



**Student and Family Handbook
2023-2024**

**William Rogers, Principal
861 Bunting Ln
Primos, Pa 19018
Main Office: (610) 622-6755
www.upperdarbysd.org/primos**

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District Information

Upper Darby School District

8201 Lansdowne Avenue

Drexel Hill, PA 19026

610-789-7200

www.upperdarbysd.org

District Administration

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

School Information

Primos Elementary

861 Bunting Lane

Primos, Pa 19018

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

School Leadership Team:

- William Rogers, Principal
 - brogers@upperdarbysd.org
 - (610) 622-6755
- Matthew Casertano, Assistant Principal
 - mcasertano@upperdarbysd.org
 - (610) 622-6755
- TBD, School Social Worker
 - Email
 - (610) 622-6755

Office hours – 8:00 AM – 4:00 PM

Secretaries: Mrs. Kelly Sullivan

PHONE NUMBERS

Primos Elementary Phone Number(610) 622-6755

Primos Elementary Fax Number.....(610) 623-9422

Primos Elementary Absence Line.....(610) 622-6755

ext. 1

SCHOOL COLORS – Purple and Gold

SCHOOL MASCOT – Royals

Message from the Principal

At Primos Elementary School it is our mission to provide a quality education that meets the needs of individual students in a safe, nurturing environment. We are committed to developing lifelong learners who will become productive citizens in our community.

Our programming is designed to support and motivate each student academically, while providing social support, and nurturing the whole child. We have an effective Home and School Association, which provides families activities in the fall, winter and spring. We also participate in Positive Behavior Intervention Supports (PBIS). PBIS encourages each student to be Respectful, Safe, and Responsible. We strive to establish good habits in our students by modeling essential qualities. Primos has been able to include parents by being open to the community. Parents are welcome anytime and we encourage them to participate in the education of their children.

Please feel free to contact me any time if I can assist your family in any way.

Thank you for all that you do,

William Rogers

Purpose of the Handbook

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

UDSD Family Handbook

[UDSD Family Handbook](#)

Primos Elementary Mission Statement

At Primos Elementary School it is our mission to provide a quality education that meets the needs of individual students in a safe, nurturing environment. We are committed to developing lifelong learners who will become productive citizens in our community... Success, Nothing Less!

School Hours

Grades 1 - 5

Regular Schedule	2 Hour Delay Schedule	Early Dismissal Schedule
8:50 AM School Day Begins	10:50 AM School Day Begins	8:50 AM School Day Begins
3:15 PM School Day Ends	3:15 PM School Day Ends	12:30 PM School Day Ends

Kindergarten

Morning Schedule	Afternoon Schedule
8:50 AM School Day Begins	12:35 PM School Day Begins
11:30 AM School Day Ends	3:15 PM School Day Ends

Morning Early Dismissal Schedule	Afternoon Early Dismissal Schedule
8:50 AM School Day Begins	11:00 AM School Day Begins
10:20 AM School Day Ends	12:30 PM School Day Ends

Morning Delayed Opening Schedule	Afternoon Delayed Opening Schedule
10:50 AM School Day Begins	1:30 PM School Day Begins
12:35 PM School Day Ends	3:15 PM School Day Ends

Lateness

A student is considered late to school after **8:50AM/12:45PM (PM K)**. Please refer to the Elementary

Code of Character for consequences related to student lateness.

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.

[Primos Comprehensive Plan 2022-2023](#)

District Master Calendar

[2023-2024 Year-at-a-Glance Calendar](#)

[2023-2024 Summary of Calendar](#)

School Calendar

[Primos Calendar for the 2023-24 School Year](#)

Primos Elementary Staff List 2023-24

[Staff](#)

Primos Home and School Association

President: Diamond Bertil

Vice President: Tramaine Hobson

Treasurer: Kelly Bowie

Secretary:

Teacher Liaison: Jade Cheng

Meetings - Family Events are on the District Calendar
[Primos Home & School Association](#)

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. Primos 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.



- Primos 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](#)

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](#)
- UDSD Comprehensive Disaster Response and Emergency Preparedness Plan
- [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.
- [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.

Upper Darby Parent Resources

[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 step-by-step solutions to various technology issues you may have questions about technology resources and tools.

Attendance

[Attendance](#)

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. Parents are expected to call the absence line on the day children are absent from school, whether it is for part of the day or the whole day. **Also, a child absent from school must present upon his or her return an absence note or email to your child's teacher or pes-attendance@upperdarbysd.org, stating the**

reason for the absence. 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.

Whenever a child is absent from school for a day or part of the day, the parent/guardian is required to call the attendance line at 610-622-6755 ext. 1 prior to the beginning of the school day (no later than 9:00 AM or 1:00PM).

When children return to school following an absence, **their parent(s) must sign their written excuse** or send an email to pes-attendance@upperdarbysd.org, if the absence does not exceed four days. After a five-day illness absence, a doctor's signature is requested. Children who do not bring a valid absence note within three days of the absence will be marked unlawfully absent. Three unlawful, not necessarily consecutive, absences will be reported to the Department of Attendance Services and will be marked truant. Following the third unlawful absence, a family meeting will be scheduled to create a School Attendance Improvement Plan.

Vacation

Family vacations during the school year are discouraged. In the event that plans cannot be altered or an emergency arises, please contact the principal prior to the event. They will be marked as unexcused absences. Having your child in school everyday is extremely important for learning.

Arrival Procedures

Grades 1- 5: 8:45AM

Morning Kindergarten: 8:45AM

Afternoon Kindergarten: 12:35PM

School starts promptly at 8:50 a.m. Adult supervision begins at 8:30 a.m. For your child's safety, **students may arrive no earlier than 8:30 a.m.** Upon arrival, students will be directed right into the building and will head directly to their classrooms. We know there will be a lot of traffic and congestion at arrival and dismissal. Please be patient as we work through the first few weeks of school. We strongly recommend families car pool or walk if possible. If you are dropping off, please use the large loop in the front of the building off of Bunting Lane. Please keep the line moving as we do not want the cars out into the street. Dismissal is at 3:15 but will begin calling students at 3:10pm. Please do not use either bus loop at this time. You are welcome to use the parking lot or street to park.

The Kindergarten PM students should arrive at the small bus loop doors by 12:25 PM. The teachers will pick up the students and walk them to their classrooms by 12:35.

Dismissal Procedures

Grades 1- 5: 3:15 PM

Morning Kindergarten: 11:30 AM Afternoon

Kindergarten: 3:15 PM

The AM Kindergarten students will be walked to the small bus loop doors. The teachers will hand off the children to their parents. Grades K, 1, and 2 will be dismissed from the side doors near the staff parking lot. Students of grades 3, 4, and 5 will be escorted to the side entrance closest to the playground. All students taking a bus home or to a daycare will report to the cafeteria at 3:15PM. Any student who is not picked up by 3:25 PM will be brought to the office and a phone call will be made to the student's family members.

Bus Loop Procedures

Morning Drop Off – **The front loop in the morning is designed to be a quick drop off point.** Parents should enter the loop, stay to the right of the cones (closest to the curb) and stop in front of the main entrance of the school. All students should exit their vehicles on the school side. All cars must stay in the drop off lane in a single file line. The left side of the cones must remain open for possible emergencies.

Afternoon procedures – In the afternoon the bus loop in front of the main entrance of the school is strictly used for Upper Darby School District buses and daycare buses. Parking and picking up students is prohibited. If you are late and need to pick up a student, you must park on the street and walk to the main office.

Transportation/Bussing

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.

Bus transportation to and from school is a privilege. Children who receive bus transportation to and from school are expected to conduct themselves in a safe and orderly manner at all times. They must stay in their seats and follow the directions given by the bus driver. *Violations of bus rules may result in suspension or denial of bus privileges for a specified period of time.*

Kindergarten students must be picked up by an adult at their assigned stop. If no one is at the bus stop to pick up your child he/she will be bussed back to Primos and a phone call will be placed to you. You will need to arrange transportation home for your child. Repeated returns will result in a referral to our Social Worker. Primos Elementary's office closes daily at 4:00 PM.

Transportation issues can only be resolved by the Transportation Department. They can be reached at 610-352-7112

Visitor/Safety Procedures

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

Volunteers

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.

Breakfast and Lunch Procedures

Every student at Primos has the opportunity to receive breakfast and lunch. The district is again this year approved for the Community Eligibility Provision (CEP). That means that we will no longer be processing any Free and Reduced Meal applications, and that ALL students in grades K-12 are automatically eligible to receive breakfast and lunch at NO CHARGE beginning the first day of school. Our AM session students will be receiving a Breakfast and our PM Session students will receive a Lunch. You will receive Breakfast and Lunch Menus at the beginning of each month. Students do still have the option to bring their own breakfast/lunch but anyone that would like to receive breakfast/lunch at school can do it free of charge this year.

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, Nurse Jackie Hamilton or you can email her at jhamilton@upperdarbysd.org if you need more information.

Elementary Code of Student Conduct

Policy 218 - Student Discipline

Positive Behavior Intervention and Supports (PBIS)

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

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

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

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

A. Include as appropriate:

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

B. 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.

C. 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.

Dress Code

[Policy 221 - Dress Code Guidelines](#)

Promotion/Retention Policy

[Policy 215 - Promotion/Retention](#)

Homework

[Policy 130 - Homework](#)

School Wellness Policy

[Policy 246 - School Wellness Policy](#)

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

How to Change Address, Email, and Phone Numbers

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

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

Acceptable Use of Internet, Computer, and Network Resources

[Policy 815 - Acceptable Use of Internet, Computer and Network Resources](#)

Snow Days/Emergency School Closings

[Snow Days/Emergency School Closing](#)

Student Support Services

[Student Support Services](#)

- **Guidance 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).

- **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).

- **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.

- **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](#).

Bullying & Harrassment Policies

[Bullying/Harassment Policies](#)