



**BYWOOD ELEMENTARY SCHOOL**  
**Mrs. Kristin Meehan, Principal**  
330 Avon Road, Upper Darby, PA 19082  
610-352-6842 (Phone) 610-352-6612 (Fax)  
[www.upperdarbysd.org/bywood](http://www.upperdarbysd.org/bywood)

"A Happy Place to Learn and Grow"

Family Handbook

2021-2022

PBIS: We are Safe. We are Respectful. We are Responsible.

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## **District and School Information:**

Upper Darby School District  
4611 Bond Avenue  
Drexel Hill PA 19026  
610-789-7200  
[www.upperdarbysd.org](http://www.upperdarbysd.org)

## **District Administration:**

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

## **School Information:**

Office Hours: 8:00 a.m. to 4:00 p.m.  
Fax: 610-352-6612

**Principal:** Kristin Meehan, 610-352-6842, Ext. 6402  
[kmeehan@upperdarbysd.org](mailto:kmeehan@upperdarbysd.org)

**Lead Teacher:** Janet Newby, 610-352-6842, Ext. 6403  
[jnewby@upperdarbysd.org](mailto:jnewby@upperdarbysd.org)

**Secretaries:** Mrs. Debra Sanders, 610-352-6842, Ext. 6400  
[dsanders@upperdarbysd.org](mailto:dsanders@upperdarbysd.org)

Mrs. Bonnie Prendiville, 610-352-6842, Ext. 6401

[bprendiville@upperdarbysd.org](mailto:bprendiville@upperdarbysd.org)

**Reporting Absence:** 610-352-6842, Ext. 1 or Ext. 6491, OR via email at:  
[bes-attendance@upperdarbysd.org](mailto:bes-attendance@upperdarbysd.org)

**School Colors** - Purple and Gold

**School Mascot** - Royals

**A Message from The Principal:**

Thank you for taking the time to read our parent handbook. The information listed in the handbook is specific to Bywood’s procedures and anything else that you may need to know about our school. The District Family Handbook has much more information in regards to the overall operating procedures and policies from the District level that we also enforce at Bywood Elementary School. If you have any questions, please do not hesitate to contact us. Thank you.

**Mission Statement:**

Bywood Elementary School’s mission is to provide a challenging educational program where effective instructional practices are utilized across all learning environments. All staff, students, parents, and administrators continue to create and sustain a positive school culture through our core values:

PROBLEM SOLVING  
RESPECT  
TEAMWORK  
RESPONSIBILITY  
GROWTH MINDSET

HARD WORK  
PERSEVERANCE  
COURAGE  
KINDNESS

**School Hours:**

Arrival and Dismissal

School starts promptly at 8:45 a.m. Adult supervision begins at 8:40 a.m. For your child’s safety, students may arrive no earlier than 8:40 a.m.

First- Fifth Grade Arrival and Dismissal- The first through fifth graders will arrive and dismiss through the doors that lead out onto the back playground.

Day Care-All day care students will be exiting out the main school doors by the front office on Madeira Road. (MAIN DOORS- Reading Specialists)

Dismissal is at 3:15 p.m. Plan to meet your child (or have siblings meet) at the child’s outside assigned area.

Student ‘s safety and protection- only people listed as Emergency Contacts are allowed to pick up your child. Due to security and safety reasons, parents will not be permitted inside the building to meet children at dismissal.

**District Comprehensive Goals:**

[Upper Darby School District Comprehensive Plan 2021-2024](#)

**Master Calendar:**

All event and meeting dates can be found on the UDSD Master Calendar, which you can locate at the following link, and the events' list below.

Link: <https://calendar.google.com/calendar/>

**2021-2022 Events****Faculty Meetings: 8am-8:45am**

September 14th  
 October 12th  
 November 9th  
 December 14th  
 January 11th  
 February 8th  
 March 8th  
 April 5th  
 May 10th

**Home and School - 5:30-6:30**

September 22nd  
 October 20th  
 November 17th  
 December 15th  
 January 26th  
 February 23rd  
 March 23rd  
 April 20th  
 May 18th

**ELL Dates:**

Thursday, September 9th @3:30  
 Thursday, October 14 @3:30  
 Thursday, December 9 @3:30  
 Thursday, January 13 @3:30  
 Thursday, February 10 @3:30  
 Thursday, April 7 @3:30  
 Saturday May 7 Cultural Fair @ 12 noon

**Early Dismissal Wednesdays**

September 8th @ 12:30  
 October 6th at 12:30  
 November 3rd at 12:30  
 November 24th at 12:05  
  
 December 1st at 12:30  
 January 5th at 12:30  
 February 2nd at 12:30  
 March 2nd at 12:30  
 May 4th at 12:30

**Other:**

Student of the Month Assembly- 9:00am  
 - Last Friday of every month (unless otherwise noted)  
 Back to School Night- September 9th 6:00-8:00  
 Fall Picture Day- October 13th  
 Fall Festival Parade- October 28th  
 Fall Picture Retake- November 4th  
 Fluency Night- November 18th 6:00-7:00  
 Winter Concert- December 1st 6:00-7:00  
 Comprehension Night- February 24th - 6:00-7:00  
 PSSA Night- March 2nd- 6:00pm-7:00  
 Spring Pictures- March 30th  
 Spring Concert- May 5th 6:00pm

Color Day- May 6th and May 13th Raindate  
 First Grade Orientation - May 18th  
 Night of the Arts- May 25th 6:00-7:00  
 PBIS Carnival - June 2nd and Raindate June 3rd  
 5th Grade Promotion Ceremony- June 7th - 9:30am

**Bywood Staff Directory 2021-2022:**

<b>Grade/Position</b>	<b>HR</b>	<b>Staff Name</b>	<b>Voic e Mail Ext.</b>	<b>Staff Email</b>
Principal	office	Kristin Meehan	6402	<a href="mailto:kmeehan@upperdarbysd.org">kmeehan@upperdarbysd.org</a>
Lead Teacher	office	Janet Newby	6403	<a href="mailto:jnewby@upperdarbysd.org">jnewby@upperdarbysd.org</a>
Secretary	office	Debra Sanders	6400	<a href="mailto:dsanders@upperdarbysd.org">dsanders@upperdarbysd.org</a>
Secretary	office	Bonnie Prendiville	6401	<a href="mailto:bprendiville@upperdarbysd.org">bprendiville@upperdarbysd.org</a>
Grade 1	101	Eric Arganbright	6451	<a href="mailto:earganbright@upperdarbysd.org">earganbright@upperdarbysd.org</a>
Grade 1	102	Emily Cirillo	6452	<a href="mailto:ecirillo@upperdarbysd.org">ecirillo@upperdarbysd.org</a>
Grade 1	103	Nicole Crawford	6453	<a href="mailto:ncrawford@upperdarbysd.org">ncrawford@upperdarbysd.org</a>
Grade 1	110	James Maccario	6473	<a href="mailto:jmaccario@upperdarbysd.org">jmaccario@upperdarbysd.org</a>
Grade 1	111	Dorothy Millar-Cirillo	6495	<a href="mailto:dmillarcirillo@upperdarbysd.org">dmillarcirillo@upperdarbysd.org</a>
Grade 1	112	Kristen Fuller	6454	<a href="mailto:kfuller@upperdarbysd.org">kfuller@upperdarbysd.org</a>
Grade 1	115	Anna Wilson	6457	<a href="mailto:awilson@upperdarbysd.org">awilson@upperdarbysd.org</a>
Grade 2	201	Nickarena Gilpin	6462	<a href="mailto:ngilpin@upperdarbysd.org">ngilpin@upperdarbysd.org</a>
Grade 2	202	Nicole Prendiville	6466	<a href="mailto:nprendiville@upperdarbysd.org">nprendiville@upperdarbysd.org</a>
Grade 2	203			
Grade 2	204			
Grade 2	209	Victoria Babylon	6465	<a href="mailto:vbabylon@upperdarbysd.org">vbabylon@upperdarbysd.org</a>
Grade 2	210	Christina Foley	6475	<a href="mailto:kfoley@upperdarbysd.org">kfoley@upperdarbysd.org</a>
Grade 3	105	Ed Millsion	6450	<a href="mailto:emillison@upperdarbysd.org">emillison@upperdarbysd.org</a>
Grade 3	109	Dana Montevergine		<a href="mailto:dmontevergine@upperdarbysd.org">dmontevergine@upperdarbysd.org</a>

Grade 3	205	Amanda George	6464	<a href="mailto:ageorge@upperdarbysd.org">ageorge@upperdarbysd.org</a>
Grade 3	206	Tara Lawrence	6483	<a href="mailto:tlawrence@upperdarbysd.org">tlawrence@upperdarbysd.org</a>
Grade 3	207	Kelly Yost	6489	<a href="mailto:kyost@upperdarbysd.org">kyost@upperdarbysd.org</a>
Grade 3	208	Patricia Sobrino	6463	<a href="mailto:psobrino@upperdarbysd.org">psobrino@upperdarbysd.org</a>
Grade 4	7	William Stumm	6468	<a href="mailto:wstumm@upperdarbysd.org">wstumm@upperdarbysd.org</a>
Grade 4	8	Michelle Hilferty	6467	<a href="mailto:mhilferty@upperdarbysd.org">mhilferty@upperdarbysd.org</a>
Grade 4	9	Cara Mignogna	6480	<a href="mailto:cmignogna@upperdarbysd.org">cmignogna@upperdarbysd.org</a>
Grade 4	106	Nicole Lewis	6456	<a href="mailto:nlewis@upperdarbysd.org">nlewis@upperdarbysd.org</a>
Grade 4	107	Sheila Linderman	6476	<a href="mailto:slinderman@upperdarbysd.org">slinderman@upperdarbysd.org</a>
Grade 4	108	Josette Dwyer	6458	<a href="mailto:jdwyer@upperdarbysd.org">jdwyer@upperdarbysd.org</a>
Grade 5	1	Joan Sciarrino	6469	<a href="mailto:jsciarrino@upperdarbysd.org">jsciarrino@upperdarbysd.org</a>
Grade 5	2	Stefanie Francis	6472	<a href="mailto:sfrancis@upperdarbysd.org">sfrancis@upperdarbysd.org</a>
Grade 5	3	Catherine Thomas	6488	<a href="mailto:cthomas@upperdarbysd.org">cthomas@upperdarbysd.org</a>
Grade 5	4	Joseph Kull		<a href="mailto:jkull@upperdarbysd.org">jkull@upperdarbysd.org</a>
Grade 5	5	Robert Johnson	6477	<a href="mailto:rjohnson@upperdarbysd.org">rjohnson@upperdarbysd.org</a>
Grade 5	10	Jamie McPeak	6479	<a href="mailto:jmcpeak@upperdarbysd.org">jmcpeak@upperdarbysd.org</a>
Special Ed 1st/2nd Grs.	104	Brittany Hoey	6484	<a href="mailto:bhoey@upperdarbysd.org">bhoey@upperdarbysd.org</a>
Special Ed 3rd Grade	113a/b	Natasha Peachey	6482	<a href="mailto:npeachey@upperdarbysd.org">npeachey@upperdarbysd.org</a>
Special Ed 4th Grade		Heather Palazzo	6485	<a href="mailto:hpalazzo@upperdarbysd.org">hpalazzo@upperdarbysd.org</a>
Special Ed 5th Grade		Danelle Cignarella	6418	<a href="mailto:dcignarella@upperdarbysd.org">dcignarella@upperdarbysd.org</a>
Special Ed Assistant		Breanna Wright		<a href="mailto:bwright@upperdarbysd.org">bwright@upperdarbysd.org</a>
Special Ed Assistant		Arkell Wise		<a href="mailto:awise@upperdarbysd.org">awise@upperdarbysd.org</a>
Speech		Sarah Heavner		<a href="mailto:sheavner@upperdarbysd.org">sheavner@upperdarbysd.org</a>
Occupational Therapist		Carolyn Landman		<a href="mailto:clandman@upperdarbysd.org">clandman@upperdarbysd.org</a>
Occupational Therapist		Steven San		<a href="mailto:ssan@upperdarbysd.org">ssan@upperdarbysd.org</a>
Specials - Art		Kathryn McMenamin		<a href="mailto:kmcmenamin@upperdarbysd.org">kmcmenamin@upperdarbysd.org</a>



<b>Band</b>		<b>Mark Geist</b>		<a href="mailto:mgeist@upperdarbysd.org">mgeist@upperdarbysd.org</a>
<b>Library</b>		<b>Samantha Perrine</b>	<b>6487</b>	<a href="mailto:sperrine@upperdarbysd.org">sperrine@upperdarbysd.org</a>
<b>Music</b>		<b>Maryanne Kane</b>	<b>6481</b>	<a href="mailto:makane@upperdarbysd.org">makane@upperdarbysd.org</a>
<b>Orchestra</b>		<b>Kristin Nelson</b>	<b>6496</b>	<a href="mailto:knelson@upperdarbysd.org">knelson@upperdarbysd.org</a>
<b>Physical Education</b>		<b>Amy Ingram</b>	<b>6470</b>	<a href="mailto:aingram@upperdarbysd.org">aingram@upperdarbysd.org</a>
<b>ELL Team</b>		<b>Elizabeth Gali</b>	<b>6461</b>	<a href="mailto:egali@upperdarbysd.org">egali@upperdarbysd.org</a>
<b>ELL Team</b>		<b>Kristen Delaney</b>	<b>6454</b>	<a href="mailto:kdelaney@upperdarbysd.org">kdelaney@upperdarbysd.org</a>
<b>ELL Team</b>		<b>Keri Ven Temp Sub-Kristy Bean</b>	<b>6471</b>	<a href="mailto:kven@upperdarbysd.org">kven@upperdarbysd.org</a> <a href="mailto:kbean@upperdarbysd.org">kbean@upperdarbysd.org</a>
<b>ELL Team</b>		<b>Carolyn Woods</b>	<b>6419</b>	<a href="mailto:cwoods@upperdarbysd.org">cwoods@upperdarbysd.org</a>
<b>Reading Team</b>		<b>Patti Callahan</b>	<b>6492</b>	<a href="mailto:pcallahan@upperdarbysd.org">pcallahan@upperdarbysd.org</a>
<b>Reading Team</b>		<b>Susan Edgcumbe</b>	<b>6493</b>	<a href="mailto:sedgcumbe@upperdarbysd.org">sedgcumbe@upperdarbysd.org</a>
<b>Reading Team</b>		<b>Sarah Knodel</b>	<b>6494</b>	<a href="mailto:sknodel@upperdarbysd.org">sknodel@upperdarbysd.org</a>
<b>MTSS Tutor</b>		<b>Kristen Ganley</b>		<a href="mailto:kganley@upperdarbysd.org">kganley@upperdarbysd.org</a>
<b>MTSS Tutor</b>		<b>Kimberly Guynes</b>		<a href="mailto:kniagara@upperdarbysd.org">kniagara@upperdarbysd.org</a>
<b>MTSS Tutor</b>		<b>Katrina Niagara</b>		<a href="mailto:kguynes@upperdarbysd.org">kguynes@upperdarbysd.org</a>
<b>MTSS Tutor</b>		<b>Elizabeth Naylor</b>		<a href="mailto:Enaylor@upperdarbysd.org">Enaylor@upperdarbysd.org</a>
<b>Security</b>		<b>Lamont Ball</b>		<a href="mailto:mball@upperdarbysd.org">mball@upperdarbysd.org</a>
<b>Custodian</b>		<b>Sean Gorman</b>		<a href="mailto:sgorman@upperdarbysd.org">sgorman@upperdarbysd.org</a>
<b>Nurse</b>		<b>Jennifer Maguire</b>	<b>6404</b>	<a href="mailto:jmaguire@upperdarbysd.org">jmaguire@upperdarbysd.org</a>
<b>Student Counselor</b>				
<b>Psychologist</b>		<b>Joanne Foley</b>	<b>6415</b>	<a href="mailto:jfoley@upperdarbysd.org">jfoley@upperdarbysd.org</a>
<b>Social Worker</b>				
<b>Building Assistant</b>		<b>Kathy Papatsiaras</b>	<b>6491</b>	<a href="mailto:kpapatsiaras@upperdarbysd.org">kpapatsiaras@upperdarbysd.org</a>
<b>Building Assistant</b>		<b>Nicole Baroni</b>		<a href="mailto:nbaroni@upperdarbysd.org">nbaroni@upperdarbysd.org</a>
<b>Building Assistant</b>		<b>Josephine Greene</b>		<a href="mailto:jgreene@upperdarbysd.org">jgreene@upperdarbysd.org</a>
<b>Building Assistant</b>		<b>Nopi Lazaridoy</b>		<a href="mailto:plazaridoy@upperdarbysd.org">plazaridoy@upperdarbysd.org</a>

### **Home and School Association:**

It is important to have cooperation between the home and the school in order to provide the best possible learning environment for children. To promote this, there is a home and school organization in each school. Programs are held in the individual schools according to interests and needs.

Bywood Elementary President

Kia Fields

Email: [kia.g.fields@gmail.com](mailto:kia.g.fields@gmail.com)

Bywood Elementary Vice-President

Troy Medford

Email: [Troymedford15@icloud.com](mailto:Troymedford15@icloud.com)

Link to Board/Committee meetings home page:

<https://www.upperdarbysd.org/domain/974>

Link to Board/Committee Meetings Schedule:

<https://pa02209738.schoolwires.net/Page/8154>

### **Boxtops:**

These labels are collected and redeemed for many worthwhile school items. Please clip and save boxtops from all products that have “Boxtops for Education”. You may send them to school with your child to give to the teacher.

### **Communication:**

#### **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 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. Families will receive their login credentials for the Home Access Center at the beginning of the school year. 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) or can be accessed directly at <https://updhomeaccess.spihost.com>.

## **Schoology**

Schoology is a learning management system (LMS) that has all the tools needed to create engaging content, enable communication, and assess student understanding. Parents and students are able to communicate through Schoology. Login information is the student's District Username and Password.

## **Electronic Wednesday Folders**

Electronic Wednesday Folders are sent via email every Wednesday, and contain important messages, letters, tests, calendars, etc. Therefore, it is imperative that we have a **current parent/guardian email address and that it is kept updated whenever any change takes place**. Please check your email weekly for this valuable information.

NOTE: Parents/Guardians without access to email and/or a printer may make arrangements with their child's teacher to have paper copies sent home with their child.

## **VoiceMail/Email**

Our phone systems were recently upgraded to allow for voice mailboxes for all teachers, including elementary teachers. In addition to email, parents can now contact their children's teachers through voice mail. This upgrade will improve parent-teacher communication. All voice mailbox extensions are included in the Staff Directory portion of this Handbook located on page **\*10\*** as well as being posted to the district website as part of the staff directory.

## **District Social Media**

UDSD Facebook Link:

<https://www.facebook.com/Upper-Darby-School-District-263860013791271/>

UDSD Instagram Link:

<https://www.instagram.com/udsdoofficial/>

UDSD Twitter Link:

<https://twitter.com/UpperDarbySD>

UDSD YouTube Link:

<https://www.upperdarbysd.org/domain/974>

## **Community Bulletin Board**

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

### **Mobile App**

The Official District mobile app can be downloaded to your mobile device to view the top stories for the district, find school and contact information, access the latest District announcements, and receive instant messages from the District and schools. Download the “Upper Darby School District Mobile App” from your phone’s App Store.

### **Crisis Go**

Parents and guardians will now be kept in the loop with school safety news. CrisisGo’s app allows you to connect with safety message groups from our school district and school buildings. If an emergency occurs, you will be able to receive updates from the school. Principals sent out information on how to subscribe to the CrisisGo mobile app in their summer letters. Please reach out to the Principal if you would like a copy of this flyer.

### **Blackboard Reach**

Parents and teachers have the biggest influence on student success. Together they can form a support system to help students reach their potential both in the classroom and at home. Blackboard Reach is the two-way messaging tool that can connect them in a safe environment with complete district oversight. Link: [https://go.boarddocs.com/pa/udar/Board.nsf/files/C2FL8E5448DC/\\$file/Online%20Two-Way%20Communication%20Tools.pdf](https://go.boarddocs.com/pa/udar/Board.nsf/files/C2FL8E5448DC/$file/Online%20Two-Way%20Communication%20Tools.pdf)

### **Conferences:**

Meetings with teachers and/or the principal are easily arranged by contacting the school. Teachers are not permitted to meet with parents during instructional time. Please check the District and school calendars for specific conference dates.

### **Attendance:**

#### **Policies**

Link: <https://go.boarddocs.com/pa/udar/Board.nsf/Public#> ) Policy 204

#### **Protocols**

(see District Family Handbook for more information;  
Link: <https://www.upperdarbysd.org/Page/2117> )

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. **NO** absences will be excused during PSSA Testing.

**When your child is absent, you must call the attendance line (610-352-6842, Ext. 1 or Ext. 6491) and leave the following information:**

- Child's name
- Room number and Grade
- Reason for absence or lateness
- Who is reporting absence or lateness (must be a parent, guardian)

**You must also send in a written note acknowledging the absence within two (2) days of return to school listing the information noted above.** If a written note is not submitted within that time frame, the absence is considered truant or unlawful. A maximum of 10 cumulative lawful absences verified by parental notification shall be permitted during the school year. Bywood offers a green attendance note to use for your convenience. Please let the office know if you need more of them.

**Family vacations during the school year are discouraged. Parents are required to write a letter to the principal for any trip over two (2) days' time. The principal should receive this letter at least one (1) week prior to the trip. Work missed during this time must be made up.**

### **Lateness**

A student is considered late to school after the start of the school day at 8:50 a.m. Please refer to the Elementary Code of Conduct for consequences related to student lateness. Please help your child to develop good attendance and work habits by ensuring that your child arrives between 8:40 and 8:50 a.m. If your child is late, he/she will receive a yellow note to be signed by a parent and returned to school. Chronic lateness will be referred to the principal and social worker. Link:

[BoardDocs® Pro](#) ) Policy 318

### **Absence Notification Calls**

Upper Darby School District has implemented an automated phone call system to alert parents that your child is absent - even though *that may not be the case*. If your child arrives late, he/she may be inadvertently recorded as absent. Please be aware that this call **cannot be prevented by the Bywood Staff**. If your child is late, the teacher will report to the Attendance Officer when the child arrives and the absence will be corrected to a lateness. Please take a moment to discuss with your child the urgency to proceed directly to school and arrive in a timely manner.

In addition, since these calls are generated by the District and are not controlled by the individual school's Main Office, if you receive this call and have a question, please do not call our main office. Rather, call the Attendance Line at 610-352-6842, Ext. 1 or email [bes-attendance@upperdarbysd.org](mailto:bes-attendance@upperdarbysd.org).

### **Early Pick-Ups**

On the rare occasion when your child must leave school prior to dismissal, a note must be sent to the teacher on the morning of the request. This note should state the reason and the time for the untimely dismissal. Your child will remain in the classroom until you arrive in the main office to sign out. **There will be no early pick-ups after 2:45 p.m.**

If you remove your child **before 10:30 a.m.**, you must fill out a **green absence slip** and the child will be marked **absent for the full day**. If you remove your child **between 10:30 a.m. and 1:30 p.m.**, you must fill out a **green absence slip** and the child will be marked **absent for a half day**. If you remove your child **after 1:30 p.m.** but before 3:15 p.m., you must fill out a **yellow slip** for an **early pick up**.

### **Drop-off and Pick-up Procedures**

***For your child's safety and protection***, in order for a student to be released to someone other than the parent, that person must be listed on the student's contacts listed in eSchool, must be at least 18 years of age, and will need to provide a valid photo ID. In addition, the parent must call ahead to Bywood's main office (610-352-6842) to inform them that their child will be leaving early and to identify the person from the child's student's contacts listed in eSchool that will be picking the child up.

### **Visitors/Safety Procedures:**

Visitors are always welcome. All visitors must report to the security officer stationed at the entryway with proper photo ID and get a Visitor's Pass. Upon leaving the school, visitors must sign out and return the pass. This policy is strictly enforced to guarantee the safety of the children.

Visits can be arranged with the school principal in advance. Call the school principal for details. 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.

**Volunteers:**

School volunteers and Field Trip chaperones are required to hold current Child Abuse, Criminal Background Checks, and FBI Finger Print Screenings.

Information about volunteer clearances are available on our website at this link: [Human Resources / Parent Volunteer Information](#). Due to student safety and confidentiality, visitors are not permitted to remain in classrooms during instructional periods for extended periods of time.

**Breakfast and Lunch Provisions:**

The school district has been approved for the Community Eligibility Provision through the PA Department of Education. That means that ALL students in grades 1-12 are automatically eligible to receive breakfast and lunch at NO CHARGE every day, beginning the first full day of school. Families do not have to fill out any forms, applications, or paperwork. Free breakfast and free lunch of the student’s choice will be provided automatically to any student who would like it. Students are expected to have a basic understanding of table manners and show consideration for eating with others.

**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, Link: [BoardDocs® Pro](#) Policy 805.

**Elementary Code of Character:**

Please refer to the Code of Conduct [District Profile / UDSD Family Handbook](#)

### **Positive Behavior Interventions and Supports (PBIS):**

Bywood Elementary uses the PBIS framework for supporting students and creating a structured and consistent classroom and school environment. We focus on creating, modeling, practicing and reviewing school procedures and rules on a consistent basis. Teachers and staff use a variety of positive reinforcement strategies and techniques to recognize and encourage positive behavior. Students have the ability to move through a tiered system of interventions and supports when they do not respond to the core management techniques that the teacher uses. When students violate the Code of Conduct, consequences and discipline are imposed to reduce future infractions.

### **Code of Character :**

It is expected that all students are safe, responsible and respectful. We encourage students to be polite, cheerful, and supportive of others. All children are expected to follow school rules. We know that all children are capable of following the school rules with the proper guidance. It is most helpful when parents discuss these rules with their child and show support for the school's discipline policy. It is our philosophy and policy to properly identify behaviors and implement interventions to fix the behavior. Positive behavior is acknowledged and rewarded.

In most cases, problems are solved in communication between the teacher and student. When problems persist or are of a serious nature, other options are considered.

- 1) Conference – Child, parent, teacher, principal meet to discuss the problem and develop a plan to solve the problem.
- 2) After School Reflection – Students are scheduled to stay after school for up to 45 minutes under the supervision of school personnel. Parents are notified in writing or over the phone so they are aware of the problem and can arrange transportation at 4 p.m. for their child.
- 3) Lunch Reflection – Students may be assigned a lunchtime detention for inappropriate behavior in the cafeteria or unsafe play on the playground. The detention will be served under the supervision of school personnel.
- 4) Suspension – Used for the most serious violations of school rules, the child is placed under parent supervision and is not permitted on school grounds. *Parents are expected to meet with the principal or designated teacher upon the child's return to school. Please refer to the Family District Handbook for more information.* [District Profile / UDSD Family Handbook](#)



- 5) Expulsions – 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. The general rule is 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 instrument, cutting tool, nunchakus, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury. The suspension/expulsion policy can be found and is available online on the District website. Link: [BoardDocs® Pro](#) Policy 233

### **Playground Safety:**

Children are expected to play in a friendly manner. Rough play and foul language are not acceptable at any time. Children are expected to:

1. use playground equipment properly
2. play in assigned areas
3. play safely and respectfully
4. have fun and get some exercise
5. notify playground aides of problems

### **Safety and Behavior on the Way To and From School:**

Each child’s safety is a major concern of the school. A few sound rules are listed below. Students should:

- Arrive 5-10 minutes before the start of school (8:50 a.m.) so that they can go directly into the building. The playgrounds are not supervised before or after school.
- Walk on the sidewalk at all times.
- Cross streets only at intersections, where a police officer, a traffic supervisor, or a member of the school safety patrol is on duty, and obey his or her directions.
- Proceed directly to school and return home immediately after being dismissed unless otherwise directed by parents.
- Be considerate and helpful to younger children.
- Refrain from throwing snowballs or other objects on the way to or from school and on the school grounds.
- Refuse to enter or approach strange vehicles or to ride with strangers.

*Please discuss the above rules with your children.*

**Dress Code:**

All students shall be subject to this dress code. Students must report to school on a daily basis attired in compliance with the provisions of this policy.

**Attire:**

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 is torn or ripped is 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, bandanas, 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.

The Upper Darby School District follows a Dress Policy to promote unity and school spirit, promote the development of individual discipline, promote civility and respect, avoid peer pressure, decrease distractions, identify non-resident students, and reduce clothing costs. The policy in its entirety can be accessed from the District’s website. Link: [https://go.boarddocs.com/pa/udar/Board.nsf/Public#Policy 221](https://go.boarddocs.com/pa/udar/Board.nsf/Public#Policy%20221)

## **Grading:**

Elementary school students will be promoted to the succeeding grade level when they have:

1. Completed the curriculum requirements of the presently assigned grade.
2. Achieved the instructional objectives set for the present grade, as determined by the teacher(s).
3. Demonstrated proficiency to move ahead to the educational program at the next grade level.
4. Demonstrated the degree of social, emotional and physical maturity necessary for a successful learning experience at the next grade level.

## **Retention Policy:**

Kindergarten through 8th Grade:

It is not recommended that students repeat grades; however, there are times when a student may benefit from such action. Retention will be considered when, in the judgment of the district staff, it is in the best educational interest of the student involved.

To promote the cooperation of the home and school and help each student achieve success, parents/guardians will be notified as early as possible if a student is failing to make expected progress in any area.

Alternatives to retention, such as tutoring and summer school, may be recommended by the Student Support Team (SST) and teachers, in consultation with the student's parents/guardians.

A student will not be retained more than two (2) years in any grade.

A student will not be retained more than once.

After two (2) years in the same grade in grades K-8, the Student Support Team (SST) shall consider a psycho-educational evaluation following procedural safeguards, in consultation with the teachers, principal and parents/guardians. If a student is assigned to the next grade, proper notation must be made on the student's record, citing the reason for the assignment. The words "assigned to" should be used in lieu of "promoted to" on the student's record.

Retention of students in grades K-8 will follow the procedures outline in 215-AR-1, Retention Procedures. Link:

[https://go.boarddocs.com/pa/udar/Board.nsf/files/BMSLZV58F7D1/\\$file/215-AR-1-RetentionProced-R-Final-3-17-2020.pdf](https://go.boarddocs.com/pa/udar/Board.nsf/files/BMSLZV58F7D1/$file/215-AR-1-RetentionProced-R-Final-3-17-2020.pdf)

## **Homework Guidelines:**

**Link:** <https://go.boarddocs.com/pa/udar/Board.nsf/Public#> Policy 130

Bywood has standardized elementary Homework Guidelines.

There are two main purposes for homework:

1. To practice or apply what has been learned in class.

2. To learn and to work independently.

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. It is strongly recommended that students read on a daily basis as part of their homework. Strong reading skills provide the foundation for academic progress and success. Please see the District Family Handbook for more information. <https://www.upperdarbysd.org/Page/2117>

**Student Birthdays:**

Many classroom communities create simple and special acknowledgements for students within the class. Individual student birthday parties are **not** permitted. As part of our district's Student Wellness Policy we suggest a healthy snack, i.e. fruit, pretzels, crackers, vegetables, etc. If there is a child with a peanut allergy or another specific allergy, please be mindful when you are purchasing and packing your child's snack.

When parent/teacher wants to bring in food for a celebration, this procedure must be followed:

1. Parent/guardian notifies the Classroom Teacher ahead of time. Teachers must be aware of any allergy in his/her classroom.
2. If there are allergies in the room, classroom teacher will inform parents to bring an item the whole class can enjoy as we need to be inclusive of everyone such as pencils or erasers as a non-food option. Remember, food must be store bought with ingredient label, NO HOMEMADE FOODS!
3. When treats are brought to the office, parent/guardian will wait while the nurse checks to see if there are allergies. If it is a treat all students in that room cannot enjoy, the treat back will be sent back with the parent.
4. Example: Store bought cupcakes brought in for a class that has a peanut allergy. Ingredient label states the item contains peanuts. Cupcakes will be sent back home with the parent because the whole class can't enjoy it.
5. Cakes, balloons, drinks, favors, and birthday gifts are NOT permitted.

**Snacks:**

Snacks may be sent to school if the classroom teacher has a designated snack time during the day. In keeping with the Student Wellness Policy, it must be a healthy snack. Students are permitted to have water bottles in school, especially during the warm months. Juice and soda are not permitted as spills cause stains and result in a sticky mess. Candy and gum are not permitted at school.

**Activities and Clubs:**

Running Club

Basketball March Madness- for 4th and 5th Graders

Student Council

**Before School and After School Day Care:**

Day care is offered through the Department of Recreation (484-453-7577) at a nominal cost. Applications are available at the school office for your convenience. There are numerous other local daycares that drop off and pick up at Bywood each day. All daycare students are dismissed from the lobby. If a child is not going to daycare on any given day, the school needs to be notified as well as the daycare. Without this notification, we implement the normal dismissal plan.

**Change of Address, Phone Numbers, and Email:**

If your address changes, you must contact Central Registration by going online to the Upper Darby School District website and completing the documentation. Link: <https://www.upperdarbysd.org/Page/3000>

Since most contact with families from the District is done via email or Global Connect Phone Calls, it is imperative that you keep the school informed of any changes. It is not necessary to go through Central Administration to make email or phone numbers changes. Parents can update or add email addresses by logging into the Home Access Center or by calling the school office and informing them.

**Acceptable use of Internet, Computer and network Resources:**

Link: <https://go.boarddocs.com/pa/udar/Board.nsf/Public#> Policy 815

**Student Use of Telephone:**

Students may use the office telephone for emergencies only and require permission from the Bywood office staff.

**Emergency Closing of Schools: Code # 452**

If serious weather conditions make it too dangerous to travel, the Upper Darby schools will be closed, or will be opened at a later hour. Notice will be given over radio and television stations as well as the District cable station and the District website. Specific mention of code number 452 will be made if Upper Darby schools are to be closed or if schools are to be opened late. It is most important that each child knows where he or she is to go when no one is at home.

NOTE: If schools open 2 hours late, AM Kindergarten is canceled.

If schools are to be closed after the day has started, Upper Darby School District will use the phone numbers submitted to our Global Connect system to notify families by phone. It is imperative that we have accurate phone numbers to ensure that all families are reached. Therefore, please advise the Bywood office (610-352-6842) immediately if any of your phone numbers change.

### **Transfers and Withdrawals:**

For students moving within the school district, a change of address will need to be completed online at Central Registration within 48 hours of the move..

For students moving to another school district, parents/guardians should notify the office at least one (1) week in advance to allow time for paperwork to be prepared. You must then come into Bywood's main office to complete a withdrawal slip and sign a release of records form. All textbooks, library books, and other school property must be returned prior to the child's last day of school or payment made for the same.

### **Student Support Services:**

#### **Link:**

[https://go.boarddocs.com/pa/udar/Board.nsf/files/BMRH5C46CC0F/\\$file/146-AR-0.%20STUDENT%20SERVICES%20STAFF%20%20-%206-2019.pdf](https://go.boarddocs.com/pa/udar/Board.nsf/files/BMRH5C46CC0F/$file/146-AR-0.%20STUDENT%20SERVICES%20STAFF%20%20-%206-2019.pdf)

### **Counselors:**

A school counselor is a certified/licensed educator trained in school counseling with unique qualifications and skills to address all students' academic, personal/social and career development needs. School counselors maximize student achievement by providing attention to each student's developmental stages through prevention and intervention programs.

### **Social Workers:**

School social workers and home-school visitors provide direct services to students and their families including casework, group work and classroom presentations, as well as providing intervention and consultation and making referrals to community agencies.

### **SAP:**

Link: <https://go.boarddocs.com/pa/udar/Board.nsf/Public#> Policy 236

### **Safe2Say:**

Link: <https://go.boarddocs.com/pa/udar/Board.nsf/Public#> Policy 316.1; Phone #: 1-844-SAF2SAY (1-844-723-2729)

**School Books:**

All textbooks are property of Upper Darby School District and children are expected to care for them and return them in good condition at the end of the year. Teachers will inventory books in September and June. Students will be assigned numbered textbooks, and a record will be kept. The parents must pay for books that are lost or excessively damaged. All textbooks must be kept in good condition. Report cards are held until payment is made for all lost or damaged text/library books.

**Parking:**

Parking spots are limited to staff members only between the hours of 7:00 a.m. and 3:30 p.m. The District will tow cars that are parked illegally on a regular basis. Please refer to the signs posted outside of the building. Please avoid blocking spaces when dropping off your children, and please be respectful if you need to park your car in school spaces after hours by having them moved off school grounds by 7:00 a.m.

**Pets:**

Pets are not permitted at school. In the interest of safety, please do not have pets accompany you when you pick up your child. Service animals that are being utilized are the only exception.

**Health:**

District nurses render first aid and administer screening tests of hearing, vision, height, and weight. School physicians perform medical examinations of children in accordance with the School Health Act of Pennsylvania. Physical examinations are given in grades K or 1. Periodic dental examinations are given by the dental hygienist to children in elementary grades in K or 1, and 3.

**Drugs and Medication:**

Upper Darby School District elementary school pupils are not permitted to bring onto a school bus or school property any prescription or non-prescription drug or medication. It is requested that no cough drops, cough lozenges, nasal inhalers, etc. be brought on a school bus or school property. If your child should need medication that is to be administered in school, please contact the school nurse prior to sending in any medication. **Only school personnel may administer medication.**

In accordance with the Pennsylvania Public School Code provisions on “School Access to Emergency Epinephrine” and Board Policy 210, the Upper Darby School District maintains a stock-supply of epinephrine auto-injectors in each school building. An auto-injector prefilled with epinephrine is the drug of choice used for the emergency treatment of severe allergic reactions (anaphylaxis) to insect stings or bites, foods, drugs, and other allergens.

If your child has been diagnosed with an allergy or health condition that requires use of epinephrine, it is still your responsibility to provide your child’s prescribed medication to the school nurse. The law and Board Policy 210 give trained school employees the authority to administer epinephrine to any student whom they believe in good faith is experiencing anaphylaxis.

In the event that a student who does not have epinephrine is experiencing an anaphylactic reaction, a trained school employee may use the stock epinephrine auto-injector in accordance with the standing order issued by the school physician or provide the student with a stock epinephrine auto-injector for self-administration.

By law, the Upper Darby School District is required to notify parents/guardians of their ability to exempt their children from emergency administration of stock epinephrine auto-injectors. If you wish to opt your child out of being provided stock epinephrine auto-injectors in the event of an emergency, please contact your child’s school nurse to obtain the appropriate form.

### **Immunization Requirements:**

There are immunization requirements for the 2021-2022 school year. The following immunizations are required for all students in the Commonwealth of Pennsylvania. 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 a third dose is given at 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 history of disease.

The Pennsylvania Department of Education (PDE) warns that students who have not met the immunization requirements on the first day of school risk exclusion from school on the 5th day of school, so please contact your health provider if you are unsure of whether or not your child has received the required vaccinations. Additional information from PDE is available on the District's website.

Please contact the school nurse for further information. Ms. Maguire can be reached at 610-352-6842, Ext. 6404. Please see the District Family Handbook for more information. Link: <https://www.upperdarbysd.org/Page/2117>

### **Parent Checklist**

- Children need chances to express their ideas so talk with them, listen to them, explain things, answer their questions and ask them questions to stimulate their thinking. Encourage children not to stop talking, but to keep talking. This is the best way for children's minds to grow.
- Experiences that lead to success help children to feel and say, "See what I can do!" Children must feel good about themselves in order to be successful in school. Help them feel that they are important people who have a lot to offer to family and friends.
- Reading to children is one of the most effective ways to prepare them for school and learning. Hearing stories, factual news articles, nursery rhymes, poems, finger plays, and songs help children to develop ideas and thoughts and to learn to express their ideas.
- Children live in a world filled with many opportunities for learning—in school, at home, in the neighborhood and on family outings. Recognize this! Take your children to the library and allow them to select books. Write notes to your children. Work on a household arithmetic or budget problem together with your youngsters. Go exploring—take day trips. Read to your child and have him/her read to you! Encourage your child to dictate or write stories, rhymes and letters to you. Read them back to him/her or help him/her read them. Children differ in ages at which they will enjoy and benefit from these suggestions so you will need to be selective.

**ACT 26 of 1995:**

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.

**Equal Opportunity Employer:**

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:

Edward Marshaleck, Title IX Coordinator  
Assistant Superintendent for Student Services  
4611 Bond Ave.  
Drexel Hill, PA 19026  
610-789-7200 ext  
3208, [emarshaleck@upperdarbysd.org](mailto:emarshaleck@upperdarbysd.org)

**Title IX:**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

**Bullying and Harassment Policies:**

Link: <https://go.boarddocs.com/pa/udar/Board.nsf/Public#> Policy 249

**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. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.