



# Student and Family Handbook 2023-2024

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

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## **DISTRICT AND SCHOOL INFORMATION PAGE**

Upper Darby School District  
8201 Lansdowne Avenue  
Upper Darby, PA 19082  
[www.upperdarbysd.org](http://www.upperdarbysd.org)

### **DISTRICT ADMINISTRATION**

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

### **WESTBROOK PARK SCHOOL INFORMATION**

- Eleanor Fail – Secretary – [efail@upperdarbysd.org](mailto:efail@upperdarbysd.org)
- Debbie Robison – Secretary - [drobison@upperdarbysd.org](mailto:drobison@upperdarbysd.org)
- Marc Comfort – Principal – [mcomfort@upperdarbysd.org](mailto:mcomfort@upperdarbysd.org)

### **SCHOOL INFORMATION**

- School/District Colors – **Purple and Gold**
- School Mascot – Royals
- School Website - <https://www.upperdarbysd.org/westbrookpark>
- District Website – [www.upperdarbysd.org](http://www.upperdarbysd.org)

### **WESTBROOK PARK OFFICE PHONE NUMBERS**

610-626-9363  
610-626-8389 (Fax)

### **ATTENDANCE EMAIL:**

[wpes-attendance@upperdarbysd.org](mailto:wpes-attendance@upperdarbysd.org)

## **MESSAGE FROM THE PRINCIPAL**

Welcome to the 2023-24 school year! This Student and Family Handbook is an informational resource for you to better understand our school and our district. Please take the time to review this document together as a family. I want to thank our parents and guardians in advance for your continued partnership in helping to make Westbrook Park Elementary School a wonderful school for our children. I have appreciated the many parents and students reaching out with ideas, concerns and questions as we work together to navigate these continued challenging waters.

We are excited to begin a new school year and work together with our students, parents and families to continue our strong school community. We appreciate working together to help each student be successful.

We are pleased to have you as a part of our school family. At Westbrook Park, we want every student to succeed, and we are committed to working with you to ensure that our students can learn and grow in a safe and supportive environment. I hope that with clear expectations, a strong instructional program, and continued support of our families and teachers, we will provide an awesome experience.

## **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 – click here!](#)**

## **MISSION STATEMENT**

Westbrook Park Elementary School is dedicated to providing a quality education that enables our students to communicate with others, make intelligent choices, become critical thinkers, and deal appropriately with the challenges of life. It is through quality education that students can develop a lifelong love for learning and can grow into mature adults who have something of value to offer an ever-changing society.

## **SCHOOL HOURS**

- School Hours: 8:45 AM – 3:15 PM
- Office Hours: 8:00 AM – 4:00 PM
- Late Start Hours (2 HR Delay) – 10:45 AM – 3:15 PM
- Early Dismissal – 8:45 AM – 12:30 PM (some instances 12:05 PM)

## **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.

## **DISTRICT AND SCHOOL CALENDARS**

[Districtwide Master Calendar 2023-2024](#)  
[Summary of Calendar Events 2023-2024](#)

**WESTBROOK PARK SCHOOL CALENDAR - [Click Here!](#)**

UPPER DARBY SCHOOL DISTRICT  
**Westbrook Park Elementary School 2021-2022**

Marc Comfort, Principal  
 Eleanor Fail, Secretary  
 Debbie Robison, Secretary

**Teacher/Support Personnel**

K-1	Melissa Sproull	K-2	Anne Bennett
1-23	Colleen Carr	1-201	Michelle Beynon
1-202	Jody Volante	1-203	Stacey Wolfe
2-20	Tara Markowitz	2-205	Lora DeSantis
2-206	Jill Devinney	2-207	Erica DeJesse
3-19	Erin Fife	3-22	Gina Davis
3-204	Andrea Iacono	3-208	Kelly Adams
4-4	Jess Gentile	4-6	Kathrine Becker
4-7	Stephanie White	4-8	Caroline Shields
5-5	Shawn Bell	5-9	Lauren Egan
5-11	Haley Devinney	5-15	Jennifer Teger
Multi-Disabilities	Victoria Behan	Autistic Support	Elizabeth Depentino Benjamin Hyde
Learning Support	Courtney Papatsiaras Katie Walker Amanda McKinney	Speech	Colleen McKnight Angelica Melissaratos
Seminar	Jessica Cleary	ELL	Josette Foreman
Occupational Therapist	Tamara Heacock Jen Randazzo	Psychologist	Joshua Smith
Reading Specialist	Carol Costanzo Willey Katey Sheffield Molly Dougherty		
Art	Frank Fazio	Librarian	Suzanne Farrell
Physical Ed.	Brian Ross	Music	Kyle Ryan
Social Worker	Audrey Anderson	Counselor	Kirsten Ashworth
Nurse	Barbara Lista		

## **WESTBROOK PARK HOME & SCHOOL ASSOCIATION**

The Westbrook Park Home and School Association is organized by and consists of parents and guardians who donate their time and talents to support our Westbrook Park children. Our volunteers plan events and activities for our children and help support our teachers. They provide important visibility to show that our families are involved and care about their school.

The Westbrook Park Home and School Associations only continues with YOUR support. Families are encouraged to engage in meetings, plan events and activities, and/or volunteer your time. Please help continue to enhance the education of our children. We cannot do it without you. We invite you to attend our monthly meetings either in-person or virtually. Meetings are typically held the first Wednesday of each month, but please check out our calendar for exact dates.

### **Some Westbrook Park Home and School Association sponsored events include:**

- Movie Night
- Bingo Nights
- Trunk or Treat
- Putt-Putt
- Teacher Appreciation Week

# 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. Westbrook Park Elementary School administration, teachers and staff know that good communication with parents is an important part of keeping families connected to school. We are committed to communicating with parents/guardians through a variety of tools. Please note the ways we stay connected with families and stay engaged!

There are several ways to stay informed about what is happening at Westbrook Park and throughout the District.

- **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 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.



- **Weekly “Wednesday” Electronic Folder (ParentLink) from the Principal**
  - Weekly information, updates, resources will be shared via email. It is necessary to provide an accurate email address to stay informed. If there are any changes to your email, please update your information in Home Access Center (HAC) or by contacting the Westbrook Park Main Office. If your information is not up-to-date, you will miss out on important “happenings” and information. Please be sure to review, edit, and update this information at <https://www.upperdarbysd.org/HAC>
- **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.
- **School Website and Calendar**
  - Weekly updates, teachers’ webpages, principal’s webpage, and monthly school newsletters can be accessed from the school website.

- **Home Access Center**

- The Upper Darby School District will be using email as its primary means of communication with parents. Parents must ensure that the district has an accurate email address for your family in eSchool, our student information system. Parents can update or add email addresses by logging into the Home Access Center. The Home Access Center will also allow you to access your child's grades, attendance, and other important information. The link to the Home Access Center can be found on the Upper Darby School District website at [www.upperdarbysd.org](http://www.upperdarbysd.org). If you do not have an email address or access to email, please contact the office.

- **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!

- **Mobile App**

- Download on your mobile device today to view the top stories for the district, check out calendar items, social media and to receive push notifications with the latest news and updates from the District. [Install](#) the Upper Darby School District mobile app today!

- **Blackboard Reach**

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

- **School Board Meetings & Committee Meetings**

- These meetings empower parents to stay informed about policy and to observe and become familiar with the policy-making process.
- [School Board Meeting Schedule](#)
- [Meeting Agendas](#)

# EMERGENCY PREPAREDNESS

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

- [Safety Terms and Procedures - Frequently Asked Questions for Families - Lock-In, Lock-Out and Lockdown](#)
- School-level Comprehensive Disaster Response and Emergency Preparedness Plan
- [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. Click to learn how to [subscribe](#) to the CrisisGo mobile app.
- [Fire Drills](#) - Each school building is required to hold a fire drill at least once a month during the school year to instruct and familiarize staff and students with the use of fire escapes, fire extinguishers and exits. Each fire drill includes the complete removal of students, staff and visitors in an expeditious manner to a place of safety on the grounds outside.
- [Bus Evacuation Drills](#) - When the District uses its own buses or contracts for busing to transport district students, it must conduct at least two (2) bus evacuation drills to instruct students and practice the location, use and operation of emergency exit doors, fire extinguishers, and proper evacuation of buses in the event of fire or accidents. Bus evacuation drills will be conducted on school grounds. The first bus drill will be conducted during the first week of the school term, and the second will be conducted during the month of March. The Supervisor of Transportation may conduct additional drills at other times of the year when necessary. The district will provide bus operators with proper training and instructions to enable them to carry out the necessary procedures for bus evacuation and may require drivers to attend classes and drills.
- [Emergency Drills](#) - Emergency drills can include drills involving severe weather storms, tornadoes, hurricanes, earthquakes, bomb threats, lockdowns and evacuations. The Director of Public Safety, in consultation with the Superintendent, will determine if and when an emergency drill is necessary.

## [UDSD Parent Resources](#)

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

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

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

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

### **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. 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: **[wpes-attendance@upperdarbysd.org](mailto:wpes-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.

Westbrook Park'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.*

### **LATENESS**

*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 Conduct 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.

### **EARLY DISMISSALS**

If a child must be dismissed from school early, a note must be sent in the morning explaining the reason. The parent/guardian picking up your child must report to the Main Office and present **photo identification**. They must also be listed as a contact person to sign the child out. Once the parent/guardian has arrived, the child will be called to the office and officially signed out.

## **BEFORE SCHOOL PROCEDURES**

Students should not arrive at school prior to 8:30 am. There is no adult supervision outside of the building. The main Westbrook Park doors will open at 8:30 am to allow all students to safely enter the building and make their way to their designated space. Students will remain in their supervised assigned until the start of the school day at 8:45 am.

## **AFTER SCHOOL PROCEDURES**

Below are the dismissal procedures at Westbrook Park Elementary School. If eligible, students may take a bus home from Westbrook Park Elementary School. Parents can pick up their child in the car loop, if they wish to drive their child home. Lastly, parents can meet their child in the dolphin courtyard to walk them home.

Homeroom Teachers will have a list of what option each student is to follow each day. If you are going to change this option, the parent or guardian must send a note to the homeroom teacher that day. Please do not call during that day to make changes.

The following are the specifics of these 3 options.

- The school district buses come to the school to meet your children and drop them off at the designated spots on the way home. We have several buses that pick up many children at dismissal. The bus loop is closed to cars during dismissal. It is imperative that we keep the students out of harm's way in the afternoon.
- The car loop must be utilized if you drive your child home from school. It is located on the Springfield Road side of the school. Parents should not

get in the car loop before 3:05. Pull into both lanes as far as you can. Remind your children to pay attention and raise their hands when they see your car. Staff members will walk your child to the car. All children will be placed in the back seat of the car since the law states no one under 12 is allowed in the front seat. Please do not call your child to come to your car. As a reminder, parents must use a car for this situation. Please do not walk across the car loop to retrieve your children.

- The Dolphin Courtyard is located on the side of the school. This is the meeting location for parents and children who are walking home.

### **LUNCH AND BREAKFAST PROGRAM**

The school district has been approved for the Community Eligibility Provision through the PA Department of Education. This means that ALL students in grades K-12 are automatically eligible to receive breakfast and lunch at no charge to families every day, beginning the first full day of school. Families do not have to fill out an application. Free breakfast and free lunch will be provided automatically to any student who would like it.

### **BORROWING LUNCH**

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.

# HOW TO CHANGE ADDRESS, EMAIL AND PHONE NUMBERS

## GUARDIAN CONTACT INFORMATION

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 Westbrook Park 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 Westbrook Park Main Office at 610-853-4510 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.

## 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.

## 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 907 regarding school visits.

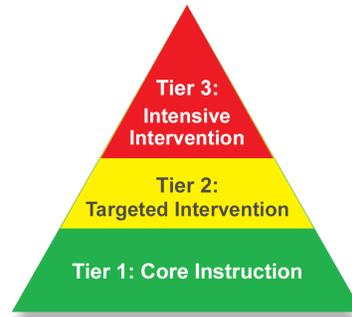
## VOLUNTEERS/CHAPERONES

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. 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 916 regarding school visits.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

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

### **Tiered System of Behavior Support**



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.

Include as appropriate:

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

## B. Youth Court

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

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

## C. 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.

## D. 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.

## E. 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.

## F. 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](#).

## G. School Counselor

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

## H. School Social Worker

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

# **IMPORTANT POLICIES**

[Dress Code Guidelines](#)

[Promotion and Retention Policy](#)

[Reporting Student Progress](#)

[Homework Policy](#)

[School Wellness Policy](#)

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

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

[Snow Days/Emergency School Closings](#)

[Student Support Services](#)

- A. Counselors
- A. Social Workers
- B. SAP
- C. Safe2Say

[Bullying/Harassment Policies](#)