

Student and Family School Handbook

Garrettford Elementary School



Translations

The Upper Darby School District is committed to inclusivity and ensuring that all members of our community have access to important information. The UDSD Student and Family Handbook is available in several languages to accommodate our diverse population. If you need to access this document in a language other than English, please click the accessibility button (stick-figure) found on the top right of this page and select your language of choice.

El Distrito Escolar de Upper Darby está comprometido con la inclusión y con garantizar que todos los miembros de nuestra comunidad tengan acceso a información importante. El Manual para estudiantes y familias de UDSD está disponible en varios idiomas para adaptarse a nuestra población diversa. Si necesita acceder a este documento en un idioma que no sea inglés, haga clic en el botón de accesibilidad (figura de palo) que se encuentra en la parte superior derecha de esta página y seleccione el idioma de su elección.

আপার ডার্বি স্কুল ডিস্ট্রিক্ট অন্তর্ভুক্ত এবং নিশ্চিত করতে প্রতিশ্রুতিবদ্ধ যে আমাদের সম্প্রদায়ের সকল সদস্যের গুরুত্বপূর্ণ তথ্যের অ্যাক্সেস রয়েছে। ইউডিএসডি স্টুডেন্ট অ্যান্ড ফ্যামিলি হ্যান্ডবুক আমাদের বিভিন্ন জনসংখ্যার জন্য বিভিন্ন ভাষায় উপলব্ধ। আপনি যদি ইংরেজি ছাড়া অন্য কোনো ভাষায় এই নথিতে অ্যাক্সেস করতে চান, তাহলে অনুগ্রহ করে এই পৃষ্ঠার উপরের ডানদিকে পাওয়া অ্যাক্সেসিবিলিটি বোতামে (স্টিক-ফিগার) ক্লিক করুন এবং আপনার পছন্দের ভাষা নির্বাচন করুন।

اپر ڈاربی اسکول ڈسٹرکٹ شمولیت اور اس بات کو یقینی بنانے کے لیے ہر عزم ہے کہ ہماری کمیونٹی کے تمام اراکین کو اہم اسٹوڈنٹ اینڈ ایڈیو ایٹو ڈیٹا کی زبانوں UDSD معلومات تک رسائی حاصل ہو۔ ہماری متنوع آبادی کو ایڈجسٹ کرنے کے لیے میں دستیاب ہے۔ اگر آپ کو انگریزی کے علاوہ کسی دوسری زبان میں اس دستاویز تک رسائی حاصل کرنے کی ضرورت ہے، تو براہ کرم اس صفحہ کے اوپری دائیں جانب موجود رسائی کے بیٹن (اسٹیک فگر) پر کلک کریں اور اپنی پسند کی زبان منتخب کریں۔

Học khu Upper Darby cam kết mang tính toàn diện và đảm bảo rằng tất cả thành viên trong cộng đồng của chúng ta đều có quyền truy cập vào những thông tin quan trọng. Cẩm nang Gia đình và Sinh viên UDSD có sẵn bằng nhiều ngôn ngữ để phù hợp với thành phần dân cư đa dạng của chúng ta. Nếu bạn cần truy cập tài liệu này bằng ngôn ngữ khác tiếng Anh, vui lòng nhấp vào nút trợ năng (hình que) ở phía trên bên phải của trang này và chọn ngôn ngữ bạn chọn.

تلتزم منطقة مدارس داربي العليا بالشمولية وضمان حصول جميع أفراد مجتمعنا على المعلومات المهمة. يتوفر دليل الطالب والأسرة في بعدة لغات لاستيعاب تنوع سكاننا. إذا كنت بحاجة إلى الوصول إلى هذا المستند بلغة غير الإنجليزية، فيرجى النقر فوق زر إمكانية UDSD الوصول (الشكل المصق) الموجود في أعلى يمين هذه الصفحة واختيار اللغة التي تختارها.

taltazim mintaqat madaris darbi aleulya bialshumuliat wadaman husul jamie 'afraad mujtamaeina ealaa almaelumat almuhimati. yatawafar dalil altaalib wal'usrat fi UDSD bieidat lughat liaistieab tanawue sukaanina. 'iidha kunt bihajjat 'iilaa alwusul 'iilaa hadha almustanad bilughat ghayr al'iinjliziati, fayurjaa alnaqr fawq ziri 'iimkaniat alwusul (alshakl almulsaaqa) almawjud fi 'aelaa yamin hadhih alsafhat waikhtiar allughat alati takhtaruha.

Accessibility Statement

The goal of the Upper Darby School District is to ensure that this document is usable to the widest possible audience, regardless of ability. Smore helps the District provide this The Americans with Disabilities Act (ADA)-compliant document to our community. Smore is guided by the WCAG 2.1 level AA success and conformance criteria and readability considerations such as font type, size, color, contrast, and considerations for a screen reader, motion detector, and voice-to-text software. Visitors to this document are able to access a customizable bar that lets users adjust font size and enable high contrast mode and use a screen reader, enhancing the visual accessibility of this document. Please contact Aaronda Q. Beauford, Director of Communications, at abeauford@upperdarbysd.org with any questions, comments, or suggestions related to accessibility of this document.

Document Update/Revision Disclaimer Statement

This document is subject to periodic revisions and updates. We strive to ensure that all information is accurate and up-to-date; however, changes may occur over time and without prior notice. Please consult the latest version of this document for the most current information.

Disclaimer – Updates and Revisions

The content of this handbook is subject to periodic updates and revisions. We strive to ensure that the information is accurate and current; however, changes may occur over time. Please refer to the latest version of the handbook for the most up-to-date information.

Equal Opportunity Employment & Anti-Discrimination Statement

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:

Upper Darby School District
Administration Building
Dr. John Council, Assistant Superintendent of Recruitment, Retention, and Culture
8201 Lansdowne Avenue
Upper Darby, PA 19082

Purpose of the Student and Family Handbook

The Student and Family Handbook serves as a guide for students and families on school-specific information on programs, services, resources, schedules, procedures, and expectations. General Upper Darby School District information is available in the UDSD Student and Family Handbook.

District Information

District Information

Upper Darby School District
Administrative Offices
8201 Lansdowne Avenue
Upper Darby PA 19082
Main Office Phone: (610) 789-7200
www.upperdarbysd.org

District Administration

Dr. Daniel P. McGarry, Superintendent of Schools

Dr. John Council, Assistant Superintendent of Recruitment, Retention and Culture
Edward Marshaleck, Assistant Superintendent of Student Services
Kelley Simone, Director of Secondary Education

School Information

Garrettford Elementary School
3830 Garrett Road
Main Office Phone: (610) 626-9168
Office Hours: 8:00 a.m. - 4:00 p.m.
School Colors: Purple and Gold
School Mascot: Royals
Website: <https://www.upperdarbysd.org/garrettford>

School Administration

Allen Brydges, Principal
Kelly Mantzaridis, Assistant Principal

Secretaries

- Irene Zahner izahner@upperdarbysd.org
- Denise Kennedy dkennedy@upperdarbysd.org

School Hours

Student Arrival: 8:50 a.m.
Student Dismissal: 3:15 p.m.
Office Hours: 8 a.m. - 4 p.m.

A Message From the Principal

Dear Garrettford Families,

We are excited and honored to welcome you to the beginning of the 2024-2025 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.

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 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

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.

The Theme for the 2024-25 School Year is: ***Be Here. Be You. Belong. Problem Solve.***

School Improvement Plan



Garrettford _ 2024 - 2025-6.pdf

[Download](#)
426.3 KB

Staff Directory

The school staff directory is an essential resource for students, parents, and the community, providing up-to-date contact information and roles for all school faculty and administrative members. It helps facilitate communication and ensures that everyone can easily reach the appropriate staff for support, inquiries, or collaboration. For any updates or changes to staff information, please refer to the directory regularly or contact the school office directly.



MORNING SHEET 24-25.pdf

[Download](#)
111.1 KB

District Master Calendar and Important School Dates



2024-2025-Year-at-a-Glance-Upper-Darby-School-District-Calendar-ver7.pdf

[Download](#)
496.0 KB



2024-2025-Upper-Darby-School-District-Summary-of-Calendar-ver6.pdf

[Download](#)
456.6 KB

Home and School Communication

Email and Phone

Effective communication between home and school is essential for supporting student success. We encourage parents and guardians to use both phone and email as primary methods for staying in touch with teachers, administrators, and school staff. Phone calls to the main office are ideal for urgent matters or quick conversations, while email is well-suited for detailed inquiries, scheduling meetings, or sharing documents. See the school directory for staff email addresses. Please note that teachers are not available during instructional time and will respond to voicemails, messages and emails as soon as possible. Please ensure that your contact information is current and check your messages regularly to stay informed about important updates and communications. For any questions or to resolve issues related to communication, feel free to reach out to the school's main office.

Change of Address, Phone Number, Email Address

Home, work, cell, or emergency contact phone number changes should be reported directly with the main office and updated by the parent/guardian in Home Access Center (HAC). The HAC website can be found on the district website under the "Parent" tab. 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 should be sent to Garrettford immediately. Up-to-date records are essential in handling emergency situations. Students will only be released to individuals identified on the district provided Student Information Form and district student information system (eSchool).

Transfers and Address Changes

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. Withdrawals from School - Contact the Garrettford Main Office at 610-626-9168 for guidance.

If your address has changed and you still reside within the UDSD, you are required to notify the District within 48 hours and contact Central Registration to update your records. **Intra-district change of address** – contact Central Registration at 610-352-2400.

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.

Conferences

Parent-teacher meetings are an important part of our commitment to fostering student success and ensuring open communication between home and school. These meetings provide an opportunity for parents and teachers to discuss a student's academic performance, social development, and any concerns or goals. We encourage all parents to take advantage of these meetings to collaborate with teachers in supporting their child's growth and addressing any issues.

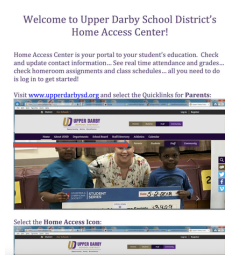
Please note the report conference dates on the calendar and make plans to attend.

Teachers are not permitted to meet with parents during instructional time.

To schedule a meeting, please contact your child's teacher directly via email or phone, or use our online scheduling system if the teacher makes one available. We look forward to productive discussions and working together to enhance your child's educational experience.

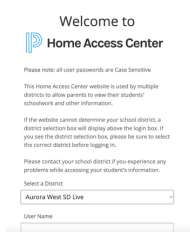
Home Access Center

The Home Access Center (HAC) is an online platform designed to provide parents and guardians with real-time access to their child's academic information. Through HAC, you can view grades, attendance records, assignments, and other important academic details. This tool helps you stay informed about your child's progress and supports effective communication between home and school. We encourage you to log in regularly to monitor your child's performance and stay engaged in their educational journey. For login assistance or questions about using HAC, please contact the school's main office or send an email to parentportal@upperdarbysd.org.



Home Access Center (HAC) Parent Guide

Click [HERE](#) or on the image to the left to learn how to update



Home Access Center Portal

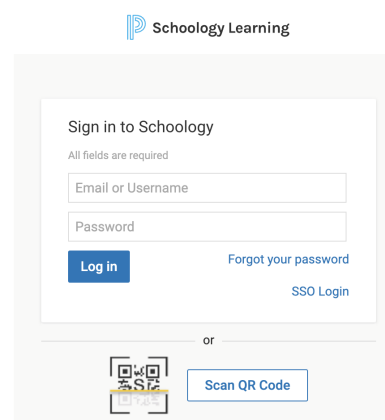
Click [HERE](#) or on the image to the left to update your contact

your contact information in information in HAC. Please note that changes of address are only able to be processed through the Central Registration office located on the Upper Darby High School campus.

Schoology

Schoology is our district's comprehensive learning management system (LMS) that facilitates communication and collaboration between students, parents, and teachers. It provides a central platform for accessing course materials, submitting assignments, participating in discussions, and tracking academic progress. Schoology also allows parents to monitor their child's engagement and performance, helping to support their learning journey. Teachers can send a Schoology message to parents of members in their course(s) or group(s) about course updates and reminders.

We encourage you to explore Schoology to stay connected with classroom activities and resources. Log-in to Schoology at <https://app.schoology.com/login?destination=home>. For assistance with Schoology or any questions about its features, please contact the school's main office or parentportal@upperdarbysd.org.



Weekly Electronic Wednesday Folder

The weekly information newsletter, or Wednesday Folder, is a valuable resource designed to keep parents, students, and the school community informed about upcoming events, important announcements, and key updates. Each edition provides a comprehensive overview of school activities, achievements, and important deadlines. We encourage all families to read the newsletter regularly to stay engaged and up-to-date with school happenings. The newsletter is emailed to families using the email address on file in the Home Access Center (HAC). We encourage you to check your inbox every Wednesday evening to stay informed and engaged with the latest news from our school. If you have any questions or if you are not receiving these communications, please contact the school office to ensure your email address is correctly updated in our system or visit HAC to update your email address.

Website

Our district website and its associated school webpages, are key resources designed to provide students, parents, and the community with up-to-date information about school programs, events, and important announcements. The website offers easy access to a variety of resources, including the school calendar, staff directories, academic resources, and contact information. We encourage you to visit the website regularly to stay informed and take advantage of the tools and information available. For any questions or difficulties accessing the site, please contact the district Communications and Media Services and Technology offices at webmaster@upperdarbysd.org.



ParentLink

ParentLink mass email communications are a crucial tool for keeping parents and guardians informed about important school updates, events, and announcements. Through these emails, we share timely information on a variety of topics, including academic updates, school policies, and upcoming activities. We encourage you to regularly check your inbox to stay informed and engaged with the latest news from our school. Seldomly, voice messages may be sent in accompaniment with an email for urgent messages. If you have any questions or if you are not receiving these communications, please contact the school office to ensure your email address and phone number are correctly updated in our system or visit HAC to update your email address.

Social Media

Our school district utilizes social media platforms to connect with the community, share important updates, celebrate achievements, and highlight school events. By following our official social media accounts, you can stay informed about district-wide news, upcoming activities, and key announcements. We encourage you to engage with our posts and share your own experiences to foster a vibrant and supportive community. For any questions or concerns regarding our social media presence, please reach out to the district's Communications and Media Services office at socialmedia@upperdarbysd.org.



Instagram
[@udsdoofficial](https://www.instagram.com/udsdoofficial)



Facebook
[@UpperDarbySchoolDistrictOfficial](https://www.facebook.com/UpperDarbySchoolDistrictOfficial)



X (Twitter)
[@upperdarbysd](https://twitter.com/upperdarbysd)



Garrettford Elementary School YouTube Playlist
<https://youtube.com/playlist?list=PLKWyl5aPnzqBo4GSNEGg3dawhj6kpkIcH&si=mIBZqTuFmKKTzKXn>



UDSD YouTube
[@UpperDarbySchoolDistrict](https://www.youtube.com/channel/UCm24abV7FSSjd_2pKF_n5Jw)

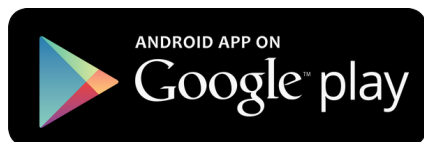


UDSD YouTube Board and Committee Meetings
https://www.youtube.com/channel/UCm24abV7FSSjd_2pKF_n5Jw

Mobile App

Our school district's mobile app is designed to keep you connected and informed with ease. The app provides instant access to important updates, school news, the district's master and school

calendars, and other information and resources right from your smartphone. It offers features such as quick links to resources and access to student information. We encourage you to download the app to stay up-to-date with everything happening in our district. For assistance with the app or to provide feedback, please contact the Communications and Media Services and Technology offices at webmaster@upperdarbysd.org.



ANDROID DOWNLOAD

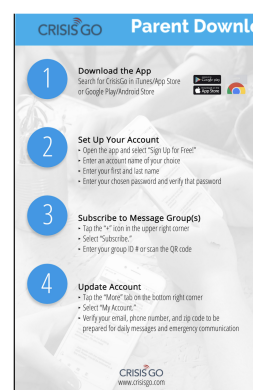


IOS DOWNLOAD

CrisisGo

Emergency/serious incident and school schedule change messages are shared through the District's official CrisisGo app, which are delivered to registered mobile devices.

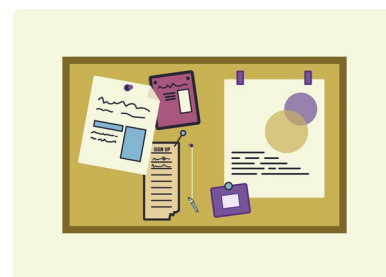
The CrisisGo mobile app allows UDSD parents to connect with safety message groups from our school district and individual school buildings. UDSD parents can download the CrisisGo app on their mobile device and create a FREE account. Parents will then need to subscribe to the DISTRICT NEWS group and the school(s) of their choice via the appropriate ID number.



CrisisGo is the fastest way to receive district emergency alerts and messaging. Click on the image to the right to learn how to download the app and [SUBSCRIBE](#) today!

Community Bulletin Board

The UDSD Community Bulletin Board (CBB) serves as a hub for local information, events, and resources, providing a space for sharing announcements, opportunities, and activities that benefit our school and surrounding area. Whether you're looking to post an event, find local services, or stay informed about community happenings, the bulletin board is an excellent resource. We encourage all community members to contribute and utilize this space to stay connected and engaged with what's happening in our area. The Community Bulletin Board - your premiere community resource! Visit <https://www.upperdarbysd.org/Page/2642> today!



[UDSD CBB Posting Request Form](#)

[Guidelines for Requests to Post to the CBB](#)

[Ways to Make Sure Your CBB Document is ADA Compliant](#)

Resources for Translating CBB Documents

BoardDocs

BoardDocs is our online platform used for managing and accessing school board meeting agendas, minutes, and other important documents. This system provides a transparent and convenient way for community members to stay informed about board activities, decisions, and discussions. By visiting BoardDocs, you can easily review past and upcoming meeting materials, track board resolutions, and access important information related to school governance. We encourage you to explore BoardDocs to stay engaged with the decision-making processes that affect our schools. For any questions or assistance with using BoardDocs, please contact the school district office.

Public Access Cable Channel

Our school district's Public Access Cable Channel provides a platform for broadcasting important school events, educational programs, and community news. This channel offers valuable insight into school activities, including board meetings, special events, and student achievements, allowing the community to stay connected and informed. We encourage you to tune in regularly to see the latest updates and programming. For schedule information or to submit content for consideration, please contact the district's communications office or the Public Access Cable Channel coordinator. The channel is available to all cable television subscribers in the Upper Darby School District area. The UDSD public access channels are as follows:

Comcast: Channel 08

RCN: Channel 51

Verizon FIOS: Channel 20

If you are experiencing any difficulties with your cable programming, please contact your local cable provider. All events can also be found on the official [Upper Darby School District YouTube Channel](#). Find a list of our most recent programming on our website at <https://pa02209738.schoolwires.net/site/default.aspx?PageID=4437>.



8201 Lansdowne Avenue, Upper Darby, Pa. 19082 (610) 789 - 7200 BoardDocs® Pro

Upper Darby School Board - Welcome to Board Docs!

🔗 go.boarddocs.com

Blackboard Reach

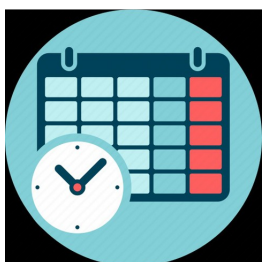
Blackboard Reach lets teachers have a two-way conversation with parents. Conversations can be used to give feedback, information on upcoming assignments or required paperwork due dates, and class information and events. Blackboard Reach allows families to view messages that teachers post to the entire class and to also privately message teachers. Click [here](#) for instructions on using the messaging dashboard. Find more information about Blackboard access [HERE](#). Learn how to use the tool at [Blackboard Parent Instructions](#).

School Board and School Board Committee Meetings

The School Board Meeting and the School Board Committee Meetings empower parents to stay informed about policy and to observe and become familiar with the policy-making process.

Regular School Board meetings are official and formal business meetings, at which the School Board meets in their official capacity to deliberate and take action on the business of the school district. Items that are presented on school board meeting agendas for a vote are usually researched and considered during School Board Committee meetings.

School Board Committee Meetings are the working and learning meetings of the School Board. These meetings were established to better inform the Board and public of the important decisions being made in the school district each month. The meetings also serve as a forum to share school district initiatives and to offer insight into decisions made by the Board at each monthly School Board meeting.



Meeting Schedules

[School Board Meeting](#)

AGENDA



Meeting Agendas

[BoardDocs](#)

[School Board Committee
Meetings](#)

Arrival and Dismissal Procedures

Arrival Procedures

The doors to Garrettford School open at 8:45 AM. Children may not arrive on the playground prior to 8:30 a.m. Children are expected to enter the building using the back doors of the school. They will be greeted by staff members and lined up with their classmates. The homeroom teacher will escort his/her class to the classroom. Classroom instruction starts promptly at 8:50 AM. In the event that you must drive your child to school please drop your child off in the WAWA Side (Burmont Road) school parking lot. Children are not permitted to leave your car until you have reached the front of the drop off line. A volunteer will open your car door(s) to let your child(ren) out of your car. Please adhere to these procedures to ensure the safety of our children. **Lateness: A student is considered late to school after 8:50 AM.** Excessive lateness and /or early dismissals will be considered as attendance issues. Students who arrive late must be accompanied into the office to be signed in by their parent / guardian If your child is going to be absent or late, please notify the office at 610-853-4510 before 9:00 AM. If your child is later than 8:50 AM, they must be accompanied by an adult to officially sign-in and complete a lateness note. Please refer to the Elementary Code of Character 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.

Dismissal Procedures

Bus students are dismissed to the gym to wait for their busses. Walkers or students being picked up are dismissed on the Garrett Road side parking lot (close to the apartments) and the rear gates of the playground. Upper Darby School District (YMCA) childcare students are dismissed to the Cafeteria. Parents must send changes in dismissal arrangements in the form of a note to the classroom teacher. For safety reasons, the school will request identification from the adult at the time of pick-up. If anyone other than the parent picks up the child, he/she must be listed on the emergency card and have photo identification. **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 school office and present identification to sign the child out. The child will be called to the office when you arrive for pick-up. The child will be dismissed from the office only. Parents are not permitted to go to the child's classroom.**

Visitor Procedures

Upon arrival at the school, visitors must register at the office where they must provide any required information or identification to protect the health and safety of students, staff and the school community, as well as be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property. Visitors will show identification and will be scanned into the visitor entry system to be checked in a national database of offenders of crimes against children. Visitors who are not in the national database will receive a visitor's badge that must be worn in plain view. Visitors will sign out upon leaving school and return the visitor's badge. Visitors found in the national database will be escorted at all times with staff while in the building and access to the building will be limited to rights of parents/guardians. See Board Docs: [Policy 907](#).

Parking

Garrettford has three parking lots. One is located behind the WAWA and can be accessed from Burmont Road. Although there is a driveway leading from Garrett Road between the WAWA and our building, that access is blocked for the safety of the children. The other two parking lots are located on the apartment side of the building and can be accessed from Garrett Road. Please be careful to park properly and always keep alert for children on the move. Parking in the middle of the drop off line in the WAWA side parking lot is prohibited. When you leave the WAWA side lot, you are only allowed to turn right.

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. 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. The Communications and Media Services office hosts Fall and a Spring Parent Volunteer Workshops to assist parents with the volunteer approval process. Submit your application today!

[916-AR-1 Non-Staff Volunteer Application](#)

[Volunteer Application Process](#)

Home and School Association

Taryn Felmey is Garrettford's Home and School Association President. You can reach the Home and School Association by email: garrettfordhands@gmail.com Also, look for us on FACEBOOK.

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 that 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, additional books for the library, yearbooks and shirts for our fifth graders, 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 will be held in person with a livestream option. 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 school. No amount of time is too little and all efforts are greatly appreciated.

School Safety, Climate and Culture

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 students 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.

Definitions

Positive Behavioral Interventions and Support (PBIS) – District, School, Classroom and Individualized Levels

The three tiered PBIS framework engages students at different levels, beginning with establishing, explicitly modeling, practicing, and continuously reviewing common expectations. As more support is needed progressive strategies, supports, and interventions are utilized to address students' individual needs.

Restorative Practices

Restorative practices are processes that proactively work to build healthy relationships and create a sense of, and a commitment to, community that helps to prevent and address conflict, wrongdoing, and damage. When employed with fidelity, restorative practices encourage a positive school climate that promotes and sustains teaching and learning.

Trauma-Informed Care Approach

The trauma-informed care approach provides students and teachers with emotional tools to build their capacity for healthy relationships, focused learning, and greater happiness. Teaching students about stress responses and resilience can help them better recognize their emotions, cope with trauma, and reach out for help before they display behaviors of concern. This approach eliminates emotional roadblocks so they can learn more readily and thrive in classrooms.

Responsibilities

Responsibilities of Students

*Our UDSD elementary **STUDENTS** have the responsibility to:*

- contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning and to show respect and dignity to other persons and to property
- practice respectful, responsible, and safe behaviors
- arrive on-time, prepared to actively participate in their learning
- work to their potential both inside and outside of the classroom
- respect school property and ensure that safe conditions continue in our school.
- know the rules and expectations for their behavior
- ask questions when they do not understand
- seek help in solving problems that might lead to discipline

- work to develop strategies to control anger/frustration
- maintain behavior that is free from all forms of bullying, harassment and discrimination
- empower students to utilize elements of restorative justice to resolve conflict

Responsibilities of Staff

Our UDSD elementary EDUCATORS have the responsibility to:

- establish and maintain a climate of mutual respect and dignity for all students
- establish an environment that is culturally sensitive
- model and teach positive expected behaviors across all areas and disciplines
- know school expectations, policies and rules, and enforce them in a fair and consistent manner
- effectively communicate with students, families, administration about academic and behavioral concerns

Responsibilities of Families

Our UDSD elementary FAMILIES have the responsibility to:

- recognize that the education of their child(ren) is a joint responsibility of families and the school community
- build positive relationships with school staff and communicate with teachers
- assure child(ren) are on-time and present each day
- support student's adherence to all safety precautions, rules and policies
- share concerns as needed
- read school/district communications, attend school informational meetings, family conferences, and events
- know school rules and help their children understand them
- help their children deal effectively with peer pressure

Rights of Students & Families

The UDSD has the shared belief that families and students are an integral part of the disciplinary process. All conduct matters are in compliance with federal, state, and local laws. UDSD wants all stakeholders to be aware that they have the right to appeal any disciplinary action which can be initiated through contacting school and district level administrators. For more information review UDSD School Board Administrative Regulation 219, provided below.

Multi-Tiered Systems of Supports

The Upper Darby School District provides tiered interventions to students that demonstrate a need for differentiated supports. Our PBIS framework aims to implement evidence-based practices along a multi-tiered continuum to support the academic, social, emotional, and behavioral abilities of all students. These practices are utilized at a district, school, classroom, and individualized level. Our goal is to explicitly prompt, model, practice, and encourage positive social skills across all settings and amongst individuals. To ensure learning environments are conducive to learning we aim to establish behavioral systems that support students in accessing rich and rigorous learning experiences.

PBIS Matrix Flowchart

This is a guide to assist in determining next steps in addressing behaviors displayed across all settings. The guide below describes minor versus major behaviors and possible action steps to address behaviors of concerns. These progressive steps are contingent on the frequency and type of behavioral occurrence.

Strategies and Interventions Guide

The following list indicates the types of interventions and replacement behavior strategies that staff may implement to provide support and address violations:

Strategy - A teacher directed technique to impact a student's behavior.

Intervention - A technique the teacher demonstrates to the student which allows a skill to be acquired.

Tier 1 - Accessible to all students within the whole group setting

Tier 2 - Requires teacher differentiation and is a targeted support and intervention

Tier 3 - Individualized and student specific intensive support and intervention

Tier 1: Strategy Example List

Tier 2 & 3: Strategy Example List

Tier 1: Intervention Example List

Tier 2 & 3: Intervention Example List

Tiered System of Behavior Support

Tier 1: Tier 1 behaviors of concern impede and alter the school building climate and culture. These behaviors are not aligned with the expectations of students being safe, respectful, and responsible. These behaviors may impact the welcoming, nurturing, and secure atmosphere across all settings. Each behavior of concern will be addressed based upon the type of occurrences and frequency. Tier 1 level occurrences may be, however are not limited to the following:

Tier 2: Tier 2 behaviors of concern impede and alter the school building climate and culture. These behaviors are not aligned with the expectations of students being safe, respectful, and responsible. These behaviors may result in strategies focused on improving specific lacking skills some students may exhibit across all settings. Each behavior of concern will be addressed based upon the type of occurrences and frequency. Tier 2 level occurrences may be, however are not limited to the following:

Tier 3: Tier 3 intensive behaviors of concern impede and alter the school building climate and culture. These behaviors are not aligned with the expectations of students being safe, respectful, and responsible. These behaviors are very serious disruptions exhibited by individuals and may

threaten the health, safety, or welfare of a member of the school community. Tier 3 behaviors may result in an individualized approach and development of strategically designed plans. Each behavior of concern will be addressed based upon the type of occurrences and frequency. Tier 3 level occurrences may be, however are not limited to the following:

****Upper Darby School District recognizes the potential for behaviors of concern to warrant a referral to our SST team for examination into providing the student with additional support.***

All employees of the Upper Darby School District have a responsibility to promptly refer any suspected or confirmed conduct that could constitute a Tier III behavior(s) of concern to the appropriate building administrator.

Emergency Preparedness and Response

Advanced planning, training, practice and comprehensive implementation are key components in protecting the safety and security of the school community. District schools shall conduct a disaster response or emergency preparedness plan drill at least annually. District schools shall conduct fire drills at least once a month during the school year. District schools shall conduct a school security drill while school is in session, with students present. See Board Docs: [Policy 805](#).

Acceptable Use of Internet, Computer, and Network Resources

The Board requires all users to fully comply with this policy, as outlined in [Policy 815 - Acceptable Use of Internet, Computer, and Network Resources](#). The Board declares that district Internet, computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, access, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track and log network access and use on district computers and network resources; monitor filespace and file storage utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action.

Positive Behavioral Interventions and Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting *students'* behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It also improves teacher health and wellbeing. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. Review the document attached below for additional information about our PBIS program.



Copy of GF Elementary Behavior Pyramid.pdf

Download
163.0 KB

Safety and Conduct In Route to and From School

Ensuring the safety and well-being of our students extends beyond the school grounds, including their journey to and from school. We expect all students to demonstrate respectful and responsible behavior while traveling, whether walking, biking, or riding public transportation. This includes following traffic rules, being considerate to others, and avoiding any behavior that could endanger themselves or others. Students should also adhere to any school or district policies related to conduct during these times. By upholding these standards, we can contribute to a safe and positive environment for everyone. For any concerns or to report issues related to student behavior on their commute, please contact the school administration or local authorities. Review the document attached below for additional information about student behavior expectations.

Dress Code Guidelines

All students are subject to the dress code as outlined in [Policy 221: Dress and Grooming](#). Students must report to school on a daily basis attired in compliance with the provisions of this policy. Acceptable dress must be appropriately sized and must conform to the following requirements:

1. We strongly encourage students to exhibit their school pride by wearing school colors and apparel.
2. Students are not permitted to wear apparel that belittles another, suggests sexual activity, or refers to violence, weapons, alcohol, drugs, tobacco, discrimination, gangs, or any illegal activity. Objectionable language or graphics are also not permitted on apparel or belongings.
3. All shirts and dresses must have sleeves and cover the entire torso, and shoulders. Tank tops, midriffs, tube tops, low cut shirts, strapless, spaghetti straps, see through shirts, halters, or bare back shirts are not permitted.
4. Dresses, skirts, and shorts must reach mid-thigh. We use the "fingertip" rule, which means when standing straight, fingertips are in line with the hem.
5. Pants must be worn above the hip bone. No undergarments are to be seen at any time. Tights worn as pants are not permitted.
6. See through clothing, undergarments worn as outer garments, and sleepwear are not permitted.
7. Clothing that are torn or ripped are not permitted.
8. Students are not permitted to wear any spiked collars, spiked bracelets, or wallet chains.
9. Shoes must cover the entire foot and have soles. Steel toe boots are not permitted.
10. Hats, hoods, bandannas, and sunglasses are not to be worn in the building.
11. Administration will make final decisions about the appropriateness and acceptability of specific items of clothing.
12. Violations of the dress code will result in disciplinary consequences.

Electronic Communication Devices

[Policy 237. ELECTRONIC COMMUNICATION DEVICES](#)

The Board of School Directors has determined the importance of defining the proper use of electronic communication devices during the school day.

Electronic communication devices - Communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (apps), and provide location

information. The devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Examples of electronic communication devices include smartphones (iPhone, Blackberry, etc.), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positions system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music and medical players; PDAs; digital cameras; tablet and laptop computers; and other similar devices. Electronic communication devices may also be referred to as electronic devices in other publications and district policies.

Electronic communication devices could also be devices that are not capable of transmitting telephone communications (such as iPads or radios), do not have Internet access, are lasers and/or radar communication devices.

Personal electronic communication devices - electronic communication devices that are owned by the student.

School day - The commencement of the educational curriculum to the conclusion of the last regularly scheduled school period.

Instructional time - Time during which students are under the supervision of a District employee, including but not limited to classroom instruction in Social Studies, Science, Language Arts, Math, Unified Arts, Local and State Assessments, assemblies, and homeroom.

The Upper Darby School District reserves the right to define the educational value and place restrictions or prohibitions on the possession or use of any electronic device currently available or that may become available in the future, whether or not addressed in this policy.

The possession of electronic communication devices, including personal electronic communication devices, by district students when in compliance with this policy, other district policies, regulations rules, and procedures, ISP terms, and local, state, and federal laws is permitted.

The use of electronic communication devices, including personal electronic communication devices, by district students during the instructional time is prohibited.

The use of electronic communication devices, including personal electronic communication devices, by district students during times other than instructional time, when in compliance with this policy, other district policies, regulations rules, and procedures, ISP terms, and local, state, and federal laws is permitted.

The district shall not be liable for the theft, loss, damage, misuse, or unauthorized use of any personal electronic communication devices brought to school by a student.

Students are personally and solely responsible for the security of personal electronic communications devices brought to school, school events, or onto district property. The district is not responsible for restricting, monitoring, or controlling the personal electronic communications of students; however, it reserves the right to do so.

If personal electronic communication devices are loaned to or borrowed from and/or misused by non-owners, the owners of the personal electronic communication devices may be jointly responsible with the non-owner for the misuse and/or violation of district policy, regulations, rules or procedures.

The policy in its entirety can be found on the district website, along with administrative regulations, if applicable.

Academics

Grading

Purpose

The Board recognizes that communication between school and home is a vital ingredient in the growth and education of each student. The Board acknowledges the school's responsibility to keep parents/guardians informed of student welfare and academic progress.[1]

Authority

The Board directs that the district's instructional program shall include a system of measuring all students' academic progress.[2][3][4][5]

The Board directs the Superintendent to establish a system of reporting student progress that includes academic progress reports, grade reports, and parent/guardian conferences with teachers.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for reporting student progress to parents/guardians.

All appropriate staff members, as part of their professional responsibility, shall comply with the systems established for measuring and reporting student progress.

Guidelines

Various methods of reporting, appropriate to grade level and curriculum content shall be utilized. Both student and parent/guardian shall receive ample warning of a pending grade of failure, or one that would adversely affect the student's academic status.

Scheduling of parent-teacher conferences shall occur at times that ensure the greatest degree of participation by parents/guardians.

Grade Reports shall be issued at intervals of not less than nine (9) weeks.

Review and evaluation of methods of reporting student progress to parents/guardians shall be conducted on a periodic basis.

Legal

1. Pol. 216

[24 P.S. 510](#)

[2. 24 P.S. 1531](#)

[3. 24 P.S. 1532](#)

[4. 22 PA Code 4.11](#)

5. Pol. 127

Retention Policy

Purpose

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

Authority

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established for each grade.[\[1\]](#)[\[3\]](#)[\[10\]](#)
A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgement of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge.
[\[3\]](#)[\[4\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop, from time to time, administrative regulations for promotion and retention of students which assure that every effort will be made to remediate the student's difficulties before the student is retained as needed.[\[5\]](#)[\[6\]](#)[\[7\]](#)

The recommendation of the classroom teacher shall be required for promotion or retention of a student.[\[3\]](#)

The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

Guidelines

In all cases of retention, the parents/guardians shall be fully involved and informed throughout the process. Parents/Guardians and students shall be informed of the possibility of retention of a student well in advance.

Academic achievement, attitude, effort, work habits, behavior, attendance and other factors related to learning shall be evaluated regularly and communicated to students and parents/guardians.[\[8\]](#)[\[4\]](#)

The district shall utilize multiple measures of academic performance as determinants in promotion and retention decisions.[\[4\]](#)

Progress toward high school graduation shall be based on the student's ability to achieve the established academic standards and pass the required subjects and electives necessary to earn the number of credits established from time to time, by the Board for graduation.[\[9\]](#)

Legal

[1. 24 P.S. 1531](#)

[3. 24 P.S. 1532](#)

4. Pol. 213

[5. 22 PA Code 4.12](#)

[6. 22 PA Code 4.13](#)

7. Pol. 100

8. Pol. 212

9. Pol. 217

[10. 22 PA Code 4.42](#)

Homework Guidelines

Purpose

The purpose of homework assignments should be to:

1. Provide practice and reinforcement of skills presented by the teacher.
2. Provide opportunities for parents/guardians to know what their child is studying.
3. Encourage parent/guardian and child interaction.

Guidelines

Each student shall be responsible for completing homework assignments as directed.

Homework shall complement classroom instruction and be planned and evaluated with respect to its purpose, appropriateness, and completion time.

The demand of homework upon the students' time shall be consistent with the best interests of the students in regards to other valuable experiences to be gained outside of school.

Homework shall not be assigned as a form of punishment. Parents can help by providing a quiet study area, providing a daily, uninterrupted amount of time for homework to be completed, and helping with, but not doing, the homework.

Upper Darby School District has standardized Homework Guidelines for elementary school:

Grades 1 & 2

Each student will be assigned homework four (4) nights per week for no more than a total of thirty (30) minutes on each of the four (4) nights.

- Mathematics - 4 nights 15 minutes
- Reading/ELA - 4 nights 15 minutes

Grade 3

Each student will be assigned homework four (4) nights per week for no more than a total of forty-five (45) minutes on each of the four (4) nights.

- Mathematics - 4 nights 20 minutes
- Reading/ELA - 4 nights 25 minutes

Grades 4 & 5

Each student will be assigned homework four (4) nights per week for no more than a total of sixty (60) minutes on each of the four (4) nights.

- Mathematics - 4 nights 20 minutes
- Reading/ELA - 4 nights 30 minutes

School Books & Library

Purpose

The Board directs that district-owned equipment shall not be loaned for nonschool use off school property. If equipment is required for use by those granted permission to use school facilities, it may be loaned in accordance with Board policy.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

Use of specific items of equipment, when unobtainable elsewhere, may be granted on the written request of the intended user and approval by the building principal.

The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.

Guidelines

Removal of school equipment from school property for personal use by staff or students is prohibited.

School books may be used by students during vacations when permission is granted by the building principal.^[3]

Legal

[1. 24 P.S. 801](#)

2. Pol. 707

[3. 24 P.S. 804](#)

Breakfast and Lunch Programs

Our school offers breakfast and lunch programs to ensure that all students have access to nutritious meals throughout the school day. These programs are designed to support student health and academic performance by providing balanced and wholesome food options. Breakfast and lunch meals are free for every Upper Darby School District student through the Community Eligibility Provision (CEP). We encourage families to review the monthly menu and take advantage of these meal services. For information on meal pricing, eligibility for free or reduced meals, or any dietary accommodations, please contact the school's cafeteria manager. Visit <https://upperdarbysd.schooldish.com/> to view our ADA-compliant website for lunch menus.

- Students are not permitted to share their food with peers due to the number of students with food allergies. At times the cafeteria will offer special healthy "tastings" to all of our students. These are usually fresh fruits or vegetables. Alternatives can be provided to students with food allergies. Be sure to notify your child's teacher AND our school nurse about any/all known food allergies.
- Garrettford Elementary employs an accounting system, point of sale, which is a way for students to pay for a la carte items in the lunchroom. Please be assured that we have noon-time assistants in the cafeteria to assist the children in line until they can master the process on their own.
- When a student approaches the cashier at the end of the lunch line, the student will scan their student lunch card and state their name to the cashier. The cashier will check a computer screen to determine how much money the student has left in their account. Each student will have an account that they can add to at any time. You can add money or check your child's account on line.

Student Support Services

UDSD provided various types of support services to the students.

Counselors

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 school staff directory for contact information for our school's counselor(s).

Social Workers

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 social work services in schools. See the Staff Directory for contact information for our school's social worker(s).

Student Assistance Program (SAP)

The Student Assistance Program promotes education and awareness programs targeting the dangers and risks associated with the use of drugs, alcohol, and tobacco with the goal of eliminating these as barriers to academic achievement and success. The program contributes to the universal school-wide supports needed to build resilient schools in our district. Click [HERE](#) to learn more about SAP and its resources or see the counselor or social worker for more information

Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. We feel that it is important to remind our parents and students that anyone who is feeling unsafe to please remember that there is help and it is okay to ask for help. Learn more about Safe2Say Something [HERE](#).

[Safe2Say Something PA Program](#)

[UDSD Safe2Say Something Presentation 2021](#)

<https://pa02209738.schoolwires.net/Page/8021>

If you have any questions or concerns, please do not hesitate to contact your building principal.

Attendance

Attendance – Every Day Counts!

Student Absences

Consistent school attendance is necessary for successful learning. The spirit of the learning process, exciting ideas, and group discussions can never be made up after an absence. Use the school phone # (610) 626-9168 and press 1 when prompted to report student absence and lateness.

Holidays, vacations and early dismissal days are clearly noted on the school calendar. When a student is absent but is able to do homework, a parent may request to pick up books and assignments at dismissal time in the school office. Please communicate directly with your child's teacher.

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. 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.

When a child is absent from school, 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 Attendance Team for further review. Following the third truancy, a family meeting will be scheduled to create a School Attendance Improvement Plan.

Garrettford's attendance policy is in accordance with UDSD (Policy 204) and PA Dept. of Education Attendance policies. All Students who are *absent for ten days or more, for any reason, in the current school year will be notified of their excessive absences. District policies and forms can be found at: <https://go.boarddocs.com/pa/udar/Board.nsf/Public?open&id=policies#>*. Please check with the principal or school nurse for assistance with ongoing illnesses that effect school attendance.

If there is a case where your child will be absent for 3 (or more) consecutive days or 9 (or more) cumulative days, please contact the school social worker or attendance secretary immediately for support regarding documentation for these absences.

Student Health

Drugs and 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.

Immunization Requirements

The following immunizations are required for all students in the Commonwealth of Pennsylvania for the 2024-2025 school year. We have been sending out communications over the course of the summer reminding families of immunization requirements and alerting families who are not in compliance with updated immunization documentation. Your child's school must have written confirmation from your physician for each immunization. State law mandates that students not up to date on their immunizations are at risk of being excluded from school.

Grades K through 12:

- DPT(Diphtheria/Pertussis/Tetanus): Four (4) required, with one after age 4
- Polio: Four (4) required, with one on or after age 4 and at least 6 months after previous dose. If the third dose is given on or after age 4 and at least 6 months after the last dose, the fourth dose is not required.
- MMR(Measles/ Mumps/ Rubella): Two (2) required, with the first dose on or after age 1
- Hepatitis B: Three (3) required, must be properly spaced
- Varicella (chicken pox): Two (2) immunizations required, the first must be after age 1. Or a history of the disease. In addition to immunizations listed above:
- Grade 7 through 12: Tdap (Tetanus/Diphtheria/ Pertussis)- One dose required, if less than 5 years since last DPT MCV (Menactra- meningitis): one dose required.
- Grade 12: MCV (Menactra- meningitis)- Second dose required (if the first dose was given at age 16 or older, only one dose is required) Students are expected to have all immunizations on the first day of school.

In some cases, students will be provided a five day window to either secure the required immunizations or documentation from a physician with the expected date of immunization. Students are at risk of exclusion if this requirement is not met within the timeframe. Please contact your health provider if you are unsure of whether or not your child has received the required vaccinations. We encourage you to complete this as soon as possible so you are not at risk from school exclusion. Additional information from PDE is available on the District's website by clicking [HERE](#). We will be asking you to let us know if your student has been Covid-19 vaccinated, has received the booster shot, and to provide us with the date of the vaccination and booster. Policies and Annual Notifications All policies and administrative regulations can be found in their entirety on BoardDocs

Student Birthdays

- To celebrate children's birthdays, parents may arrange with their child's teacher to bring simple celebration items when the teacher deems appropriate. Party snacks should offer a variety of traditional and healthy foods from which the children can choose. Please check with your child's teacher about classroom allergies. Party items that cannot be easily served to children will be kept in the office and returned at end of the day.
- Please do not bring invitations to children's parties held away from school to school. Though we realize that it can be difficult to invite a whole class to a party, we request that you model sensitivity to others' feelings. See [UDSD Policy 246](#) for more information.

Snacks

- Snacks may be sent to school. Classroom teachers will notify parents if the class has a designated snack time during the day. It must be a healthy snack, i.e. fruit, pretzels, crackers, vegetables, etc. Gum chewing is not permitted at school.
-

Title IX

[Policy 103: Discrimination/Title IX Sexual Harassment Affecting Students](#)

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities, or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct that may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

The policy in its entirety can be found on the district website, along with administrative regulations, if applicable.

Bullying/Harrassment

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence.

Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school. Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified.

Confidentiality of all parties shall be maintained consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of ,good-faith reports of bullying.

The policy in its entirety can be found on the district website along with administrative regulations, if applicable.

Act 26

On June 30, 1995 the General Assembly of Pennsylvania enacted Act 26 of 1995 amending the School Code, which mandates a minimum one-year expulsion for students who bring weapons to school. In addition, Act 16 establishes reporting and records maintenance requirements regarding

violence in schools. Act 25 permits expulsions for less than one year under special circumstances and at the recommendation of the Superintendent.

The general rules state that any student who is determined to have brought a weapon onto any school property, any school-sponsored activity shall be expelled for a period of not less than one year. "Weapon" shall include, but not be limited to, any knife, cutting instruments, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool instrument or implement capable of inflicting bodily injury.

Transportation

Policy 810: Transportation

The school bus service is offered to eligible students per the School District Policy 810. School bus stops will be at locations established by the administration in accordance with Board Policy and the Public School Code of 1949, as amended. Transportation will be provided only to and from the established bus stop for the residence of qualified students and will not be provided to babysitters, day care providers, relatives, etc. Students who ride the bus are expected to:

- Follow the bus driver's directions at all times
- Remain seated and facing forward
- Speak in a quiet and kind way
- Refrain from extending or throwing anything outside the bus
- Refrain from bringing anything on the bus other than school-related items
- Refrain from creating any damage to the bus
- Refrain from eating or drinking on the bus

Bus Boarding Pass

- All riders will use their student ID as they get on the bus. A student that is not eligible or not on the bus routes is not allowed on the bus.

GPS App

- Parents may download GPS based app to track buses for their children at no cost. Parent app download instruction can be found [here](#).

Communication

- All parents are highly encouraged to maintain correct phone number and e-mail address in the student information system as Transportation Services uses the phone numbers and e-mail addresses to communicate with parents.
- Initial bus information, updates or any other information will be communicated through information robocalls and/or e-mails. There will be no USPS letters sent to parents.

Student Bus Conduct

Any student violating Student Conduct on Buses (Administrative Regulation 810-AR-3) will receive a warning, a temporary suspension or an indefinite suspension in the following manner per Bus Conduct Incident Report (Administrative Regulation 810-AR-4).

- 1st Offense - Warning
- 2nd Offense - 3 Day Suspension
- 3rd Offense - 5 Day Suspension
- 4th Offense - 10 Day Suspension
- 5th Offense - Indefinite Suspension

Note: Depending on the severity of the violation, a higher level of disciplinary action may be recommended. A further review and/or a safety plan may be required if the incident involves a Special Education student.

Some of the Student Conduct on the Buses (Administrative Regulation 810-AR-3) include but is not limited to the following:

- Obey and cooperation with the driver
- Respect private property while waiting for the bus at the designated bus stop
- Be courteous to fellow student and the driver
- Remain seated while the bus is in motion
- Be responsible for any damage to the bus
- No eating, drinking, smoking, or use profanity

Questions and comments regarding transportation issues may be directed to the Transportation Department at (610) 352-7112 or transdept@upperdarbysd.org.

Before and After School Day Care

The YMCA offers on-site a.m. and p.m. daycare. You can contact the YMCA at (610) 259-1661. During the times daycare is in session, the caregivers can be reached at Garrettford using extension 5523.

Transfers/Withdrawals

[Policy 208: Withdrawal From School](#)



Aaronda Q. Beauford

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Director of Communications, Upper Darby School District