



2019-2020

Joanne M. DeVito, Principal
HIGHLAND PARK ELEMENTARY SCHOOL
8301 West Chester Pike, Upper Darby, PA 19082
www.upperdarbysd.org

Upper Darby School District and Highland Park Information

Welcome to all of our new Highland Park families and welcome home to all of our returning families and friends! This handbook will be a helpful guide and provide you with important information about the programs and policies of both Highland Park Elementary School and Upper Darby School District. Please keep this guide as a reference to use throughout this school year. The Highland Park Staff and School Community are committed to the development of each child academically, physically, emotionally and socially. We are dedicated to ensuring that each student's needs are met and that he/she is supported in their educational journey.

OFFICE HOURS 8:00 AM – 4:00 PM

Principal: Mrs. Joanne M. DeVito

Lead Teacher: Mr. Gerald McDermott

Secretaries: Mrs. Patricia Casey & Mrs. Kathleen Rowan

Telephone610-853-4530

Reporting Absence610-853-1023 or email at:

hpes-attendance@upperdarbysd.org

Fax.....610-853-6678

School Colors- Purple and Gold **School Mascot:** Royal

Arrival Procedures

Doors open for all students at 8:30 a.m. The students should arrive between 8:30 a.m. & 8:40 a.m. and enter the building according to the morning line up procedure. First Grade should line up by the front door and will be escorted into the cafeteria for breakfast and will be met by their homeroom teacher. Second through Fifth Grades will enter through the gym doors facing Lynn Blvd and line up by grade in the Gym in their assigned areas.

All homeroom teachers for Second through Fifth Grade students will escort his/her class upstairs from the Gym. Classroom instruction starts promptly at 8:50 a.m. and it is important to start off your child's day on the right foot by arriving to school on time and joining their class community and transitioning smoothly to their homeroom each morning.

Dismissal Procedures

3:12PM – Daycare and Early Bus students – all grades

3:15PM – Walkers and Late Bus students

Parents must send a written note documenting a change in student dismissal to the classroom teacher. For safety reasons, the school will request photo identification from the adult at the time of pick-up. If anyone other than a parent picks up the child, he/she must be listed on the emergency card and also have photo identification.

If there is a change in the regular dismissal procedure for your child, written notification must be sent in to the classroom teacher. We understand that there are emergencies that occur but a consistent dismissal plan for each child is helpful for your child and the homeroom teacher!

Lateness

A student is considered late to school after 8:50 a.m. Each child will receive a late slip from the Attendance Office, if you are walking or dropping off your child please escort them into the building and sign them in. Please refer to the Elementary Code of Conduct for consequences related to student lateness.

Early Dismissal

If a child must be dismissed from school early, please send a note explaining the reason. The parent or person coming for the child must report to the front desk and present photo identification and be listed as a contact person to sign the child out. The child will be called to the office when you arrive for pick-up. There will be no early dismissals after 2:45 p.m.

Student Absence

If your child will be absent or late to school please call the Attendance Line at 610-853-1023 or email hpes-attendance@upperdarbysd.org and leave the following information:

- Child's name
- Room number and Grade
- Reason for absence or lateness
- Who is reporting absence or lateness (must be a parent, guardian or an adult)

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 present upon

his or her return a written excuse stating the reason for the absence. When children return to school following an absence, their parent(s) must sign their written excuse, if the absence does not exceed four days. After a five-day illness absence, a doctor's signature is needed. If a child is late for any session, he or she must give the principal a written excuse signed by the parent. 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 a written request from the parent or guardian of the pupil involved. Parents are asked to submit such requests prior to the day they would like their child excused. **No** absences will be excused during **PSSA** Testing.

Transfer/Withdrawal Students

If you plan on moving or withdrawing your child from school please contact the main office at 610-853-4530. If you are withdrawing your child from the Upper Darby School District you must come into the main office at Highland Park and complete a withdrawal slip and to sign a release of records form. This will ensure a smooth transition for both you and your child to his/her new school. Please make sure all textbooks, library books, and other school property is returned prior to your child's last day of school.

A change of address will need to be completed at Central Registration located at the Upper Darby High School campus for students moving with the school district.

Positive Behavior Intervention and Supports (PBIS)

Upper Darby School District has an Elementary Code of Conduct that is based on the premise that students, parents, teachers, and administrators must assume equal responsibility for establishing and maintaining acceptable behavior in the schools. The policy seeks to promote positive behavior that will enable students to achieve their potential within the most conducive atmosphere for learning. The code of conduct is based on the research in two specific areas: Positive Behavioral Interventions and Supports (PBIS) and Response to Intervention and Instruction (RtII).

The PBIS Framework focuses on deliberate practice and consistency in desired behaviors and positive praise and reinforcement when they are demonstrated. Similar to the RTi approach there is a tiered system (Tier 1-universal, 2-targeted group and 3-individualized) that provides strategies, interventions and supports for students who struggle. At Highland Park we

believe all students can make good choices, do the right thing and succeed with our encouragement and support.

Lunches

Upper Darby School District employs an accounting system for student lunches. All students are pre-approved for free lunch. You do not need to complete an application form as in previous years. Please be assured that we have building assistants and Aramark employees in the cafeteria to assist the children in line as they pick up their food and check out with it. When a student approaches the cashier he/she will swipe their student ID card that is linked to their lunch account. These cards have your child's name and picture on them and a bar code on the back. All lunch cards are housed in the cafeteria, if your child brings his/her ID card home accidentally please make sure it comes back to school with them. Due to food allergies and to help limit the spread of germs we advise students not to trade food or snacks with other students during their lunches.

Breakfast

All students are pre-qualified for free breakfast. There are no forms, paperwork or application process. There is a monthly breakfast and lunch calendar sent home in the Wednesday Folder and it is also available on the school district website.

Snacks

Your child's homeroom teacher will notify you if there is a designated snack time in your child's homeroom. As part of our district Wellness Policy we suggest a healthy snack, i.e. fruit, pretzels, crackers, vegetables, etc. If there is a child with a peanut allergy or another specific allergy, please be mindful when you are purchasing and packing your child's snack.

Birthdays

Please communicate with your child's classroom teacher prior to sending in snacks or a birthday treat. Please do not send balloons in with or for your child. We are encouraging all children to eat nutritious and healthy foods. If you send a snack please make sure there are plates/napkins for each child. Please only send plastic disposable utensils that can be disposed of here at school. Please be aware that we have children with peanut allergies and that you must be extremely cautious when sending in items to be shared with other students.

Personal Belongings

Please be sure to label belongings with your child's name and room number including coats, jackets, book bags and all school supplies to ensure all of your child's items are safe and accounted for each day.

Lost and Found

For all items coming to school with your child, please make sure their first and last name are visible inside or outside of the item. The majority of items lost are eventually found and returned if the child's name is on the item. The Lost and Found is located in the back of the cafeteria. Unclaimed items are on racks and tables during conferences twice a year. Items not claimed are donated to Good Will twice a year.

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. Families will receive their log in credentials for the Home Access Center at the beginning of the school year. The link to the Home Access Center can be found on the Upper Darby School District website at www.upperdarbysd.org or can be accessed directly at <https://updhomeaccess.spihost.com>.