

# Shamona Creek Elementary School



## 2009-10 Parent Handbook

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Downingtown, PA 19335  
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[www.dasd-sc.org](http://www.dasd-sc.org)

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## WELCOME TO SHAMONA CREEK

Adjusting to school can be as confusing for parents as for children, in fact, sometimes more so. We seem to receive so much information secondhand, and not always from the best authorities. It is vital that you take the time to read through it, since it will be your guide to much of what takes place at school. The calendar will be particularly important for you to keep handy.

If you have any questions or concerns about the information presented in this book, or otherwise related to the school, call Mr. Reed, the Principal. He will be happy to speak with you.

### *Our Mission*

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.

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 1965, Title IX of the Education Amendments of 1972, Sections 503 and 504 and 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.

<b>OFFICE TELEPHONE:</b>	<b>610-458-8703</b>
<b>ATTENDANCE HOTLINE:</b>	<b>610-458-8703 (Please hit "9" when prompted)</b>
<b>Fax:</b>	<b>610-458-9130</b>
<b>e-mail:</b>	<a href="mailto:rreed@dasd.org">rreed@dasd.org</a>
<b>Web Site:</b>	<a href="http://www.dasd-sc.org">www.dasd-sc.org</a>

# 2009-10 CALENDAR

## AUGUST

- 27 New Student Open House 2:30 to 3:15
- 31 First Student Day

## SEPTEMBER

- 4-7 Labor Day Recess
- 15 Back to School Night for Parents of Grades K – 1 Students 7:00PM
- 15 Home & School Association Meeting/ Library 7:00 PM
- 16 Back to School Night for Parents of Grades 2 & 3 Students 7:00PM
- 17 Back to School Night for Parents of Grades 4 & 5 Students 7:00PM
- 23 Picture Day
- 28 Schools & Offices are closed
- 29 School Closed for students In-Service Day

## OCTOBER

- 8-9 Vision & Hearing Screening
- 20 Home and School Meeting/Library-7:00PM

## NOVEMBER

- 3 No School for Students In-Service Day
- 16 Picture Retake Day
- 17 Home & School Meeting/ Library-7:00PM
- 25 Half-Day/11:30AM – No Lunch Served
- 26 - 30 Thanksgiving Recess
- 30 No School for students K-5 In-Service Day

## DECEMBER

- 3 Grades 1-5 Two hour Early Dismissal Parent Conferences No AM/PM KG
- 4 Grades 1-5 Two Hour Early Dismissal Parent Conferences No AM/PM KG
- 11 No School for Students – Elementary Parent Conferences
- 15 Home & School Meeting/ Library-7:00PM
- 18 Winter Concert – 7:00 PM
- 24 Winter Recess (School reopens January 4th)

### PLEASE PLAN ACCORDINGLY

PSSA READING AND MATH ASSESSMENT PERIOD APRIL 12<sup>TH</sup> – 16<sup>TH</sup>

PSSA WRITING ASSESSMENT PERIOD APRIL 20<sup>TH</sup> – 22<sup>ND</sup>

PSSA SCIENCE ASSESSMENT PERIOD APRIL 27<sup>TH</sup> – 30<sup>TH</sup>

## JANUARY

- 4 School Reopens
- 18 All Schools & Offices are closed
- 19 Home & School Meeting/ Library-7:00PM
- 29 No School for Students In-Service

## FEBRUARY

- 10 Basketball Family Shoot Out - 6:45 PM
- 15 All Schools & Offices are closed
- 16 Home & School Meeting/Library-7:00 PM
- 18 Spring Picture Day

### MARCH

- 8-12 Kindergarten Registration by Appointment Only
- 12 No School for students In-Service Day
- 16 Home & School Meeting/ Library-7:00PM
- 18 No AM/PM KG Conferences
- 19 2-hr Early Dismissal No AM /PM KG Conferences/In-Service
- 29-31 Spring Recess (school reopens April 5<sup>th</sup>)

### APRIL

- 1-2 Spring Recess (school reopens April 5<sup>th</sup>)
- 5 School Reopens
- 12-16 **PSSA – Reading & Math Assessment Period**
- 19-22 **PSSA – Writing Assessment Period**
- 20 Home & School Meeting/Library-7:00PM
- 27-30 **PSSA – Science Assessment Period**

### MAY

- 3-7 PSSA Make-up
- 7 SC Spring Fair – 5:30PM
- 18 No School for Students – In-Service
- 25 Field Day Grades 1-5
- 25 Home & School Meeting/ Library-7:00PM
- 28 Spring Concert
- 28 Field Day - KG AM & PM
- 31 Memorial Day – No School

### JUNE

- 1 Ironkid
- 2 Team Triathlon
- 14 No PM KG 2-hr Early Dismissal Grades 1-12
- 15 Last Student Day Half-Day
- 16 Last Teacher Day

## AT A GLANCE:

### ANSWERS TO THE MOST ASKED QUESTIONS

#### Hours:

School hours are 8:55 AM to 3:20 PM. Unless students are attending a scheduled school activity they are not to arrive before 8:30 AM. Morning kindergarten begins at 8:55 AM and dismisses at 11:40 AM. Afternoon kindergarten begins at 12:35 PM and dismisses at 3:20 PM.

#### Attendance:

Please call the attendance hotline when your child will not be attending school. The number is 610-458-8703. When prompted hit 9 for attendance mailbox. After the greeting, simply state your name, your child or children's name, and the name of their teacher(s) and grade (s). **DO NOT** leave any other messages for teachers or homework requests on the attendance hotline. These types of messages **will not** get to teachers.

### **Late to School:**

If your child is late to school (anytime after 8:55 AM), a **parent/guardian must accompany the child to the office to complete a tardy slip**. A student arriving to school between 11:00 AM and 1:00 PM will be considered in school for half a day. A student arriving after 1:00 PM is considered to be absent for the full day.

### **Early Dismissal:**

**If you plan to pick up your child early, an early dismissal note must be sent into school with your child the day of the request**. If an unexpected early dismissal occurs during the day please call the office. This will allow us to notify your child and their teacher. A student leaving school before 1:00 PM will be considered at school for half a day.

Appointments that occur during the school day are sometimes unavoidable. We ask that you try to limit the time that the student is absent from the classroom. If a child is gone for more than two hours during the school day an adjustment will be made to their attendance for that day.

If someone other than a parent/guardian is to pick up your child, this information must be provided to the school office **in writing**. Any adult who is picking up a child should be prepared to present photo identification upon request.

### **Family Trips:**

If you and your family are planning a trip during the school year, please notify the office at least three days in advance for district approval. Trips that are not pre-approved will be considered an unexcused absence. When trips exceed ten school days, students will be officially withdrawn from school and re-enrolled upon their return.

### **Emergency Contacts:**

Please make sure that the emergency, work and cell phone numbers that you have provided the school are correct and up-to-date. Any change should be reported to the school immediately in writing.

### **Buses:**

Students are **not permitted** to ride a school bus unless they are assigned to that bus. No exceptions will be made.

### **Parking:**

We ask that when you are entering the building for whatever reason that you park in the designated parking area

### **Playground:**

The playground areas (Kindergarten and upper playground) are closed to the public during school hours.

**Pets:**

Pets are not permitted on school grounds during school hours.

**Forgotten Items:**

Any items that your child may have forgotten must be brought to the office ***not the classroom.***

**Visitors:**

**ALL VISITORS (THIS INCLUDES PARENTS) ARE TO SIGN IN AND OBTAIN A VISITORS BADGE FROM THE OFFICE. PLEASE DO NOT ENTER THE CLASSROOM AREAS WITHOUT FIRST STOPPING IN THE OFFICE.**

**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.

**ARRIVAL AND DEPARTURE:**

Unless students are attending a scheduled activity such as band, chorus, etc., **they are not to arrive at school prior to 8:30 A.M. nor remain after school has been dismissed. Please do not drop off children prior to 8:30 A.M.** Students are not supervised before 8:30A.M. Please plan your schedule accordingly.

**School Hours:**

School officially begins at **8:55 A.M.** Students arriving after that time are considered late and should report to the office. The school day ends at **3:20 P.M.** Morning kindergarten session begins at 8:55 A.M. and ends at 11:40 A.M. and afternoon session begins at 12:35 P.M. and ends at 3:20 P.M.

**Late Openings:**

When two-hour late openings occur, kindergarten will operate according to the following schedule:

<b>A.M. Session</b>	<b>10:55 - 12:45</b>	<b>P.M. Session</b>	<b>1:30 - 3:20</b>
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**Supervision:**

A teacher has been assigned to supervise the children in the multi-purpose room from 8:30 A.M. to 8:45 A.M. Students arriving after 8:45 A.M. may go directly to their classrooms. **Students or parents are not to enter the classrooms when**

**the teacher is not present.** Students must wait in the hallway by the classroom door until the teacher escorts them in. In the afternoon, teachers are assigned to supervise the dismissal of bus students until the last bus has departed.

Occasionally, students may benefit by remaining after school to receive extra help, complete assignments or for the purpose of disciplinary action. This arrangement will only be made with the cooperation and prior knowledge of a parent. When a child remains beyond the school day, parents are responsible for providing transportation home.

Parents who wish to pick a child up from school early must send in an early dismissal note the day of the request. At the time of the dismissal the parent must sign the child out of school in the office. At that time the child will be paged to the lobby to meet their parent. If an unexpected early dismissal occurs during the day, please call the office. This will allow us to notify your child and their teacher. Students being picked up at the end of the school day must be signed out in the school lobby. If someone other than a parent is to pick up a child, this information must be provided to the school office, **in writing**. When the child is signed out of school, the information will be checked against the parent's note. **This procedure is for the protection of your child.**

**After school hours, students or parents must receive permission from the office to enter classrooms for forgotten homework, etc. and must be escorted to the classroom.**

### **ATTENDANCE:**

The Commonwealth of Pennsylvania requires that school age children attend school. Students may be excused from attending school for various **legitimate** reasons (see Special Excuse Procedures). After absence students are required to bring to their homeroom teachers excuse notes containing the following information:

- pupil's name,
- date(s) of absence or tardiness
- reason for absence or tardiness
- homeroom teacher's name
- parent/guardian's signature

Shamona Creek Elementary, in cooperation with the Downingtown Area School District, has a Student Attendance Hotline service. This service helps to insure student safety and security and provide some parental peace of mind. The service is simple. If your child(ren) is going to be absent from school, please call **(610)458-8703** before 9:00AM. This number allows you to access Shamona Creek's Attendance Hotline voice mailbox. When prompted hit 9 for the attendance mailbox. After the greeting, simply state your name, your child or children's name(s), and the name of their teacher(s) and grade(s). This information will then

be compared with the daily attendance taken in each classroom. If a child is absent, and Shamona Creek did not receive a message informing us of that absence, we will call you to verify the absence. This way, you are always assured that your child has arrived at school safely.

In order for this system to work correctly, we need to know how to reach a parent case of an unreported absence. Shamona Creek Elementary School uses the phone numbers (home, work or cell) that are supplied to us on the blue/yellow emergency cards. Please make sure that these cards are complete and updated as needed. Please do not leave any other messages for teachers or homework requests on the attendance hotline. These types of messages **will not** get to teachers. Messages for teachers and requests for homework should be made as early as possible in the morning to the teacher's e-mail address or teacher's voicemail.

Printed excuse cards are provided by the school as a service to both parents and the school. The printed information helps parents to remember the needed data and the uniform card size helps the school to keep the files organized. Parents are strongly urged to use the printed when writing excuses. These cards are easily obtained from your child's homeroom teacher or the school office.

If you child is late for any reason (anytime after 8:55AM) **a parent/guardian must accompany the student to the office to obtain a late pass.** This pass is given to the students' teacher so they are assured that the student has been taken off the absentee list. A student arriving to school between 11:00AM and 1:00PM will be considered in school for a half a day. A student arriving after 1:00PM is considered to be absent for the full day.

If you plan to pick up your child early, an early dismissal note **must** be sent into school with your child the day of the request. A student leaving school before 1:00PM will be considered at school for half a day.

Students that must leave school for a period of time during the school day must a note into school that day. At the time of dismissal, the parent/guardian will report to the office to sign that student out. At that time the child will be called to the office for dismissal. Upon returning to school the parent/guardian are to sign the student back into school at the office. If a student is gone for more than two hours during the school day an adjustment will be made to their attendance for that day.

### **SPECIAL EXCUSE PROCEDURES:**

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.

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 Downingtown Area School District with regard to excuses for vacations, trips, or special reasons:

- Educational tours and family trips (one per school year) 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 to the principal no less than three days in advance.**
- Unauthorized absences will be recorded as illegal and students may not be permitted to make up work unless authorized by the principal.
- Work missed due to approved educational tours or family trips may be made up, but the responsibility for the completion of that work will remain with students and/or parents. **After the return of an approved educational, family trip, the teacher will work with the student and parent to "bridge the gap" of missed instruction.** For logistical reasons, teachers cannot be expected to prepare individual daily lesson plans for each student enjoying an educational trip.

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 the children.

#### **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. 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.

#### **TRAVELING TO AND FROM SCHOOL:**

**BUS STUDENTS:**

Students eligible for bus transportation may ride subject to the established rules and regulations. These rules are posted in homerooms and available for your review in the district calendar. Students not obeying the rules may lose the ability to use bus transportation. Bus students are excused directly from their classrooms as their buses arrive. The remaining students traveling on later buses are dismissed to the front walk (weather permitting) to await the arrival of their buses.

**CAR DROP-OFF:**

Parents dropping off children in the morning are to enter the **school entrance and follow the traffic pattern for student drop-off. Please do not park your vehicle in the “NO STOPPING, STANDING OR PARKING ANYTIME” lane or bus lane. The police will ticket cars parked in this area. If you are walking in with your child, please park your car in the school parking lot.**

**FIRE LANE/BUS ENTRANCE:**

The fire lane/bus entrance (circle driveway at the front of the building) must be kept free at all times.

**CAR PICK-UPS:**

If you plan on picking up your student you must send a note to school requesting to do so. Your child’s teacher will not allow any student to wait for parent pick-up unless they receive a note from home and your child will be sent home by their normal means of transportation. Parents picking up children at the end of the school day must park in the lot and enter the building to sign the children out in the lobby area. **At no time are parents allowed to pick-up children at the rear walkway exit or in the school parking lot. Children must be signed out and met in the lobby.** Again, the fire lane/bus entrance must be kept free of auto traffic at all times. **For safety reasons, all children being picked up (usual bus student or walkers) must be signed out in the lobby.**

**WALKERS:**

Students living in those developments having sidewalk access will walk to and from school.

*It has been noted that much confusion is created when parents wait for children at the classroom doors. The students lose valuable instructional minutes when they see parents and anticipate the end of school. Therefore, parents are to wait for children in the main lobby.*

**BAD WEATHER CLOSINGS:**

If the weather is inclement and school will be closed or will open later than usual, the announcement will be made by the following radio stations beginning at or prior to 6:30 AM:

Radio Station WCOJ - 1420 AM  
Radio Station WCHE - 1520 AM  
Radio Station KYW - 1060 AM

**The code for our district is 876**

The number 5876 means schools will open one hour late and 6876 means schools will open two hours late.

**Local television stations** also display school closings and delays.

You can also log on to [www.dasd-adm.org](http://www.dasd-adm.org) and click on “Announcements” for closing and delay information.

If you would you like to be notified regarding school closings or other vital transportation information via email, please follow the directions below to become part of our new "Transportation eList." Go to [www.dasd-adm.org](http://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.

If school is scheduled to open two hours late on the school calendar, kindergarten will follow an abbreviated schedule on that day (AM Kindergarten: 10:55AM–12:45PM /PM Kindergarten 1:30PM – 3:20PM)

**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 in severe 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.

Please see the Downingtown Area School District Code of Student Conduct, pg 26, for more information on playground rules and regulations. The District Code of

Student Conduct is available on the Downingtown Areas School District Web site. You can access this policy through the School Board link.

### **BUS RULES AND REGULATIONS:**

Complete bus rules and regulations can be found in the Downingtown Area School District Code of Student Conduct, pg 10. They include NO eating or drinking on the bus, students are to remain in their seats until the bus come to a complete stop. Students are to use “quiet” voices, NO walkmans, gameboys, hand held electronic games and other small electronic entertainment devices are permitted on the bus. Bus drivers for reason of discipline or order have the right to assign seats on the bus. **Students are NOT permitted to ride a bus other than their assigned bus. Please make other arrangement when your child is planning to go home with another student.**

### **SHAMONA CREEK HELPING HANDS:**

Any 5th grade student may volunteer for the Helping Hands. Fifth grade students volunteer to participate in this group. Ballots are then sent to 5th grade and Special Subject teachers. Each group of students is rank ordered according to their responsibility in the classroom and their ability to get along with teachers, peers, and younger students. Two “Helping Hands” students are selected for each bus or area within the school. These students are vital in making sure that students at Shamona Creek arrive and depart from school safely.

There are two patrols, Fall and Spring. Students may volunteer for both patrols. However, teachers want to give the opportunity to as many deserving students as possible to be part of the school patrol.

### **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.

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

It is crucial that we maintain up-to-date records of a student's telephone number and address. Any change of address should be reported to the school immediately. Likewise, it is very important to report any change in home telephone number or cell phone number to the school office as soon as possible after the change.

### **TELEPHONE USAGE:**

The school telephone is available for students ONLY for special needs. Calls for forgotten homework or instruments are discouraged. A pay telephone located in the multi-purpose room lobby may be used for non-school related calls or for calls of a non-urgent nature. **Students are not permitted to carry cell phones during school hours.**

### **ELECTRONIC ENTERTAINMENT DEVICES:**

Electronic entertainment devices are not permitted in school or on the buses. Examples of such devices are iPods, MP3's, hand held electronic games and other small electronic devices. Please leave these items at home.

### **FORGOTTEN HOMEWORK, LUNCHES, ETC.:**

Items the children have forgotten may be brought to the office, *not the classroom*. These items will be put in the teacher's mailbox. Students will not be called to the office to pick up forgotten items unless it is requested by their homeroom teacher. Forgotten lunches will be left in the office and the student will be it up at their assigned lunch period. Please make sure that your child is prepared for his/her school day when they leave the house. **Fifth grade teachers have requested that their classes not be interrupted during class time. Please instruct your 5th grader that if they forget their lunch he or she should check in the office at their lunchtime. Any homework brought in by a parent will be placed in the homeroom teacher's mailbox and picked up by the teacher when the he or she picks up their mail.** The ultimate responsibility for homework lies with the student.

### **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.

**LOST AND FOUND:**

Lost and found items are placed in the designated storage area. Items such as jewelry, money, glasses, or other valuables may be claimed in the office. Students should be discouraged from bringing large sums of money or valuables (expensive watches, jewelry, etc.) to school. The school claims no responsibility for valuables that are lost or stolen.

**DISCIPLINE:**

The students at Shamona Creek are expected to behave in an orderly and respectful manner. Routine discipline matters will be handled by the 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:

- Walk quietly in the halls.
- Follow directions the first time.
- Eat only in approved areas.
- Show respect to teachers, other adults, school

- guests, and each other.
- Respect school property and the property of others.

The Elementary Discipline Code is published separately and lists specific expectations for students, teachers, administrators, and parents. Please take the time to review this document. A copy of this publication may be obtained from the building principal.

## **WEAPONS POLICY:**

Students shall not possess or bring weapons or replicas of weapons into school buildings, onto DASD property, to any school-sponsored activity, or onto public conveyance providing transportation to school or to a school sponsored activity.

A “weapon” is defined as any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle; any look-alike knife, shotgun, rifle or gun; and/or any other tool instrument or implement capable of inflicting serious bodily injury. This includes, by way or example and not limitation, pocket knives of all sizes and designs, box cutters, Swiss army knives, nail cutters and work tools that could constitute a weapon.

A student is in “possession” of a weapon when the weapon is found on the person of the student, in the student’s locker, desk, backpack, or in the student’s vehicle and the weapon is under the student’s control while the student is on school property, on property being used by the school, at any school function or activity, at any school-sponsored activity held away from school, on any conveyance providing transportation to a school or school-sponsored activity, or while the student is on his/her way to or from school

If a student violates this policy, the Board shall expel the student for a period of not less than 1 year following a hearing. However, the Superintendent has discretion to recommend modifications of this expulsion requirement of a case-by-case basis, and, in the case of a disabled student, shall comply with applicable law. If a student is expelled, DASD may make an alternative assignment or provide alternative educational services during the period of expulsion.

Should a classroom project or demonstration involve a need to bring an item that could be used as a weapon, the student is required to obtain written permission from the classroom teacher who will notify the administration of the need.

The law does not differentiate between elementary and secondary students with regard to this regulation, so it is very important for all parents and students to clearly understand the potential consequences.

## **AGE REQUIREMENTS**

Kindergarten: Children are eligible for admission to kindergarten if they have attained the age of five (5) years on or before the September 1 of the year of enrollment.

First Grade: Children are eligible for admission to first grade if they have attained the age of six (6) years on or before the September 1 of the year of enrollment.

## **NURSE'S OFFICE:**

During school hours, there will be either a nurse or nurse's assistant available should your child require their attention. 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 provide the nurse and office with any cell phone number that you may use. Parents are encouraged to list several emergency numbers on the Nurse's Card (sent home the first day) so that we can be sure to reach someone should your child become ill.

## **ADMINISTERING MEDICATIONS**

It is recommended by the Downingtown Area School District that NO medications be given during school hours. Most medication can be given before and/or after school hours.

If any medication must be given in school, it must be in its original container and note or letter containing the following information ***must*** be on file in the nurse's office:

- 1) Current date
- 2) Student's full name, grade, and teacher
- 3) Name of medication and dosage
- 4) Time(s) that medication is to be given
- 5) Date(s) that medication is to be given
- 6) Illness/condition requiring medication
- 7) Signature of parent/guardian

## **PRESCRIPTION DRUGS**

- **Must** be in original container with student’s name/current date (written in English)
- **Both** parent/guardian & doctor **written** authorization required
- **Must** be in original container – labeled with student’s name

**NON-PRESCRIPTION MEDICATION**

- **Must** be in the original container - labeled with student’s name
- **Must** be accompanied by a signed parent/guardian note
- **Will not be given for more than 5 consecutive days**

**ALL MEDICATIONS MUST BE DISPENSED IN THE NURSE’S OFFICE**

Please see the Downingtown Area School District Code of Student Conduct, pg. 25, for more information regarding medications.

**Latex Allergies** – Our School is a “latex safe” environment. As such latex products, particularly latex balloons and latex gloves are not permitted in the school.

**Nut Allergies** - For students who have serious allergies to peanuts or other nut products, special seating is available in the cafeteria. Parents must inform the teacher, nurse, and cafeteria manager of identified food allergies.

**EMERGENCY RESPONSE PLAN:**

Emergency procedures fall into three categories: on-site evacuations, off-site evacuation and “take shelter” drills. Every school in the Downingtown Area School District has a detailed action plan for dealing with a variety of emergencies. The plan is reviewed annually with the staff. A key feature of the emergency plan includes periodic drills for each type of emergency response. The school schedules regular fire drills to comply with the Pennsylvania School Laws. In accordance with the law, the school will conduct not less than an average of one fire drill each month. During the winter months drills are conducted with every effort to run the drill on the best day for temperature and weather conditions. Similarly, drills are conducted to practice the appropriate procedures for a severe weather emergency and safe school drills. Please note that during emergency procedures drills access to the building may be temporarily denied until conditions are determined to be safe.

**INTEGRATED PEST MANAGEMENT:**

The Downingtown, Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every

student from pesticide exposure by using an IPM approach to pest management. Our IPM Approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, 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 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 student enrolled in the school will be notified of specific herbicide applications made on school grounds, including athletic fields and recreational areas. If a chemical application must be made to control an emergency pest problem, notice will be given. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel-type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

### **STUDENT ACCIDENT INSURANCE:**

Special student accident insurance may be purchased by parents for any student attending the Downingtown Area Schools. Details and costs are sent home at the beginning of each school year.

### **HOMEWORK:**

Nightly homework assignments are given to classes to help in practicing the skills and activities that are presented during the school day. Homework assignments are provided within the framework of the school district homework policies. Homework should help students to:

- learn to think independently
- think, plan, and organize
- extend proficiency in effective habits and skills

- develop insights and stimulate creativity

Regular homework assignments should be expected in the upper grades in the areas of language arts and mathematics on a nightly basis, Monday to Thursday. The length of each homework assignment is established according to the grade and ability level of the instructional group. Additional days or assignments may be given to meet the needs of the individual classroom or lesson. Please encourage your child(ren) to set aside some time each day for recreational reading. Young children especially enjoy reading with their families.

**Guidelines** for the average total length of homework assignments are as follows:

Grades K & 1 - at the discretion of the teacher

Grades 2 & 3 - 15 to 30 minutes/day for 4 days

Grades 4 & 5 - 30 to 60 minutes/day for 4 days

It should be noted that *these are only guidelines* and the actual time may vary according to the nature of the assignment or even the time of year. Long-term projects and assignments (usually given in grades 3-5) will require some variation in the normal time allotments.

## **ESAR'S AND CONFERENCES:**

**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. After two years of piloting the system, revising and refining the process and gaining input from the parents and community the District will implement the Elementary Standards Achievement Report. Parents will receive this report three times a 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 performance is that students should receive a “3” for each standard by the end of the school year.

**Conferences:** The school calendar provides for several parent-teacher conferences during the year. On an average, parents will be scheduled for a conference twice a year. Teachers, however, are encouraged to hold conferences with parents as often as needed. Parents, in turn, should feel free to contact teachers to request a needed conference.

## **TESTING PROGRAMS:**

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

Students in grades 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> participate in the Pennsylvania System of School Assessment (P.S.S.A.) in Reading and Math.

The school guidance counselor or instructional support teacher may administer specialized tests to individual students to assist teachers in providing appropriate educational plans for them. Tests may include measures of mental ability, visual perception, diagnostic tests, and tests of learning style or preferences.

## **STUDENT RECORDS:**

The official student records are located in the school office. In the event that a parent wishes to review the contents of the cumulative record folder, they may do so by arranging for a conference with the guidance counselor or the principal.

## **TRANSFER OF RECORDS**

Prior to changing schools, a release of information form must be completed in the school office. Please provide the school office with adequate advance notice so that the correct forms will be readily available when you stop at the school. When transferring to another school district, the release form and student immunization record card should be taken to the new school as part of the student registration. Upon our receipt of the release form from the receiving school, we will immediately forward copies of all student records to that school.

## **GUIDANCE COUNSELOR**

Shamona Creek is fortunate to be 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 possess knowledge of the elementary school program which includes the curricula, the learning process, and the school organization. Generally, the school guidance counselor works:

- To help children understand themselves and others
- to prevent problems from developing
- to help identify children with special needs
- to help develop personalized programs, when needed, based on each child's strengths, weaknesses, and needs
- to provide career education activities
- organizes the school's testing program.

Students are able to "self-refer" to the guidance counselor or may be referred by a teacher. Parents should feel comfortable in contacting the counselor with regard to any concerns found in the list above.

### **INSTRUCTIONAL SUPPORT TEAM:**

An IST (Instructional Support Team) is available in our school to provide support for any student who experiences consistent academic or behavioral problems. The classroom teacher, other educators, or parents may identify students as needing instructional support. 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. Two full-time Instructional Support teachers lead the Instructional Support Team.

#### **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.

#### **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 Shamona Creek Elementary School.

### **CHILDREN WITH SPECIAL NEEDS:**

The Downingtown Area School District provides education for mentally gifted, learning disabled, and mentally retarded students. These programs are located in regular elementary school settings, but each building does not necessarily house each program.

All other special needs are contracted through the Chester County Intermediate Unit. Our guidance counselor can help you to make the appropriate contacts.

Speech/language services, occupational and physical therapy, and psychological evaluations can be provided at Shamona Creek Elementary School. Services can be requested through the Guidance Counselor.

### **SPECIAL PROGRAMS:**

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 a day of specialized learning experiences every sixth day for academically-talented children. This year, Shamona Creek will once again house three learning support classes, where identified students in grades 1-5 can receive additional help in specific academic areas. We will also have two Instructional Support Teachers who provides strategies and classroom assistance to our students.

### **ESL (English as a Second Language):**

The Civil Rights Act – Language Minority Compliance Procedures, require all school districts to identify and serve limited English proficient students. Part of this federal law requires that a Home Survey be 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.

### **COMPUTERS:**

We have a 30-station PC lab in Room 04. In addition, there are 2 mobile computer labs with 28 laptops per lab. Grades 1 - 5 receive computer instruction as part of the curriculum.

The classroom computers, the PC Lab, and the research computers in the library are all networked and are Internet capable. Students and parents must sign the DASD Internet Use Agreement after reading the DASD Acceptable Use Policy before students may use the PC lab or classroom computers. Please see the Downingtown Area School District Code of Student Conduct, page 22, for additional

information regarding the Internet and computer use. The classroom teacher and librarian will monitor the student use of computers at all times.

Grades 3, 4, and 5 will also participate in the Computer Curriculum Corporation (CCC) software program. This provides computer generated and monitored instruction and practice primarily in mathematics and in the reading/language arts area as well.

In accordance with federal CIPA regulations, all computers in the school are filtered using software from the DASD Central Administration servers. This software is designed to filter offensive and inappropriate websites from student access.

### **EXTRA-CURRICULAR ACTIVITIES:**

***Intramural Sports:*** An intramural sports program is offered to boys and girls in fourth and fifth grades. Different sports are offered at different times during the school year. In order to participate, students must have accident insurance coverage (either through the school or privately). The program is offered after school until 4:15P.M. on the designated day for each grade level. Children **must** be picked up no later than 4:15 P.M. If they are not picked up by the designated time a late notice will be issued.

***Clubs:*** Different "clubs" are often available to students. The types of clubs will vary from year to year and will be announced several weeks prior to their initiation.

***Music Lessons:*** The instrumental music program is open to students in third (strings only), 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.

***Band and Strings:*** The band and strings group are open to instrumental and strings students who have had sufficient experience to participate. The band meets once each week either before or after school and the strings group meets one morning each week at 8:00 A.M. They present concerts in December and May.

***Chorus:*** Chorus is open to fourth and fifth grade students. Rehearsals are held one morning a week at 8:00 A.M. The chorus also presents a program in December and another in May.

**Field Day:** In May or early June, 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.

**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 in 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.

**Birthday Celebrations:** In accordance with the DASD Wellness Policy, we are requesting that **no food items** be sent to school for birthday celebrations. This practice will also protect many of our children who have food related allergies and could suffer anaphylactic shock if the wrong foods are ingested. If you would like to send something to school with your child, please make sure it is non-food related items – such as pencils, stickers, etc. We will recognize your child's birthday on the morning announcements and our scrolling slide show on the TV. Students with birthdays may wear a hat to school, preferably something silly or eye catching, and may wear a sticker on their shirt indicating it is their birthday. If a child with a birthday stops by the Principal's office, they will receive a free pencil. Balloon deliveries and other personal birthday celebrations are not permitted during school hours. Private party invitations are NOT to be handed out in school or on the school bus unless the ENTIRE class is invited. Many children have their feelings' hurt and get upset when they find out they are not invited to a classmate's private party.

**Field Trips:** Field trips are coordinated and planned by the individual grade levels. You will be notified of these events from your child's homeroom teacher. The homeroom teacher will notify you of the cost of the trip and if chaperones are needed. If you are chaperoning please avoid parking in our parking lot. The spaces are needed for staff and visitors. If conditions permit, please park in Shamona Creek's grassy areas along Dowlin Forge Road. In addition, you may also park along the side roads located near Shamona Creek off of Moore Road.

**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 introduce various teaching techniques to best present the portfolio of reproductions

to students. After training, volunteers begin visiting the Downingtown elementary schools.

For more information or to receive training as an Art Goes to School volunteer, please call Carole Darwin (610-269-2024).

## **SPECIAL SUBJECT CLASSES:**

The following special subject classes are a part of your child's school curriculum (kindergarten classes will receive each of the special subjects for a 25 minute period one time per week). These classes are taught by teachers specializing in each area.

Art - once/week for 50 minutes  
Vocal Music - once/week for 50 minutes  
Library - once/week for 50 minutes  
Phys. Ed. - twice/week for 50 minutes.\*

\*Note: Sneakers are required for physical education classes.

## **LIBRARY:**

The Shamona Creek Elementary Library functions as the school's information center with its collection of approximately 19,000 items including books, periodicals, CD-ROMS, and audiovisual materials. These items support the curriculum and extend learning by providing information on subject areas, student interests, and world topics.

Reading and research form the foundation for successful life-long learning. To that aim, the Downingtown Area School District's Library Curriculum promotes literacy and reading while providing instruction in the use of print and electronic resources to locate information. Students in grades K – 5 attend weekly library classes that focus on literature, basic library skills, and the ability to locate, access, and effectively use information. Students can also utilize the library during the day (with teacher permission) for reading or research purposes.

During the weekly library period, time is also allotted for independent book selection. Students may exchange books at the beginning and end of the school day as well as throughout the day at their teacher's discretion. Written notice is provided when books are overdue. Although fines are not imposed, the number of books a child may check out can be reduced or restricted if overdue. Parents are encouraged to inform the library staff of any book that is in need of repair. In the event that a book is lost or damaged beyond repair, a replacement cost will be

requested of the student.

The Shamona Creek online card catalog can be accessed through the Shamona Creek Elementary School Website at [www.dascd-sc.org](http://www.dascd-sc.org) by selecting the Library link on the Staff page. Students are encouraged to use this readily available resource both in school and at home to browse and search for quality literature and resource materials.

### **NON-INSTRUCTIONAL PERIODS:**

**Lunch:** Hot lunches are provided for students by the school district at reasonable prices. Students have the option of bringing or buying a lunch. Luncheon menus are sent home monthly so that you may plan accordingly. 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. Students forgetting money for lunch may obtain a "charge" slip from the cashier. The loan should be repaid the following day. 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.

Listed below is a current price list for items available during the lunch period:

student lunch (including milk)	\$1.75
adult lunch	\$2.55
white milk	.50
chocolate milk	.50
ice cream & snacks	.50 and up

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 anytime during the school year from the cafeteria or school office. If your child receives free or reduced price lunches, this system provides complete confidentiality.

Children have a 30-minute lunch period. They are supervised by lunchroom aides who make sure that the children eat their lunch and help the students with any other problems or concerns they may have. 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.

**Recess:** Children in grades 1 through 5 are scheduled for a daily 15 minute recess before or after their 30 minute lunch period. The children in grades 1

through 4 may have an additional 15-minute recess period some other time during the school day. Recess may take place outside or inside, depending upon weather conditions and playground availability. The recess periods are supervised by classroom teachers. Kindergarten children have recess at the discretion of the teacher.

## **SHAMONA CREEK HOME & SCHOOL ASSOCIATION**

The Shamona Creek Home & School Association is the parent support group that has been organized for our school. All families of children in our school are invited and encouraged to become members of the association. Every family is encouraged to participate. Meeting dates are listed in the school calendar. Those people wanting to become more actively involved are encouraged to attend the planning meetings.

### ***The Home & School Officers for 2009-10 are as follows:***

President:	Mrs. Melissa Zach
Vice President:	Mrs. Theresa Foltz
Secretary:	Mrs. Judy Elliott
Treasurer:	Mrs. Kim McCarty

## SHAMONA CREEK ELEMENTARY SCHOOL STAFF DIRECTORY

### ADMINISTRATIVE STAFF

Principal Mr. Robert Reed

### ADMINISTRATIVE OFFICE STAFF

Administrative Secretary Mrs. Debbie Templin  
Secretary Mrs. Lisa Conway

### STUDENT SERVICES STAFF

Guidance Counselor Mrs. Kris Hopton  
Instructional Support Teacher Mrs. Nancy Berger  
Instructional Support Teacher Mrs. Estelle Collette  
Psychologist Mrs. Marilyn Peuquet  
Speech Therapist Mrs. Janice Egan

### PROFESSIONAL STAFF – REGULAR EDUCATION

Kindergarten Mrs. Julie Benner  
Miss Claire Gallagher

First Grade Ms. Marin Lambert  
Mrs. Denise O'Brien  
Mrs. Maryann Rodgers  
Mrs. Ellen Vautier

Second Grade Mrs. Caitlin Harris  
Mrs. Debbie Maxwell  
Mr. Bill Montgomery  
Mrs. Janet Savastio

Third Grade Mrs. Carol Blair  
Ms. Kathleen Czap  
Mrs. Pat Miller  
Ms. Marissa Rothrock  
Mrs. Susan Schwed

Fourth Grade Ms. Linda Alden  
Mrs. Susan Dillman

Mrs. Ann Moore  
Mrs. Cathy Tomlinson

Fifth Grade

Mrs. Andrea Dortone  
Mrs. Christine Giandini  
Mrs. Gail Milano  
Mrs. Carol Moore

Art  
Instrumental Music  
Strings  
Vocal Music  
Library  
Physical Education

Ms. Julie Ratmansky  
Mr. Glenn Gordon  
Mrs. Angela Baer  
Mr. Thomas Conroy  
Ms. Patricia Carroll  
Mrs. Carol Copeland  
Mrs. Lottie Adams

**PROFESSIONAL STAFF – SPECIAL EDUCATION**

Learning Support

Mrs. Sarah DiCecco  
Miss Lauren Farina  
Mrs. Maryann Mackel

**PROFESSIONAL STAFF – GIFTED EDUCATION**

D.E.E.P

Mrs. Tara Sandora

**PROFESSIONAL STAFF – English Language Learners**

ESL Support

Ms. Maria Feist

**MEDICAL SERVICES STAFF**

Nurse  
Nurse's Assistant

Mrs. Gail Norman  
Mrs. Bonnie Rothrock

**TECHNOLOGY SUPPORT STAFF**

Building Level Tech  
Technology Specialist

Mrs. Amy Madden  
Mr. Brett Mickens

**SUPPORT STAFF**

Instructional Support Aide  
Learning Support Class Aide  
Learning Support Class Aide  
Learning Support Class Aide  
Learning Support Class Aide  
Bridges Aide  
Bridges Aide  
Bridges Aide  
Kindergarten Aide  
Kindergarten Aide  
Library Aide

Mrs. JoEllen Claphanson  
Mrs. Kate Caldwell  
Mrs. Carmel Flacco  
Mrs. Lori Walls  
Ms. Colleen Ryan  
Mrs. Diane DiRocco  
Mrs. June Koehler  
Mrs. Betsy Caldonato  
Mrs. Peg McCorry  
Mrs. Irene Engesser  
Mrs. Theresa Bucher

Instructional Aide  
Instructional Aide  
Instructional Aide  
Instructional Aide  
Instructional Aide  
Instructional Aide  
Instructional Aide  
Special Education Aide  
Special Education Aide  
Special Education Aide  
Special Education Aide  
Special Education Aide  
Special Education Aide  
Special Education Aide  
Special Education Aide  
Special Education Aide  
Building Aide

Mrs. Melissa Zach  
Mrs. Pinky Chakrabarti  
Mrs. Karen Torti  
Mrs. Mae Givens  
Mrs. Petrana Kikuchi  
Mrs. Helene Reiver  
Mrs. Suzanne Sheridan  
Mrs. Lauri Irvin  
Mrs. Karen Travins  
Mrs. Erin Mennor  
Mrs. Akiko Wise  
Mrs. Kim McCarty  
Ms. Bridget Cook  
Mrs. Shari McIntyre  
Mrs. Jane Kerr  
Mrs. Dawn Lederman  
Mrs. Dina Asmann

**CAFETERIA STAFF**

Cafeteria Manager  
Cafeteria Staff  
Cafeteria Staff  
Monitor  
Monitor  
Monitor

Mrs. Bonnie Wyatt  
  
Mrs. Nancy Benner  
Mrs. Ro Waddell  
Mrs. Kimberly McCarty  
Mrs. Petrana Kikuchi

**CUSTODIAL STAFF**

Head Custodian  
Custodian  
Custodian  
Custodian

Mr. Robert Richard  
Ms. Marque Bilisnki  
Mr. Pete Bonaduce  
Mr. Joe Polverini



