

# GARRETFORD PARENT HANDBOOK

“A GREAT PLACE TO GROW”



Home of the Jaguars

Garrettford Elementary School  
3830 Garrett Road, Drexel Hill, PA 19026  
A National School of Excellence

## **MEMO FROM THE GARRETFORD HOME & SCHOOL ASSOCIATION**

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 adults do CARE.

With our Home & School dues and our 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, bus costs for the 5th grade Echo Hill trip, additional books for the library, and other 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**

The H & S Association cordially invites you to attend our monthly meetings held in our school library, typically on the second Tuesday of the month. Check the school calendar for the exact date. In order for us to be effective, we need your input. Please try to join us. Volunteers are always welcome in the library, drive-up line, our publishing center and many other areas. If you have any spare time, please volunteer.

### **Board Members for 2018-19**

Everyone is invited to become a member of a committee. If you would like to volunteer, please email us at [GarrettfordHandS@gmail.com](mailto:GarrettfordHandS@gmail.com) or contact any member of the board. You can also like us on Facebook at [www.facebook.com/GarrettfordHandS](http://www.facebook.com/GarrettfordHandS).

We are always welcoming new volunteers and would encourage you to attend the first Home & School meeting to see how you can help. We have needs that fit every type of schedule and commitment level. A complete list of committee chairs will be on our website at [www.garrettfordhands.org](http://www.garrettfordhands.org). Thanks in advance for your support.

Presidents	Jackie Chavarria	484-860-5719
Vice-President	Danielle Murtaugh	610-724-7554
Treasurer	Gabriel Chavarria	484-860-5723
Secretary	Steve Sarti	610-883-3620

This handbook will provide you with important information about the programs and policies of the Garrettford School and the Upper Darby School District. Please keep this guide as a reference to use throughout this school year. The Garrettford Staff and School Community are committed to the development of each child academically, physically, emotionally and socially. We are dedicated to ensuring that each child's needs are met and that he/she is supported in their educational journey. As our tagline statement proudly proclaims, "Garrettford: A Great Place to Grow."

OFFICE HOURS 8:00 AM – 4:00 PM

Secretaries: Mrs. Denise Kennedy and Mrs. Irene Zahner

PHONE NUMBERS

Telephone .....	610-626-9168
# for Reporting Absence .....	610-626-9168 Ext. 1
Fax.....	610-626-8348
Transportation .....	610-352-7112

SCHOOL COLORS- Red and White

SCHOOL MASCOT- Jaguars

Transfers

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.

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 (Burmout 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.

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

(Recreation Department) 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.

### Lateness

A student is considered late to school after 8:50 AM. Please refer to the Elementary Code of Conduct for consequences related to student lateness.

### Early Dismissal

If a child must be dismissed from school early, please send a note explaining the reason. The parent or person coming for the child must report to the 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.

### Students' Absences

If your child will be absent or late to school, parents must phone 610-626-9168 Ext. 1, and leave the following information:

Child's name

Room number

Reason for absence or lateness

Who is reporting absence or lateness (must be a parent, guardian or an adult)

The school laws of Pennsylvania state that excused absences are: illness of the child, death in the immediate family, and exceptionally urgent reasons that directly affect the child. A child absent from school must present upon his or her return a written excuse stating the reason for the absence. When children return to school following an absence, their parent(s) must sign their written excuse, if the absence does not exceed four days. After a five-day illness absence, a doctor's signature is needed. If a child is late for any session, he or she must give the principal a written excuse signed by the parent.

It is the policy of the Upper Darby School District to excuse pupils from school if their religious affiliation requires them to observe a holiday. Legal excusal will be granted on a written request from the parent or guardian of the pupil involved. Parents are asked to submit such requests prior to the day they would like their child excused.

### Visits to the School Building

Visitors are always welcome. Visits can be arranged with the school principal in advance. Always report directly to the main office when entering a school building.

Conferences with teachers must be scheduled by appointment. Teachers are not permitted to leave their classes for "on the spot" meetings with parents at any time.

## Positive Behavior Intervention and Supports (PBIS)

A formalized code of behavior exists for our elementary school students. This Elementary Code of Conduct is based on the premise that students, parents, teachers, and administrators must assume equal responsibility for establishing and maintaining acceptable behavior in the schools. The policy seeks to promote positive behavior that will enable students to achieve their potential within the most conducive atmosphere for learning. The code of conduct is based on the research of: Positive Behavioral Interventions and Supports (PBIS). PBIS aims to prevent inappropriate behaviors through the teaching and reinforcing of appropriate behaviors. It is consistent with its core principles and it offers a range of interventions that are systematically applied to students based on their levels of need. PBIS is grounded in differentiated instruction. The approach establishes components at the universal (Tier 1), targeted group (Tier 2) and the individual (Tier 3) levels.

\*\*\* For specific interventions for Garrettford Elementary School, please visit the school website at [www.upperdarbysd.org/garrettford](http://www.upperdarbysd.org/garrettford). Click on the PBIS link and you will find additional resources.

## Lunches

Lunch and Breakfast at Garrettford have changed slightly for this upcoming year. The district is officially approved for the Community Eligibility Provision (CEP) this year. That means that we will no longer be processing any Free and Reduced Meal applications, and that ALL students in grades 1-12 are automatically eligible to receive breakfast and lunch at NO CHARGE beginning the first day of school. Parents do not have to fill out any paperwork! Students do still have the option to pack a lunch but anyone that would like to receive lunch at school can do it free of charge this year.

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 enter their student ID number onto a keypad 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.

If you would like to add money to your child's account to be used over several days, please send the money in a sealed envelope with your child's name and room number clearly written on the front. Your child can give the envelope directly to the cashier. When your child's account gets low, the cashiers will remind them to bring in more money. If you wish to continue having your child pay each day rather than keeping

a balance of money, that is still an option. You may also add money to and check your child's account on line. Please refer to Pgs. 65-66 of the District handbook for information regarding this. If you have any questions about this program, please feel free to call our cafeteria personnel or the main office.

### 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.

### Personal Belongings

Please be sure to label belongings with your child's name and room number. Five minutes of your time to write their name on their belongings save countless hours looking for a lost item.

### Items that Should Stay at Home

Students are not to bring any items that can cause harm to a child or that can disrupt the educational process. Students are not permitted to bring toys, games, and other types of personal property not necessary to the educational process. Such items will be held in the office until a parent can pick up the item.

### Birthdays

Please communicate with your child's classroom teacher prior to sending in snacks as a birthday treat. We are encouraging all children to eat nutritious and healthy foods. Please be aware that we have children with peanut allergies and that you must be extremely cautious when sending in items to be shared with other students. Birthday parties are not held at school.

### Lost and Found

The majority of items lost are eventually found if the child's name is on the item. The Lost and Found Bin is located in the hallway outside the cafeteria nearest the first grade wing. Parents are welcome to visit the Lost and Found to search for lost items but must check in at the office first. Unclaimed items are donated to the needy at the end of the school year.

### Wednesday Information

School and community information will be sent home electronically on a weekly basis. Hard copies will be available for parents who need this service.