

GARRETFORD PARENT HANDBOOK 2020-2021

“A GREAT PLACE TO GROW”



UPPER DARBY
GARRETFORD
ELEMENTARY SCHOOL

WE ARE RESILIENT ROYALS

Garrettford Elementary School

3830 Garrett Road, Drexel Hill, PA 19026

A National School of Excellence

Welcome

Dear Garrettford Families,

We are excited and honored to welcome you to the beginning of the 2020-2021 school year at Garrettford Elementary School! This school year is destined to be a unique; yet, joyous experience for us all. Our mission at Garrettford is to set a positive and productive environment that is conducive to achievement in the academic and affective domains.; therefore, our highly qualified teachers and dedicated support staff will do their absolute best to provide a fun and productive learning experience for our students.

During these unprecedented times, we are committed to maintaining the highest standards so that there will be no shortage of opportunities for your child(ren) to feel challenged on a daily basis. Our ultimate goal to achieve success is to improve every child's academic levels by providing structured synchronous and asynchronous lessons in all content areas while infusing a wide variety of options for students to stay connected to their school community and peers. Importantly, our success is driven on our dedication to providing the best learning environment for all students while continually forging positive relationships with all families and members within the community. We are looking forward to a productive and successful school year!

Your Partner in Education

Principal Allen Brydges

MEMO FROM THE GARRETTFORD HOME & SCHOOL ASSOCIATION

Garrettford Home & School Association is organized by and consists of parents, guardians, and grandparents who give of their time and talents in various ways to support the children of Garrettford Elementary. Our volunteers plan events, help the teachers with special projects, and assist on class trips. They bake items for fundraisers, assist in our library, and display students' artwork throughout our school. They provide guidance for the children to arrive safely onto school property and much more. Your visibility as a volunteer shows children adults do CARE.

With our Home & School fundraisers, we are able to provide the "EXTRAS," those educational materials not funded by the District. Some extras include smart board technology for the classrooms, bus costs for the 5th grade Echo Hill trip, additional books for the library, and other school sponsored trips as well as a school store where children may buy supplies each week.

The Garrettford Home and School Association continues only with YOUR support. Parents and guardians are encouraged to get involved because many hands make light work. So please become active with the Home and School. Help us continue to enhance the education of our children. Volunteer some time and show our children you care about their FUTURE.

YOU CAN MAKE A DIFFERENCE

We can't do it without you. We invite all families to attend our monthly meetings that currently will be held virtually. Our meetings are typically held the second Tuesday of each month. Please check the calendar for exact dates. We welcome and need your input to be effective liaisons between you and the school. Volunteers are also encouraged for various opportunities once we return to the schools. No amount of time is too little and all efforts are greatly appreciated.

Please join us on Facebook at Garrettford Home & School and feel free to email us any time at GarrettfordHandS@gmail.com You can also contact any member of the Board.

Thanks in advance for your support. Here's to the 2020-2021 School Year! Royals Pride! We are ALL in this TOGETHER!

Home and School Board Members for 2020-21

President	Nicole Lauria	267-490-0068
Vice-President	Steve Sarti	610-883-3620
Treasurer	Gabriel Chavarria	484-860-5723

2020-21 Theme

Our theme this year is **WE ARE RESILIENT ROYALS!** Last year we spent a lot of time on Growth Mindset and the power of staying positive. I wanted to build on the work we did last year and continue with a Growth Mindset theme. During these challenging and unprecedented times, we really need to encourage our children to be resilient. Teachers will be incorporating this theme into their daily lessons and morning meetings.

School Mission Statement

Garrettford's mission is to set a positive and productive environment that is conducive to achievement in the academic and affective domains. It is based on the premise that each child is an individual of intrinsic worth with the potential to become an independent learner and the ability to adapt to this ever-changing society. We believe that real learning involves thinking and that the ability to think can be nurtured and cultivated in everyone.

Upper Darby School District and Garrettford Information

This handbook will provide you with important information about the programs and policies of the Garrettford School and the Upper Darby School District.

Please keep this guide as a reference to use throughout this school year. The Garrettford Staff and School Community are committed to the development of each child academically, physically, emotionally and socially. We are dedicated to ensuring that each child's needs are met and that he/she is supported in their educational journey. As our tagline statement proudly proclaims, "Garrettford: A Great Place to Grow."

OFFICE HOURS 8:00 AM – 4:00 PM

Secretaries: Mrs. Denise Kennedy and Mrs. Irene Zahner

PHONE NUMBERS

Telephone 610-626-9168

Fax..... 610-626-8348

Transportation 610-352-7112

Transfers

Parents should notify the office at least 2 weeks in advance if their child will transfer to another school. All textbooks, library books, and other school property must be returned prior to the child's last day of school.

Change of Address and Phone

For emergency and attendance purposes, all changes of address or changes in guardianship must be processed through the Central Registration office (610-352-2400) and also be sent to the school immediately. Up-to-date records are essential in handling emergency situations. Home, work cell or emergency contact phone number changes should be reported directly to the main office and updated by the parent/guardian in the Home Access Center.

ParentLink

We will communicate emergency messages to staff and families by way of this voicemail system. Accurate phone numbers are critical for this system to work properly.

Home Access Center

The Upper Darby School District will be using email as its primary means of communication with parents. Parents must ensure that the district has an accurate email address for your family in our student information system. Parents can update or add email addresses by logging into the Home Access Center. The Home Access Center will also allow you to access your child's grades, attendance, and other important information. The link to the Home Access Center can be found on the Upper Darby School District website at www.upperdarbysd.org. If you do not have an email address or access to email, please contact the office.

Lunch and Breakfast program

The school district has been approved for the Community Eligibility Provision through the PA Department of Education. This means that ALL students in grades K-12 are automatically eligible to receive breakfast and lunch at no charge to families every day, beginning the first full day of school. Families do not have to fill out an application. Free breakfast and free lunch will be provided automatically to any student who would like it.

The District's Grab and Go Food Distribution Program will be located at nine (9) sites throughout the Upper Darby School District area: Bywood Elementary School, Stonehurst Hills Elementary School, Highland Park Elementary School, Garrettford Elementary School, Hillcrest Elementary School, Primos Elementary School, Westbrook Park Elementary School, Aronimink Elementary School, and Upper Darby High School. Students, parents or guardians will have the opportunity to pick up ten (10) meals for the week on either Monday or Wednesday between 11:00 a.m.- 1:45 p.m.

Garrettford Staff List

Grade/Rm.

K-9	Taylor Murray	Principal	Allen Brydges
K-111	Rosemary Farrell	Lead Teacher	Kristin Meehan
K-122	Kara Buchy	Secretaries	Irene Zahner Denise Kennedy
1-1	Nicole Dougherty	Nurse	Meg McDonough
1-5	Dana Karsh	Psychol. 29	Evelyn Razryadov
1-6	Lisa McVeigh	Social	Marcie Monachello
1-10	Sarah Burbidge	Worker	
1-51	Bonnie Stritzinger	Security	Richard Buggy
		Secretaries	Irene Zahner

2-119	Barb Lawler	Building Subs	
2-120	Christine Trickel		
2-121	Linda Larkin		
2-123	Cheryl Murray		
3-219	Serena Skariah		
3-220	Anna Kelleher		
3-221	Deirdre Dunfee		
3-222	Sandy DeMalta		
3-225	Carolyn Kelly		
4-203	Nicole Baran		
4-204	Cynthia Kelly		
4-205	Tatiana Ribeaux		
4-206	Lisa Saputelli		
4-227	Joni Perlman		
4-228	Mickey Losch		
5-31	Jim Donahue		
5-33	Cathy Possenti		
5-34	Jennifer Coughlin		
5-35	Bernadette Udovich		
P1	Alec McKnight		
P2	Kathleen Clayton		
Music 103	Marty Hyde		
Music 109	Caitlin Lesniak		
P.E.	Andrew Caldwell		
Art 215	Sean Carey	PCAs	Mary Martin, PCA
Libr 210	Donna Melvin		
Reading –	Lori Gamber		Jennifer Kantner, PCA
117	Mary Ostrowski		(Sensory)
118	Lisa Jesse		
RtI Tut.	Amy Payne, Nicole Cristinzio,	Building	
1R/5R/6R	Amee Diehl	Assistants	
SPEC.	Jeanne Ortlieb (Gr. 4)	Computer	Annetta Flynn
36	(Gr. 1/2)	Asst.	Jenn Lewis (Office)
ED.			
50B			
	Laura Jenkins (Gr.K & 3)		Cynthia Tully (Library)
50A	Megan Rooney (Gr. 5)		
37		Special Ed	Susan Harris-Pinto
		Asst.	

Seminar	Danielle Donahue		
Speech	Caitlin Garvey	Cafeteria	Dawn Barbone, Spv.
219A			
ELL stage	Laura Jamison		
PT 28			
OT 28	Christine Gaspar		


Garrettford Elementary School's Students & Parents

Expectations for Virtual Learning

DAILY STUDENT EXPECTATIONS FOR LEARNING:

- Attend and participate daily for either synchronous or asynchronous learning sessions. Students in the AM Cohort should be signed in by **8:30am** every morning awaiting teacher login promptly at 8:30am to start Morning Meeting. Students signing in after **8:45am** will be marked late. Students in the PM Cohort should be signed in by **1:00pm** every afternoon awaiting teacher login promptly at 1:00pm to start Afternoon Meeting. Students signing in after **1:15pm** will be marked late.
- Properly care for technology and other learning materials provided by the school.
- Check daily communications in your assigned web-based platform. Schoology will be utilized for instructional and specific classroom communications between teacher and student/parents. These communications will include but not limited to: weekly learning objectives, assignments, homework, instructional questions/concerns. Google Meet will be utilized for synchronous instruction.
- Students need to complete learning activities for each class by the date identified by the teacher. Learning activities may be completed digitally, in students' workbooks, or tangible packets.
- Check for communications and/or feedback from teachers and respond to any teacher email or question on assignments within 24 hours, Monday-Friday.
- Establish a good work space at home. (Separate space, clean and organized, have all the tools/items you need, distractions set aside, etc.)
- Be sure to follow the set Norms and Participation Expectations established by your teachers. Proper behavior and interaction with each other online is mandatory.
- Expectations for student interaction virtually with students and staff is the same expectation as if in the classroom. Follow appropriate internet rules, policy and

procedures. Adhere to the Student Code of Conduct.

<p align="center">Garrettford Elementary School’s PBIS Expectations</p>	<p align="center">PBIS Signs Text – COVID - 19</p> <p align="center">Virtual Classroom – Meetings or Live Lessons</p>
<p>Be:</p> <ul style="list-style-type: none"> • Respectful • Responsible • Safe <p align="center"> Equity & Engagement </p> 	<ul style="list-style-type: none"> • Stay in your seat • Stay visible • Stay in the virtual meeting • Use equipment as intended • One person talks at a time • Raise your hand • Mute your mic when not speaking • Use kind words • Be present, and on time • Have supplies ready • Follow directions • Accept feedback • Participate

- Your teacher may include videos, notes, & slide decks of materials to help you learn the content.
- Written assignments, online quizzes, reading, or other work to be completed independently, may be included. This may include live check-in via video or text chat during scheduled available times per class.
- Videos or screencasts may be posted of presentations, explanations, etc.
- Students may be asked to record themselves -- for language, talking through math problems, reading for fluency and comprehension, doing physical activity, music lessons, art projects, etc. **Video recordings of students are solely used for teacher instruction and feedback. Recordings of students will not be posted in a public forum without parent consent*

We will be using features in Google Meet and Schoology as our primary source of teaching and learning

SPECIAL EDUCATION

- Special Education staff will continue to provide services for students to the best of their abilities through a virtual format.
- Families should contact their special education case manager with specific questions pertaining to their child’s IEP.

- Students whose IEP requires 1 to 1 support will receive support from a Special Education Assistant in addition to instruction from their teacher.

I NEED HELP!

Communicate concerns as they arise. Please reach out to your teachers, counselors, and principal should you need extra support with your academics, work load or need to connect with an adult. See resource contacts listed below.

Tech Support	<p>For supports with technology platforms or accessing passwords please reach out to the Garrettford Office Staff at 610-626-9168.</p> <p>To obtain new technology, internet issues, or issues with accessing grades online please contact Tech Support. The offices are open for in person support Mon-Fri 9am-2pm. The phone number is 610-352-3250.</p>
General Academics	<p>For elementary students in K-3rd grade, parents should contact their child’s classroom teacher via email. If a response is not given within 48 hours, please reach out to the main office.</p> <p>If students have questions, grades 4th-5th students are encouraged to contact the teacher via their District-issued email. We encourage students to remain patient for teachers to provide a response, as teachers may be assisting other students. If a response is not given within 48 hours, please reach out to the main office.</p>
Lead teachers	<p>For supports in grades Kindergarten – 5th, please reach out to Mrs. Kristin Meehan at kmeehan@upperdarbysd.org.</p>
ELL & Translation	<p>For supports in grades Kinder-5th and with translation please reach out to Mrs. Laura Jamison at ljamison@upperdarbysd.org</p>
Special Education	<p>For support with Special Education, reach out to your child’s case manager which is most likely his/her classroom teacher.</p>
Self Care	<p>School Social Worker: Mrs. Marcie Monachello at mmonachello@upperdarbysd.org</p> <p>Health & Immunizations: Nurse Meg McDonough at mmcdonough@upperdarbysd.org</p>

Attendance General Questions	Reach out to Mrs. Jennifer Lewis at jlewis@upperdarbysd.org
Still need support	Principal Brydges at abrydges@upperdarbysd.org

STUDENT ATTENDANCE

- Students are expected to attend class every day. Same protocol is in place as it was in the school building. All absence communication such as doctor's notes, or sick notes need to be scanned to our Attendance Department for documentation. If a scanner is unavailable, take a picture and forward to Jen Lewis at ges-attendance@upperdarbysd.org.
- Students need to complete learning activities for each class by the date identified by the teacher. If there is extended research/project, there may be a daily check-in or reflection on progress.
- Classroom teachers will reach out to the student's parents/guardian who have been inactive for two days. If the teacher is unable to get a response or is unable to resolve the attendance issue, teachers will then report these individuals to the counselor for additional support. The Attendance Team will monitor those students who have been reported by the teacher as being inactive as well as implement additional supports.

STUDENT COMMITMENT

1. ***My Best Effort***- I understand that my education is important, and I will always work, think, and behave in the best way I know how and do whatever it takes for me to learn.
2. ***Attendance and Timeliness***- I understand the need to be on time for school every day by logging in by 8:30am or 1:00pm; ready to learn. I will ask for and make up all missed assignments.
3. ***Dress Code***- I will wear proper attire every day during instruction.
4. ***Homework***- I will complete all of my homework and read every night. I will not offer excuses; I will seek the help I need to complete all of my homework in a top-quality manner.
5. ***Communication***- I will be respectful to all school members and to school property. I will deliver to my family notices and other communications sent from the school. I will do something good for someone, every day.

HOW CAN PARENTS & GUARDIANS SUPPORT AT HOME?

1. Monitor students log on and assure students are completing course content. Homework will be assigned and will count towards student participation grade.
2. Assure students log on for synchronous learning experiences and complete assigned assignments for asynchronous learning. Students will need additional support during asynchronous learning activities.

3. Assure students have time for digital learning experiences that are not during scheduled learning times.
4. Provide a decluttered quiet space for learning. Helps students keep their materials organized and ready for daily use.
5. Assure proper care of technology and learning resources.
6. Build positive relationships with school staff and have open communication with teachers to ensure students are supported in school and at home. Build a common language with staff so students see the connections as well as the matching expectations between home and school. Share concerns as needed.
7. Review student work and when possible discuss content with children. Reach out to staff members and classroom teachers for additional information and support.
8. Support student's adherence to all safety precautions, rules and policies.
9. Help students develop a daily schedule that includes a balanced breakfast, lunch and snack throughout the day. Maintain a schedule that provides adequate rest.
10. Attend school informational meetings, parent conferences, and town halls, virtual community building events to gather as much information ensuring students stay in the know.

PARENT/GUARDIAN COMMITMENT

Timeliness/ Attendance- I understand that every school day is important and I will ensure that my child arrives on time, ready to learn. If my child needs to miss school, I will contact the school in writing to get makeup work for my child's absence.

Support & Homework- I agree to support my child's academic work by communicating regularly with my child's teachers and/or case manager, by scheduling appointments to talk with them as needed, and by attending all Family/Teacher meetings to discuss report cards or progress reports.

Independent Reading- I understand that my child should read a book or text of interest every night for *at least* 20 minutes for Kinder-2nd grade; 30 minutes 3rd-5th grade.

Communication- I will do all I can to maintain two-way communication with the school. I will read letters and notices received from the school and will return phone calls from school staff within a timely manner. I will sign up and update my contact information on Home Access Center (HAC) to receive school alerts and pertinent information. If I am asked to attend a virtual meeting regarding my child's education or behavior, I will be there.

***Please acknowledge you and your child understand the contents of the digital handbook by signing the Digital Handbook Acknowledgement form below:**

Digitally Sign: _____

ABSENCES

The Board considers the following conditions to constitute reasonable cause for absence from school or an excused absence:

1. Illness
2. Quarantine
3. Family emergency
4. Recovery from accident
5. Death in family
6. Family educational travel, upon written request from parents/guardians with prior written approval from the building principal. No educational travel will be approved for students required to take PSSA, Keystone or other state mandated testing, during mandatory testing periods
7. Educational tours and trips, upon written request from parents/guardians with prior written approval from the building principal. No educational tours/trips will be approved for students required to take PSSA, Keystone or other state mandated testing, during mandatory testing periods.

When a child is absent from virtual learning, an explanation of absence email must be sent to: ges-attendance@upperdarbysd.org. Children who do not send a valid explanation of absence email within three days will be marked truant. Three truanancies will be reported to the Department of Attendance Services. Following the third truancy, a family meeting will be scheduled to create a School Attendance Improvement Plan.

It is the policy of the Upper Darby School District to excuse pupils from school if their religious affiliation requires them to observe a holiday. Legal excusal will be granted on written request from the parent or guardian of the pupil involved.

LATENESS

A student is considered late to school after 8:45am if enrolled in the AM Cohort. A student is considered late to school after 1:15pm if enrolled in the PM Cohort. Please refer to the Elementary Code of Conduct for consequences related to student lateness. Frequent lateness will warrant an investigation by the Principal and the Social Worker and/or the Department of Attendance Services.

PBIS






Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. The PBIS model is a research-based strategy that is supported

by the State of Pennsylvania, the Federal Department of Education and Upper Darby School District. PBIS uses a 3-tiered approach to reduce problem behavior as a barrier to student achievement.

PBIS is taught to students through a series of lessons throughout the school year. Students are taught how to **Be Safe, Be Respectful and Be Responsible** during virtual learning sessions.

Safety and Behavior

Expectations for our Online Classroom

	<p>Muting:</p> <ul style="list-style-type: none"> • Whenever you enter a virtual classroom, mute yourself (unless your teacher has already muted you) • If you are asked to unmute, be sure to mute again after you speak.
	<p>Questions:</p> <ul style="list-style-type: none"> • You can type your questions in the chat and wait for your teacher to answer them. • You can raise your hand and wait for the teacher to call on you.
	<p>Speaking:</p> <ul style="list-style-type: none"> • Wait for the teacher to call on you to unmute yourself. • Only one person should speak at a time. • Speak loudly and clearly. • Mute yourself again when you finish speaking.
	<p>Where to look:</p> <ul style="list-style-type: none"> • Look into the camera when you are talking.
	<p>Responsibilities:</p> <ul style="list-style-type: none"> • Be on time. • Be prepared – have your books, paper, pencils and anything else you’ll need with you. • Stay attentive. • Your behavior should be the same as if you were sitting in your classroom at Hillcrest.

The Upper Darby School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, disability, or limited English proficiency in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504. All concerns regarding discrimination should be directed to:

Edward Marshaleck

Title IX Coordinator

Edward Marshaleck

Assistant Superintendent for Student Services

4611 Bond Ave

Drexel Hill, PA 19026

(610) 789-7200 ext: 3208

emarshaleck@upperdarbysd.org

Policy 103 - Nondiscrimination/Discriminatory Harassment - School and Classroom Practices, AR-0, 1 (old), 4 Attachments (new)

Policy 104 - Nondiscrimination/Discriminatory Harassment - Employment Practices, AR-0,1,2 (old), 3 Attachments (new)

Policy 247 - Hazing, AR-0, 1, 2, 3 (0,2- new, 1,3 - old), no attachments

Policy 249 - Bullying / Cyberbullying, AR-0,1,2 (0,2-new, 1-old), no attachments

Policy 317.1 - Educator Misconduct, AR-0 (old), no attachments

Policy 824 - Maintaining Professional Adult / Student Boundaries, no AR's or attachments

