

# HILLCREST ELEMENTARY SCHOOL

## Family Handbook

### 2018-2019

2601 Bond Avenue  
Drexel Hill, PA 19026  
610-853-4520  
Fax 610-853-6679  
[www.upperdarbysd.org](http://www.upperdarbysd.org)  
<https://www.upperdarbysd.org/hillcrest>



“We Soar Together”

For detailed information about Upper Darby School District policies,  
please view the Upper Darby School District Handbook at [www.upperdarbysd.org](http://www.upperdarbysd.org).

**Hillcrest Elementary School Family Handbook  
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## Hillcrest Elementary School 2018-2019 Staff List

<b>Principal:</b>	Kristin O'Neill	<b>Speech &amp; Language Therapists:</b>	Michelle Amicone Kimberly Richardson
<b>Lead Teachers:</b>	AnnaMarie DiLossi TBD	<b>Occupational Therapists:</b>	Debbie Chiacchiere Meena Manilal
<b>Secretaries:</b>	Debra Liberio Leanne Stanczak	<b>Physical Therapists:</b>	Stephen Ballerini Sarah McMenamin
<b>Building Assistant:</b>	Dina Mallon	<b>Vision Therapists:</b>	Julia McKenna Kerry Egan
<b>Computer Assistants:</b>	Lorraine Butts Irene Rankin	<b>ELL:</b>	Eileen Caruso Sally King
<b>MTSS Interventionists:</b>	Kim Corvaglia Erica Valori	<b>Seminar:</b>	Jessica Breece
<b>Nurses:</b>	Diane Moseson Marianne Shields	<b>Technical Support:</b>	Drew Happold
<b>Psychologists:</b>	Larissa Newlin Glen Shenkman	<b>CGRC Staff</b> Director:	Evan Schullery
<b>Social Worker:</b>	Molly Harris	Behavioral Specialists:	Ashley Scott Danielle Young Leah Ellis Vania Hoyte
<b>Reading Specialists:</b>	Lorie DiPaul Denise Johnson Joanne Manaras	CGRC Outpatient Clinician:	Debra Tannenbaum
<b>Custodian:</b>	Will Hurwitz		
<b>Safety Officer:</b>	Larry Potts		
<b>Emotional Support Assistants:</b>	Jillian Martino Tara Melfe		
<b>Personal Care Assistants:</b>	Colleen DePrince		
<b>Special Education Assistants:</b>	Susan DiGiovanni Anna Friel Mary Kane Cosette MacMullet Sandy Nestor Rachael Organ		
<b>Noontime Aides:</b>	Stephen Daly Deborah DiFrancesco Marianne Gentile Michele Lavan Carla Mullen Samantha Stitler		

**Grade Level Teachers:**

K-111 AM	Allison Price
K-111 PM	Allison Price
K-112 AM	Nicole Hoopes
K-112 PM	Nicole Hoopes
K-113 AM	Sandra Darville
1 <sup>st</sup> -105	Holly Spitale
1 <sup>st</sup> -107	Lisa Drakeley
1 <sup>st</sup> -108	Renee Steigerwalt
1 <sup>st</sup> -109	Karen McGinnis
1 <sup>st</sup> -114	Julie Kiely
2 <sup>nd</sup> -100	Alison Walther
2 <sup>nd</sup> -101	Lisa Zambino
2 <sup>nd</sup> -102	Roni Carbino
2 <sup>nd</sup> -103	Gabrielle Vivanco
2 <sup>nd</sup> -104	Erin McKeown
3 <sup>rd</sup> -21	Stacy Barnes
3 <sup>rd</sup> -22	Bill Bell
3 <sup>rd</sup> -25	Sheila Krusen
3 <sup>rd</sup> -26	Deirdre McKeon
3 <sup>rd</sup> -219	Emily Simmons
4 <sup>th</sup> -207	Karen Falcone
4 <sup>th</sup> -208	Katie McCauley
4 <sup>th</sup> -209	Mary Ann Satterthwaite
4 <sup>th</sup> -215	Stacey Rosser
5 <sup>th</sup> -210	Christine Ferry
5 <sup>th</sup> -211	Matt McCauley
5 <sup>th</sup> -212	Linda Fox
5 <sup>th</sup> -213	Pat Foley
5 <sup>th</sup> -214	Julia McCunney

**Learning Support**

K/2 <sup>nd</sup> -31	Kelly Monaghan
1 <sup>st</sup> /3 <sup>rd</sup> -32	Jaclyn McCollum
4 <sup>th</sup> -216	Nicole Herm
5 <sup>th</sup> -217	Amanda Jones

**Emotional Support**

Itinerant	Grace Raskob
K/1 <sup>st</sup> /2 <sup>nd</sup> -28	Whitney Monn
3 <sup>rd</sup> -27	Judith Cramner
4 <sup>th</sup> /5 <sup>th</sup> -218	James Galligan

**Life Skills Support**

K/1 <sup>st</sup> 110	Ida Ramoundos
	Maria Carafides (Assistant)
2 <sup>nd</sup> -106	Danielle Martens
	Bonnie Walder (Assistant)
3 <sup>rd</sup> -24	Katherine Smith
	Mary Harrison Assistant)
4 <sup>th</sup> -23	Sally Louth
	Careena Vondran (Assistant)
5 <sup>th</sup> -20	Susan Dwyer
	Christine LaVecchio (Assistant)

**Related Arts Teachers:**

Art	Sarah Boland
Library	Andrea Steck
Music-33	Kevin McAllister
Music-34	James Morris
Music-34	Phillip Thomas
Physical Ed.	Steve Palis

## Arrival and Dismissal Times

### Regular Arrival

Grades 1-5	8:45am (enter building)
AM Kindergarten	8:45am
School Day Begins	8:50am
PM Kindergarten	12:30pm (enter building)
PM K Day Begins	12:35pm

### 2-Hour Late Start

Grades 1-5	10:50am
AM Kindergarten	10:50am - 12:35pm
PM Kindergarten	1:30pm - 3:15pm

Students should not arrive before 8:30am. The Agnew Drive loop will only be used for parent drop-off and pick-up. All students will line up with their homeroom on the blacktop area on the Agnew Drive side of the building. Students will be escorted into the building by their homeroom teacher at 8:45am. The Agnew Drive doors will remain open until 9:00am for late students. Make sure your child has a signed Hillcrest Elementary Late Note stating the reason for the lateness.

During inclement weather, students will enter the building from Agnew Avenue and proceed directly to the gym at the direction of Hillcrest Staff members. The parking lot on Bond Avenue is for UDSD buses only between the hours of 8:15am and 9:00am.

Bus students will be escorted by a designated staff member to line up with their homeroom on the blacktop area on the Agnew Drive side of the building when they arrive.

The Department of Recreation Early Morning Care Program operates from 7:30am to 8:30am. Early Morning Care students will enter the building through the Bond Avenue cafeteria door at 7:30am and stay in the cafeteria.

The parking lots on Bond Avenue and Marvine Avenue are for staff only. Students are not permitted to be dropped off or picked up in either parking lot during arrival and dismissal times.

### Regular Dismissal

Grades 1-5	3:15pm
AM Kindergarten	11:30am
PM Kindergarten	3:15pm

### Early Dismissal

Grades 1-5	12:30pm
AM Kindergarten	8:50am -10:20am
PM Kindergarten	11:00am -12:30pm

At 3:08pm, car riders and bus students will be escorted to their designated pick-up areas. Car riders will be escorted to the Agnew Avenue loop and will be dismissed by a designated staff member. Bus students will be escorted to the gym to line up by their bus number. Designated staff members will monitor the students until the buses arrive.

At 3:13pm, homeroom teachers will escort all students that are walking home to the blacktop by the kindergarten playground. K-3<sup>rd</sup> grade teachers need to make visual contact with parents, guardians, or siblings before dismissing students unless other arrangements have been submitted and approved in writing.

Students who are not picked up by 3:27pm will be escorted to the office.

The Department of Recreation After School Program operates from 3:15pm to 6:00pm. After School Program students will go directly to the cafeteria at 3:15pm.

## Attendance

### Absences

The school laws of Pennsylvania state that excused absences are: illness of the child, death in the immediate family, and exceptionally urgent reasons that directly affect the child. A child absent from school must bring, upon his or her return, a Hillcrest Elementary School Absence Note signed by their parent or guardian stating the reason for the absence. Absence notes may also be emailed to: [hces-attendance@upperdarbysd.org](mailto:hces-attendance@upperdarbysd.org). Children who do not submit a valid Hillcrest Elementary School Absence Note 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.

### Early Dismissals

For early dismissals, a Hillcrest Elementary School Early Dismissal Note signed by the parent or guardian must be presented to the teacher in the morning when attendance is being taken. The reason and time for the early dismissal should be clearly stated. Possible reasons for an early dismissal may include: a medical appointment or a family emergency.

### Lateness

A student is considered late to school after 8:50am. Please refer to the Elementary Code of Conduct for consequences related to student lateness. Late students must be signed in by a staff member before going to class. If a child is late for any session, he or she must bring a Hillcrest Elementary School Late Note signed by the parent or guardian. Students in grades Kindergarten through 3<sup>rd</sup> that are late to school will be escorted to class by school personnel. Students in grades 4 and 5 that are late to school will walk to class by themselves. Frequent lateness, early dismissals or failure to pick children up from school or the bus stop will warrant an investigation by the Principal and possibly the Social Worker and/or the Department of Attendance Services.

### Birthdays and Other Celebrations

The following guidelines have been put in place by Upper Darby School District in reference to birthdays and other celebrations:

1. Treats should only be brought in when requested for scheduled parties. Permitted foods for parties may vary from classroom to classroom based upon student health issues.
2. Scheduled parties will be announced by the classroom teachers.
3. Treats will be served after the lunch period or at the end of the day.
4. You are encouraged to ask your child's teacher to consider hosting a fun activity that does not involve food, such as reading a special book to students or playing a special game with students in celebration of your child's birthday. **Each grade level celebrates birthdays differently. Please contact your child's homeroom teacher in advance of bringing in any food or non-food items for a birthday celebration.**

### Cafeteria/Aramark Food Services

Breakfast and lunch is available daily in all schools for elementary pupils at no charge. Students can also buy a la carte items. Parents can prepay for a la carte items through [www.myschoolbucks.com](http://www.myschoolbucks.com). There is a service charge each time money is loaded onto the prepay account. Breakfast and lunch menus will be posted on the Upper Darby School District website.

### Lunch/Recess Times

Grade 4	10:45am - 11:30am
Grade 1	11:15am - 12:00pm
Grade 3	12:00pm - 12:45pm
Grade 5	12:20pm - 1:05pm
Grade 2	12:45pm - 1:30pm

Whenever possible, students will go outside for recess. Please see that they are dressed appropriately. Recess will be abbreviated or take place inside when weather conditions are harsh.

Lunch time should be a pleasant, enjoyable time for students to socialize and eat in a well-managed and safe atmosphere. Students are expected to display appropriate behaviors. Students may not leave the cafeteria without permission from a supervising staff member. Students are responsible for leaving their table and floor area clean after eating.

# **Clothing Recommendations for Physical Education and Art Class**

## **Physical Education**

Students are required to wear sneakers when participating in physical education class.

## **Art**

Students should bring a smock (large T-shirt, button-down shirt, or store-bought smock) to school during the first week of school. The smock will remain in class and should be worn to art class to protect clothing.

## **Conferences**

Formal, scheduled parent-teacher conferences will take place on November 19, November 20, March 26 and March 27. Parent-teacher conferences for Kindergarten students only will also be held on November 21. There will be a 12:30pm dismissal on conference days for students in grades 1 through 5. There will be no school for Kindergarten students on November 19, 20 and 21. Kindergarten students will follow an early dismissal schedule on March 26 and March 27.

Conferences are an excellent opportunity to exchange information in order to support your child. Additional conferences can take place at any time during the school year. If you would like to discuss any of your child's school experiences, simply contact his or her teacher to schedule an appointment.

The success of a parent-teacher conference depends upon preparation by both parties. The teacher will prepare information that will be helpful to you. Decide in advance what questions you would like to ask, pinpoint specific issues, ask your child if there is anything he/she would like you to discuss with his/her teacher, and do not hesitate to share pertinent information pertaining to home that you feel may impact your child's learning. Teachers value the interest and opinion of parents.

## **Emergency Information / School Closings**

### **Change of Address and Phone/Student Release**

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.

Students will only be released to individuals identified on the Hillcrest Elementary Student Security Form.

### **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.

### **Emergency School Closing Numbers and Procedures**

If serious weather conditions make it too dangerous to travel, the Upper Darby schools will be closed, or will be opened at a later hour. Notice will be given over radio and television stations as well as the District cable station and the District website. Specific mention of code number 452 will be made if Upper Darby schools are to be closed or if schools are to be opened late.

### **Late Opening**

In the event of a two-hour late opening, the Early Morning Care Program will be cancelled. If we happen to have a late opening on a day scheduled for an early dismissal teacher in-service day, then the early dismissal will be cancelled and a 3:15pm dismissal will occur.

## 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](http://www.upperdarbysd.org). If you do not have an email address or access to email, please contact the office.

## Home and School Association

It is important to have cooperation between the home and the school in order to provide the best possible learning environment for children. To promote this, there is a Home and School Association in each school. Programs are held in the individual schools according to interests and needs. Home & School Association information is available on the District's website.

The Hillcrest Home & School Association (HSA) is actively involved in activities and events that enhance our school. HSA meetings are generally held on the third Thursday of every month (except in December and June) at 6:00pm in the school gymnasium. Your active support is welcome.

### 2018-2019 Home & School Officers:

President:	Heather Harrisson
Vice President:	Lisa Littlewood
Secretary:	Jennifer Rule
Treasurer:	Dena Gardner

## 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** in all areas of our school including: classrooms, hallways, cafeteria, playground, during Related Arts, on the bus, while lining up, and while in the restrooms.

## Safety and Behavior

Each child's safety is a major concern of the school. A few sound rules are listed below. Students should:

1. Arrive no earlier than 8:30am and line up on the Agnew Drive blacktop by homeroom. The playgrounds are not supervised before or after school.
2. Walk on the sidewalk at all times.
3. Cross streets only at intersections, where a police officer, a traffic supervisor, or a member of the school safety patrol is on duty, and obey his or her directions.
4. Proceed directly to school and return home immediately after being dismissed unless otherwise directed by parents.
5. Be considerate and helpful to younger children.
6. Refrain from throwing snowballs on the way to or from school and on the school grounds.
7. Refuse to enter or approach strange automobiles or to ride with strangers.

## Telephone Use

The school phone system is for the use of staff members to conduct necessary school business. Any student who needs to use the phone in an emergency situation may ask his/her teacher and the school secretary for permission. Students should not be calling home for forgotten homework, sneakers, materials, projects, permission to go on a field trip, permission to go over a friend's house after school, etc. We hope that you will



support us to instill a sense of organization and responsibility in your child as he/she prepares each day for school.