



# UPPER DARBY

WALTER M. SENKOW  
ELEMENTARY SCHOOL



## School Student and Family Handbook 2021-2022

Kimisha Simpson, Principal  
15 Lamont Avenue  
Glenolden, PA 19036  
(610) 957-5114 - Main Office

<https://www.upperdarbysd.org/senkow>

## **Upper Darby School District**

4611 Bond Avenue

Drexel Hill PA 19026

[www.upperdarbysd.org](http://www.upperdarbysd.org)

### **District Administration**

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

### **School Information**

- Kimisha Simpson, Principal
- School Colors - Purple and Gold
- School Mascot - Royals

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**Walter M. Senkow Elementary School**

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*Welcome Back 2021-2022 SY*

Dear Walter M. Senkow Elementary School Families,

On behalf of the staff of Walter M. Senkow Elementary School, I am happy to officially welcome you and your child to the 2021- 2022 school year! I hope you are enjoying a wonderful summer. I also hope you are relaxed, recharged and ready to start a new school year. We are eager to begin the exciting learning journey with our Senkow Royals and to provide all of our learners with opportunities of unity in their pursuit of excellence.

The COVID-19 pandemic has shifted our methods for delivering instruction and we have learned a great deal about virtual and hybrid learning. We will continue to use that experience to make it a successful year. We will navigate the ongoing impact of COVID-19 and will continue to implement mitigation measures as established by the district and school board. This will include the requirement for all members of UDSD and students to wear masks while indoors and on buses, social distancing of at least 3 feet, regular handwashing, and access to hand sanitizers.

Our skilled and devoted staff have been planning and preparing for your child(ren). Our office team has been registering new families, ordering needed materials, and updating student files. Our custodian has spent the summer maintaining our facility. We are a caring community with the common goal of **fostering a community of learners that strive for continuous improvement and growth.**

I look forward to a productive partnership with you to ensure our children can achieve and grow at their highest potential. Our staff members understand that part of our children’s success relies heavily on the support offered both at school and at home and realize that a strong partnership with you will make a great difference in your child’s education.

As part of our shared responsibility, I ask that you prepare your child to begin the 2021-2022 school year by:

1. Establishing a routine to ensure your child gets a good night's rest and arrives to school on time daily.
2. If your child requires the administration of medication please contact our school nurse at [byuknek@upperdarbysd.org](mailto:byuknek@upperdarbysd.org).
3. Ensure your child's health records are up to date and provide the information to [byuknek@upperdarbysd.org](mailto:byuknek@upperdarbysd.org).
4. Obtain your child's school supplies for the upcoming year, please see the attached list. If you need assistance contact our main office (610)957-5114 or email [ksimpson@upperdarbysd.org](mailto:ksimpson@upperdarbysd.org).

### **Daily Arrival/ Departure**

- All students that attend Senkow will receive bus assignments through the transportation department.
- **The school day begins at 8:50 A.M., and students are considered late after 8:50 AM. Students are dismissed at 3:15 P.M.**

### **Breakfast & Lunch Procedures**

**At Upper Darby School District all breakfast and lunch meals are free for every student.** Breakfast and lunch menus will be sent to families electronically via e-mail. Menus are also available on the district website under the departments and food services tab.

### **Student Information Forms**

**Please review, edit, update, and return your child's personal and emergency information.** It is important this form reflects accurate family information as we utilize this for dismissal procedures and emergency procedures. You can also update this information on the district's Home Access Center (HAC), you can access HAC through the school district's website under the parents tab: <https://www.upperdarbysd.org/HAC>.

### **UDSD Crisis Go Parent Information**

As part of the District's emergency preparedness, Principals have been working with the CrisisGo tool over the last school year to send emergency safety alerts to teachers and staff and to communicate throughout the course of a lock-in, lock-out and lockdown with teachers and staff. This year, we will transition to sending lock-in, lock-out and lockdown

notifications and updates to parents via the CrisisGo mobile app. Parents will need to self-register in order to receive these alerts.

The CrisisGo mobile app allows UDSD parents to connect with safety message groups from our school district and individual school buildings. UDSD parents can download the CrisisGo app on their mobile device and create a free account. Parents will then need to subscribe to the school and district groups via the ID numbers provided by the District. Click on the flyer to learn how to subscribe: [UDSD Parents - CrisisGo Subscription Flyer](#).

Please review the following to learn more about the safety terminology we will be using in our emergency communications: [Lock-In, Lock-Out, Lockdown FAQs for Families](#). Please note that the District will continue to communicate emergency lock-in, lock-out and lockdown alerts and updates through ParentLink emails and social media ([Facebook](#), [Twitter](#), and [Instagram](#)).

I am honored to serve as the principal of Walter M. Senkow Elementary School. It is a privilege to be a part of a community where families, educators, and students care for each other and strive to build positive relationships that support student success. I thank you in advance for your support and attentiveness, and I value our partnership to ensure quality educational experience for our students at Senkow.

Educationally,

Principal Simpson

*"Together we can achieve success!"*

# Walter M. Senkow Elementary School

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## Staff Directory

Principal	Kimisha Simpson
Secretary	Marietta McLemore
Building Assistants	Neva Moyer Denise Yorgey Linda McCoy

Noontime Aides	Rosemary Schaffer Harriet Mingis Sandra Parmer
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Nurses	Bernadette Yuknek Ellen Boggio
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Psychologist	Joanne Foley
Social Worker	Arielle Cowsette
School Counselor	Caitlin Cecco
Reading Specialist	Emily Lane
Custodian	Nicole Wilson

## Homerooms

1-2	Alexa Gornizky
1-3	Heather Bowden
1-7	Nicole Moore
2-1	Preston Kelly
2-5	Erica Valori
2-8	Alana Caroll
3-6	Joseph Singleton
3-11	Jennifer Tabassum
4-9	Stephen Schorza
4-10	Erin Bradley

4-16  
4-17  
5-13  
5-14

Molly Manning  
Thomas Dougherty  
Betsy Henry  
Kim Smith

Learning Support  
Learning Support  
Gifted Support  
Speech Therapist  
Occupational Therapist

Laura Berger  
Tynnetia Diggins  
Jessica Cleary  
Cynthia Schwartz  
Heather Kohlbrenner

ELL  
ELL

Eileen Hovey  
Karen Drager

Library  
Art  
Physical Education  
Music  
Instrumental Strings

LaurenBeth Signore  
Erica Han  
Adonna Longo  
Christopher LaBonde  
Kristin Nelson

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## **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.



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**School Mission Statement:** Walter M. Senkow Elementary School is committed to fostering a community of learners that strive for continuous improvement and growth.

**Principal Simpson’s Comprehensive Vision:** Walter M. Senkow Elementary School is committed to fostering a community of learners that strive for continuous improvement and growth. Students are provided with opportunities that will equip them with skills required to become global leaders. Instructional opportunities are strategically designed and based upon data driven decisions. All students are provided with rigorous experiences that address their academic, social, emotional, and behavioral needs. Senkow aims to foster a democratic educational environment that strives to be socially just. Educational environments are established to promote critical thinking, facilitate inquiry, and build students' understanding of the world they live in.

**Goals:** The specific goals for the school can be found on the current Continuous School Improvement Plan or the CSIP for 2021-2022, located on our school website: <https://www.upperdarbysd.org/Page/8118>.

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**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.

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**Home and School Association**

**A. Cabinet Members**

Ayesha Ganges, President

Edward Ganges, Treasurer

Jerrica Covington, Secretary

Ranjan Sharda, Cultural Representative (Punjabi, Hindi)

**B. Email: [SenkowHSA@gmail.com](mailto:SenkowHSA@gmail.com)**

**C. Home & school meetings are a great opportunity to **meet other Senkow families and staff members**. This is an opportunity to express your desires for your child’s education. You can be the **first to hear about important news** and upcoming events at school.**

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## **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.



- Walter M. Senkow Elementary School webpage - 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](#)

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## **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.

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[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](#)

[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](#)

Volunteering

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. We welcome parent volunteers! 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.

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**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.

#### 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.

## [Bullying/Harassment Policies](#)

## Speak Up

SpeakUp! is a nonprofit public charity dedicated to helping teens develop supportive relationships with the adults in their lives. The organization enables teens to talk openly, honestly and without judgment about difficult topics and reach out for support within their homes and schools. Upper Darby School District has partnered with SpeakUp! to provide this service to our parents and students. Teachers, counselors, social workers, and other Upper Darby School District professionals are participating along with trained professionals from SpeakUp! to provide this chance for courageous conversations to take place between our students and the important adults in their lives.

SpeakUp! focuses on the fact that no matter what the problem is – stress, drugs, alcohol, depression, anxiety, suicide, relationships, social media or others – the solution always begins with realizing you are not alone and having the courage to speak up and ask for help. All teens benefit from learning how to have courageous conversations with important adults in their lives.

The registration for the middle and high school SpeakUp! events will be shared regularly throughout the school year. To learn more about SpeakUp! and to view upcoming events, visit [here](#).

### 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(s).

### 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(s).

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## **Pupil Services**

Central Registration

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](#)

[Student Support Services](#)