



**Highland Park School Student and Family Handbook
2021-2022**

**Joanne Devito, Principal
8301 West Chester Pike
Upper Darby, PA 19082
Main Office - (610) 853 4530
Fax - 610-853-6678**

Highland Park Website: www.upperdarbysd.org/highlandpark

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Upper Darby School District
4611 Bond Avenue
Drexel Hill, PA 19026
610-789-7200
www.upperdarbysd.org

District Administration

- Dr. Daniel P. McGarry, Superintendent of Schools
- Dr. John I. Council, Assistant Superintendent of Personnel and Equity
- Edward Marshaleck, Assistant Superintendent of Student Services
- Frank Salerno, Director of Elementary Education
- Dr. Greg Manfre, Director of Secondary Education

Highland Park School Information

Highland Park Elementary
8301 West Chester Pike
Upper Darby, PA 19082
610-853-4530

www.upperdarbysd.org/highlandpark

Attendance line 610-853-1023 or email hpes-attendance@upperdarbysd.org

Principal: Mrs. Joanne M. DeVito (JDeVito@upperdarbysd.org)

Lead Teacher: Mr. Terrance Williams (TWilliams@upperdarbysd.org)

Secretaries: Mrs. Patricia Casey (PCasey@upperdarbysd.org)

& Mrs. Kathleen Rowan (KRowan@upperdarbysd.org)

School Hours: 8:45 AM - 3:15 PM

School Colors: Purple and Gold **School Mascot:** Royals

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! 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 they are supported in their educational journey.

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. The purpose of the School Family Handbook is to provide important information concerning rules and general expectations, policies, and procedures for the safe and orderly operation of school. The handbook is reviewed annually. It is the responsibility of each student and parents/guardians to become familiar with the Student Handbook. Please keep this guide as a reference to use throughout this school year.

UDSD Family Handbook

The Upper Darby School District Family Handbook has been developed to provide general information about the Upper Darby School District's programs, services, and policies. Upper Darby School District values the partnership and spirit of collaboration of our families. Your support has allowed us to continue in our efforts to promote Opportunity, Unity and Excellence in all of our schools. Click [HERE](#) to view the Upper Darby School District Family Handbook.

Mission Statement

Highland Park Elementary School provides an educational environment that promotes outstanding citizens and independent learners and thinkers who are able to deal with the complexities of our changing world. Highland Park recognizes and celebrates our diversity and provides opportunities for all students to achieve their full potential in a motivating, educational environment. We attend to each student's full range of educational needs, preparing them for continued learning in middle school and beyond. The cooperative efforts of a dedicated staff, involved parents, wonderful students, and a supportive community help to meet our goal.

School Hours

8:45 AM - 3:15 PM; Dismissal begins at 3:10 PM

Late after 8:50 AM

Early Dismissal Days: 8:45 AM - 12: 25 PM

Arrival Procedures

The students should arrive between 8:35 AM and 8:40 AM, and line up in their designated area in the school yard. Students will begin entering the building at 8:43 AM. Classroom instruction begins promptly at 8:50 AM. It is important to start off your child's day on the right foot by arriving at school on time and joining their class community and transitioning smoothly to their homeroom each morning.

If you are driving your child to school, please enter at the top of the lot and stay to your left. Highland Park staff will direct you to the drop off area. Please have your children exit out of the right side of your vehicle.

Dismissal Procedures

3:10PM – Daycare and Upper Darby School Bus students – all grades

3:15PM – Walkers, parent pick up in school yard, and Car line pick up

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.

There is no parking on school grounds at arrival or dismissal. If you are picking up your child in the school yard, you must park your car off of school grounds and walk to Highland Park. (Please note that you may not park at Donohue Funeral Home.) If you are picking up your child with your vehicle, you must enter at the top of the lot, and stay to your left. Do not park, or leave your vehicle. Please have your child's name and HR printed clearly on 8 ½ x 11 paper so you can show it to a Highland Park staff member. You will be directed to the pick up area.

Lateness

A student is considered late to school after 8:50 a.m. Each child will receive a late slip from the Attendance Office. Late students must enter through the main entrance.

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, 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.

District and School Comprehensive Goals

Upper Darby School District Administration presented the [District's 2021-2024 Comprehensive Plan](#) using the new Future Ready Portal during the June 15, 2021 Education and Pupil Services School Board Committee meeting. The presentation included a review of the process used to develop the plan, the determined strengths and challenges, the action plan for reaching the district's goals and the professional development plan to be implemented. The plan was posted for public review and comments for 28 days as per Chapter 4 of the PA School Code and was approved at the August board meeting.

Calendars

[Districtwide Master Calendar 2021-2022](#)
[Summary of Calendar Events 2021-2022](#)

[Highland Park Elementary School Calendar](#)

Staff Directory

[Highland Park Staff Directory and email](#)

Highland Park Home and School Association

Meeting - 3rd Wednesday of each month

hphomeschool@gmail.com

Follow us on Facebook

<https://www.facebook.com/HighlandParkHomeandSchool>

Hey, join our 'Highland Park Elementary' group on BAND - The app for groups and communities!

<https://band.us/n/a9a94687y6Zbe>

Website: sites.google.com/site/highlandparkhomeschool/

Voicemail: 484-469-0232

Ways We Communicate

The Upper Darby School District believes that strong communication and a positive home-school connection are critical to the success of our students and our schools. Highland Park Elementary School administration, teachers and staff know that good communication with parents is an important part of keeping families connected to school. We are committed to communicating with parents/guardians through a variety of tools. Please note the ways we stay connected with families and stay engaged!

- [UDSD Website](#) - The District website is used to communicate District and school news and information to parents and the school community. The District website also contains information related to each Department, the District's master calendar, Board policies and other District and District news and announcements.
- [UDSD Social Media](#) - The District uses a variety of social media tools to post information on emergency school closings, pictures of students and teachers working together, pictures from events and activities in schools across the District, and information about upcoming meetings and events.



- [Highland Park Elementary School website](#)- The school webpage contains each our week-at-a-glance calendar, access to principal's webpage, the school's monthly school newsletter and other important information.
- [Wednesday eFolder](#) - All families receive school information and updates on a weekly basis through the email address on record on the [Home Access Center](#) (HAC). Please keep your email address up-to-date to receive these important updates. See the [Home Access Center Guide](#) for more information.
- [Schoology](#) - Teachers can send a Schoology message to parents of members in their course(s) or group(s) about course updates and reminders.
- [Community Bulletin Board](#) - Please remember to check out our electronic Community Bulletin Board every week for community, Township, and County resources and events!
- [Principal ParentLinks](#) - From time to time, the Principal will send out communications to families about important school events or information. Please check your email regularly throughout the week for updates. Voice message ParentLinks are reserved for emergency notifications only. Please keep your contact information up to date in HAC.

- [Mobile App](#) - Download on your mobile device today to view the top stories for the district, check out calendar items, social media and to receive push notifications with the latest news and updates from the District. [Install](#) the Upper Darby School District mobile app today!
- [Blackboard Reach](#) - Blackboard Reach lets teachers have a two-way conversation with parents. Conversations can be used to give feedback, information on upcoming assignments or required paperwork due dates, and class information and events. Blackboard Reach allows families to view messages that teachers post to the entire class and to also privately message teachers. Click [here](#) for instructions on using the messaging dashboard.
- [School Board Meetings & Committee Meetings](#) - These meetings empower parents to stay informed about policy and to observe and become familiar with the policy-making process.
 - [School Board Meeting Schedule](#)
 - [Meeting Agendas](#)

Emergency Preparedness

The safety of our students, staff and visitors is our top priority. Emergencies can happen at any time, and when they happen at school, we want to ensure that everyone is prepared to handle them safely and effectively.

- [Safety Terms and Procedures - Frequently Asked Questions for Families - Lock-In, Lock-Out and Lockdown](#)
- School-level Comprehensive Disaster Response and Emergency Preparedness Plan (link your school's doc)
- [CrisisGo](#) - Parents and guardians will now be kept in the loop with school safety news. CrisisGo's app allows you to connect with safety message groups from our school district and school buildings. If an emergency occurs, you will be able to receive updates from the school. Principals sent out information on how to subscribe to the CrisisGo mobile app in their summer letters. Please reach out to the Principal if you would like a copy of this flyer.
- [Fire Drills](#) - Each school building is required to hold a fire drill at least once a month during the school year to instruct and familiarize staff and students with the use of fire escapes, fire extinguishers and exits. Each fire drill includes the complete removal of students, staff and visitors in an expeditious manner to a place of safety on the grounds outside.

- [Bus Evacuation Drills](#) - When the District uses its own buses or contracts for busing to transport district students, it must conduct at least two (2) bus evacuation drills to instruct students and practice the location, use and operation of emergency exit doors, fire extinguishers, and proper evacuation of buses in the event of fire or accidents. Bus evacuation drills will be conducted on school grounds. The first bus drill will be conducted during the first week of the school term, and the second will be conducted during the month of March. The Supervisor of Transportation may conduct additional drills at other times of the year when necessary. The district will provide bus operators with proper training and instructions to enable them to carry out the necessary procedures for bus evacuation and may require drivers to attend classes and drills.
- [Emergency Drills](#) - Emergency drills can include drills involving severe weather storms, tornadoes, hurricanes, earthquakes, bomb threats, lockdowns and evacuations. The Director of Public Safety, in consultation with the Superintendent, will determine if and when an emergency drill is necessary.

[UDSD Parent Resources](#)

[Early Literacy Tutorial Parent Videos](#) - A collection of video tutorials from Upper Darby School District teachers and administrators to help students with various concepts and topics surrounding early literacy.

[Math Tutorial Parent Videos](#) - A collection of video tutorials from Upper Darby School District teachers and administrators to help students with various math concepts and topics.

[Student Emotional/Social Support Resources](#) - A collection of video resources from Upper Darby School District counselors, social workers and administrators to help students with social-emotional learning.

[Tech Support](#) - A collection of of step-by-step solutions to various technology issues you may have questions about technology resources and tools.

Attendance

Policies [UDSD Attendance Policy](#)

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)

No absences will be excused during **PSSA** Testing.

Playground

Every student is expected to play in a safe and respectful manner. Adult supervision is provided during recess to help ensure student safety. Students must stay within the play area boundaries at all times. They are also expected to be welcoming to others when playing games or sports and not exclude students from their groups.

Visitor/Safety Procedures

All visitors are required to check in at the front desk to receive a visitor sticker before proceeding to any classroom or activity. Visitors will be asked to produce a valid state ID to be scanned by our RAPTOR System. Raptor instantly screens out registered sex offenders while managing custody issues, visitors, students, faculty and volunteers. No one is to go directly to a classroom for any reason. All visitors must use our school entrance and report directly to the office to sign in. Due to student safety and confidentiality, visitors are not permitted to remain in classrooms during instructional periods for extended periods of time. Please refer to UDSD policy regarding school visits.

Volunteers/Chaperones

We welcome parent volunteers! Parent volunteers are a huge resource for our school community. When students see parents volunteer in their school and classrooms and on field trips, they recognize the importance of education in families and see in action how the community takes an interest in their learning. Upper Darby School District Volunteers are required to submit the PA Criminal Background Check, the FBI Criminal Clearance and the PA Child Abuse History Clearance along with their school district Volunteer Application. All required forms can be found on the Forms and Clearance district webpage. Due to student safety and confidentiality, visitors are not permitted to remain in classrooms during instructional periods for extended periods of time.

Breakfast and Lunch Procedures

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.

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. 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.

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.

Medication

School personnel, including the nurse may NOT dispense medication without a written note from a physician. Please have your doctor indicate on the note the name of the drug and the dosage. Also, the original container holding the medicine must be clearly labeled by a pharmacy with the child's name, drug, and dosage. Students are not permitted to bring medicines to school to take during the day including prescription medications and over the counter medications. Please call the school nurse if you need more information.

ELEMENTARY CODE OF CHARACTER

The Upper Darby Elementary School Code of Character embodies the basic principles of responsibility, respect, and safe student behavior. We provide a restorative approach to student concerning behaviors, and the importance of stakeholder relationships are integral to this approach. Building on our commitment to equity and Positive Behavioral Interventions and Supports (PBIS), Upper Darby School District continues to work to embed restorative practices and trauma-informed care as part of our schools' culture and climate across all settings. Upper Darby School District believes that behaviors develop over time and that school responses to behaviors of concern should be developmentally appropriate, considering each child's needs. A continuum of

instructional strategies and suggested responses to behavior support teaching and learning, foster positive behaviors, and reflect a restorative philosophy. A restorative approach to discipline affords opportunities for students to learn from their mistakes, correct wrongdoings that result from their behavior, and restore relationships that are disrupted by their actions. We believe relationships are essential to student academic success and social, emotional, and behavioral development. In all practices, our responses to student behaviors will support the ongoing development of the child, the school community, and the relationship between both.

Please click [HERE](#) to view the Elementary School Code of Character.

PBIS - Be Safe, Be Responsible, Be Respectful - The 3 Bs

Our award-winning work around [Positive Behavior Interventions and Supports \(PBIS\)](#) program involves reinforcing the 3 Bs every day and in everything we do. We want students to *Be Safe, Be Responsible* and *Be Respectful*. We work tirelessly to keep our school a safe and orderly place for all students. We are very proud of the success we are experiencing in implementing Positive Behavior Support (PBIS) in our school.

Our goal is to provide support to students in every setting in the school building, on school grounds and while traveling to and from school. To that end, we strive to implement this comprehensive approach to building positive school culture with the goal of teaching students skills that will support their efforts to be safe, responsible and respectful throughout the school day.

Having a coherent, school-wide plan is essential and has several benefits:

- It fosters a positive school climate.
- It focuses staff & student attention on appropriate behaviors and success and on students who are trying their best to meet our expectations rather than on any undesired behaviors. In this way, the school staff establishes what is important in our school as opposed to allowing students who are struggling implementing our expectations to do so.
- It increases the chance that desired behaviors are repeated.
- It reduces the time spent correcting misbehaviors and redirecting students. Any teacher can tell you about the academic cost of disciplining students, as significant loss of instructional time impacts student achievement tremendously.

A. Include as appropriate:

- a. Classroom
- b. Transitions

- c. Cafeteria
- d. Playground
- e. Behavior on school campus during arrival to and departure from school

Youth Court

Youth Court provides an alternative to the mainstream student discipline and system. Youth Court is about students helping students make better decisions, transforming school environment and student empowerment. The program was piloted in 2021 in two elementary schools and has been fully implemented at the middle school and high school level. The District will be expanding the program to include more elementary schools over the next several years. Learn more about Youth Court:

- [Elementary Youth Court](#)
- [Middle School Youth Court](#)

Trauma-Informed Schools

The District and Board recognizes the impact that trauma may have on the educational environment of the schools, individual student achievement, and the school community as a whole. We desire to address the effects of trauma in order to meet the academic, behavioral and professional needs of students and staff. Click to learn more about the District's [Trauma-Informed Approach](#) to education throughout the district.

Restorative Practices

Restorative practices is an emerging social science that studies how to strengthen relationships between individuals as well as social connections within communities. The overarching goal of Restorative Practices is the improvement of school climate and culture by decreasing unsafe behavior and increasing prosocial interaction. Click to learn more about the District's [Restorative Practices](#) initiative.

SAP

In 1986 Upper Darby School District joined the statewide effort to identify and address barriers to student success, which included alcohol, tobacco, and other drugs and mental health issues by establishing the Pa Commonwealth Student Assistance Program (SAP) in the secondary schools. The SAP Program also extends itself to the elementary level to help students and families. The District's SAP program follows the state guidelines and procedures of SAP.

The SAP is an integral part of the instructional program of Upper Darby School District. Through education and awareness programs targeting the dangers and risks associated with the use of drugs, alcohol, and tobacco we hope to eliminate a barrier to academic achievement and success. These programs contribute to the universal school-wide supports needed to build resilient schools in our district. Click [HERE](#) to learn more about SAP and its resources.

School Counselor

Upper Darby School District is committed to supporting all students in addressing their academic, behavioral, personal, social, and career development needs. Click [here](#) to learn more about school counseling services in schools. See the Staff Directory for contact information for our school's counselor.

School Social Worker

Upper Darby School District School Social Workers meet with students in grades K through 12 to offer academic and social support. They work with families, providing resources and strengthening relationships with their children and with the school. School Social Workers also work with the school staff, including teachers, administrators, counselors, psychologists, and nurses to provide important resources, consultation and information about the students, families and outside resources. They are the liaison between the school, the family and the community. Click [here](#) to learn more about school counseling services in schools. See the Staff Directory for contact information for our school's social worker.

[Dress Code Guidelines](#)

[Promotion and Retention Policy](#)

[Reporting Student Progress](#)

[Homework Policy](#)

[School Wellness Policy](#)

- A. [LETTER TO PARENTS/GUARDIANS IN-SCHOOL BIRTHDAY CELEBRATIONS AND OTHER CELEBRATIONS](#)

How to Change Address, Email and Phone Numbers

As per [Policy 200 Enrollment of Students](#), students are required to keep a current address on file with the school district at all times. If there is a change to the student's address within or outside of the school district after initial registration with the school district, the parent/guardian is required to contact [Central Registration](#) immediately to update the student's address.

Email addresses and phone numbers can be changed in the [Home Access Center](#) (HAC). See the [Home Access Center Guide](#) to learn how to make these updates.

[Acceptable Use of Internet, Computer and Network Resources](#)

[Snow Days/Emergency School Closings](#)

[Bullying/Harassment Policies](#)