

# Downingtown Area School District

## Student Handbook



# GENERAL INFORMATION

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## ATTENDANCE PROCEDURE

The Pennsylvania Department of Education recognizes a limited number of reasons as legal excuses for missing school. They include illness, quarantine, and death in the immediate family, student court appearances and exceptionally urgent reasons that affect the student. 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, parents are encouraged to practice the following procedures. All district forms relating to attendance may be downloaded through the links listed below.

### I. EXCUSE PROCEDURES

Reporting Absences – When a student is absent from school for any reason, an excuse note must be submitted within three (3) days of the absence. A parent or guardian may email the school between 7:00 A.M. and 7:45 A.M. on the day of absence to report the reason for absence. An excuse note signed by a parent/guardian may be submitted at the attendance office. The note should include the student's name, grade, date of absence and reason. Excuse notes may also be electronically submitted using the Attendance e-mail address for your school:

[DE\\_Attendance@dasd.org](mailto:DE_Attendance@dasd.org)

[DWAttendance@dasd.org](mailto:DWAttendance@dasd.org)

- A. A physician's excuse will be required for any consecutive absence of more than three (3) school days.
- B. School Messenger – An automatic phone call will be sent to parents/guardians if a student has been marked absent from the first three (3) periods of a school day. If you feel the call was made in error and that your child is actually in school, please call the school's attendance office. Please email your child's teacher(s) for homework assignments if your child is absent three (3) or more days.
- C. If an excuse note for any absence is not received within three (3) days of returning to school, the absence will be considered unexcused/unlawful.
- D. **Advance Excuses -**
  - 1. Non-school-sponsored educational and family trips may be excused by the principal if the request is submitted no less than three (3) days in advance. Student academic records will be examined prior to any approval. [Absence Excuse Forms](#) can be completed and submitted online.
  - 2. Work missed due to approved educational tours or family trips may be made up, but the responsibility for the completion of that work will remain with students and/or parents. Teachers will work with students and parents, but not necessarily send work for the days of excused absence. In some cases, requests for work present an unfair burden upon the teachers, who may not have future lessons completely ready.
  - 3. Requests for students to be excused for more than one family trip during a school year will most likely not be honored.
- E. **Early Dismissal** – Every effort should be made to schedule appointments for doctor, dentist, etc., after school; however, when it becomes necessary for a student to be excused from school, the following procedures must be followed:
  - 1. Early dismissal forms are available at the attendance office or may be completed [online](#). Fully completed forms may be submitted either in person or via email, and must be received by the attendance office in the morning

before first period. Students can then pick up their passes over the course of the morning. The student receives an early dismissal pass from the attendance office that he/she shows to the classroom teacher.

2. College visitations shall be documented and a call to the parent will be made to verify the early dismissal. College visitations will require Official Documentation from the college/ university upon return from the visit. If the documentation is not submitted to the attendance office the next day prior to first period, the day will be considered unexcused.

## **II. ABSENCE AND TRUANCY**

### **A. General Procedure Relating to Student Absence**

1. The Pennsylvania School Code defines three types of student absence.
  - a. Excused: Absences for clearly established mental, physical or other reasons.
  - b. Unexcused or Unlawful: Absence for which acceptable evidence is lacking.
2. A physician's excuse will be required for any consecutive absence of more than three (3) school days.
3. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.
4. Students whose absence/tardiness is unexcused/unlawful will not be permitted to make up work; however, the building administrator may give consideration to extenuating circumstances beyond the student's control.

### **B. Acceptable Reasons for Excused Absences**

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parent relation.
11. Non-school-sponsored educational tours or trips, if the following conditions are met:
  - a. The person in parental relation submits a written request for excusal prior to the absence, within the appropriate timeframe.
  - b. The student's participation has been approved by the Superintendent or designee.
  - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
12. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.

### **C. Unacceptable Reasons for Absence: babysitting, missing the school bus, running errands, car trouble, shopping, etc.**

### **D. Makeup Work due to Absence - It is the student's responsibility to make immediate arrangements to make-up work missed while absent. The student must make up all work within two (2) days of the absence/tardiness for classes that do not meet every day and the day after the absence/tardiness for classes that meet every day. Students will have the same number of days as absences to make up the work. Students will not be permitted to make up tests or other work missed when unexcused absences occur.**

### **E. Corrective Measures and Penalties**

1. Unlawful Absences - When a student has accumulated three or more days of absence without a lawful excuse, an official, written notice shall be mailed to the parent/guardian.

2. Excessive Absences - The district's Home & School Visitor and building administrator(s) will review students' attendance records. Due to the signing of Act 138 by Governor Wolf in November 2016, the following changes have been implemented by DASD:
  - a. Parents of a student who has accumulated three (3) unlawful absences will be notified by letter of the school's concern regarding the student's attendance. This letter will be a warning that a meeting will be required when a student accumulates six (6) unlawful absences.
  - b. If a student accumulates six (6) unlawful absences, a School Attendance Improvement Plan (SAIP) meeting will be scheduled by school administration.
  - c. It is imperative that an excuse note is submitted within three (3) days of the student's return to school. If an excuse note is not submitted within that time frame or if the excuse provided is not one of the thirteen (13) reasons for an acceptable excuse, the absence(s) will remain unlawful.

### **III. POLICY ON ATTENDANCE PRIOR TO A SCHOOL ACTIVITY OR ATHLETIC EVENT**

- A. Students involved in extracurricular activities **MUST** be in attendance by 10:00 a.m. on the day of the scheduled activity or athletic contest in order to participate.
- B. A student/athlete may not participate in or attend any school activity on a day the student has an absence.
- C. School events (concerts, field trips, dances, etc.) and athletic contests scheduled on Saturday require proper attendance on the previous Friday.

### **IV. TARDINESS (Late to School)**

- A. All students must be in their first period class promptly at 7:40 a.m. Any student reporting to school after 7:40 a.m. must report to the attendance office for admission. Any student who does not report to attendance upon late arrival will be marked absent and receive detentions.
- B. A late arrival is excused if the student is home ill when school begins but then feels well enough later to report to school; or, has an appointment with a doctor, dentist, orthodontist, etc. All students arriving late should have a parent note explaining the lateness, but will be required to provide an excuse note the next school day **BEFORE** first period begins.
- C. After a student reaches 8 lates (excused or unexcused), he/she must have a doctor's note for each additional late.

### **V. CLASS LATES**

Students are expected to arrive to classes on time; four minutes are allowed for passing between classes.

### **VI. LEAVING SCHOOL BUILDING/GROUNDS**

Leaving the school building or grounds **WITHOUT PERMISSION** will result in disciplinary action.

### **VII. TWENTY DAY RULE**

A student who has accumulated more than 20 unexcused absences in an academic year may not receive credit for that academic year.

### **VIII. HOMELESSNESS**

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento. Categories of children who are "homeless" and entitled to the protections of the federal law are as follows:

- A. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- B. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- C. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- D. "migratory children" who qualify as homeless under federal law because the children are living in circumstances described in clauses (A) through (C) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding

36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and

- E. "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian." This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

If you believe that you fall under one of the above mentioned categories of children who are "homeless" and entitled to the protections of the federal law, contact your school counselor or the district's Home and School Visitor / Homeless Student Liaison. (Basic Education Circular, December 2016)

## **CHANGE OF ADDRESS**

Inform the main office and/or the counseling office in writing and provide proof if you have a change of address or phone number. Two forms of documentation with new address must be presented. In order to help with mailings and emergencies, please update student/parent email addresses in the parent portal.

## **COLLEGE ENTRANCE RECOMMENDATIONS**

- A. Most colleges have the following minimum course requirements:
  1. English – 4 years
  2. Mathematics – 4 years – Engineering students should have Trigonometry, Math Analysis and Calculus.
  3. Science – 4 years – 2 lab sciences
  4. Social Studies – 4 years
  5. Foreign Language – 2 years minimum of one language. Some colleges require three or four years.
  6. Electives – Colleges recommend electives be chosen that parallel areas offered in college, such as fine arts, humanities, etc., in preference to non-academic offerings. Note: Some colleges do have a fine arts requirement for admissions.
- B. In selecting students, most colleges give consideration to the following:
  1. Secondary grades.
  2. College Board (SAT) scores or ACT tests.
  3. Teacher recommendations.
  4. Counselor recommendations.
  5. Extra-curricular activities/activity resume.

## **COUNSELING DEPARTMENT**

Counseling services are available for educational planning, interpretation of test scores, occupational information, career information, study strategies, social-emotional concerns and home or school concerns. Appointments may be made through the secretaries in the counseling department at any time.

## **CURRICULUM ALTERNATIVES**

Downingtown High School has developed unique and alternative opportunities for students to hasten their high school education, develop saleable skills, receive college credit, or to explore career opportunities not included in the traditional school curriculum. These programs include: Career Work Experience, Early College Acceptance, Dual Enrollment, Independent Study and Internships. These programs and enrichments are also offered: The Gifted Education, Seminar, Honors Courses, and Advanced Placement Courses\ Examinations. Details concerning these alternatives may be obtained from the Counseling Department. Arrangements for enrolling in one of these programs must be made through the student's guidance counselor.

## **DETENTION PROCEDURES**

- A. Students must come prepared with enough books and materials to keep busy for the entire detention period.
- B. There is to be no sleeping, eating, or drinking. Students may not communicate with each other in any way.
- C. Cell phones and other electronic devices are only permitted to be used for instructional purposes.
- D. Failure to attend results in further consequences.

## DISTRICT DISCIPLINE CODE

The Downingtown Area School District Code of Student Conduct may be found on the district's website: [www.dasd.org](http://www.dasd.org)

Click on School Board.

- Click on Policies.
- Click on 200-Pupils.
- Click on Student Code of Conduct at the bottom of the list.

## DRESS CODE

The dress code must be followed at all times. Please refer to Downingtown Area School District Policy 221 at [www.dasd.org](http://www.dasd.org) for details.

## ELEVATOR

An elevator is available for students to use if prior approval is granted by the office. A student must first present a written request from a doctor stating the reasons for the need and an approximate time frame.

## FUNDRAISING

Any and all school fundraisers must be approved by the Building Principal or designee. Fundraisers during the school day must adhere to the Wellness Policy. Fundraisers not sponsored by the school administration are prohibited in the school building.

## GRADUATION REQUIREMENTS

The minimum district course requirements for graduation are: Classes of 2020 – 2021

| CREDITS    | SUBJECT   |
|------------|---|
| 4          | English (9, 10, 11, 12)   |
| 4          | Social Studies (9, 10, 11, 12)  |
| 3          | Science – Required: Biology   |
| 3          | Mathematics - Must include Algebra and Geometry courses   |
| 1          | Additional Math, Science or World Language  |
| 1          | World Language  |
| 1.66       | Wellness – Must include Freshman Wellness (0.5 Cr), Health (0.5 Cr), and Physical Education (0.66 Cr) courses |
| 0.34       | Graduation Project  |
| <b>6.0</b> | <b>Electives – additional courses to be drawn from all areas</b>  |
| <b>24</b>  | <b>Minimum Credit Requirements</b>  |

The Downingtown Area School District Graduation Project provides each student with the opportunity to go beyond the traditional educational program. By transferring learned skills to self-selected areas of physical, intellectual or artistic interest, students will: expand personal knowledge – apply learning to practical, real life situations – explore career paths – become lifelong learners.

## **HEAD LICE GUIDELINES**

The school nurses in the Downingtown Area School District will follow the guidelines of the American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control concerning the treatment and containment of head lice by implementing the following procedures in the event that a case of head lice has been confirmed for a student.

Guidelines:

- A. Upon report or discovery of live head lice, the School Nurse will privately check the affected child's head for live head lice.
- B. If live head lice are found, the School Nurse will call the child's parent and request that they take their child home.
- C. The School Nurse will advise on evidence-based treatment options and/or refer them to their health care provider.
- D. The affected child may return to school after treatment of live head lice, and will report to the school nurse to be approved for school attendance.
- E. Children may not remain in school if a significant number of live head lice are found, but they are permitted to remain in school if nits (head lice eggs) are found.
- F. If the student has siblings in the school district, the School Nurse will check the siblings for any live head lice.
- G. At the elementary level, a letter will be sent home to parents in the child's homeroom alerting them that a case of head lice was discovered and advising them to check for head lice and to treat if live head lice are discovered.
- H. Instructions in the letter should ask that if child is treated for head lice at home, the parent should contact the school nurse. The school nurse will then check that student's head upon return and follow the re-check policy.
- I. The School Nurse will re-check the affected child's head a week after treatment and follow the aforementioned guidelines if live head lice are found.

## **HEALTH, PHYSICAL EDUCATION & DRIVERS EDUCATION**

Grading: Grades are determined by using the District approved Health, Safety and Physical Education Curriculum. All curriculums are based on State and National Standards.

- A. Health and Driver Education
  1. On-going assessments include but are not limited to: tests, quizzes, homework, class work, individual and small group projects, teacher observation, role-playing, class discussion, brainstorming and surveys.
- B. Physical Education
  1. Assessments – 75% of the marking period grade
  2. Daily physical assessments
  3. Cognitive assessments: Journals, logs, observations, peer assessments, tests, quizzes, reports and projects
  4. Homework
  5. Preparation – 25% of the marking period grade
  6. Dress
  7. Materials needed for class

**Make-Up Physical Education Class:** Make-up Physical Education classes are available if you are absent from class. Individual teachers will determine the dates and times of their make-up classes. In order to receive credit for your make-up class you must be dressed in the required gym clothes, arrive on time and participate fully in the activity and assessment. A class cut cannot be made up.



## **HOMEWORK GUIDELINES**

Downingtown High School is a highly competitive, comprehensive academic high school, which prepares students for further education as well as the demands of a changing and complex society. Homework is an integral part of the learning process and without it, the student's success will be limited. Participation in homework indicates that a student is willing and ready to accept the responsibility for his/her own education. Homework helps students to develop organizational skills, self-discipline, good work habits, skills for working independently, and personal responsibility. The amount of time that each student spends on homework will vary depending on the student's ability and the level of difficulty of the course content.

Types of Homework: Creative homework assignments involve synthesizing or integrating concepts and skills in new and different ways. Extension/Application homework assignments involve transferring an idea or skill to a new or different situation. Practice homework assignments involve drill or repetition of a skill or concept after it has been taught. Preparation homework assignments involve reading or study prior to the classroom lesson or test. The completion of homework is the joint responsibility of the student, parent and teacher.

- A. Student responsibilities:
  - 1. set homework as a top priority
  - 2. keep record of assignments
  - 3. complete homework and submit by due date
  - 4. budget time so the assignment can be completed to the best of his/her ability
  - 5. arrange all make-up assignments with teacher
- B. Parent responsibilities:
  - 1. assist student in setting homework as a top priority
  - 2. provide an appropriate setting for the student to complete homework assignments and projects
  - 3. monitor completion of assigned work
  - 4. encourage positive attitude toward school and homework
- C. Teacher responsibilities:
  - 1. hold students accountable by providing timely evaluation of assignments
  - 2. convey to students methods of accountability and standards for acceptance
  - 3. allow reasonable time to complete the assignment
  - 4. clearly state directions and assignment
  - 5. identify goals and/or objectives for the assignment

## **HONOR ROLL**

Distinguished Honors.....\*A's in all courses

High Honors.....\*A's in at least two majors and more than one-half of all courses taken. B's in remaining courses. No C's.

Honors.....\*A's in at least two courses (one must be a major). A maximum of one C. All others must be B's.

## **LATEX**

Due to increased latex sensitivity among students, latex balloons and latex gloves are not permitted on school premises. Students should make every effort to keep latex-based products out of the school.

## **LOST AND FOUND**

The Lost and Found is located in the main office and the café. Valuable items should be turned into the main office.

## MARKING SYSTEM

| GRADE | %      | GRADE POINT | GRADE POINT AVERAGE |
|-------|--------|-------------|---------------------|
| A     | 90-100 | 4           | 3.6 - 4.0           |
| B     | 80-89  | 3           | 2.6 - 3.5           |
| C     | 70-79  | 2           | 1.6 - 2.5           |
| D     | 60-69  | 1           | .6 – 1.5            |
| F     | 0-59   | 0           | 0 - .5              |

In order to pass a course for the year, a student must achieve a 59.5% average as their final grade.

Any student who receives an “I” (incomplete) is required to address the incomplete within two weeks of the end of the marking period. If the incomplete is not removed within that time, the “I” will be changed to “F”. Since an incomplete grade may be established any time during a marking period, it is the responsibility of the student and teacher to make provisions to remove the “I” within the specified time period.

**Student Recognition:** As per Downingtown Area School District Policy 214, and the associated administrative guidelines approved on June 12, 2013, DASD will use a Latin, college-style honors system and no longer use the designations of valedictorian and salutatorian. Such a system shall recognize all students with weighted GPAs of 4.40 or higher as summa cum laude, all students with weighted GPAs between 4.20 and 4.39 as magna cum laude, and all students with weighted GPAs between 4.00 and 4.19 as cum laude.

## MEDIA CENTER

**Hours:** Media Center hours are Monday through Friday 7:15 a.m. to 2:45 p.m. Library passes are required during school hours. No pass is required before and after school hours. Students may use the Media Center during their scheduled lunch period by obtaining a pass at the beginning of the day.. Students must sign in at the circulation desk. If a student requires use of the Media Center outside of the hours, prior arrangements may be made with Media Center staff.

**Activities:** The Media Center is welcoming, but is primarily a place for academic study. Students are encouraged to remain supportive of an academic environment and limit disruptions. Students are encouraged to visit the Media Center to complete class assignments, research various databases, peruse the print collection, check out materials, browse the magazine collection, use the computers and iPads, or read for pleasure. Media Center use during free time is a privilege.

**Study Halls:** Upon entering the Media Center, a study hall student must present a signed hall pass at the circulation desk. Attendance will be verified. The Media Center staff reserves the right to send a student back to study hall or class if the Media Center is too crowded or if the student behaves inappropriately. Students are expected to stay in the Media Center for the full period.

**Independent Research:** Students may be sent from a class to the Media Center to work on a particular assignment. The student will not be admitted without hall pass signed by a teacher. Upon departure, the Media Center staff will sign the agenda book and indicate the time of departure.

**Computer Use:** Students desiring computer access must login to the network. Laptops, iPads, printers and a student copier are available for school assignments. Use of this equipment is a privilege and will be revoked if there is inappropriate use or conduct with the Media Center equipment. Class use of computers is given priority.

**Internet:** Online access to information and communication is encouraged. However, the use of technology brings new levels of opportunity, as well as responsibility. Downingtown Area School District requires that students using online access to the Internet have an approved Acceptable Use Policy.

**Unacceptable Internet Activities:**

- A. Copying, saving, or redistributing copyrighted materials.
- B. Revealing student’s home address, phone number or other personal information.

**Scheduled Classes:** Class visits are welcomed but must be scheduled with the Media Center staff. The teacher and the media specialist will work collaboratively to plan the activity prior to the visit. Faculty members are expected to directly supervise a class of students brought into the Media Center.

**Offenses:** Theft or damage to books, furniture, computers or other Media Center materials will result in the loss of all Media Center privileges, payment for damages and possible legal action [\*PA School Law].

School Laws of Pennsylvania, Sec. 427, Act of June 14, 1961, and P.L. 3245 reads in part: Any person who shall willfully cut, mutilate, mark or otherwise injure any book, pamphlet, magazine, newspaper, manuscript or other property of a public school, shall be deemed to be guilty of a misdemeanor, and may be prosecuted for said offense before any competent jurisdiction.

| ITEM      | RETURN POLICY | FINE PER DAY |
|-----------|---------------|--------------|
| Books     | 14 days       | .05          |
| Reference | 7 days        | .25          |

**NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen years of age ("eligible students") certain rights with respect to the student's education records. Please review Board Policy 216-AG-3 on our website regarding the sharing of student directory information. If you would like to opt-out your child, you must notify the school district in writing by September 30, 2020. Please email or mail all requests to opt-out directly to your child's school.

**PARKING PRIVILEGES**

Parking permits will be reserved for Junior and Senior students who are in good standing and without obligations (i.e., fines, textbooks, graduation project, etc.). Students may lose this privilege as a consequence of discipline issues.

**PROM**

School attendance is required the day of the prom. On days where the prom falls on an exam day, students must attend all final exams. Should the prom be scheduled for a Saturday, students must be in attendance the day prior. Students with obligations will not be permitted to attend the prom. Obligations include (but may not be limited to): graduation projects, textbooks or their replacement cost, library fines, negative cafeteria balances, etc. The District Code of Conduct will be followed and enforced at the prom.

**RESEARCH GUIDELINES**

The DASD Guide to the MLA Research Paper will be available to students through their English teachers and posted on-line. All students should use this guide when conducting formal research.

**REPORT CARDS**

Report cards are issued four times a year and students/parents can print a hard copy from the Parent Portal. A copy can also be provided by contacting the Main Office. Mid-marking period deficiencies are distributed to the students or posted electronically when appropriate.

**SCHOOL CLOSINGS / LATE OPENINGS / WEATHER EMERGENCIES**

During inclement weather, it may be necessary to either delay the opening of school or cancel school completely for the day. School closings will also be listed on the district’s web page, [www.dasd.org](http://www.dasd.org) and phone messages will be sent from the Superintendent via School Messenger.

## **SCHOOL DAY**

Classes are in session from 7:40 a.m. to 2:40 p.m. Students are required to be in school on time for first period class. Students may not leave school between classes or before their last class without permission from the attendance office.

## **SCHOOL ASSISTANCE PROGRAM (SAP)**

The Downingtown Area School District has developed a Student Assistance Program, (SAP) which is available to all students. The SAP is composed of school staff that have been trained to identify issues related to alcohol, tobacco and other drugs and mental health issues that pose a barrier to school success. The primary goal of the Student Assistance Program (SAP) is to help students overcome these barriers in order that they may achieve, remain in school and advance.

The Student Assistance Specialist or Prevention Specialist is also a member of the SAP team. This professional is uniquely qualified through training and experience to work with students and families. The SAP team is comprised of a building administrator, guidance counselor, teachers and nurse. The team does not replace the guidance counselors.

The SAP team is available to all students for assistance with problems of an immediate, non- academic nature. Students, parents, teachers and staff may refer anyone to the team. Each referred student periodically meets with a team member. While these meetings remain confidential, parental consent is required and parent involvement is encouraged whenever possible.

To make a referral to the SAP team, complete a form in the counseling office, in designated areas around the school, see a SAP team member or see the Prevention Specialist or Student Assistance Specialist in the school.

## **VIDEO SURVEILLANCE**

To assist school personnel in maintaining a safe school environment, the school building and grounds are electronically monitored at all times.

## **RECORDING DEVICES**

To accommodate special needs as required by State and federal law, certain students in your child's classroom might have the right to audio record, or to receive teacher- made audio recordings of discussions that occur during instructional activities. These recordings could include the voice of your child. The child making the recording or for whom the recording is made will use the recording solely to support his or her ability to access and retain educational information. The recording will be destroyed when it is no longer necessary for that purpose. Recordings shall not be maintained by or otherwise considered educational records of the District for any purpose. The use of audio recordings in the classroom will be limited to students with disabilities who are unable, as a result of their disabilities, to record information independently in written form when such information is required to aid memory or learning and when audio recording is identified as an adaptation or accommodation on the individualized educational programs ("IEPs") or Section 504 accommodation plans of such students. The audio recording device shall only be used when necessary to capture spoken or written information in the classroom that nondisabled peers would be expected to record in written form. The use of audio recordings shall be for the sole use of the student for the educational use stated in his or her IEP and shall not be shared with any third party. All recordings are the property of the Downingtown Area School District, and the use of such recordings for any purpose or in any manner other than as described in these guidelines is strictly prohibited. All recordings will be erased or destroyed when no longer necessary for educational purposes and shall not be maintained as, or otherwise considered, educational records of the District for any purpose.

## **WRITING FORMATS**

**GUIDELINES FOR A STANDARD FIVE-PARA- GRAPH COMPOSITION:**

- I. INTRODUCTION:
  - A. The introduction must include:
  - B. Attention-getting statement(s)
  - C. A thesis statement
  - D. A statement of development
  - E. Evidence of transition

## II.,III.,IV. BODY PARAGRAPHS

- A. Each body paragraph must include:
- B. A topic sentence
- C. At least four sentences supporting the topic sentence \*\*\* Each topic must be discussed in the same order that it appears in the statement of development.
- D. Evidence of transition from one paragraph to the next

## V. CONCLUSION

- A. The concluding paragraph must:
- B. Restate the thesis
- C. Restate the statement of development
- D. Draw logical conclusions without introducing any new information

### *DEFINITIONS:*

Thesis Statement: A thesis statement is a statement of purpose, intent, or the main idea of the paper. It is the idea that controls the entire paper. A thesis statement expresses a subject and attitude.

Statement of Development: The statement of development names the three ideas discussed in each body paragraph. The three ideas are stated in the order in which they will be discussed in the body paragraphs.

Topic Sentence: A topic sentence states the main idea of the paragraph and relates to the thesis statement.

Support: Support is specific information that helps a reader understand the topic sentence. Kinds of support that can be used include examples, details, facts, reasons and incidents.

Transition: Transitions are words and phrases that act as bridges between ideas. They connect thoughts by showing the kind of logical relationship that exists between ideas.

\*\*\*Note: Avoid sentence fragments and run-on sentences!!

### *HOW TO DO A WORK CITED PAGE: (Use MLA Format)*

A work cited page is a list of all the sources one uses to prepare a paper. Failure to give credit for anyone else's words or ideas is plagiarism.

The following should be kept in mind when doing a work cited:

- Sources should be listed in alphabetical order using the first word of the entry. Ignore the introductory words "a", "an" and "the" at the beginning of a title when alphabetizing. (If using a computer, Cut and Paste the entries into alphabetical order.)
- The first line of each entry should always begin at the margin. If a second or third line is needed, indent each line ½".
- All entries must follow the format given. Punctuation, spacing, and capitalization must be exact.
- Always check the latest edition of the MLA handbook.

The following examples show how to document different types of sources:

### *BOOK WITH AN EDITOR:*

DeMontreville, Doris, ed. *Third Book of Junior Authors*. New York: The H.W. Wilson Co, 1972.

*BOOK WITH ONE AUTHOR:*

Maynard, Thane. *Saving Endangered Mammals*. New York: Franklin Watts, 1992.

*BOOK WITH NO AUTHOR OR EDITOR KNOWN:*

The Presidents: Washington to Reagan. New York: Greenwich House, Inc., 1984.

*BOOK WITH TWO AUTHORS:*

Kraus, Scott and Kenneth Mallory. The Search for the Right Whale. New York: Crown, 1993.

*MAGAZINE ARTICLE:*

Satchell, M. "An Issue for the White House: Tigers and Rhinos." U.S. News & World Report 28 March 1994, 22.

*NEWSPAPER ARTICLE*

Jaffe, Mark. "Species Act's Uncertain Future." The Philadelphia Inquirer 13 Feb. 1994. (Section D), p. 11.

*INTERNET:* Give as much information as you can find.

Last name of author, first name. "Title of article." Name of website. Date of publication. Sponsoring organization. Date information was accessed <url>.

*ONLINE IMAGES:*

Hubble Space telescope release in the Space Shuttle's Payload Bay. [On-line Image] Date of publication.  
<<http://explorer.arc.nasa.gov/pub/SPACE/GIF/s31-04-015.gif>>, ACCESS date.

## CHESTER COUNTY EMERGENCY RESOURCES

|  |                              |
|--|------------------------------|
| MEDICAL EMERGENCY  | 911                          |
| Valley Creek Crisis Intervention (Mental Health Emergencies) | 877-918-2100<br>610-280-3270 |
| Valley Creek Crisis (Warm Line – non emergencies)            | 866-846-2722                 |
| Suicide Prevention Hotline                                   | 1-800-273-TALK (8255)        |
| CHILD LINE (Child Abuse Hotline)                             | 800-932-0313                 |
| Crime Victim Center (Sexual Assault Hotline)                 | 610-692-7273                 |
| Crime Victim Center (Information)                            | 610-692-7420                 |
| POISON CONTROL   | 800-222-1222                 |

### The Non-Discrimination Policy, PA Code 22: Chapter 15

*Downingtown Area School District shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the Director of Human Resources, Downingtown Area School District, 540 Trestle Place, Downingtown, PA 19335, phone number 610-269-8460.*