

**MARY C. HOWSE ELEMENTARY SCHOOL**  
*Where children come first, and adults make a difference*

**Office: 484-266-1302**  
**Fax: 484-266-1399**

**641 West Boot Road**  
**West Chester, PA 19380**

# **STUDENT/PARENT GUIDE**

## **2019-20**



# Maintaining Positive Culture

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**WEST CHESTER AREA SCHOOL DISTRICT**

**MISSION STATEMENT**

**The mission of the West Chester Area School District  
is to educate and inspire our students to achieve their personal best.**

**Making exCellence Happen**



WEST CHESTER AREA SCHOOL DISTRICT

MARY C. HOWSE ELEMENTARY SCHOOL

*Where students come first, and adults make a difference*

---

Dr. Stephen A. Catrambone, Principal  
August 2018

641 West Boot Road  
West Chester, PA 19380

Dear Families,

Welcome to a new year at Mary C. Howse Elementary School! The staff and I expect you will enjoy your learning experience here. Please read this handbook together to become acquainted with our policies and organizations.

Our school is a safe place to learn and to grow. All adults in the building will assist the children in becoming good citizens who respect themselves and others and who take responsibility for their learning and behavior. The staff is here to help them achieve their personal best academically, socially, emotionally, and physically. We count on families to partner with us in the education process.

Our school operates under a system of shared decision-making. The district's Strategic Plan guides our work, and we use a Standards-Based approach to frame our daily instruction for academics, behavior and social needs. Please do not hesitate to contact me regarding any school-wide or district-wide concern **or if you have any questions**. My communication with you is a top priority. Should you have a specific question regarding your child, please start with your child's teacher (see below).

**At MCH, children come first, and adults make a difference.** Let's work together to create a wonderful year!

Sincerely,

*Dr. Stephen A. Catrambone*

Dr. Stephen Catrambone  
Principal  
[scatrambone@wcasd.net](mailto:scatrambone@wcasd.net)  
484.266.1302

Questions regarding your child? Curriculum? Education, in general?

First, contact your child's teacher.

- If further clarification is needed, contact Dr. Catrambone (484-266-1302).
  - If further clarification is needed, contact Dr. Sara Missett, Director of Elementary Education (484-266-1121).

**MARY C. HOWSE ELEMENTARY SCHOOL**  
**641 West Boot Road**  
**West Chester, PA**  
**19380**

Office: 484-266-1302

Nurse: 484-266-1306

Guidance: 484-266-1311

Safe Arrival: 484-266-1310

Fax: 484-266-1399

Web Site: <https://www.wcasd.net/Domain/661>

**School Hours**

Office 8:00 AM – 4:00 PM

Teachers 8:20 AM – 3:50 PM

Students 9:10 AM – 3:40 PM



## FACULTY AND STAFF

Principal – Dr. Stephen A. Catrambone  
Administrative Assistant – Mrs. Ann Duffy

### Kindergarten

Room 5 – Mrs. Kathy Baer  
Room 6 – Mrs. Lisa Giampalmi  
Room 3 – Mrs. Teri Hower  
Room 2 – Mrs. Rebecca McCallister

### First Grade

Room 9 – Mrs. Denise Skalski  
Room 11 – Mrs. Cristin Kane  
Room 1 – Mrs. Diane Conner  
Room 7 – Mrs. Danielle Donoghue  
Room 10 – Mrs. Desiree Seese

### Second Grade

Room 39A – Mrs. Barbara Wackerman  
Room 39B – Ms. Stephanie Forbes  
Room 13 – Ms. Sara Dougherty  
Room 27 – Mrs. Amanda Hoban

### Third Grade

Room 32 – Mrs. Kristen Cheney  
Room 29 – Mr. F. Mark Fabian  
Room 31 – Ms. Allyssa Cotellesse  
Room 28 – Ms. Katie Cloutman  
Room 26 – Mrs. Lauren Leary

### Fourth Grade

Room 4 – Mrs. Tara Jackson  
Room 24 – Mr. Jason Benfield  
Room 30 – Ms. Danielle Flynn  
Room 23 – Ms. Allyssa DeCicco

### Fifth Grade

Room 34 – Mrs. Jennifer Powers  
Room 38 – Ms. Kirsten Verrichia  
Room 33 – Ms. Cyndy Greaves  
Room 36 – Mrs. Kristin Grecco

### Learning Support Teachers

Room 13 – Mrs. Heidi Watson  
Room 15 – Ms. Kimberly Fallon

### Emotional Support Teacher

Room 12 – Mr. Brian Casey  
Room 14 – Mrs. Amy Orth

**Reading Specialists:** Mrs. Carolyn Gorrie &

### Specials

#### Art

Ms. Sarah Clum

#### P.E.

Mrs. Becki Monte

#### Library

Mrs. Cheryl Chaborek

#### Music

Mrs. Mary Litzenberg  
Mrs. Mary Belczyk  
Ms. Lauren Leatherland

#### Guidance

Ms. Anne Noone

#### Psychologist

Dr. Yolanda Stanton

#### Nurses

Mrs. Jeanne Latimer  
Anne Gordon

#### Inst. Coach

Mrs. Rosemary McGeehin

#### Gifted

Mrs. Matthew Viggiano  
Mrs. Christianne Ottinger

#### ELL

Ms. Jackie Pascale

#### Speech

Ms. Mandy Gerhart

#### Bldg. Sub

#### Caseworker

Mrs. Maggie Nawn  
Ms. Veronica Ortiz

#### Tech. Assoc.

Mrs. Betsy McDonald

#### Office/Library

Mrs. Linda Polito  
Mrs. Julie Sanders (lib.)

#### Inst. Aides

Mrs. Donna Gosik  
Ms. Chelsea Hurd  
Mrs. Kim Fanning  
Mrs. Linda DiMatteo  
Mrs. Patricia Huber

#### Head Cust.

Mr. Terrance Wright

#### Night Cust.

Mr. Mike Murray  
Mr. Frank Correa

Mrs. Allison Sweeney

# Mary C. Howse's School Pledge

**I pledge  
To be the best that I can be  
Respect myself and others  
Make safe choices  
And take responsibility  
For my learning and behavior**

\*\*\*\*\*

## **MCH ELEMENTARY SCHOOL**

### **REPORT CARD INFORMATION**

#### **End of Marking Periods**

|                  |                   |
|------------------|-------------------|
| First Trimester  | November 25, 2019 |
| Second Trimester | March 5, 2020     |
| Third Trimester  | June 12, 2020     |

### **SCHOOL INFORMATION**

#### **School Safety**

School safety is a vital concern for everyone. An emergency plan is kept in the office. We are prepared and hold various drills throughout the year. Please see the principal for further information.

### School Visitation/Volunteers

Parents are welcome to visit school and volunteer in classrooms. However, you must ***first report to the office***. Please have your driver's license available. For the safety of our children, we need to know who is in the building at all times. We also want to avoid unnecessary interruptions of classes. We provide visitor/volunteer badges for your use.

Volunteers must:

1. Only report to the classroom/area in which they are volunteering.
2. At no time should they visit other classrooms, teachers, or other personnel unless a previous appointment has been made.
3. NOT request/share personal/confidential information in or outside of the school that does not pertain to their child (FERPA guidelines).

Should we receive information that any of the above has not been followed, the principal will contact you to discuss and inform you of any action that may need to be taken.

### School Telephone Calls

You are invited to call the school office regarding any matter. However, when calling for general information, please call during the hours of **9:30-11:30 AM** or **1:00-3:00 PM** when it is not quite so busy. We are eager to cooperate in every way toward arriving at a common goal- - meeting the educational needs of our children. Please **DO NOT** call after 3:00 with a change in dismissal procedures for your child.

### Early and Irregular Dismissals

To avoid disrupting our educational program, please keep early and irregular dismissals to a minimum. These types of dismissals need to be cleared through the office with a **note to the teacher in the morning**. When coming for your children, please **come to the office**, and we will call for the students.

## **ATTENDANCE**

### Absences

Excuses for absences must be returned to the teacher within **three (3) days** of the absence or the absence will be considered **UNLAWFUL** for grades K-5. Three (3) unlawful absences will be reported to the District's Attendance Office. We must adhere to State guidelines in reporting attendance, so your cooperation is greatly appreciated. Board policy allows for the principal to approve up to 5 days for vacation. Simply e-mail the principal with your request.

### Safe Schools Program

The Safe Schools Program is a very important service to our school. We hope to have 100% participation in the program this year. This program assures the school and the parents that



every child arrives safely at school each day. Information with a slip to enroll in the program will be sent home to each child. **Calling Safe Schools is not a substitute for an absent note.**

### Withdrawals

Please contact the office if your child is leaving MCH. In most cases, there is nothing you need to do. Once you register your child in their new school, we will receive a request for records

## **DRESS CODE**

Students at the elementary level should be dressed appropriately. Tank tops without an undershirt are not permitted. Shorts must be at least fingertip length when arms are held at side. Footwear for playing outdoors is required as well (sneakers in most cases). Dress code is not typically an issue at the elementary level nor at MCH! If any dress is deemed to be an educational disruption, parents will be notified.

## **EMERGENCY SCHOOL CLOSINGS**

The District now uses an Autodialer System and School Messenger (e-mail) to notify each family of changes. Please be sure your phone numbers are up-to-date. Also, you can go to [www.wcasd.net](http://www.wcasd.net) for updates.

If school needs to close early, a school messenger phone call and e-mail blast will occur. Therefore, it is essential that the school office has your current home and work numbers. Every effort will be made to contact you. **However, it is always wise to make arrangements with a neighbor so that if you are not home, your child will know where to report when getting off the bus in case of early dismissal**

## **TRANSPORTATION**

### General Safety

The safety of your children on school buses and at bus stops is of great importance to our staff and to the administration. **Please review the expectations with your children so that they know what is acceptable and safe behavior on the school bus and at bus stops.**

### Safety at Bus Stops

1. Be on time, at least ten (10) minutes before bus time.
2. Wait off of the highway, out of traffic.
3. Do not play games or chase anyone. Someone may run out into traffic.
4. Be sure the road is clear and wait for the bus driver's signal before crossing the road to board the bus.
5. Enter the bus promptly in an orderly manner.

6. Children should go directly home from the bus stop at the end of the school day.

#### Safety on the Bus

1. Pupils must be seated in assigned seats and remain seated while the bus is in motion.
2. Keep all body parts inside the bus windows.
3. Save food or drink for after the bus ride.
4. Be courteous to the driver and obey the driver at all times.
5. Do not talk to the driver while the bus is in motion or distract driver by loud talking or disorderly behavior.
6. Ride only on your assigned bus and get off only at your assigned stop.
7. Basically, follow SWPBS Bus Expectations – your children can tell you what they are.

#### General Bus Rules

Below is a listing of procedures to follow in order to ensure that each student gets home safely and to eliminate any confusion:

1. Changes in bus transportation (whether it is a change in bus or a change in a bus stop) may only be implemented when a written request has been given to the office, sent to the transportation department, and then approved by transportation.
2. If there are changes in your daycare situation, please complete the district form outlining the changes,  
indicating the day they are to be implemented and the duration of the arrangements. **You will want to notify your daycare provider, as well.**

Our bus drivers have been trained to handle the bus in a safe manner. Reports from a bus driver about a child's misconduct will be brought to the principal's attention. Serious or continuous misbehavior could mean suspension from the bus.

### **TRANSPORTING STUDENTS TO AND FROM SCHOOL**

#### Automobile

If you are driving children to school in the morning, drive to the east entrance, near our gym. Children are **not** to arrive before **8:25 AM**. Our car line closes at **8:55 AM**. **Children should be in their classrooms by 9:00 AM** each morning in order to prepare for announcements and instruction which occur promptly at 9:10.

## Walkers

On arrival at school, all walkers report directly to their classrooms, entering by the rear (north) entrance. Walkers should **not** arrive before **8:30 AM**.

Field Trips – Parent transportation – **You can pay for ALL field trips in advance on [payforit.com](https://payforit.com)**

1. Parents, who are chaperones, may drive to/from field trips AND take their child only. You must provide that in writing to the teacher.
2. Parents, who are not chaperones, may drive to places where the field trip is, but they must not interfere with the chaperone or educational process and, of course, pay any admission cost on their own. At teacher discretion, they may allow the parent to be the chaperone for their child only. If that parent joins an appointed chaperone, be sure the assigned chaperone is aware that they are responsible for their assigned group and to follow the schedule as provided by the teacher or the field trip coordinator.
3. Students must check in here at school on the morning of the field trip. The teacher should take attendance as you would on any other day.
4. If a parent wishes to take their child from the site of the field trip, whether they were an official chaperone or not, they must provide to teacher in writing (similar to an early dismissal note).

## **CAFETERIA**

Each grade level is allotted a thirty (30) minute-lunch period with up to thirty (30) minute recess time. Students who finish lunch before 30 minutes may be afforded the opportunity to go to recess sooner. Quiet talking is allowed in the cafeteria. Children are expected to be courteous and mannerly.

You will receive notice of current pricing before school begins for elementary school lunches, milk and ice cream. You can sign up for payforit to place money in your child's account. Menus for each month will be emailed home to parents by Aramark.

## **RECESS – SAFETY AND SUPERVISION**

We are pleased that most children come to school in appropriate clothing and proper footwear (sneakers are best), which allow us to take them outside for recess, even when the weather is marginal. All students will participate in recess unless a doctor note is provided.

## **FIRE DRILLS/SAFETY DRILLS**

Fire drills are held once a month. At such times, all students, staff and visitors are expected to exit the buildings as quickly as possible. Specific regulations are explained to all students by their classroom teacher. We also have intruder drills (interior and exterior), active shooter, severe weather, hazardous material, and bomb threats.

Some drills are pre-planned. Some months will involve obstacles for staff to make quick decisions about exiting. We may be going out for a drill with some inclement weather. Children are not outside during a drill for longer than ten (10) minutes. We are in compliance with our district's Safe Schools Plan.

Safety drills are held annually. These drills are planned through our Safe Schools District Plan.

## **HOMEWORK POLICY**

### **Purpose**

The purpose of homework is to complement instruction and enhance student understanding of the curriculum. The Board of School Directors recognizes that homework provides a meaningful opportunity for students to practice skills learned during the school day and in preparation to expand learning. Homework also serves a role in the learning process as a formative exchange between the teacher and the student. Homework complements the teaching and learning process in the following ways:

1. Supports and enriches the classroom experience by relating what has been learned in school to meaningful applications.
2. Develops life-long learning that encourages student inquiry.
3. Promotes learning-related behaviors - time management, responsibility, organization, self-advocacy - required for obtaining knowledge with an increasing level of independence.

### **Definition**

**Homework** is a teacher-assigned learning activity completed by students outside of class for the following academic purposes:

1. Previewing activities.
2. Checking for understanding.
3. Practicing skills for mastery.
4. Analyzing/Synthesizing/Evaluating and reflecting.
5. Reading and/or researching.

## **Authority**

The Superintendent or his/her designee shall prepare, distribute, and administer guidelines governing homework. These guidelines shall be consistent with the research and best practices related to homework. A committee consisting of students, parents, teachers, and administrators shall review the guidelines every other year. The Board of School Directors recognizes that students and families need balance between school and home. The administrative guidelines will address (a) professional development for teachers; (b) shared communication between teachers, students and parents; and (c) concerns for the time required to complete homework.

Our district adopted a new policy effective August, 2017 – Go to our webpage [www.wcasd.net](http://www.wcasd.net) (under school board, policies) to see Elementary School Guidelines

## **Homework Pick-up For Absentees**

Homework requests will be honored after the third (3<sup>rd</sup>) consecutive day of the student's absence. Please e-mail your child's teacher before 10:30 AM if you want homework ready by dismissal time.

## **Backpacks**

Our district is very aware of the dangers of heavy backpacks. We will strive to coordinate assignments across grade levels. Please encourage your child to frequently empty extra items out of backpacks.

## **LOST AND FOUND**

To keep lost and found articles to a minimum, please mark your child's name on his/her belongings. Lost and found articles will be stored under the stage in the cafeteria. **Any articles not claimed by the end of each month may be donated.**

## **SCHOOL PARTIES**

School parties for all children are held at various times throughout the school year. At the discretion of the teacher, PTO representatives may assist in planning parties with classroom teachers. We encourage, through our District Wellness Policy, that snacks be healthy.

**Birthday Celebrations:** We welcome the celebration of your child's birthday. It is now district policy that parents consider non-edible items as treats for a student's classmates.

**Invitations:** If you intend to send birthday invitations through the school, contact your child's teacher. ALL students in the classroom must be invited in order to use the school as a vehicle for this communication. Otherwise, they will have to be handled outside of school.

## **SCHOOL INSURANCE**

Full and part-time insurance policies are available to cover accidents occurring at school.

## **TOYS/ELECTRONICS AT SCHOOL**

Please remind your child that school is not a place for toys/iPads, cell phones, etc. These are very expensive and difficult to replace. MCH cannot be responsible for overseeing these items at school. Should teachers allow, in special cases, toys/devices in the classroom as part of a reward and/or instruction, guidelines for us will be established by the teacher.

## **PARENT-TEACHER ORGANIZATION**

We look forward to meeting you at school functions. We have a very active P.T.O. There will be several general P.T.O. meetings during the school year, along with various programs and fundraising activities sponsored by the organization. Notices and reminders will be sent home as dates approach. The officers for this year are:

|                          |   |
|--------------------------|---|
| Co-Presidents:           | Eileen DeLucia – <a href="mailto:eileendelucia@yahoo.com">eileendelucia@yahoo.com</a><br>Michelle Lusi – <a href="mailto:michellelusi@hotmail.com">michellelusi@hotmail.com</a> |
| Co-Vice Presidents:      | Carly Pilotti - <a href="mailto:carlypilotti@gmail.com">carlypilotti@gmail.com</a> Rebecca Davis-Awan   |
| Treasurer:               | Traci McCarthy  |
| Secretary:               | Kerri DeStafeno   |
| Volunteer Coordinator:   | Nena Blaszkowski <a href="mailto:neckenroth@gmail.com">neckenroth@gmail.com</a>   |
| Teacher Representatives: | Stephane Forbes and Jenn Powers   |

MCH parent volunteers contribute over 1,000 hours every year to support many vital school programs. If you would like to help and can spare one (1) hour a week, please contact our volunteer coordinator (see above). No special background or experience is needed. It can be a very rewarding experience for both you and MCH students. However, beginning with the 2014-15 school year, any volunteer working with children outside of the direct supervision of a staff member must have clearances. See: <https://www.wcasd.net/Domain/1039>

## **CURRICULUM**

The curriculum taught at MCH is established at the District level and aligned to PA Core Standards. All ten (10) elementary schools will be implementing the Common Core Standards beginning with the 2014-15 school year. – See <http://www.corestandards.org/> for more information.

If you would like to investigate a particular curriculum, see the materials used and discuss our approach, please contact your child's teacher or the principal. You may also use our district web site – [www.wcasd.net](http://www.wcasd.net) .

## **SUPPORT SERVICES**

### **Multi-Tiered Systems of Support**

The MTSS meets on a regular basis to assist teachers in planning and implementing strategies that are designed to produce success for students. Each student is assessed (Dibels, Benchmarks, formal/informal observations) regularly to ensure that they are making adequate progress. Students who may need additional support, enrichment, or a different approach are discussed and a plan is implemented. For more details, see the Principal or Guidance Counselor.

MCH offers two learning support classes and one emotional support classroom to facilitate the learning process and attend to emotional needs for students. These students are identified through the MTSS process and formally evaluated. We also offer guidance services, speech therapy, physical therapy, occupational therapy, adapted physical education, reading support, and psychologist services for students when needed. We also offer a gifted program and E.L.L. (English Language Learners) program. The gifted program is not a substitute for the basic education program but is an enrichment program going beyond the limits of the basic curriculum or deeper into the present content. The purpose of our gifted program is to foster the development of creativity, independent learning research skills, and high level thinking skills, all of which characterize the gifted child. Our ELL programs are designed to work with students whose primary language in the home is not English. Students are assessed to determine if they qualify for additional support, and support is provided in various forms throughout the school year.

## **SCHOOL WIDE POSITIVE BEHAVIOR MODEL**

The mission of the Mary C. Howse School-Wide Positive Behavior Team is to create a safe learning community that promotes student achievement through the pro-active and consistent practice of Respect, Responsibility and Safety.

Our handbook will be available on our webpage with more in-depth information. Our students are taught lessons to show/demonstrate what the expectations are in the following areas: Classroom, Hallway, Playground, Cafeteria, Bathroom, Bus and School Wide (which would include assemblies, field trips, etc.). Every staff member is expected to model this taught behavior and acknowledge students when they see them demonstrating a positive behavior. Student receive a Dragon Dollar and can use that dollar to earn the possibility of being selected for a reward. Students who do not demonstrate our expectations could receive a minor or major referral, all of which is documented. Minor referrals are handled in the classrooms with the teachers and may involve parent communication depending on frequency and severity. A major referral goes immediately to the principal and the district code of conduct (listed at end of this handbook) is followed. Any student who receive 4 or more minor referrals for the same offense in any 4 week period automatically receive a major referral. All students who have not received any major referrals are eligible for the school wide reward which occurs 4 times per school year.

During the 2015-16 school year, 99% of our students earned one or more of our two school wide rewards (we started the program in January of 2016)

### **CONFLICT RESOLUTION**

MCH uses a district program called Children's Creative Response to Conflict (CCRC). This program has two main components. A Conflict Resolution part is designed to stimulate student awareness and skill development in communication and conflict resolution. The Peaceful Classroom part applies the skills learned to the day-to-day life of the classroom and school.

Many components of our Second Step Program will be continued. Second Step practices and reinforces skills in empathy, impulse control, problem-solving, and anger management. Each classroom is required to hold a morning meeting every day.

Materials for all programs can be viewed in each classroom.

### **FIELD TRIPS**

**You can pay for ALL field trips in advance on payforit.**

Each grade level schedules at least one (1) field trip every year. Field trips are intended to provide real life experience to support classroom instruction.

Parents will be given complete information in advance for each trip and be required to sign permission slips for their child. Field trips are part of our school life, and all students are expected to attend.

***The PTO has been providing financial support for field trips for many years. For example, their support covers the cost of transportation (buses) and for families in need.***

### **ASSESSMENT INFORMATION**

In accordance with the recommendations of the Superintendent of Schools and the School District Administration, the School Board has approved a district-wide testing program designed to provide information concerning the proficiency of all children in the District on standardized tests of academic achievement and aptitude. This is in addition to classroom assessments that all teachers administer on an ongoing basis to help inform instruction.

The results of these tests provide a continuing record of each child's academic progress in comparison with national and local norms. They are also an invaluable aid to your child's teacher and counselor in diagnosing individual strengths and weaknesses in order to provide more effective instruction.

Your child's scores on these tests will be checked carefully and maintained in the school record as long as your child attends school in this district. No individual or agency outside of the West Chester Area School District will be permitted to inspect your child's school record without your



written permission. However, should your child transfer to another school district, you will be notified of the transfer of his/her permanent record to the new school system. Should you wish to examine your child's record file at any time, you may arrange to do so by making an appointment with the principal's office.

#### 2019 Testing Calendar -

|                  |                       |   |
|------------------|-----------------------|---|
| Grades 3, 4, & 5 | PSSA ELA<br>PSSA Math | April 20 <sup>th</sup> to April 24 <sup>th</sup><br>April 27 <sup>th</sup> to May 1 <sup>st</sup> |
| Grade 4          | PSSA Science          | April 27 <sup>th</sup> to May 1 <sup>st</sup>   |

### HEALTH CARE

#### Healthy, Happy Children

Children should attend school **only** when they are well enough to participate in all regular classes and recesses. There are, however, exceptions such as broken bones, post-surgery, etc.

*Occasions when students need to be excluded from school include the following:*

- Students with temperatures of 100.0 degrees Fahrenheit or above should stay home and remain home until they have been fever-free for 24 hours without medication.
- Students with persistent vomiting and/or diarrhea should stay home and should return to school only after being symptom-free for 24 hours.

*The following is a list of some common conditions we see in schools and the period of time your child should remain at home:*

- Strep Throat or Tonsillitis: 24 hours from the initiation of appropriate therapy.
- Bacterial Infections: 24 hours from the institution of appropriate antimicrobial therapy and/or judged non-infectious by the School Nurse or the student's Health Care Provider.
- Contagious Conjunctivitis "Pink eye": 24 hours from the institution of appropriate therapy and/or judged non-infectious by the School Nurse or student's Health Care Provider.
- Impetigo: 24 hours from the institution of appropriate therapy and/or judged non-infectious by the School Nurse or Health Care Provider.
- Ringworm: Until judged non-infectious by the School Nurse or student's Health Care Provider.
- Respiratory illnesses must be assessed on a case-by-case basis. If your child has a history of asthma, your Health Care Provider should advise you about treatment. Even children without asthma have difficulty focusing on learning when they have a persistent cough.

In case of contagious illnesses (e.g. chicken pox, flu, pertussis, impetigo, conjunctivitis, lice) please contact the school nurse so that we can monitor for other cases and advise about the student's return to school.

Please remember that the school nurse is not permitted to diagnose illness or injuries. **Do not** send your child to school expecting this to be done. Injuries occurring at home cannot be dressed or re-treated by the school nurse.

### Medication Policy

The following requirements **must** met before any medication can be administered to our child while he/she is at school. For the safety of all students, it is essential that all medications are stored in the Nurses Office.

### **ALL PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS:** Daily, Temporary, Short-Term & Occasional

1. A Health Care Provider's (**MD/DO, CRNP**) **written order** for the nurse must accompany the medication, including date, time of medication, dosage, and prescriber signature. A new order is required at the start of each school year. A new prescription order is also needed for any medication dosage or time change. When a medication is discontinued, we also request the parent/guardian provide us with a written order from the Health Care Provider.
2. A **parent/guardian note and/or signature** requesting medication administration as prescribed by the Health Care Provider must be provided.
3. Medication must be clearly labeled in the **original, most current container** from the pharmacy and label must include: Student's Name, Medication, Dosage, Instructions for Administration, Health Care Provider's Name. We suggest the pharmacist supply two labeled containers, one each for home and school.
4. Only over the counter medications described in the current edition of the PDR for non-prescription drugs will be administered.
5. Requirements also apply to homeopathic remedies and dietary supplements.

Medications given less than four (4) times per day should be administered at home, unless otherwise ordered by the Health Care Provider. Please notify your school nurse of any changes in your child's health status so that they can provide the best care.

### Exclusion from Gym Classes or Recess

Exclusion from gym class or recess requires a note from the doctor stating specific restrictions, reason for exclusion, and how long the child is to be excluded.

### School Wellness

Following our new district policy, MCH has a wellness committee to review, develop, monitor and as necessary, revise school-wide nutrition and physical activity practices.

**Please see the Nurses Office Website for additional health-related information:**  
**<https://sites.google.com/wcasd.net/nursing-office-news/home>**

## **HOMELESS ASSISTANCE ACT**

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.

## **ASBESTOS MANAGEMENT PLAN**

“West Chester Area School District has engaged Eagle Industrial Hygiene Associates, Inc. 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 (3) years all student 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.”

## **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.

### **Integrated Pest Management**

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 seventy-two (72) hours prior to application and for at least forty-eight (48) hours following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. This notification will include the name, address, and telephone number of the applicator providing the treatment, day of treatment and the pesticide being applied. To receive notification, you must be placed on the school's notification registry. Please complete and return the form which was sent to you in the summer mailing packet.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Emergency applications of EPA registered pesticides will be done on a Friday evening after occupants leave the building. 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.

Notification requests will be valid for the current school year and must be renewed each year.

If you have any questions, please contact the IPM Coordinator's office at 610-436-7135.

## **SCHOOL BOARD POLICIES**

All School Board Policies are available on our district website. Some important ones are listed below for your easy reference.

**GAAA – Equal Opportunity Employment**

**GAAB – Harassment Policy of Employees**

**GAAC – Nondiscrimination/Equal Opportunity**

**JGDB – Harassment Policy of Students**

**JR – Student Records**



**WEST CHESTER AREA SCHOOL DISTRICT  
FACILITIES AND OPERATIONS**

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.

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Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. This notification will include the name, address, and telephone number of the applicator providing the treatment, day of treatment and the pesticide being applied. To receive notification, you must be placed on the school's notification registry. Please complete and return the attached form.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Emergency applications of EPA registered pesticides will be done on a Friday evening after occupants leave the building. 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.

Notification requests will be valid for the current school year and must be renewed each year.  
If you have any questions, please contact the IPM Coordinator's office at 484-266-1252.

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**WEST CHESTER AREA SCHOOL DISTRICT  
PESTICIDE APPLICATION NOTIFICATION REQUEST  
Mail to West Chester Area School District, Facilities and Operations Center, IPM Coordinator,  
1181 McDermott Drive, West Chester, PA 19380**

|                   |                                       |       |     |
|-------------------|---------------------------------------|-------|-----|
| Student Name      | Parent/Guardian Name                  |       |     |
| Street Address    | City                                  | State | Zip |
| Home Phone Number | E-mail Address (please print clearly) |       |     |
| School Building   | Grade Level                           | Date  |     |

We request notification of any and all pesticide applications for the current school year.

\_\_\_\_\_  
Signature

## **ELEMENTARY SCHOOL DISCIPLINARY ACTION SCHEDULE**

Different offenses should require different responses. The following is a categorization of offenses into levels.

### **A. Level I**

1. Unexcused lateness to school or class
2. Possession/use of personal technology devices in violation of Policy JCDAE
3. Disrespect to peer(s)
4. Other minor infractions of unacceptable behavior in or on school property

### **B. Level II**

1. Cutting class
2. Tobacco use (see Policy JCDDA)
3. Truancy (see Policy JB)
4. Insubordination
5. Willful fighting
6. Defacing school property
7. Violation of Student Acceptable User Policy IFBH and Software Policies IFBI
8. Verbal assault
9. Intimidation
10. Foul and abusive language
11. Theft
12. Peer conflict/disrespect/disturbance
13. Harassment (see Policy JGDB)
14. Possession/use of personal technology devices in violation of Policy JCDAE
15. Other serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

### **C. Level III**

1. Physical assault
2. Possessing a weapon
3. Arson, false alarm or 911 Call
4. Bomb threats
5. Vandalism
6. Controlled substance abuse (drugs and alcohol) (see Policy JCDAC)
7. Harassment (see Policy JGDB)
8. Intentional contact
9. Terroristic threats
10. Bullying (see Policy JGDC)
11. Commission of any other act punishable under the Pennsylvania Crimes Code
12. Other most serious infractions of unacceptable behavior in or on school property, or while under school supervision or jurisdiction

## **II. Elementary School Administrative Action Schedule**

The Administration Action Schedule shall be interpreted by the principals and their designees in a manner which they deem just given the circumstances of the individual case.

### **A. LEVEL I**

Disciplinary options may include, but are not limited to, any one or more of the following:

1. Verbal reprimand
2. Detention
3. Restrictions
4. Parent notification
5. Internal suspension

### **B. LEVEL II**

Disciplinary options may include, but are not limited to, any one or more of the following:

1. Parent notification
2. Parent conference
3. Restrictions
4. Internal suspension
5. External suspension
6. Notification of local law enforcement agency

### **C. LEVEL III**

The offenses in this class are of a nature that their commission represents a violation of law and are subject to civil and/or criminal penalties. This type of behavior is obviously unacceptable in the educational environment. The local law enforcement agency will be notified on all Level III offenses. In addition, the following action will be taken:

1. A first offense may result in a 10-day external suspension from school.
2. A second offense may result in a 10-day external suspension from school and a Board hearing shall be held with administration recommendation for exclusion of the student for the remainder of the school year.

The administrator may, if he/she considers the committing of offenses in this category serious enough to be a threat to the health, safety or welfare of others, request Board hearing for exclusion of the student upon commitment of the offense for the first time.