct” - P.24

Intramurals

An after school intramural program is offered to boys and girls in fourth and fifth grades. Different sports are offered at various times throughout the year. In order to participate, students must have timely transportation home and accident insurance coverage. Intramurals are held after school on Mondays and Tuesdays from 3:30 p.m. until 4:30 p.m. Permission forms are available from the physical education teacher.

Lost and Found

Lost and found items are placed in the designated area in the hallway across from the library. Items such as jewelry, money, glasses, or other valuables may be claimed in the office. Marking items with the student's name will assist with identification. Items not claimed within thirty (30) days will be donated to local charities.

Lunch

Lunch Prices:

Elementary Student Lunch.....	\$1.75
Ten Day Lunch Ticket Deposit.....	\$17.50
Chocolate Milk.....	\$.45
Ice Cream.....	\$.50 and up
Soft Pretzel.....	\$.50

(Monthly menus will be sent home with your student.)

Lunch Program

Our cafeteria provides a varied lunch menu for students. Each month, a complete menu is distributed to each family. Students may choose between a regular platter and an alternate platter at the beginning of each school day. Students may also pack a lunch for the day.

The cafeteria at Pickering Valley Elementary is computerized. Student accounts are credited with deposits and lunch costs are debited when the child purchases lunch. This system provides parents with a convenient way to prepay a child's lunch account. Parents/Guardians can prepay for lunches in the cafeteria, or send cash or check in a marked envelope. Children paying on a daily basis must also use

the computerized system to help us keep accurate records of participation. A letter is sent at the beginning of each school year asking if monies in the child's account are for LUNCH ONLY or LUNCH and SNACK. Checks should be made payable to: DASD Cafeteria. The child's name, grade, class, and the first three numbers of the PIN should be written on the envelope or check. When the prepayment is to be divided between two or more students, the information should include how much is to be applied to each child's account.

Each child is assigned a four-digit personal identification number (PIN) for use in the cafeteria when purchasing lunch. This PIN is the same number the child uses as his/her library number. The number will remain the same for the years that a student remains at PV. Parents should help their children learn their numbers. The lunch lines move quickly when most students prepay. The student enters the PIN into the KeyPad and the computer will then show the current balance and show if any money is due for the meal. The cafeteria cashier will assist any student who needs help with the PIN. The KeyPad has a security parity check that prevents random access of another student's account. When the student enters the PIN, information about the student appears on the screen so the cashier can confirm that this account does belong to this particular child. The system is safer and faster than systems using scan cards.

Each time a child receives a lunch, his/her account will be charged for that meal. Any prepaid money left in the account at the end of the school year will be credited toward the child's account for the next year. If the student withdraws from the district, the balance will be refunded. At no time will money in a child's account be given to the child without written permission from the parent.

Free/reduced school lunches are available to students from households that meet federal income guidelines. Forms outlining this program are sent home at the start of each school year. The program operates confidentially through our computerized lunch program. Parents may request forms at any time during the school year from the cafeteria or school office. This system provides complete confidentiality for participating children

Hot lunches are provided for students at reasonable prices. Students have the option of bringing or buying a lunch. In order to ensure that students get the nutrition that parents expect, all students will be required to bring or buy a lunch, unless written permission to skip lunch is on file in the office or a note is brought in for that day. Lunch charges are discouraged. However, if the necessity arises, (lost lunch money, forgotten lunch money, or money never given to the child), the child may charge lunch for the day. ALL LUNCH CHARGES MUST BE PAID THE FOLLOWING DAY. No child may charge for ice cream or snacks. Parents should write down at home the dates that the prepayment will cover so a new check can be issued before the child's account is depleted. The cashier will notify the student when the lunch account is low in funds.

Since carbonated beverages can cause disruption in the cafeteria, students are not permitted to bring soda cans or bottles in their packed lunches. Purchasing white or chocolate milk in the cafeteria, using juice cartons, or using a thermos are alternatives that also assist with our recycling effort at school. Parent cooperation is appreciated.

Lunchroom / Cafeteria Rules

1. Follow directions the first time they are given. Obey cafeteria staff with respect.
2. Walk, and take your time. Stay in assigned line.
3. Have money and pin number available when arriving at the register.
4. Do not crowd or push at the register, and do not enter pin number until cashier is ready.
5. Put pin number in only one time and touch enter key.
6. Pick up tray and go to assigned table when cashier tells you OK.
7. Eat food only at the table when seated and not in the serving line.
8. Only touch and eat your own food.
9. Soda cans and bottles are not permitted. Juice boxes, pouches, cartons and thermoses are permitted in packed lunches.
10. Use quiet voices, talk only to students at your table, and listen for monitor's signal.
11. For safety, students should not talk with food in their mouths.

12. Follow monitor directions for snacks. No more than two snacks per person permitted. Only pick up snacks that you intend to purchase. Ask for help if you are not sure if you have enough money. Students are not permitted to purchase food for other students.
13. Keep hands, feet and objects to yourself. No sharing or throwing of food. Feet should be under the table and not in the aisles.
14. Remain seated at the cafeteria table until dismissed by a monitor. Students are not permitted to roam about the cafeteria without permission.
15. Mark all lunch boxes, bags, thermoses, etc. with your name for easy return when lost.
16. If assistance is needed, the monitor will come to students who raise their hands.
17. Students not following cafeteria rules will be removed from their class tables to be seated elsewhere.
18. Students must clean up their own space before being dismissed. All trash must be placed in the appropriate trash cans upon leaving the cafeteria.
19. Students are not allowed to leave the cafeteria without the permission of a monitor or teacher.
20. Following these rules will make the lunchroom experience more pleasant for everyone.

Playground Expectations

Please see the Downingtown Area School District Code of Conduct, pg. 29, for more information on playground rules and regulations. The District Code of Student Conduct is available on the Downingtown Area School District website. You can access this policy through the School Board link.

1. Follow school-wide rules
2. Obey teachers and monitors with respect
3. Play on the blacktop playground and flat field areas only
4. Acceptable equipment
 - Blacktop:** jump ropes, playground balls and basketballs
 - Fields:** footballs and soccer balls
5. Take turns on equipment
6. Play gently and safely
7. Stay away from water, mud, ice, and snow
8. Get permission before leaving the playground for any reason
9. Make friends, not enemies

Playground Regulations

1. Play periods are supervised by a teacher or aide.
2. Rough play is not permitted: tackle football, snowballing, and sliding on the ice are prohibited.
3. Proper use of playground equipment is required.
4. Line up quickly and quietly.

Playground Weather Policy

Anytime it is above 30 degrees, the playground is relatively clear, and there is no precipitation, we will have outdoor recess. If the temperature is hovering just below the 30 degree mark, with no wind or significant chill factor, we will go outside.

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. 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.

Recess

Children have a combined lunch/recess period. After students finish their lunch, they are escorted to their respective playground areas and are supervised on the playground by monitors and a professional staff member. In addition to their lunch recess, the children in grades 1-5 may have a 15-minute recess period, supervised by a professional staff member. Kindergarten children have recess at the discretion of the Kindergarten teacher.

Registration Admission Requirements

Kindergarten:

Children are eligible for Kindergarten if they have attained the age of five (5) years on or before September 30th of the year of enrollment. Beginners shall be admitted to school only during the first ten (10) school days of the school year, except children eight years or older may be admitted at any time. Kindergarten-aged children transferring from attendance in another school may be admitted during the school year. Items required for registration include:

- Proof of birth (Birth Certificate, Hospital Record, Baptismal Certificate, etc.)
- Proof of residence (Driver's License, Agreement of Sale, Lease Agreement, Utility Bill, etc.)
- Updated/completed Immunization records
- Immunization Records
 - 3 Polio
 - 4 DPT with one inoculation after the child's fourth birthday
 - Hepatitis B (3 inoculations)
 - MMR (2 inoculations)
 - Varicella (Chicken Pox)

Grades 1-5:

Students who transfer from another public or private school program may be registered at any time throughout the school year. Students are initially placed within the school according to the records and information received from the sending school. To transfer from another school program, parents/guardians must present:

- Proof of birth (Birth Certificate, Hospital Record, Baptismal Certificate, etc.)
- Proof of residence (Driver's License, Agreement of Sale, Lease Agreement, Utility Bill, etc.)
- Updated/completed Immunization records
- Transfer Card/School Records from previous school

School Programs

Band/Chorus/Orchestra: The band is open to instrumental students who have had sufficient experience to participate. The band meets one or two mornings a week at 8:00 a.m. The chorus is open to all fourth and fifth grade students who like to sing. Rehearsals are held one morning per week at 8:00 a.m. Fourth and fifth grade string instrumental students who have reached a certain level of proficiency in their particular instrument are eligible to join the PVES Orchestra, which meets once a week before school. More advanced instrumental and string students also will have an opportunity to perform in a district level band and orchestra. The band, chorus and orchestra each present two programs per year, one in December and another in the spring.

DEEP: 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.

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 ESL teacher will identify the child for screening. The screening will determine the need for direct instruction from the ESL teacher.

Guidance: The school is staffed by a full time elementary guidance counselor. Elementary school counselors are specialists in child growth and development who usually have strong backgrounds in the behavioral sciences and human relations. 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

Instrumental: The string and instrumental music program is open to students in Fourth and Fifth Grades. Music lessons are given once a week during the school day. In order to participate in this program, a student must be doing satisfactory work in his/her regular classes and must be responsible for making up schoolwork missed because of lessons. Lessons are scheduled on a rotating basis so that students do not miss the same class every time. Children are eligible to begin stringed instrument classes in Third Grade.

IST: An IST (Instructional Support Team) is available in our school to provide support for any student who experiences consistent academic or behavioral problems. Students may be identified by the classroom teacher, other educators, or parents. The IST process involves three 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 Downingtown Area School District offers an integrated Kindergarten Program for all kindergarten students. The integrated classroom is a center of activity where children of mixed development needs and performance levels are actively involved in their learning. Children must be five years of age on or before September 30 of the year of enrollment to enter Kindergarten.

Learning Support: Classes for Special Education Support Services are located in various schools in the district. Our school's program follows an inclusion model which provides for student placement and support in the regular classroom setting, the least restrictive environment. The school guidance counselor can provide information about support services and psychological evaluations which can be provided at Pickering Valley Elementary School.

Psychological Services: Psychological services are provided by a certified public school psychologist for the purpose of evaluating individual pupils and providing assistance in prescribing appropriate educational programs.

Speech, Vision, and Hearing Therapy: Children requiring speech, vision, or hearing therapy receive special services conducted weekly by qualified therapists.

Special Subjects: The following special subject classes are a part of the school's curriculum (Kindergarten classes and schedules may vary). These classes are usually conducted outside a child's homeroom and are taught by teachers specialized in each area. Class lengths vary from 25 to 50 minutes. Art, vocal music, and library are held once a week while physical education is held twice a week. NOTE: Sneakers are required for Physical Education.

Student Accident Insurance

Parents for any student attending Downingtown Schools may purchase Special Student Accident Insurance. Details of this policy are sent home at the beginning of each school year.

Telephone

Please notify the school immediately should there be a change in home address, home or business phone number, or emergency contact person.

Because classroom interruptions are disruptive and detrimental to instruction, messages may be left on our schools voicemail system, (610-458-5324), press 1 to access our school directory or to enter your person's extension. **Students will not be paged for phone calls except for emergencies.**

Testing Program

A variety of tests are used to measure student progress, screen for admission to special programs, and group for instructional purposes. Students in Grade 3, 4, and 5 will participate in the mandatory PSSA, Pennsylvania System of School Assessment, tests in Reading and Mathematics. Schools are provided a report from the State Department of Education analyzing group and individual performance on the PSSA test.

The teacher, guidance counselor, psychologist, IST teacher, and principal are available to interpret individual test results. Standardized tests are generally scheduled for March / April. We expect our students to do their best in all standardized testing programs.

Transportation

Bus Students: All students eligible for bus transportation may ride the bus subject to established rules and regulations. Rules are sent home at the beginning of each school year and they are listed in the Downingtown Area School District Code of Student Conduct, and are posted in homerooms. Students not obeying the rules may lose the privilege to use bus transportation. Most bus students are excused directly from their classrooms as their buses arrive.

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.

Bus Information: Post cards are mailed to students' homes from the District Transportation Office giving information as to what the bus numbers are and where children will get on and off their buses. Questions

concerning transportation can be referred to Mr. Jeffrey Simmons, Transportation Supervisor, 610-269-8460, Ext. 6120, or to the school office. Parent requests or concerns must be in writing. Forms are available from the Transportation office. Pupils must ride to and from school on their regularly assigned buses. Permission to ride on an alternate bus will be granted only for emergencies. Students being transported by public or private day care must have written consent by parent on the opening day of school.

Kindergarten Transportation

Kindergarten students may ride the school buses in the morning and at the end of the day (3:20 p.m.). Parents must provide transportation mid-day. A.M. students should be picked up between 11:40 a.m. and 11:45 a.m. and P.M. students should be dropped off between 12:30 p.m. and 12:35 p.m.

Visitors

Parents and visitors are welcome at our school. School safety procedures require that **all parents, visitors, and volunteers must enter the school by the main entrance and report to the office before proceeding to any other place within the school** (including cafeteria or playground). A sign in book and visitor badges are provided for security purposes. Thanks for helping to keep our school safe. District badges identify all staff.

Special Note: Except for the doors by the main office, all exterior doors are locked from the outside from 9:00 A.M. until 3:20 P.M. each day for security purposes.

Volunteers

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.

We ask that all volunteers:

1. Sign in and out every time they enter and leave the building. (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 volunteer ID while in the building and turn it in when leaving.
4. Have fun working in our school
5. Call the school office as soon as possible if unable to volunteer on assigned day.
6. Be consistent and reliable with time.
7. Avoid visiting or wandering through instructional areas that could distract children and teachers.
8. Do not bring younger children to school when volunteering.
9. Classroom volunteer time is at the teacher's discretion.
10. Wear appropriate, tasteful attire that will not interfere with the educational focus.
11. Never interrupt teachers or instruction in the classroom.
12. Keep the Faculty Room reserved for staff members, please.
13. 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.
14. Check with assigned teacher for specific instructions for the day.
15. Become familiar with school policy as outlined in this handbook.
16. Expect respect and appropriate behavior from students. Please report any problems to the teacher in charge.
17. Be an example to children by observing all school rules in a professional manner.
18. Avoid disruptive talking in the hallways.

19. Communicate with the teacher if uncomfortable with a specific task. We want your experience to be positive and rewarding.

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.

Volunteers – Pickering Valley Elementary

1. Report to the main office upon arrival at school at your appointed time to sign-in and return to the office when leaving to sign-out on the volunteer log sheet.
2. Please take a volunteer badge at the time of sign-in and wear it while in the school.

Weapon Possession on School Property

In accordance with Act 26 of 1995, the school district shall expel for a period of not less than one (1) year, any student who is determined to have brought a weapon onto any school property, any school sponsored activity, or any public conveyance providing transportation to a school or school sponsored activity. The term weapon shall include, but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury. Parents are encouraged to discuss this law with their children.

Websites

Keep up-to date with most current information by referring to the Downingtown Area School District and Pickering Valley Elementary School websites at www.dasd-adm.org and www.dasd-pv.org.

Withdrawals and Transfers

If you withdraw your child from school, please call the school office for transfer information. Records will be mailed upon request from the new school.

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. The ESAR is a reporting system that accurately reflects a child's progress toward achieving the required curriculum standards. 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. Thus, each trimester the students will be assessed on a four point rubric:

~ = BEGINNING: limited progress, below basic performance

/ = APPROACHING: making appropriate progress, occasionally meets performance expectation

+ = PROFICIENT: regularly demonstrates competency of grade level knowledge and skills

++ = ADVANCED: performance meets and sometimes exceeds grade level expectations

The expected level of performance is that students should receive a “+” for each standard by the end of the school year.

Emergency Response Plan

Emergency procedures fall into three categories: on-site evacuations, off-site evacuations, and “take shelter” drills. Each 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 drills to comply with Pennsylvania School Laws. Similarly, drills are conducted to practice the appropriate procedures for severe weather emergencies and safe school drills. Please note that during certain emergency procedure drills, access to the building may be temporarily denied until conditions are determined to be safe to permit outside persons to enter the school building.

Latex and Nut Allergies

Our school is considered a “latex safe” environment. As such, latex products, particularly latex balloons and latex gloves, are not permitted in the school. For students who have serious allergies to peanuts or other nut products, special seating is available in the cafeteria. Parents must inform the teacher, nurse, and cafeteria manager of identified food allergies. Once identified, it is the child’s responsibility to select this table for lunch.

Integrated Pest Management (IPM)

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. This approach focuses on making the school building and grounds an unfavorable habitat for pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. School buildings and grounds are monitored to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff, and includes our students. 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 anti microbial 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.

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, 126 Wallace Avenue, Downingtown, PA 19335, phone number 610-269-8460.