

# **Exton Elementary**

**301 Hendricks Avenue**

**Exton, PA 19341**

**Phone: 484-266-1400**

**Fax: 484-266-1499**

## **SCHOOL INFORMATION GUIDE 2021-2022**



**Terri-Lynne Alston, Ed.D, Principal**

**Talston@wcasd.net**

## **Welcome from the Principal**

Dear Families,

Welcome to Exton Elementary School. We have a very dedicated staff that is committed to working with your children to help them grow academically, socially, emotionally, and to be productive, successful learners. Together, we can create a learning community where children, teachers and parents contribute to the success of the school. Our partnership will ensure that all children achieve their personal best, PERIOD, NO EXCEPTIONS!

Please, take a moment to review the school handbook which has been prepared to provide an overview of information about our school. It is designed to explain school policies, guidelines, rules, and any other information pertaining to the school's operation. Also, check Exton's page on the WCASD website as we post information often.

As you know, my door is always open and I encourage you to call, e-mail or just stop in.

Regards,

Dr. Terri-Lynne Alston

*"Education breeds confidence, confidence breeds hope, hope breeds peace."*

-Confucius

# WEST CHESTER AREA SCHOOL DISTRICT

## MISSION STATEMENT

To educate and inspire our students to achieve their personal best.

## BELIEFS

We believe that:

- Each person has intrinsic worth.
- All people can learn and succeed, but in different ways and at different rates.
- Education is the shared responsibility of parents, educators and community; learning is the responsibility of the individual.
- Individuals are responsible for their own actions.
- Learning is a life-long growth and change process.
- A positive sense of self promotes a willingness to challenge oneself and to exert efforts toward success.
- Achieving one's personal best is directly related to one's effort.
- High quality education is an essential component in preserving the principles of American democracy.
- Results are directly related to expectations.
- Ethical behavior is essential for society to flourish.
- Diversity of culture and beliefs enriches and strengthens our community.
- Family environment has a crucial impact on the growth and development of every child.

## Exton Elementary School

### MISSION, VISION, VALUE AND GOALS

#### MISSION:

To educate and inspire students to achieve their personal best and become productive citizens.

#### VISION:

Our vision for Exton Elementary is to be a kind, supportive, self-motivated community of life-long learners where everyone can achieve their personal best.

#### VALUES:

We will recognize and respect individual strengths and challenges so that all students and staff can achieve their personal best through collaboration, cooperation, compromise and communication.

**GOALS:** We seek to have self-motivated, cooperative, problem-solving learners demonstrate positive growth, as measured by observation and data.

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## *General Information*

**School Telephone:** 484-266-1400

**School Fax:** 484-266-1499

**Safe School Line:** 484-266-1410

**School Hours:** Office - 7:30 AM – 4:00 PM

**Student Day - Grades K – 5:** 8:40 AM - 3:10 PM

**A Child's Place Extended Care.** Before Care: 7:00 - 8:00 AM      After Care: 3:10 - 6:00 PM

**School Colors:** Red and White

**School Mascot:** The Eagle

**School's Birthday:** September 19 (laying of cornerstone 9/19/1940)

**School Theme:** Success Optimism Attitude Respect (**SOAR**)

**School Pledge:** I will act in such a way that I will be proud of myself and others will be proud of me. I came to school to learn, and I will learn. Period, no exceptions.

### **School Hours**

Our school day begins at 8:40 AM and ends at 3:10 PM. Students may not be dropped off before 8:15. Student drop off and afternoon pick up is on the playground. There is no parent pick up from the office at dismissal time. Children arriving after 8:40 AM will be marked late and need to be signed in by a parent. Office pick up is limited to appointments and other emergencies prior to 2:55 PM.

### **School Calls**

You are invited to call the school office (**484-266-1402**) regarding any matter. However, because arrival and dismissal times are very busy, please avoid calling at these times unless it is an emergency. Your cooperation is very much appreciated. You may also call the nurse (**484-266-1406**) and guidance counselor (**484-266-1411**) directly.

### **School Visitation Sign-In: RAPTOR SECURITY SYSTEM**

Parents are always welcome to visit the school. District policy requires that all visitors report directly to the school office when entering the building. Volunteers/visitors must provide their driver's license to be scanned and entered in the **RAPTOR** system. **RAPTOR** will quickly print a visitor badge that will include a photo, name of the visitor, location visiting and the date and time of the visit. **RAPTOR** will instantly alert school administrators if a match in the sex offender database is found. Badges must be returned to the front office. Licenses are scanned in August and again in January.

## ATTENDANCE

When a child is absent from school, a signed WCASD excuse form must be submitted within three (3) school days upon return to school. If the form or note is not received within three (3) school days, the absence will be considered unlawful. State law establishes conditions under which children may be excused from attendance at school. In keeping with these statutes and recommendations, pupils of the WCASD may be excused from school for the following reasons: sickness, quarantine, death in the immediate family, observing a major religious holiday, or other exceptional reasons with prior approval of the principal. We must adhere to the state guidelines. Your cooperation is greatly appreciated.

If a child arrives after 12 noon, it is considered a full day absence and an excuse form is required. If the nurse sends a child home, it is considered 1/2-day absence depending on when the child leaves school, an excuse form is not required.

### Family Vacation Requests

Taking students out of school during the school year for family vacation(s) is discouraged. However, for any trips/vacations to be considered as legal absences, you **MUST** have prior approval from the principal. If a request is not made in advance or is not approved by the principal, these absences will be considered unlawful and the school laws of Pennsylvania shall be applied accordingly. Students are allowed five (5) family vacation days. When requesting approval for vacation, please complete the request form which can be found on the Exton Website (homepage) and under For Parents. Email the completed form to Dr. Alston at [TAlston@wcasd.net](mailto:TAlston@wcasd.net) and copy Kathy Nagorny at [KNagorny@wcasd.net](mailto:KNagorny@wcasd.net).

### Anti-Bullying

We know that bullying is a major issue facing young people in schools across the country.

#### **Bullying is defined as:**

- Aggressive behavior or **intentional** "harm doing";
- It is **carried out repeatedly** and over time, and
- It occurs within an interpersonal relationship characterized by an imbalance of power.

At Exton Elementary School we work to address the issue of bullying before it becomes a significant problem. The effects of bullying behavior can be long term and have a negative impact on both victims and bullies. More than ever, it is our responsibility as educators and parents to eliminate bullying behaviors in schools and in our community. We work towards improving peer relations to make the school a safe and pleasant environment.

**Below are the school wide “Rules Against Bullying” that each child is expected to follow:**

1. We will not bully others.
2. We will try to help students who are being bullied.
3. We will make it a point to include students who are easily left out.
4. If we know that somebody is being bullied, we will tell the teacher and an adult at home.

### ***Asbestos Hazard Emergency Response Act (AHERA)***

West Chester Area School District has engaged Eagle Industrial Hygiene Association to fulfill the requirements of the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR Part 763, Subpart E. This law requires that each Local Education Authority (LEA) engage EPA accredited individuals to initially inspect and subsequently re-inspect every three years all students and staff accessed areas for the presence of both friable and non-friable asbestos containing materials (ACM) and to develop an Asbestos Management Plan from the information developed from the building inspections. All accessible areas of the facility were inspected for asbestos-containing materials.

The Management Plan provides a description of the amount, type, location and condition of all ACM found in these areas. The Plan also contains a detailed schedule of responses and activities for handling the ACM. The Management Plan is available for review by interested parents, faculty and staff in the school offices during business hours. It is also available through the district web page.

### ***Behavior Expectations***

One of the most important goals that must be accomplished is self-discipline and the teaching of appropriate social behavior. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. There must be mutual respect demonstrated throughout the school and in every classroom. Respect must be shown for classmates, teachers, school staff and the property of others.

**Classroom** – Follow the behavior expectations developed by our classroom.

**Hallway** – Stay to the right, walk quietly, no running, hands at your sides, respect student work and wall hangings.

**Recess** – Play fair with others, use equipment safely, take care of playground equipment, experience nature without destroying it, line up quickly when the whistle blows and wait quietly for directions.

**Bathroom** – Take care of my needs and return to class, respect others’ personal space, keep hands and feet to myself, place trash in the trash can, report problems or damage to my teacher or the office.

**Cafeteria** - Remain seated, raise my hand when needing something, keep hands, feet and food to myself, use an indoor voice, sit quietly when lights are out, clean up after myself.

**Bus** – Remain seated, use a quiet voice, be respectful to driver and other students, keep hands and feet to myself.

To promote positive behavior, students observed demonstrating our theme, **Success – Optimism – Attitude – Respect**, are able to receive a Positive Office Referral from any adult. Students receiving a Positive Office Referral are called to the Principal's office to receive a certificate and picture posted on the Positive Office Referral bulletin board.

Consequences for infractions of behavior expectations may include, but are not limited to:

- Verbal reminder
- Change of seat in the cafeteria
- Loss of recess time not to exceed fifteen minutes
- Lunch detention
- After school detention with Dr. Alston (parents responsible for pick-up)
- Referral to the Principal for repeated offenses

The WCASD has a standardized discipline policy and disciplinary action schedule which is accessible on-line. Administrative action is taken for offenses ranging from a reprimand, to detention, to internal suspension, to external suspension. A discipline record is maintained by the administration.

### **Birthdays/Birthday Party Treats**

Please **do not** send invitations for birthday parties to be distributed at school. The school cannot provide addresses for parents to send party invitations. Please reference the PTO school directory for addresses. **Treats are not permissible at school for birthdays.** Parents are encouraged to donate items (birthday pencils, book for class library, etc.) to the classroom in lieu of treats.

### **Bus Rules/Procedures**

The safety of our children using school bus transportation is of great importance. Therefore, no student can be permitted to conduct himself/herself in such a manner that could endanger his/her safety or that of others. Our bus drivers have been trained to handle the buses in a safe manner. Reports from the drivers concerning a student's misconduct will be brought to the principal's attention. Serious or continuous misbehavior on the bus could lead to suspension of bus privileges. Rules of Conduct and Bus Conduct Disciplinary Action Schedule can be found in the WCASD Discipline & Records Policy.



Students will not be permitted to change buses except for an emergency and then only with approval from the principal. If, for any reason, a student needs to ride the bus with another student, **both students** need to submit a parent note to the office to obtain approval and bus slip. Written permission from a parent or guardian is needed for your child to be picked up by car.

### Cafeteria

Students may bring a lunch to school or may have the school meal. **For the 2021-2022 school year, breakfast and lunch is free to all students.** [Food menus are posted on the district website.](#) **Pre-Covid: This will be reinstated after the 2021-2022 school year** - Milk, ice cream and snacks may also be purchased a la carte. [A pre-pay cafeteria system](#) (PaySchools Central) allows parents to put money into their child's account for meals and snacks so that cash is not necessary. Children can also bring money to purchase breakfast or lunch. Checks, money orders or cash can be placed in the child's account at the school cafeteria, or the account can be prepaid via the WCASD web site using a debit or credit card. Make checks payable to: **WCASD Cafeteria Fund**. Students that do not have money in their account may charge their lunch three times before they are restricted to the limited menu. It is suggested that account balances are checked periodically.

The WCASD participates in the National School Lunch/Breakfast Program. Children may be eligible for free or reduced-price meals based on a family's income. An application needs to be completed yearly. All applications are confidential. Applications for the *National School Lunch/Breakfast Program* are sent home at the beginning of the school year or can be requested from the school caseworker or the office.

### Classroom Parties

Class parties are scheduled by the classroom teacher with homeroom parents. There are three class parties a year. Parties are limited to 45 minutes. Classroom parties shall offer a minimal amount of foods (maximum of 2-3 items). Offer 1 salty or sweet item, and 1 healthy choice fruit/vegetables, water or 100% juice. **NO CANDY** is permissible. All sweet and salty snacks **MUST** be store bought, pre-packaged with the ingredients listed on the container. **NO food will be permitted at parties that is home-made.**

### Computers and Technology to Support Learning

Technology integration and social media has revolutionized the way teachers instruct and the way students learn. Skillful use of technology and social media supports the development of skills such as flexibility, adaptability, critical thinking, problem solving, and collaboration which are essential to success in our rapidly changing information age. Students are able to access information, synthesize concepts and creatively express ideas using video, text and audio/social

media. All students are issued a district iPad for use. iPads are to be kept at school.

Through the use of technology and social media, Exton students are involved in individual and group research, multimedia presentations, telecommunications, and experimentation activities that are aligned with state and national education standards.

### Curriculum

A copy of the curriculum is available to all parents [on the district's website](#). The uniform curriculum ensures equal academic exposure, opportunities and expectations for all children as they enter the middle school and high school years.

### Dress Code

Students should take pride in their grooming and appearance. Clothing which affords modesty and good taste in pursuit of learning is encouraged. Several items of clothing currently in fashion have their place in the area of recreation but are out of place in school and the classroom.

### Guidelines

1. Shorts and skirts must be a reasonable length, which is determined to be no shorter than mid-way between the knee and top of the leg.
2. Clothing may not expose bare midriffs. Halter tops and spaghetti strapped dresses may not be worn without a T-shirt underneath. See through and muscle shirts are not permitted.
3. Pajama bottoms, lounge pants, slippers or flip-flops are not permitted. Sneakers must be worn for P.E.
4. Apparel shall be free of inappropriate writing or pictures.
5. Hats, caps, sport headbands, visors and bandanas are not to be worn during the school day.

### Dismissals

Early dismissals should be kept at a minimum due to instructional times allotted for individual subjects for the school year. Such dismissals, generally, should only be for medical appointments or other emergencies. Therefore, it will be necessary to have these types of dismissals cleared by the office via a note/email to the teacher. The note must indicate the time your child needs to leave. The teacher will send the note to the office. When picking children up, please come to the office, sign your child out, and he/she will be called to the office upon your arrival.

In the event of an unplanned change in your student's dismissal schedule, please email the teacher, Terry Spranger, [TSpranger@wcasd.net](mailto:TSpranger@wcasd.net) and Kathy Nagorny, [knagorny@wcasd.net](mailto:knagorny@wcasd.net) of any changes and look for a reply. You may reach the office at **484-266-1402**, if you need to speak to someone with any changes.

## Educational Questions or Concerns

### The Best Route is the Direct Route

Here are some handy guidelines.

- If it is a classroom problem, start with your child's teacher. He/she is in the best position to address classroom related issues. If the problem is outside the teacher's area of expertise or control, the teacher will refer you to the right person.
- If there is a problem or concern with your student, **not directly related to the teacher**, you may contact Dr. Starling, Guidance Counselor at [PStarling@wcasd.net](mailto:PStarling@wcasd.net) or 484-266-1411.
- If you have a problem or concern related to the teacher, contact Dr. Alston directly at [TAlston@wcasd.net](mailto:TAlston@wcasd.net) or 484-266-1401.
- If you have a problem or concern that has not been resolved at the building level, you can call or write Dr. Sara Missett, Director of Elementary Education at [SMissett@wcasd.net](mailto:SMissett@wcasd.net) or 484-266-1009.
- Finally, if you have still been unable to receive an answer to your problem or concern, you can call or write Dr. Robert Sokolowski, Superintendent of Schools, 484-266-1001 or [RSokolowski@wcasd.net](mailto:RSokolowski@wcasd.net).

## Educational/Student Services

A number of services are offered to students based on individual need. They include: Special Education, English Language Development (ELD), Gifted Education, Speech, Occupational, and Physical Therapy. If there are questions about any of these services, please call the school office and you will be directed to the appropriate contact person.

## Emergency School Closings

Information regarding school closings is made available through the following sources:

**School Messenger phone message/email sent from the district.**

**Web Page:** School closing information is posted on the district homepage.

**Extracurricular Activities :** There is a one-time Activity fee of \$25 to participate in After School Sports, Chorus, Band and Orchestra. An unpaid activity fee will result in a student being dropped from that activity. Written notices of unpaid fees will be mailed to parents.

**After school sports:** Offered for 4th and 5th grade boys and girls. Students are involved in various sports and activities which vary from week to week. Students may participate regardless of skill level. Sports may include floor hockey, soccer, touch football, team handball, and basketball. Other activities may include games that utilize sports skills in fun and exciting games. Scheduled dates and times are provided by the teacher running after school sports in advance.

**Chorus:** Chorus is open to all fourth and fifth grade students. Rehearsals are held once a week in the morning, before school. The fourth and fifth grade chorus performs at the Winter Concert and Spring concerts.

**Honors Chorus:** A district-wide Honors Chorus is offered to fifth graders. Membership is chosen by audition for students who have shown exceptional interest and vocal ability.

**Girls on the Run:** This program, offered through the “Y”, uses the power of running to help prepare girls for a lifetime of self-respect and healthy living. This twelve (12) week program focuses on building self-esteem and improving emotional and physical health. This program is for girls in grades 3-5. Parents may volunteer as coaches. The cost of this program is determined by the “Y.”

**Instrumental Music Program:** Instruction is offered on string instruments (violin, viola, cello, double bass) in third, fourth and fifth grades. Band instruments (flute, clarinet, saxophone, trumpet, French horn, trombone, baritone horn, and percussion) are taught in fourth and fifth grades only. This is a program the WCASD offers in addition to the general/vocal music class. All students observe an instrument demonstration early in the school year and, if interested in learning one, must sign up by the end of September to be included in the program. Students attend a half-hour group lesson per week, which occurs during the regular school day. However, if students are not performing to classroom expectations and the concern appears to be related to lesson time absences, the instrumental music teacher will attempt to arrange another lesson time with the subject teacher. To monitor student progress, reports will be given to parents in January and June.

The student is responsible for instrument rental and purchase of a lesson book, both of which are available for reasonable fees at area music stores. Students who have been playing one or more years can participate in the Advanced Band or Orchestra, which rehearses before school for 45 minutes once per week (transportation must be provided by parent/guardian). These

groups perform in the Winter and Spring Concerts. Beginning string players will have the opportunity to perform in January for the primary grades, and all beginners in Band and Orchestra play in the annual Spring Concert with the advanced groups. A district-wide Honors Orchestra and Honors Band are offered (membership chosen by audition) to fourth and fifth graders who have shown exceptional progress.

Exton has a proud history of fine music performing groups, and we encourage you and your child to take advantage of this excellent program.

**Safeties:** Open to fifth graders at the beginning of the school year, the Safety job affords students the opportunity to help their school run smoothly. It also gives students a chance to demonstrate responsibility.

**STRIDE:** This ten (10) week fitness and running program offered through the “Y” offers boys a chance to share their thoughts and opinions about various topics taught with the goal for helping them develop excellent character. This program is for boys in grades 3-5. Parents may volunteer as coaches. The cost for this program is determined by the “Y.”

#### **Field Trips:**

Field trips are planned by grade level teachers to supplement core curricular objectives. Parents chaperoning on field trips may not bring siblings on field trips. The number of parents invited on field trips is dependent on available space on the bus. Teachers determine the number of chaperones needed for a trip. In order to chaperone a field trip, clearances must be on file with the main office.

#### **Forgotten Items:**

Classes will not be interrupted to call students to the office for forgotten lunches, homework, musical instruments, etc. Additionally, students may not return to the building after dismissal for forgotten items or belongings, text books, as classrooms will be locked. Students are given ample time, prior to dismissal, to pack necessary items/materials needed for home. If a lunch is forgotten, children may charge lunch in the cafeteria or the lunch may be brought to school and dropped off at the office (be sure child’s name and grade are on the lunch). All forgotten items will be delivered to your child in a timely manner.

#### **Health Guidelines**

**General Information:** By district policy, the school nurse is not permitted to diagnose or treat illness and injuries occurring at home. Do not send your child to school expecting this to be done. Please advise the nurse of any newly diagnosed, chronic or recurring health problems and medications given at home on a regular basis. It is important that you provide us with any

changes as they occur for use in any emergency. The nurse can be reached at **484-266-1406**.

**Illness:** Wellness is essential to learning. Therefore, children who are ill should NOT be sent to school as they may compromise their healing process and the health of others. Children should be well enough to participate in regular classes and recess. Fever and vomiting should have subsided at **least 24 hours** prior to the student's return to school in order to prevent the spread of infection. A student must be sent home if his/her temperature is 100 degrees or higher.

Do the Covid [Daily Home Screening](#) checklist with your child every day, and follow the guidelines for keeping sick children home. Contact your health care provider if your child has symptoms. Contact the nurse's office if your child or another person in the household is getting a test for Covid-19. Keep your child home if he/she is waiting for test results or if your child has a known exposure to someone who tests positive for Covid-19.

**Medications:** By district policy, students are not permitted to keep or carry medication of any type or self-administer medications during school hours. All medications will be secured when sent to school, must be accompanied by a doctor and parent note and must be in the correctly labeled pharmacy bottle. Non-prescription medicine requires a note from a parent giving permission to the nurse to administer the medicine. Any medications must be in the original bottles with your child's name on the bottle.

**Food Allergies:** Teachers are made aware of all student allergies at the beginning of the school year and updated when necessary. Teachers and homeroom parents must check with the school nurse regarding any food products they are planning to serve. Some allergenic products to be avoided include: All nut products, including cooking oils containing peanut oil, Latex products, especially Latex balloons, milk, eggs, shellfish and food coloring (especially red and yellow).

**Snacks:** As you may or may not be aware, there has been an increase in the number of children in our school with severe allergies. Many of these allergies are related to peanuts, tree nuts, products that contain nut oils, gluten, dairy, soy, certain fruits, etc. In order to create a safe environment for all of our students, we are asking that you take this fact into consideration when sending snacks. As always, healthy snacks are encouraged. Students **are not** to share snacks.

**Homelessness:**

The West Chester Area School District serves students who are experiencing homelessness per District Policy #251 and federal and state guidelines. The McKinney-Vento Homeless Assistance Act was created to assist student and families experiencing homelessness. The Act defines the

term “homeless children and youths” as individuals who lack a fixed, regular, and adequate nighttime residence.

If you are staying temporarily with someone else because you lost your housing, staying in a hotel, campground, shelter, or in an outside or inadequate place, you and your children have special rights at school.

Those rights include:

- Staying in the same school even if you move, and receiving transportation to that school, if it is in the student’s best interest
- Enrolling in school immediately without the documents schools usually require
- Receiving free school meals
- Getting help with school supplies and other needs
- Help connecting young children with early childhood services

If your family is experiencing a loss of housing, please contact your school caseworker or the district’s Homeless Liaison to find out if you qualify for help. We will assess your eligibility for services and provide appropriate referrals to community resources.

**Homework:**

Homework is an extension of the learning process requiring a student’s time beyond the school day. Its purpose is to reinforce, extend or apply newly learned skills. Time spent doing homework should be in proportion to the child’s age, grade level, ability to achieve, and physical and emotional health. The [District Homework Policy](#) was revised in 2017.

### **Integrated Pest Management**

The West Chester 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 buildings 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. 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 pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. When a pesticide is necessary, the school will use the least toxic product(s) possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas (72) hours prior to application and for at least forty-eight hours following the application.

If you have any questions, please contact the IPM Coordinator's office at 484-266-1252.

### Internet Acceptable Use Policy (AUP)

The West Chester Area School District strongly believes in the educational value of the Internet and recognizes its potential to support and enrich the curriculum and the student learning process. Use of the Internet in the classroom and Library is supervised by teachers and is used only for activities related to the curriculum. All students and their parents are expected to read and sign the WCASD Student Internet Acceptable Use Policy (AUP) which is included in the Back-to-School communication. This form indicates the parents' and student's consent or non-consent to utilize Internet resources for curriculum purposes and the acceptance of student responsibility for Internet use. Students will be trained in the appropriate and safe use of Internet resources.

### Lost and Found

To keep lost and found articles to a minimum, please label your child's name on his/her belongings. Anything not claimed will be donated to an organization for the needy. *If an item has been lost, please have your child check the "lost and found" box in the cafeteria.*

### Parent – Teacher Conferences

Students' progress to parents is reported through report cards and parent conferences. Conferences are held in November and again in March. Please check the school district calendar for dates. Conferences are scheduled electronically. We encourage conferences at any time you desire such. If that is the case, you may contact the teacher directly.

### Parent Teacher Organization

The Exton PTO is made up of volunteers who work in conjunction with the principal and teachers to help support the student body and the infrastructure of the school. There is a PTO Executive Board, which consists of two Co-Presidents, two Co-Vice Presidents, Treasurer, and Secretary. The PTO Board oversees the many aspects of the events PTO sponsors during the school year with significant parental involvement.

Annual PTO membership dues are paid per family. The funds are directed to the enrichment of the school and the benefit of the children. Paying dues entitles members to a school directory and to vote at general meetings on Board issues and spending.

PTO meetings are held during the school year. Please check the school calendar, PTO FB page, or PTO website for scheduled meetings. All families are invited and encouraged to attend.

Volunteers are the backbone of our PTO. There are numerous committees that parents can serve on during the school year. All volunteer opportunities are outlined on the volunteer form



provided at the beginning of the school year. Please keep in mind that PTO sponsored events cannot run without the help of volunteers.

One of the primary objectives of the PTO is to raise funds to support our school. The monies are used for building improvements, equipment, and events. The PTO funds all school assemblies, buses for field trips, Field Day, grade specific activities, Red Tree Press, and the Family Picnic, to name just a few.

#### Permission Notes

When your child brings a friend home from school or goes home from school with a friend, parents of both children must send a dated note stating permission. The note must also state the bus number the students will be riding or who will be picking children up the that day from school. Notification by phone or email is acceptable in an emergency situation.

#### Picture Day

Individual and group pictures are taken early in the fall. You will receive notification regarding this and on-line information describing the packages available. There will be a picture re-take day later in the fall for students new to the school after pictures were taken, and students absent on picture day.

#### Report Cards

Report cards are issued after the first, second, and third trimesters. Kindergarten, first and second grade report cards are standards based. Beginning in grade 3, students receive letter grades in the major curricular areas according to the WCASD grading scale:

A+ = 97-100	C+ = 77-79
A = 93-96	C = 73-76
A- = 90-92	C- = 70-72
B+ = 87-89	E = 60-69
B = 83-86	F = below 60
B- = 80-82	

While report cards are an indication of the progress and achievement of individual students, regular communication with the classroom teacher is recommended. Report cards are now electronic and accessed on the Parent Portal. Parents are notified when report cards are available for viewing.

## Safe Arrival

Safe Arrival is an absentee program, designed to insure your child arrives to school safely. If your child is going to be absent or will arrive at school later than 8:40 AM, call the **SAFE ARRIVAL HOTLINE at 484-266-1410, the 24-hour voicemail number**. Leave a message indicating your child's name, grade, teacher and date of absence or late arrival to school. If you do not report your child's absence, the office assistant will contact you to verify his or her absence. **Please do not call 484-266-1402 or email to report an absence.**

## Safety Procedures

We do everything within our power to ensure the safety of all students and staff. Safety instructions are posted in each room. The front doors and doors to the portable classrooms are monitored by our camera system in the front office. All visitors must enter through the front lobby and be checked in at the main office via the Raptor System. The system is purged twice yearly. We regularly practice the following:

- Fire Drills
- Severe Weather Drill
- Intruder Drill/Active Shooter
- Shelter in Place

## Toys and Electronic Games

Toys, electronic games, radios, iPods, cell phones, trading cards, etc. should not be brought to school unless at the teacher's request for a special project. These are distracting to the education process and are easily damaged or lost. The school shall not be responsible for the loss, damage, or misuse of any personal items brought to school.

## Transportation Changes for student dismissal or after school care

If a student is to be picked up by another adult other than a parent, we must have a written note communicating this change and indicating the names/relationships of the adult picking your child/ren up. You must provide your child with a written notification to his/her teacher. If a note is not provided, your child/ren will **NOT** be released to another adult. A parent will be contacted to verify the student can be released to the adult. The adult must report to the main office and wait for parent contact verification. Please inform these persons that they will be required to show a photo ID.

Very often, students' after school arrangements change. If there is a change to after school care/arrangements, please send a written note with the details for said day. If emailing the

change, we ask that you email the teacher and copy Terry Spranger ([TSpranger@wcasd.net](mailto:TSpranger@wcasd.net)) and Kathy Nagorny ([KNagorny@wcasd.net](mailto:KNagorny@wcasd.net)). It is imperative they be copied. You will receive a reply confirming your email was received. For students attending after care programs, please notify them of any changes if/when possible.

In addition, any parent calls indicating changes in their child/rens transportation at the end of the day must be made by 2:45 PM. After that time, our attention will be focused on our dismissal procedure to ensure a smooth and accurate dismissal process. We apologize for any inconveniences this may cause; however, trying to accommodate last minute changes in transportation requests impacts our dismissal procedures and could result on the information not getting to your child.

### Volunteers

Research indicates that if a child's parents are involved in the school program and supportive of their child's education, the child will make a better adjustment to school, and therefore, tend to acquire academic skills more readily. There are many ways you can be involved. You are encouraged to volunteer to work with the instructional program and PTO.

### Code of Conduct for Volunteers

1. Sign in at the office upon arrival and pick up a visitor's badge. Sign out when leaving.
2. Look for the good.
3. If you don't understand something, ask about it rather than being concerned about it, or questioning it.
4. Avoid carrying tales.
5. Realize that volunteers must be positive if mutual trust between staff and parents is to be maintained.

### Volunteer Clearances

School Board Policy KMA governs school volunteers.

**The three required clearances are:** Act 114 – Federal Criminal Check, Act 34 – PA Criminal History Check, Act 151 – Child Abuse Clearance Statement. You do not need to submit original paperwork. You may submit photocopies. Please submit your clearances to the school where your youngest child attends. If you have a student at another school (MS/HS), please let them know your clearances are on file at Exton. Clearances will be good for 5 years.

**Substantial Contact Volunteers:** Volunteers who work with the students for recurring events or activities, or at more than one event per school year, under the direct supervision of a teacher other school district employee. Substantial Contact Volunteers may be expected to have unsupervised contact with students. (Events for which clearances will be required: All

field trips, Library volunteer, PTO Officers, School-wide volunteer, Volunteer working with students in the hallway, Girls on the Run/STRIDE).

**Single Event Volunteer, Short-Term Volunteer, Long-Term Volunteer or Limited Contact Volunteer:** These volunteers work directly under the supervision or direction of a teacher, administrator or paid employee of the school district. These individuals do not have unsupervised contact with students. These volunteers will be required to submit their driver’s license for clearance through Raptor Security System in the front office.

**Website**

The [West Chester Area School District website](#) contains pertinent information, as well for parents. Exton’s website can be accessed directly [here](#). You can follow us on Twitter @ExtonEagles.

**Master Schedule**

All elementary schools are on a four-day cycle for special area subjects. The four-day cycle ensures that students do not miss a special area class if there is a day off from school

**LUNCH – RECESS**

**SCHEDULE**

	LUNCH	RECESS
KINDERGARTEN	10:45 – 11:10	11:10 – 11:40
FIRST GRADE	11:10 – 11:35	11:35 – 12:05
SECOND GRADE	11:35 – 12:00	12:00 – 12:30
THIRD GRADE	12:00 – 12:25	12:25 – 12:55
FOURTH GRADE	12:25 – 12:50	12:50 – 1:20
FIFTH GRADE	12:50 – 1:15	1:15 – 1:45