

TABLE OF CONTENTS

Arrival/Dismissal Procedures.....	9
Art.....	11
Attendance/Absences	9, 10, 11
Back-To-School Nights.....	11
Band.....	11
Birthday Treats.....	11
Book Orders	12
Book Treatment	12
Bringing Items To School.....	12
BW Information & Telephone Numbers.....	4
Cafeteria School Lunch Program.....	12, 13
Change of Address	14
Chorus.....	14
Communication.....	14
Conferences.....	14
Discipline Code.....	15
Door Locking.....	16
Downingtown Educational Enrichment Program	16
Dress Code.....	16
Emergency Response Plan	16
Emergency School Closing	16, 17
ESL (English Second Language).....	17
Expectations/Responsibilities of Parents	15
Expectations/Responsibilities of School.....	15
Expectations/Responsibilities of Students.....	15
Field Day	17
Field Trips	17
Fire, Shelter, Intruder Drills	17
General Music.....	17
Guidance Counselor.....	18
Gum Chewing.....	18
Home and School Association	14
Home and School Officers	18
Homework Policy	18
Internet/Computer Use.....	18
Instructional Support Team.....	18
Instrumental Music Instruction.....	18
Integrated Pest Management.....	19
Intramurals	19
Kindergarten.....	19
Library	19
Lost and Found.....	19
Medical Information	20, 21
Newsletter	14
Orchestra.....	21
Physical Education.....	21
Playground	21
Principal's Welcome Letter	3
Private Party Invitations.....	21
PSSA	23
Psychological Services	21
Recess.....	22
Registration For School.....	22
Report Cards (ESAR's).....	17
School Board Information.....	8

School Photographs	22
School Pledge/Positive Behavior	5
School Staff.....	6, 7
Special Subjects.....	23
Specialized Testing	23
Speech Therapy.....	23
Student Records	23
Telephone Calls.....	23
Telephone Use.....	23
Tobacco Use.....	24
Transfer of Records.....	24
Transportation	24, 25
Website Addresses	25
Withdrawals/Transfers.....	25

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 the 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 designed 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.

BRANDYWINE WALLACE ELEMENTARY SCHOOL

Downingtown Area School District

435 Dilworth Road

Downingtown, PA 19335

Dear Parents,

Welcome to the 2009-2010 school year. Brandywine Wallace Elementary has the reputation of being the “little school on the hill.” High expectations, challenging curriculum and a caring learning environment are reflected in all that we do. The Home and School Association works collaboratively with staff and administration to create a sense of belonging for all.

On behalf of the BW faculty and staff, I want to thank you for your ongoing support. I look forward to getting to know you and your children.

Sincerely,

Norma Jean Welsh

Norma Jean Welsh
Principal

BRANDYWINE WALLACE ELEMENTARY SCHOOL

Brandywine Wallace Elementary School is one of 10 elementary schools in the Downingtown Area School District. Built in 1960, with an addition completed in 1981. The school was renovated in 2008. We currently have an enrollment of 385 children from East Brandywine, Wallace, and Upper Uwchland Townships. Classes include kindergarten through 5th grade.

The school was built as a jointure with East Brandywine and Wallace Townships. Our school was not part of the Downingtown Area School District at the time of construction. Prior to the construction of our school, classes were held in one-room schoolhouses including Hopewell, Lyndell, Guthriesville, Bondsville, as well as in church basements. Construction of our elementary school began in 1960, but did not open for classes until September of 1961.

School Mascot:	Eagle
School Colors:	Blue and Gold
Newsletter:	The Eagle News

BRANDYWINE WALLACE SCHOOL OFFICE

The Brandywine Wallace Elementary School main office can be located by entering the building on the north side, main entrance of the school located at the flagpole. The office is adjacent to the lobby to the left of the main door.

All visitors must enter the building through the main door and sign in at the office before proceeding to any other area of the building.

This school policy was established for the safety of your children.

Please telephone the BW main telephone number at: 610-269-2083

Please note the extensions for the following offices:

Main Office	Ext. 0
Nurse's Office	Ext. 2
Guidance Office	Ext. 3
Library	Ext. 4
Instructional Support	Ext. 5
Cafeteria	Ext. 6
Custodial Office	Ext. 7
Physical Ed. Office	Ext. 8
District Directory	Ext. 19

**Brandywine Wallace Child Safety Hotline number is:
610-269-2083 Ext. 9**

BRANDYWINE WALLACE ELEMENTARY SCHOOL
“STUDENT PLEDGE”

The Brandywine Wallace Discipline Policy reflects the philosophy that effective discipline must be the shared responsibility of the home and the school. We ask that you read and discuss this policy with your child and stress its importance.

TODAY, I PLEDGE TO BE THE BEST POSSIBLE ME
I WILL BE RESPECTFUL, RESPONSIBLE, SAFE AND KIND.
NO MATTER WHAT I DO, I KNOW I CAN BECOME BETTER.
I PLEDGE TO BELIEVE IN ME.

Expectations.....

In the hallways, BW Eagles will:

Walk in a single file
Stay to the right
Use quiet voices
Keep hands and feet to themselves
Pay attention

In the cafeteria, BW Eagles will:

Use good manners
Keep the cafeteria clean and recycle
Keep hands and feet to themselves
Use quiet voices
Follow directions.

In the bathroom, BW Eagles will:

Wash hands
Keep bathrooms clean
Respect privacy
Be quiet and quick

On the playground, BW Eagles will:

Walk on the blacktop/run on the grass

Inform adults of any problems

Follow directions

Play safe, fair and share

POSITIVE BEHAVIOR SUPPORT....

Establishes the expectations in community areas of the school campus. (Hallways, cafeteria, playground, bathrooms)

Teachers maintain a positive classroom management system that reflects the school rules. The specific strategies/plan implemented is at the teacher's discretion. Expectations are taught and re-taught throughout the year.

There is an emphasis on positive reinforcement for making good choices. Students will be recognized as part of a team (Homeroom) and individually (Kudos cards).

All staff will use a consistent language when speaking to students. Data will be used each month to evaluate and reassess student needs.

BRANDYWINE WALLACE ELEMENTARY SCHOOL STAFF

Principal Mrs. Norma Jean Welsh

Secretary Mrs. Sharon L. Taylor

Office Aide Mrs. Dianne Bauder

Kindergarten Mrs. Jennifer Martin Rm. 2

Grade 1 Mrs. Mary Bardwell Rm. 14

Grade 1 Mrs. Christi Barton Rm. 9

Grade K/1 Mrs. Sharon Girard Rm. 11

Grade 11 Mrs. Kim Lavery Rm. 13

Grade 2 Mrs. Christine Maloney Rm. 5

Grade 2 Mrs. Shelly McLaughlin Rm. 7

Grade 2 Mrs. Elizabeth North Rm. 4

Grade 3 Miss Lisa Laudenslager Rm. 22

Grade 3 Mrs. Linda Palladino Rm. 23

Grade 3 Mr. Steve Williams Rm. 25

Grade 3 Miss Beth Ziegler Rm. 20

Grade 4 Ms. Diane DiMartin Rm. 28

Grade 4 Mrs. Catherine Sachs Rm. 29

Grade 4 Mrs. Rebecca Saggiotes Rm. 30

Grade 5 Mrs. Mary Jean Barker Rm. 24

Grade 5 Mrs. JoEllen Cain Rm. 27

Grade 5 Mrs. Cathy Weisser Rm. 26

LSC Miss Mandy Poole Rm. 1

LSC Mrs. Christine Lombardo Rm. 16

DEEP Mrs. Kathie Orendorff Rm. 31

ESL Mrs. Maria Feist Rm. 12

Guidance Miss Melanie Sklepko Rm. 46

Instructional Support Miss Gretchen Denlinger Rm. 3

Instructional Support Mrs. Jane Schultz Rm. 12

Art	Mrs. Julie Rosario	Rm. 8
Library	Mrs. Kathy Stewart	Library
Music (Vocal)	Mrs. Paula Hicks	Rm. 10
Physical Education	Mr. Matthew Matys	Gym
Physical Education	Mrs. Rhonda Tredway	Gym
Music (Instrumental)	Mrs. Mary Ann Otto	Rm. 49
Music (Strings)	Mrs. Angela Baer	Rm. 49
Nurse	Mrs. Mary Vorndran	Rm. 45
Nursing Assistant	Mrs. Mary Sue Manley	Rm. 45
Speech	Mrs. Lisa King	Rm. 3
Psychologist	Dr. Tony Nordone	Rm. 47
Dental Hygienist	Mrs. Ann Yeager	
Library/Building Aide	Mrs. Barbara Sychterz	
Kindergarten Aide	Mrs. Becky Bilinski	
LSC Aide	Mrs. Loren Fraser	
LSC Aide	Mrs. Nancy Shumard	
IST Clerical	Mrs. Kim McKinley	
Instructional Aide	Mrs. Diana DiLeo	
Instructional Aide	Mrs. Kim McNickle	
Instructional Aide	Mrs. Andi Murta	
Instructional Aide	Mrs. Eloise Schoch	
Instructional Aide	Mrs. Denise Looft	
Instructional Aide	Mrs. Patty Pileggi	
Instructional Aide	Mrs. Sonya Christman	
Instructional Aide	Mrs. Jeannie Lamb	
One-on-One	Miss Heather Martin	
Head Custodian	Mr. Ron Snyder	
Custodian	Mr. Carl Deutsch	
Custodian	Mr. Walter Hinton	
Cafeteria Manager	Mrs. Tabetha Trofa	
Cafeteria Server	Mrs. Terri Miles	
Cafeteria Monitor	Mrs. Joan Smith	
Cafeteria Monitor	Mrs. Sonya Christman	
Playground Monitor	Mrs. Donna Thielz	

DOWNINGTOWN AREA SCHOOL DISTRICT

MISSION STATEMENT

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, student, and community

DASD SCHOOL BOARD DIRECTORS

Jane Bertone (John)
420 William Street
Downingtown, PA 19335
Director: Downingtown WN, EE, EW

Home: 610-269-2164
Email: jbertone@dasd.org
Region 7

Robert C. Eldredge (Susan)
1506 Shadyside Road
West Chester, PA 19380
Director: West Bradford

Home: 610-269-0246
Email: reldredge@dasd.org
Region 9

William E. Fagan, Jr. (Constance)
345 French Circle
Downingtown, PA 19335
Director: Uwchlan 2, 6, 9

Home: 610-269-6759
Email: wfaganjr@dasd.org
Region 5

Jacqueline Fenn (William)
1600 Creek Road
Glenmoore, PA 19343
Director: Upper Uwchlan 1

Home: 610-942-2162
Email: jfenn@dasd.org
Region 1

Cynthia Hallman (Harold)
1600 Pikeland Road
Chester Springs, PA 19425
Director: Upper Uwchlan2/West Pikeland

Home: 610-827-7808
Email: challman@dasd.org
Region 2

Dr. Alice Johnson (Robert)
205 Beech Street
Downingtown, PA 19335
Director: East Caln, Uwchlan 7, 8

Home: 610-269-4862
Email: ajohnson@dasd.org
Region 6

Norman J. Long (Cindy)
41 Blakely Road

Home: 610-269-2841
Email: nlong@dasd.org

Downingtown, PA 19335
Director: East Brandywine N1, N2

Region 3

James E. Watson (Margaret
1404 Poorhouse Road
Downingtown, PA 19335
Director: Downingtown WS/WB 2, 4

Home: 610-269-4312
Email: nlong@dasd.org

Region 8

Robert S. Yorczyk (Beatrice)
P. O. Box 823
Exton, PA 19341
Director: Uwchlan 1, 3, 4, 5

Home: 610-363-0560
Email: ryorczyk@dasd.org

Region 4

NON-VOTING MEMBERS

Larry Mussoline, Superintendent
Richard Fazio, Treasurer
James E. McErlane, Solicitor

The Board of School Directors meetings are held at 5:30 PM on the first Wednesday of each month for a work session. The school board meets again at 7:30 PM on the second Wednesday of each month at Downingtown West High School. Curriculum meetings are held the third Wednesday of each month at the Downingtown West High School at 7:00 PM. These meetings are open to the public and you are encouraged to attend. Occasionally, the location of these meetings is subject to change.

ARRIVAL AND DISMISSAL PROCEDURES

SCHOOL HOURS

8:30 AM – 8:55 AM	Students arrive at BW
8:55 AM	Official Start of School Day
11:40 AM	AM Kindergarten Dismissal
12:35 PM	Official Start of PM Kindergarten
3:20 PM	Dismissal for all Students

The school office is open from 8:00 AM until 4:00 PM throughout the school year. Classroom teachers maintain hours from 8:15 AM until 3:45 PM daily. Children may not be dropped off prior to 8:30 AM. Supervision is not provided prior to that time.

STUDENT HOURS: KINDERGARTEN

Morning Session:	8:55 AM – 11:40 AM
Afternoon Session	12:35 PM – 3:20 PM

Students may **NOT** be dropped off early or picked up later than 10 minutes from the scheduled time. **NOON DAY BUSING IS NOT PROVIDED BY THE DISTRICT.**

STUDENT HOURS: GRADES K – 5

Supervised Playground	8:30 AM
First Bell	8:45 AM
Classes Begin	8:55 AM Students need to be seated and prepared for morning announcements

ARRIVAL DURING INCLEMENT WEATHER:

When students arrive at school during bad weather, they are to go to the cafeteria instead of the playground area.

DISMISSAL PROCEDURES:

Dismissal begins at 3:20 PM. Walkers are to exit the building and leave the school grounds and immediately walk home. When parents are picking up their children they must report to the office and sign their child out. Notes cannot be accepted for parent pick-up. An adult needs to be physically here for a child to be dismissed. Students will only be dismissed to go with their parents or a member of their immediate family. A note must be provided in the morning if we are to dismiss your child to another adult. We cannot take telephone calls for parent pick up.

ATTENDANCE AND ABSENCE

ATTENDANCE

Regular attendance is important for learning. When a child is absent or late, a note indicating the dates and reason for the absence or lateness must be provided to the classroom teachers on the day the student returns to school.

IF AN EXCUSE NOTE IS NOT PROVIDED WITHIN THREE DAYS OF YOUR CHILD'S RETURN TO SCHOOL, THE ABSENCE BECOMES ILLEGAL. Excuse cards are available in the school office, or a note can be written by you that supplies the child's name, date(s) of absence, reason for absence, child's teacher, your signature (full name please). It is essential that accurate attendance records be maintained by all public schools. The State Code requires that the schools have on file these notes written by the parent or guardian. These excuse notes must be available in the office for examination by a PA State Inspector

A PHYSICIAN’S EXCUSE IS REQUIRED FOR ANY CONSECUTIVE ABSENCE OF THREE OR MORE SCHOOL DAYS.

Parents should also be aware that Brandywine Wallace has a Child Safety Hotline. Each student will have a card on file with the telephone numbers for parents at work or where someone can be reached that will know the reason for your child’s absence. The telephone numbers on this card are **NOT** emergency numbers for your child. The number for the hotline is:

610-269-2083 Ext. 9

Parents should call school when their child is absent and leave the following information:

Child’s Name
Child’s Grade
Child’s Absence
Nature of Illness
Additional days of absence, if known.

Request for Homework – We will need to know if the homework is to be picked up in the office at 3:20 or if it is to go home with another student. Please be sure to give us that student’s name and teacher. Homework requests must be called in by 10:30 AM. This will help keep classroom interruptions to a minimum and allow the teacher sufficient time to gather materials.

EXCUSED ABSENCES

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

ILLEGAL/UNEXCUSED ABSENCES/ 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.

An absence/lateness is recorded “illegal” if a written excuse is not presented within three (3) days following return to school. In the event that an absence is determined illegal, it is permanently recorded in the student’s file as illegal. By law, three illegal absences subject parents to financial penalty as determined by local courts. Our attendance officer coordinates attendance matters with District Court 15-2-06 in Downingtown. Kindergarten student attendance will be marked as “unexcused”.

ABSENCES FOR EDUCATIONAL TRIPS

The policy of the Downingtown Area School District allows for parents to request the absence of a child from school to participate in a trip of an educational nature. Requests for educational trips must be submitted in writing to the principal at least three days prior to the trip. Approval is granted on an individual basis for each request. The academic standing and attendance records of the student must be acceptable for approval to be granted.

Work that is missed due to approved educational trips may be made up, but the responsibility for the completion of the work will remain with the student and/or parents. Teachers will cooperate with students and parents, but will not necessarily send student work in advance for the days of excused absence. In some cases, requests for work presents an unfair burden upon the teachers.

Unauthorized absences will be recorded as illegal and students will not be permitted to make up work.

TARDINESS

Coming to school every day on time, is important. The late student often misses important announcements, instructions and assignments. If a student arrives after 8:55 AM for school, he/she is late and must report directly to the office so that his/her name can be removed from the absentee list. A corridor pass will then be issued from the office and must be presented to the teacher upon the student’s arrival to the classroom. A signed absence note from the parent is required when tardy.

LATE ARRIVAL/EARLY DEPARTURES

Students arriving after 10:30 AM or leaving before 1:00 PM will be considered absent ½ day .

EARLY DISMISSAL FOR MEDICAL APPOINTMENTS, ETC.

If a pupil must be dismissed for a medical or dental appointment before regular dismissal time, the parent/guardian should send a note to the homeroom teacher. When the parent/guardian reports to the office, the secretary will call the child from class to meet his/her parent/guardian in the office. Under no circumstances will students meet parents/guardians outside the building or in the parking lot. Parents/Guardians are required to sign out their child in the office any time a child is dismissed early.

ART

Art provides each child with the opportunity to experience varied art materials, assists in the development of skills and techniques, increases vocabulary, and allows exposure to art appreciation. Painting, drawing, printing, mixed media, weaving, stitchery, puppetry, sculpture, and computer technology are some of the areas that are continually built upon in grades K – 5. Most of all, art is to be fun and encouraging for each child to value the importance of his/her work.

BAND, Grades 4 and 5

Fifth grade band instrumental students who have reached a certain level of proficiency on their particular instrument are eligible to join the BWES Band, which meets before school on Tuesday. Younger students who have studied privately or advanced fourth graders may join the band during the year by demonstrating sufficient playing proficiency. Band instrumental instruction begins in fourth grade.

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 unique aspects of the classroom program. The evening is organized for parents to be able to visit at least two classrooms. Because of this format, individual student progress cannot be discussed at "Back-To-School" night. Announcements will be distributed in early September to advise families of the specific date and time. This is one of the most important meetings of the school year. All 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.

BIRTHDAY TREATS AT SCHOOL

Dear Parents,

We have children enrolled who have severe allergies to peanuts and tree nuts. These students cannot be exposed to peanuts of anything cooked in peanut oil, Nu-Nuts and other artificially flavored nuts, walnuts, pecans, pine nuts, macadamia nuts, almonds (including extract, oil and paste), cashews, brazil nuts, hazelnuts and natural wintergreen extract (for the filbert/hazelnut allergy), as well as products containing any form of the above. For these children, mere contact with trace amounts of these ingredients could cause a potentially life-threatening (anaphylactic) reaction. Therefore, special precautions are necessary to ensure these students' safety.

We are seeking your support and cooperation with regard to foods and snacks that are brought into the classroom to celebrate birthdays and special occasions. We cannot distribute classroom snacks that contain any of the above listed ingredients. Additionally, we cannot allow any homemade or unlabeled snacks in the classroom. All snacks brought from home to share with the class must be in the original packaging with ingredient labeling so our staff can review the ingredients prior to distribution to the children. Snacks that do not comply will not be allowed in the classroom.

In the cafeteria, a nut-free table is provided for students who are allergic to peanuts and/or tree nuts. All students with nut-free lunches are welcome to sit at this table.

Norma Jean Welsh, Principal

BOOK ORDERS

Many of you have experienced your son or daughter 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 that is advertised on the aforementioned book order forms.

We encourage parents to review the book selections carefully with their children and make sound decisions based on what you feel is appropriate literature.

Some titles that are sent to upper grade students are based on grade 5 through 8 reading levels. Not only do we not endorse several of these titles but would discourage some titles.

Being well informed about the literature your child is reading is another way that positive parenting can have a beneficial long range effect.

BOOK TREATMENT

All students are encouraged to properly care for all school books so that they will have a long shelf life and studying from them will be attractive. It is the responsibility of each student to pay for any 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 bringing pets to school for “Show and Tell.” Electronic games, iPods, CD players, etc. are not permitted.

CAFETERIA SCHOOL 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.

The cafeteria at Brandywine Wallace is computerized. This system provides parents with a convenient way to prepay in your child’s lunch account. If your child receives free or reduced price lunches, this system provides 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 participation.

Each child is assigned a personal identification number (PIN) by the school for use in the cafeteria when purchasing lunch. The number will remain the same for the years that your child remains at BWES. We ask that each parent help their child learn their number. The lunch lines move quickly if most students prepay. The student enters their PIN into the KeyPad. The computer will then show their current balance and show if any money is due for their meal. The cafeteria cashier will assist any student who needs help with their 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 your 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 your child’s account for the next year. If you withdrawal from the district, your child’s balance will be refunded. At no time will money in your child’s account be given to your child without written permission from you.

You can prepay for lunches in the cafeteria, or send cash or a check (made out to DASD Cafeteria) in with your child in a marked envelope. You will be sent a letter at the beginning of each school year asking if monies in your child’s account are for LUNCH ONLY or LUNCH and SNACK. Please make any checks payable to: DASD Cafeteria. Please include your child’s name, grade, class, and the first three numbers of the PIN on the envelope or check. When the prepayment is to be divided between two or more students, please specify this and indicate how much is to be applied to each child’s account.

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. The cafeteria will be informing parents of this charge on the day it occurs. **ALL LUNCH CHARGES MUST BE PAID THE FOLLOWING DAY.** No child may charge for ice cream or snacks. Please write down at home the dates that the prepayment will cover so a new check can be issued before your child's account is depleted. The cashier will notify your child when their lunch account is low.

CURRENT LUNCH PRICES*:

Complete Lunch, including milk	\$1.75	* Prices are subject to change.
White milk	.50	
Chocolate milk	.50	
Ice Cream	.85	
Soft Pretzels	.50	

LUNCH SCHEDULE

Grade 2	10:45 – 11:15	Recess
Grade 2	11:15-11:45	Lunch
Grade 1	11:25 – 11:55	Lunch
Grade 1	11:55 – 12:25	Recess
Grade 3	11:20 – 11:50	Recess
Grade 3	11:50 – 12:20	Lunch
Grade 4	12:15 – 12:45	Lunch
Grade 4	12:45 – 1:15	Recess
Grade 5	12:25 – 12:55	Lunch
Grade 5	12:55 - 1:25	Recess

CAFETERIA/LUNCHROOM RULES

1. Students should 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/or pin number available when arriving at the register.
4. Do not crowd or push at the register, and do not enter your 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 thermos bottles are permitted in packed lunches.
10. Use quiet voices, talk only to students at your table, and listen for monitor's whistle.
11. For safety, students should not talk with food in their mouths.
12. Follow monitor directions at all times.
13. Monitor will dismiss students for snacks. No more than two snacks per person are 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. **STUDENTS ARE NOT PERMITTED TO CHANGE SNACKS.**
14. Keep hands, feet and objects to yourself. No sharing or throwing food. Feet should be under the table and not in the aisles.
15. Remain seated at the cafeteria table until dismissed by a monitor. Students are not permitted to roam around the cafeteria without permission.
16. Mark all lunch boxes, bags and thermos bottles, etc. with your name.
17. If assistance is needed, the monitor will come to students who raise their hands.
18. Students not following cafeteria rules will be removed from their class tables to be seated elsewhere.
19. Students must clean up their own space before being dismissed. All trash must be placed in the appropriate trash can upon leaving the cafeteria.
20. Students are not allowed to leave the cafeteria without the permission of a monitor or teacher.

CHANGE OF ADDRESS AND TELEPHONE

It is crucial that we maintain up-to-date records of a student's address and telephone numbers. Any change of address or telephone number must be reported to the school office as soon as possible after the change.

CHORUS, Grades 4 and 5

All fourth and fifth graders may sing in the chorus. There is no audition, however, attendance at all rehearsals is very important. The chorus prepares for two concerts during the year.

COMMUNICATION

GENERAL COMMUNICATION PROCEDURE

Throughout the school year, parents can develop concerns over various issues. Some of these might be: curriculum, discipline, medical, homework, behavior, recess, family situations, etc. The proper steps to be taken are as follows:

1. Concerns should be addressed initially with the classroom teacher.
2. If not satisfied, oral communication with the building principal would be appropriate.
3. If still not satisfied, a dated written communication to the principal would be advantageous.
4. If still not satisfied, you should consult with and write to the Director of Elementary Education.

Your concerns as a parent of a child at Brandywine Wallace Elementary School will be kept CONFIDENTIAL. It is our intention to keep all lines of communication open throughout the year.

CONFERENCES

Each teacher will schedule conferences with parents of students when the report cards are issued or more frequently, if necessary. Parents may also request conferences at any time during the school year by calling the school office. Notice the calendar dates for scheduled conferences.

HOME & SCHOOL ASSOCIATION

Brandywine Wallace Home & School has monthly meetings to organize scheduled activities, develop new ideas, and keep communications open between the home and school. The strength of the Home & School Association resides in the interest, support and involvement of our parents. Most Home & School activities require a lot of volunteers. Please consider volunteering. Home & School meetings are held the third Tuesday in the school library.

Family Folders: Wednesdays

Each Wednesday, a red "Family Folder" will be sent home with your child. This folder will contain informational flyers and important notices. Please check your child's book bag each Wednesday. Return the Family Folder on Thursday.

NEWSLETTER – THE EAGLE NEWS

At the beginning of each month, a comprehensive newsletter is distributed to the youngest or only child. The newsletter includes a monthly calendar, classroom reports, upcoming events and items of interest to the Brandywine Wallace community.

DISCIPLINE CODE – DASD
DOWNINGTOWN AREA SCHOOL DISTRICT CODE OF CONDUCT

To serve the educational needs of our community, Downingtown Area School District provides opportunities for students to identify and realize their potentials as responsible individuals within our society.

Students, professional staff, family, and community all share the responsibility of establishing a healthy atmosphere for this growth. The characteristics of such a healthy and sound education environment are:

- recognition of common concerns despite individual differences
- appreciation of personal worth and dignity
- open, effective communication
- expressed respect for achievement and hard work

Appropriate skills and knowledge will promote responsible attitudes that will prepare our students for continued learning and positive responses to our changing world.

EXPECTATIONS AND RESPONSIBILITIES OF THE SCHOOL

Teachers will exercise their professional skills in establishing and maintaining a respectful and dignified learning environment that supports the work of the individuals and the class as a group. Teachers will institute their own disciplinary infractions which are in accordance with the school's approach. If resolution is not found among teachers, students, and parents, then administrative intervention may be necessary.

Administrators will set highest expectations for all students, strive to reinforce each person's personal worth and dignity, and oversee implementation of the board approved code of discipline. While administrators are partners with teachers and parents, the final disciplinary actions rests with the principal's authority.

EXPECTATIONS AND RESPONSIBILITIES OF PARENTS

Parents are critical members of their child's educational team. Parents have a need and a right to know of misbehaviors and resulting disciplinary measures. The reinforcement of the school's efforts to establish a strong, positive, and safe learning environment for all students is an invaluable asset. Parents can have an enormous positive impact upon their child's school experience by consciously assuming three key responsibilities.

- Initiate and maintain an active role
- Value/Expect responsible behavior of your child
- Be an advocate for your child and their education

COMMUNICATE CODE OF CONDUCT TO PARENTS

- Parent Handbook
- Back-To-School Night Information
- Teacher Contacts

POSITIVE BEHAVIOR SUPPORT

- Today, I pledge to be the best possible me.
- I will be respectful, responsible, safe and kind.
- No matters what I do, I know I can become better.
- I pledge to believe in me.

EXPECTATIONS AND RESPONSIBILITIES OF STUDENTS

A critical goal of Downingtown's Educational program is to encourage maturation through the continuing development of each student's independence and responsibility. An orderly atmosphere promotes and enhances effective learning. Discipline guidelines are developed to support the personal welfare of each student and to protect the common good of the whole school.

DOWNINGTOWN EDUCATIONAL ENRICHMENT PROGRAM

Students who qualify for the academic enrichment program receive four hours of instruction over a five day cycle. Students are defined as “gifted” if they qualify based on multi-criteria. The DEEP program provides enrichment experiences for these students. Periodically, enrichment opportunities are provided for all regular education students in Grades 1 through 5.

DOOR LOCKING

In order to protect the students, all outside entrance doors, except the main entrance, are locked to outside entrance during the school day. These doors, however, can be opened from the inside to allow students to exit in case of an emergency. If you must enter the school at any time, you must enter through the main entrance, go into the school office to sign in. You may then proceed to your designated area.

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.

DRESS CODE

In the matter of dress, the Downingtown Area Elementary Schools are primarily concerned with:

Safety
Health
Non-Interference with the Educational Program

1. Clothing and accessories must conform to minimum safety standards. Clogs, sandals, or open shoes are not considered safe for playground activities. A tied, closed shoe/sneaker better serves the purpose.
2. Clothing should be conducive to promoting personal health and cleanliness. Children are permitted to wear shorts of a conservative length during hot weather. “Short-shorts” are unacceptable.
3. Clothing and accessories must be appropriate to an educational environment.

A breach of the Dress Code as outlined above will be addressed by 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. Students are expected to wear coats when going outside for recess whenever required by weather conditions.

EMERGENCY SCHOOL CLOSING

School District Closing Number: 876
One Hour Delay 5-876
Two Hour Delay 6-876

Please check the district website at www.dasd.org, Announcements for closing information. DASD will call every home to announce school closing and late opening information. Also, KYW (1060 AM), will announce by the district name. Channel 10 and the Fox Network also have closing information on the bottom of the TV screen during their broadcasts.

ONE HOUR DELAY: Buses will run one hour late
Morning Kdg. WILL be in session.
TWO HOUR DELAY: Buses will run two hours late
AM Kindergarten: 11:00 – 12:45
PM Kindergarten: 1:30 - 3:20

PLEASE HAVE A CONTINGENCY PLAN EXPLAINED TO YOUR CHILD IN THE EVENT THAT SCHOOL MUST CLOSE EARLY.

Snow days will be made up according to the school district calendar.

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. Beginning in the 2001 school year, the elementary teachers began working on a process to develop a reporting system that accurately reflected 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:

1. ~=**BEGINNING** – limited mastery of knowledge and skills
2. /=**APPROACHING** – the expected level of achievement, basic performance
3. =+**PROFICIENT** – has achieved the standard for the grade level
4. +++**ADVANCED** – beyond expected levels; consistent, superior performance

The expected level of performance is that students should receive a "3" for each standard by the end of each school year.

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 DAY

In May or June, the Physical Education teachers have traditionally held "Field Day", a half-day of physical competitions. This activity is grouped by grade levels, K-2 and 3-5, for either a morning or an afternoon session. It is a favorite activity among students and parent spectators. The competitions are designed so that everyone is a winner!

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 pupils and parents/guardians will be informed accordingly.

Pupils 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 pupil. We discourage purchasing souvenirs.

GENERAL MUSIC

All children have weekly music classes. In these classes, they experience singing, moving, reading and writing music, music in technology, playing many classroom instruments, and all around music appreciation. Fourth and fifth graders are encouraged to join chorus.

FIRE/WEATHER/INTRUDER DRILLS

The school schedules regular fire drills to comply with the Pennsylvania School Laws. During the winter months, every effort is made to conduct the drill on the best day for temperature and weather conditions.

GUIDANCE COUNSELOR

The school is staffed by a full time elementary guidance counselor. Elementary school counselors are specialists in child growth and development who usually have a strong background 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.

GUM CHEWING

Gum chewing is not permitted in school for health and custodial reasons.

Home & School Officers and Committee Chairpersons

President	Benita Butcher	610-942-3848	bwhspresident@comcast.net
Vice President	Katrina Thack	610-269-3018	japnesmum@aol.com
Secretary	Karen Jaran	610-269-6947	skydunk@aol.com
Treasurer	Karen Anthony	610-873-0226	Karen.Anthony@comcast.net

DASD HOMEWORK POLICY TIME GUIDELINES

The Educational Policies Service 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:

Grades Kindergarten and 1	should be given at discretion of	the teacher
Grades 2 & 3	15 – 30 minutes per day for four	(4) days
Grades 4 & 5	30 – 60 minutes per day for four	(4) 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. Teachers should also consider whether or not it is appropriate to give the same assignment to every child in the class.

A homework assignment book is given to every child in grades 3 – 5.

INTERNET/COMPUTER USE

SEE DOWNINGTOWN AREA SCHOOL DISTRICT CODE OF STUDENT CONDUCT, Page 22

INSTRUCTIONAL SUPPORT TEAM

Brandywine Wallace's Instructional Support Team consists of the principal, guidance counselor, primary grades instructional support teacher, and intermediate grades instructional support teacher. The support teachers help coordinate, collaborate, assess, train, and assist the school staff in meeting the specific instructional needs of students who struggle within the regular classroom programs.

Support teachers perform classroom observations, conduct curriculum-based assessments, consult with classroom teachers about students considered for instructional support, and participate in all IST meetings. The support teacher facilitates intervention techniques in the classroom. The support teachers assist the regular education teachers by implementing curriculum within and apart from the classroom setting through large group, small group, and/or individual student instruction.

INSTRUMENTAL MUSIC INSTRUCTION

Instrumental music lessons are 30 minutes long and are scheduled during regular classroom time. The lesson times rotate throughout the school day. Students are responsible for keeping up with class work that is missed during music lessons. Historically, there has been a very high level of cooperation between the instrumental program and the faculty and staff of Brandywine Wallace. Rental information is available from the instrumental teacher at the beginning of the school year.

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, 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 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 application is posted on the front 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.

INTRAMURAL SPORTS Grade 4 and 5

A program for grades four and five is held after school. Activities are seasonal in nature, and a letter concerning dates and activities will be sent home shortly after the beginning of the school year. Sportsmanship and cooperation are stressed throughout the program.

To participate, students must have timely transportation home.

KINDERGARTEN

In the Downingtown Area School District, our kindergarten philosophy is built upon the knowledge that children enter kindergarten at varying developmental stages. Each child is viewed as a unique person with an individual pattern of growth and development. Different levels of performance, development, and learning styles are expected and accepted, and are used to implement the curriculum. Teachers practice on-going assessment of a student’s performance.

Some of the strategies in guiding the development of the whole child are: Team Teaching, Flexible Grouping (reinforcement, enrichment, interest, social, and aptitude), Varied Instruction (whole group, small group, individual), Thematic Concepts, and a Learning Center Approach (hands on learning).

Classroom activities include cooperative learning, project work, student self-selection, discussions, problem solving, role playing, shared reading and writing, discovery and inquiry, modeling, drama, and independent practice.

LIBRARY

The school library is maintained by the librarian and the library aide. Each class receives weekly instruction and learns to use its facilities. Students are encouraged to check out books to take back to their classrooms or to read at home.

During the school year there may be a time when your child misplaces a library book. You will be notified of the overdue materials. Unless the book is damaged beyond use, no payment should be made until June. Please do not send any payment for missing items until notification of the cost at the end of the school year.

LOST AND FOUND

All lost articles found in or around the school are taken to the “Lost and Found” area inside the cafeteria. Pupils should place name labels or write their names on lunch boxes and outdoor clothing. Students should periodically check this area for missing articles. Parents may also inspect lost and found articles after first checking in at the office.

MEDICAL INFORMATION

NURSE EMERGENCY CARDS

At the beginning of each school year, every student must have an emergency card completed by a parent/guardian and returned to the nurse's office. In case of illness or an accident, the parent/guardian will always be called first. If a parent/guardian cannot be reached, the instruction on the emergency 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/guardian to take a sick child home.

IF DURING THE COURSE OF THE SCHOOL YEAR ANY CHANGES OCCUR IN THE PHONE NUMBERS LISTED ON THE EMERGENCY CARD, PLEASE CONTACT THE SCHOOL OFFICE IMMEDIATELY.

FIRST AID AND SCHOOL HEALTH

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 nursing assistant. Please be reminded that school health services do not include medical diagnosis. A private physician must make these.

Children should not be in school when they are ill. When a child exhibits any of the following symptoms. He/She should be kept home. **(Children should remain at home until they are fever free and/or have not vomited for 24 hours.)**

- Rash or skin eruptions on any part of the body
- Diarrhea
- Headache
- Colds
- Fever
- Vomiting
- Very Runny Nose
- Severe or Constant Coughing
- Head Lice

Children with communicable diseases will be excluded from school.

ADMINISTERING MEDICATIONS

SEE DOWNINGTOWN AREA SCHOOL DISTRICT DISCIPLINE CODE, Page 22

All medication of any kind is to be taken directly to the nurse's office.

ALL MEDICATION, PRESCRIPTION OR NON-PRESCRIPTION MUST BE IN THE ORIGINAL CONTAINER.

NON-PRESCRIPTION MEDICATIONS

Non-prescription medication requires an accompanying note from a parent/guardian stating:

- time of day to be administered
- dosage

PRESCRIPTION MEDICATIONS

Prescription medications require an accompanying note from a physician stating:

- time of day to be administered
- dosage
- how many days it is to be taken at

DENTAL EVALUATIONS AND DENTAL HEALTH EDUCATION

Dental evaluations are given by the school dental hygienist to students in kindergarten and 3rd grade. In some classrooms children will be given dental health education by the school dental hygienist. It is our hope that the school Dental Health Program will assist children in establishing good dental health habits.

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.

PHYSICAL EXAMINATIONS

Physical examinations are given by the school physician to children in kindergarten and to 1st grade children who did not attend kindergarten. Family physicians may do these examinations and complete a state form (available in the school office) to be submitted to the nurse. If not completed by a family physician, it will be done by the school doctor.

STUDENT ACCIDENT INSURANCE

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

VISION AND HEARING SCREENING

Vision screening is conducted annually for students in kindergarten through 5th grade. Hearing screening is conducted annually for students in kindergarten through 3rd grade.

ORCHESTRA

Fourth and fifth grade string instrumental students who have reached a certain level of proficiency in their particular instrument are eligible to join the BWES Orchestra, which meets before school on Friday. Younger students who have studied privately and would like to be a member of the orchestra, must audition at the start of the school year. More advanced string students also will have an opportunity to perform in a district level orchestra.

PHYSICAL EDUCATION

The Physical Education Curriculum has an obvious scope and sequence based on goals and objectives that are appropriate for all children (NASPE, National Standards and Pennsylvania’ Student Learning Outcomes). The curriculum includes skills and concepts in the areas of fitness, games, educational gymnastics, rhythmic dance, creative movement, lifetime sports, and cooperative activities. Teachers design experiences and select benchmarks to enhance the psychomotor, cognitive and affective development of all children.

Classes are held twice weekly in grades 1-5 and once weekly in Kindergarten. Activities are held outdoors when the weather permits. Students must wear sneakers for physical education class. Athletic sneakers rather than fashion sneakers are preferred.

PLAYGROUND

DOWNINGTOWN AREA SCHOOL DISTRICT STUDENT CODE OF CONDUCT, Page 22

Since play equipment and materials are provided for recess, permission must be secured for personal play materials to be used on the playground. Specific rules concerning the proper use of playground equipment are reviewed with the students by the physical education teachers at the beginning of the school year. The following are basic playground rules:

1. Walk on blacktop areas.
2. Inform adults of any problems.
3. Follow adult directions.
4. Play safe, fair and share

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 classmates private party, particularly when it becomes the main focus of conversation during lunch and recess times.

PSYCHOLOGICAL SERVICES

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

RECESS

A thirty minute period of recess is scheduled during each day for students in grades 1 – 5. During recess, students enjoy a period of supervised free play. Classes participate in the daily recess period according to the specific grade level schedule. Recess is supervised by a member of the teaching staff. Appropriate seasonal dress is required. Students with health problems may be excused from recess when the school has been provided with a written excuse.

Students may be excluded from recess for incomplete homework, incomplete class assignments, or minor disciplinary infractions . Students who are assigned recess detention are supervised by the classroom teacher.

REGISTRATION FOR SCHOOL

KINDERGARTEN

To be eligible for entrance into kindergarten, a child must be five years of age on or before September 30th (September 1st in 2010) of the year in which they are enrolled. (Parent/Guardians may register for the kindergarten program during kindergarten registration (usually in March), at the school office. After the established dates of registration, additional kindergarten registrations can be completed by calling the school office to arrange for a convenient time to complete the appropriate registration forms.

Please note that the admission to kindergarten is closed after the first 10 school days of the school year. However, transfer students from other recognized kindergarten programs can be admitted throughout the school year.

For admission into kindergarten, parents/guardians must present:

Immunization Records

3 Polio

4 DPT with one inoculation after the
child's fourth birthday

Hepatitis B (3 inoculations)

MMR (2 inoculations) year.

Varicella (Chicken Pox)

Proof of Birth Date (Birth Certificate/Baptismal Certificate)

Proof of Residency (Driver's License, Sales Agreement, Lease)

Deed/Sales Agreement or Lease

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:

Birth Certificate

Student immunization records

Proof of Residency

Transfer Card/School Records from previous school

GRADES 1 – 5

Students who transfer from another public or private school program may be registered at any time throughout the school year. Please call 610-269-8460, Ext. 0 to set up an appointment to register your child. 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:

Birth Certificate

Student immunization records

Proof of Residency-Deed, Sales Agreement, Lease

Transfer Card/School Records from previous school

SCHOOL PHOTOGRAPHS

As a service to parents, arrangements are made to have yearly photographs taken at the school. Individual pictures will be taken each year with a make-ups and retakes following a few weeks later. Group pictures will be comprised from the individual pictures into a class photograph. Additional reminders of the dates for school pictures will be sent prior to the scheduled dates.

SPECIAL SUBJECT AREAS

KINDERGARTEN	25 minutes each week
Art	1 time per week
Library	1 time per week
Music	1 time per week
Physical Education	1 time per week

GRADE 1 – 5	50 minutes each week
Art	1 time per week
Library	1 time per week
Music	1 time per week
Physical Education	2 times per week

SPEECH AND HEARING THERAPY

Children requiring speech, vision, or hearing therapy receive special services. Classes are conducted weekly by qualified therapists on the staff of the Chester County Intermediate Unit.

STUDENT RECORDS

The official student records are located in the school office. In the event that a parent/guardian wishes to review the contents of the cumulative record folder, they may do so by arranging for a conference with the guidance counselor. Special Education records may similarly be reviewed by contacting the guidance counselor.

TELEPHONE CALLS

Please understand that your child's teacher cannot take a phone call during scheduled instructional time. Messages can be taken by the school secretaries and placed in the teacher's mailbox or you can leave voice mail for the teacher. A directory of voice mail numbers is available at 610-269-2083, ext. 19.

TELEPHONE USE

In general, pupils are not permitted to use the school telephones. In an emergency case, pupils may request use of the telephone located in the main office. Students will not be paged for phone calls except for emergencies.

PSSA

The Pennsylvania System of School Assessment is administered to the 3rd grade students in areas of reading and math, 4th grade in reading, math and science, and 5th grade in reading, math, and writing. The PSSA testing dates are available on the school and district calendars.

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. Tests may include measure of mental ability, visual perception, diagnostic tests, and tests of learning styles or preferences.

To place a child in a program of special education, the child will be tested by a certified school psychologist. Prior to any testing by the psychologist, a parent/guardian must provide a signed consent to the testing, and the child will have completed the Instructional Support Team process with little or no success. Testing of this nature is necessary to identify students for appropriate placement in the gifted program (DEEP) or for placement in programs for a learning disabled student.

TOBACCO USE
DOWNINGTOWN AREA SCHOOL DISTRICT CONDUCT CODE, Page 8

On December 4, 1996, Governor Thomas Ridge signed into law “Act 145: Use of Tobacco in Schools Prohibited”. This law became effective February 3, 1997 and is consistent with the Secondary School Code of Discipline, approved June 19, 1996, in its stated disciplinary action of a \$50.00 fine for the smoking or possession of tobacco by a student.

The Discipline Code was amended to contain the relevant defining parts of the law at the regularly scheduled Board meeting on February 12, 1997. Fines will be issued to violators beginning February 13, 1997.

The law reads:
Act 145 of 1996
Section 6306.1

USE OF TOBACCO IN SCHOOLS PROHIBITED

A. Offense Defined – A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a **summary offense**.

B. Grading – A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs .

C. Nature of Offense – A summary offense under this section shall not be a criminal offense of record.

D. Definitions –
“Pupil” – A person between the ages of 6 and 21 years who is enrolled in school.

“Tobacco” – **A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.**

Exceptions to the law will not be granted.

TRANSFER OF RECORDS

Prior to changing schools, a transfer of records card must be completed. Please provide the school office with adequate advance notice so that the correct forms will be readily available when you stop at the school. Upon notification from the receiving school, we will immediately forward all student records to the new school.

TRANSPORTATION

DOWNINGTOWN AREA SCHOOL DISTRICT CONDUCT CODE, Page 10

School bus service is provided to all students in accordance with the Transportation Policies of the Downingtown Area School District.

Students are assigned to a bus and bus stop location as part of the registration process. Students are not permitted to change buses. Emergencies are the only exception! Emergency requests to permit a student to ride a bus other than the assigned one must be forwarded, in writing, to the school office. Upon approval by the principal, a bus pass will be signed and issued to the student to give to the bus driver. Please do not send these requests to your bus driver.

Requests for change in bus stop, adding a bus stop or change in a bus route must be directed, in writing, to the Supervisor of Transportation and the principal. A decision to grant a change will be communicated to the bus company and the building by the Transportation Office for implementation.

Companies that provide busing for DASD are:

Krapf Bus Company	610-269-2924
Wolffington Bus Company	610-458-8501

ELEMENTARY BUS RULES AND REGULATIONS

Bus service is furnished to the children according to the rules and regulations as set forth by the PA Department of Education. The following rules are important and MUST be obeyed.

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 is 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.

WEBSITES

To stay up-to-date with the Downingtown Area School District and Brandywine Wallace Elementary School, check out these websites.

Brandywine Wallace Elementary School
www.dasd-bw.org

Downingtown Area School District
www.dasd-adm.org

The district website offers a variety of information regarding the district. Information regarding closings, late openings, and early dismissals due to inclement weather are available on the district website.

WITHDRAWALS AND TRANSFERS

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