

Unionville-Chadds Ford School District

2018-2019 Elementary Parent Handbook



DISTRICT MISSION STATEMENT
*Empower each student to succeed in life
and contribute to society.*

Dr. John Sanville, Superintendent
Mr. John Nolen, Assistant Superintendent
Mr. Tim Hoffman, Director of Curriculum and Instruction
www.ucfsd.org

Approved by the UCF Board of Directors July 2018

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DISTRICT SCHOOLS

Unionville High School

750 Unionville Road

Kennett Square, PA 19348

James Conley, Principal

Amy Jenkins, Assistant Principal

Steve Silva, Assistant Principal

Phone: 610-347-1600

FAX : 610-347-1890

Charles F. Patton Middle School

760 Unionville Road

Kennett Square, PA 19348

Steve Dissinger, Principal

Jessica Knier, Assistant Principal

Phone: 610-347-2000

FAX: 610-347-0421

Chadds Ford Elementary School

3 Baltimore Pike

Chadds Ford, PA 19317

Shawn Dutkiewicz, Principal

Phone: 610-388-1112

FAX: 610-388-8481

Hillendale Elementary School

1850 Hillendale Road

Chadds Ford, PA 19317

Michael Audevard, Principal

Phone: 610-388-1439

FAX: 610-388-2266

Pocopson Elementary School

1105 Pocopson Road

West Chester, PA 19382

Clif Beaver, Principal

Phone: 610-793-9241

FAX : 610-793-7792

Unionville Elementary School

1775 W. Doe Run Road

Kennett Square, PA 19348

Michelle Lafferty, Principal

Phone: 610-347-1700

FAX : 610-347-1443

District Administration Office

740 Unionville Road

Kennett Square, PA 19348

Phone: 610-347-0970

FAX : 610-347-0976

DISTRICT ADMINISTRATION

John Sanville	Superintendent
John Nolen	Assistant Superintendent
Robert W. Cochran	Director of Business and Operations
Joseph Deady	Supervisor of Accounting
Tim Hoffman	Director Curriculum and Instruction K-12
Leah Reider	Director of Pupil Services
Shannon Brown	Supervisor of Special Education
Marie Wickersham	Supervisor of Food Service & Transportation
James Whitesel	Supervisor of Buildings and Grounds

BOARD OF SCHOOL DIRECTORS Unionville-Chadds Ford School District

Jeff Hellrung	President
Victor E. Dupuis	Vice President
Bob Cochran	Secretary

Region A--East Marlborough--West Marlborough Townships

Jeff Hellrung
Elise Anderson
Victor E. Dupuis

Region B--Newlin--Pocopson--Birmingham Townships

Robert Sage
Steve Simonson
Tom Day

Region C--Chadds Ford- Pennsbury Townships

Gregg Lindner
Carolyn Daniels
John Murphy

STUDENT ARRIVAL AND DEPARTURE (9:10 AM - 3:40 PM)

Kindergarten

Schedule	AM Session	PM Session
Regular	9:10 AM - 11:45 AM	1:05 PM - 3:40 PM
Two Hour Delay <i>(modified Schedule)</i>	11:10 AM - 12:55 PM	1:55 PM - 3:40 PM
Three Hour Delay <i>(modified schedule)</i>	12:10 PM - 1:40 PM	2:10 PM - 3:40 PM
Half-Day	9:10 AM - 10:40 AM	10:55 AM - 12:25 PM

Elementary (1st - 5th)

Schedule	Arrival	Dismissal
Regular	9:10 AM	3:40 PM
Two Hour Delay	11:10 AM	3:40 PM
Three Hour Delay – No Lunch Served	12:10 PM	3:40 PM
Half-Day – No Lunch Served	9:10 AM	12:25 PM

Special attention should be paid to the traffic signs posted outside of the school, especially for parents who drive their children to and/or from school. **Students should not arrive at school before 8:30 AM.** No adult supervision is available prior to 8:30.

The YMCA offers a before and after care program for students in Grades 1-5. Kindergarten care is also available. You may contact the YMCA at 610-444-9622 to make arrangements to enroll your child in this paid program.

Whenever a change in transportation arrangements becomes necessary, the school office must be notified. Notes are to be handed in to the homeroom teacher at the start of the school day. He/she will forward the notes to the main office.

The Parent-Teacher Organization, PTO, sells or provides blank note pads via the school website or office. **Use of these notes is highly recommended.** Additional tablets can be purchased in the office.

If you do not have the standard note sold by the PTO, a handwritten note will be accepted if it contains the following information:

- | | |
|--------------------------------|----------------------|
| -date | -student's full name |
| -classroom teacher's name | -reason for note |
| -parent's full name/ signature | |

In the event of an emergency, notes may be faxed to the school or calls to the office can be made **prior to 2:30 PM.** See page 3 for telephone numbers.

In each of the following instances, notes are required:

When children are being picked up from school:

- Parents picking up children during the school day must come to the office and sign them out. Children will be called from their classrooms for early dismissal. Parents are not to go to the classroom.
- Parents picking up children at the end of the day should meet them in the designated area and sign them out from that location. To ensure the safety of the students, they must be supervised when leaving the building.

When there is any bus change:

- Your child plans to ride a bus other than his/her own.
- Your child intends to get off of his/her bus at a different stop.
- Your child plans to go home with a friend who rides another bus.*
- Your child rides his/her regular bus but brings home a friend who normally rides another bus or who regularly gets off at a different stop.*
- A child stays for an after school activity such as Brownies, Cub Scouts, etc. Under certain circumstances, a permanent note may be placed in the school's file. Otherwise, the child will go home on his/her regular bus.

***Note:** Two notes are required when one friend visits another. We must have written permission from **both** families in order for these arrangements to take place.

BUS SAFETY AND PROCEDURES

Bus drivers have a tremendous responsibility in transporting your children to and from school. As our teachers work to impress upon your children the importance of proper bus conduct, parental cooperation is necessary to ensure appropriate bus behavior and safety. Please note the following procedures and rules:

The school bus will run as close to the scheduled time as possible. All students should be at the stop at least 5 minutes ahead of the appointed time and be ready to board the bus. This saves the child from running "to catch the bus", which may cause them to be careless and experience an accident.

If a child misses the bus, parents are responsible for transportation to and from school.

PARENTS ARE NOT TO EXPECT BUS DRIVERS TO DEVIATE FROM THEIR ROUTES.

Riding the school bus is a privilege extended to all pupils. They may, however, have such service suspended for misconduct.

Parents will be notified if their child is involved in misconduct on the bus.

Students must walk on and off the bus in an orderly fashion, without disturbing other passengers in any way at any time.

Books and personal articles are to be held on the child's lap.

Eating is not permitted on the bus.

Parents will need to transport unusual and unwieldy objects such as glass containers, large projects, etc. Flowers and shrubs, unless completely wrapped, tend to litter the bus.

The school buses are equipped with an audio and video surveillance system. Student conduct and conversation may be monitored.

ATTENDANCE REGULATIONS

In order for a child to receive the maximum benefit from school, regular attendance is a must. The school laws of Pennsylvania permit absence from school for the following reasons: personal illness, quarantine, death in the family, and exceptional urgent reasons that directly contribute to the welfare of the child. **All other absences are considered unexcused.** See UCFSD [Board Policy 204](#).

When a child is absent, a responsible adult should call the school office and notify them before 8:55 AM.

Chadds Ford Elementary 610-388-1112 Option #4
Hillendale Elementary 610-388-1439 Option #4
Pocopson Elementary 610-793-9241 Option #4
Unionville Elementary 610-347-1700 Option #4

Each day, the SwiftK12 system will call parents of absent children who have not left a message. Every absence must also have a written statement or excuse, signed by the parent or guardian, as required by law. If the excuse has not been turned in by the third day, the absence is considered unexcused and/or unlawful. Children are not excused from school for oversleeping, hair appointments, home chores, etc. If a student is absent from school two days or more due to illness or injury, homework assignments may be requested by contacting the school. Parents are asked to contact the elementary school before 10:00 A.M. Assignments will be available by the close on the day following the request.

The school reserves the right to request a doctor's excuse when a student's absence is prolonged or occurs with consistent frequency.

LATE ARRIVALS AND EARLY DISMISSALS

Students who arrive after 9:10 AM are considered late (TARDY) and should report to the office before going to their classrooms. Parents must then sign in the student upon arrival and provide a written excuse. The principal will request a conference with parents of students who are excessively tardy.

To ensure maximum instructional time, appointments, music lessons, practices, etc. are to be scheduled after school hours. Students are NOT to be picked up early or arrive late on a regular basis. Early dismissals and late arrivals should be reserved for unusual circumstances only. If a student is to be picked up before the end of the school day, a note from home stating the reason for the early dismissal must be submitted. The note must be given to the homeroom teacher. Parents/ guardians must sign out the student in the main office. Students will be called to the office for early dismissal once they have been signed out.

EDUCATIONAL FAMILY TRIPS

We strongly suggest that all trips occur when school is not in session. There is a direct link between attendance and student achievement. All requests for a student to be excused from school for a family trip or vacation must be submitted to the principal's office at least one week before the trip is taken. The principal will determine the educational value of the trip, and will grant or deny an excused absence. The principal will also review the student's academic and attendance records. Such trips will not exceed ten school days within the school year.

The student is responsible for requesting make-up work for absence due to a family trip or vacation.

Any excuses received without prior approval from the principal's office will be considered unexcused or illegal.

Family trips exceeding ten school days will not be approved. A student taking a family trip exceeding ten school days will be withdrawn from school rolls, and truancy charges may be filed if the parents have not made alternative educational provisions approved by the principal.

Please see the attached PSSA Testing window for 2018-2019. Parents are encouraged to make trip plans that DO NOT conflict with these dates.

2018-2019 PSSA SCHEDULE

April 22 - 26	Grades 3-5	PSSA English, Language Arts (ELA)
April 29 - May 3	Grades 3-5 Grade 4	PSSA Math PSSA Science

EMERGENCY CLOSING

In the event of an emergency closing, the *SwiftK12* system will notify parents. Please use our district website, www.ucfsd.org, or school voice mail service available in all buildings for emergency information. Make sure your child has a designated place to go in the event of an emergency or early closing. It is very important that you discuss this with your child beforehand. Should the situation arise, your child will then already know where to go. It is very important for us to know that your child is in a safe place.

COMMUNICATIONS

The Unionville-Chadds Ford School District web site is your most up to date source for information about district and school activities. You may access the web site at www.ucfsd.org.

Party invitations may not be distributed at school. Use your directory for addresses.

It is requested that you keep your child's teacher informed by note for any of the following reasons:

- lateness
- when picking up a child after school
- early dismissal
- medical appointments
- when planning an educational trip
- when riding a different bus

Parents should feel free to contact the school if there is a problem that needs to be discussed pertaining to the education or welfare of a student. The following guidelines should help to expedite the process:

1. Contact the school for an appointment with the appropriate teacher.
2. Meet with the teacher to discuss the problem.
3. Together, develop strategies to address the problem.
4. If you are not satisfied with the results, contact the principal.

FIRE, HAZARDOUS WEATHER, AND INTRUDER DRILLS

These drills are held periodically throughout the school year. A system has been implemented to help determine each child's location and assure the safety of all students in an emergency.

DISCIPLINE

It is our goal to help each child develop an attitude of self-respect and self-worth as well as responsible attitudes and behaviors towards school and others. We appreciate parental support in reaching these goals. Under the supervision and direction of all teachers and staff, students are expected to follow the rules of the school, which are based on, and in support of, the Code of Conduct adopted by the UCFSD Board of Education. A copy of the Code of Conduct is available at the [Board Policy Center](#). Please remember that NO weapons or toy representation of weapons are permitted on school property; this includes props for Halloween, plays, and presentations.

ELECTRONIC DEVICES

See Policy #815 - [Click Here to access the Policy Center on the district website](#)

The use of electronic devices are allowed in the following areas for elementary students:

- Elementary Buses
- On a case-by-case basis in classrooms for uses approved by the Principal (Grades 3-5 only)
- Unless it is part of an approved activity, the taking of video or pictures is prohibited.
- During school, speaking on cell phones is prohibited. With permission, students can go to the school's main office to use their phone or a school phone.
- Access to the school's wired network by personal devices is prohibited.
- Students must adhere to Policy #815 - Acceptable Use of the Electronic Communications Systems while operating electronic devices.
- Students will safeguard their property; taking the appropriate cautions to shield it from damage, misuse or theft. The district shall not be liable for the loss, damage or misuse of any personal electronic device.

BULLYING

See Policy #249 - [Click Here to access the Policy Center on the district website](#)

The Board of Directors is committed to providing a safe, positive educational experience for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the environment necessary for student learning, and creates the possibility of additional serious incidents. The Board directs that reports of bullying be investigated promptly and corrective action taken if such reports are verified.

The *Olweus Bullying Prevention Program* is used in all of our elementary schools. It identifies the School, Classroom, Individual, Parents, and Community as critical components in the successful prevention of bullying behavior. The program is researched-based, preventive and responsive, designed for all students, and focused on establishing positive school norms.

According to UCFSD Board Policy #249, "Bullying" is defined as an intentional electronic, written, verbal, or physical act or a series of acts:

- (a) directed at another student or students;
- (b) which occurs in a school setting or outside a school setting;
- (c) that is severe, persistent or pervasive; and
- (d) that has the effect of doing any of the following:
 - (i) substantially interfering with a student's education;
 - (ii) creating a threatening environment; or
 - (iii) substantially disrupting the orderly operation of the school.

"Outside a school setting" pertains to acts that do not occur in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the District or a school, but which have the effect of substantial disruption or interference with the operation of the school or with another student's rights.

"School setting" pertains to acts that occur in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the District or the school.

STUDENT DRESS

The school intends to maintain an atmosphere that promotes student learning. The way children dress does influence their attitudes and modes of behavior.

The following items are not appropriate for school: (Dress Code should comply with district policy.)

- bathing suits
- tee shirts with profanity, violence, or drug related messages
- any top that is excessively tight, has thin straps or allows the midriff, cleavage, undergarments, or back to be exposed.
- short shorts- All shorts, skirts, skorts, and slits in skirts must (at least) touch the bottom of the fingertips with arm fully extended.

Hats may not be worn indoors. Please choose appropriate footwear, keeping in mind that the children run and play at recess each day. Access to playground may be limited due to footwear. Sneakers are required for days when the students attend gym class.

We highly recommend that parents mark clothing, lunch boxes, book bags, boots, and other personal items with their child's name.

LOST AND FOUND

A "lost and found area" is located in each elementary school. Please feel free to check the area frequently. After a reasonable length of time, unclaimed items will be donated to a local charity. While every effort will be made to

help you find and recover a lost item, our schools cannot be responsible for items lost or broken.

PERSONAL BELONGINGS

Toys, playthings, playground equipment (balls), and collectibles are to be left at home and not brought to school unless authorized for school purposes. Students should always safeguard their belongings. The school and the staff are not responsible for lost, stolen, or damaged personal items.

PAYMENT FOR SCHOOL RELATED ACTIVITIES

Payment for school-related business such as school pictures, field trips, books, etc. must be by check.

INVITATIONS AND GIFT EXCHANGES

Distribution of invitations for non-school related events is not permitted in the classroom or during the school day. Parents who wish to invite classmates to birthday parties or other private events should mail invitations. Students are not permitted to bring or exchange gifts for birthdays or holidays during the school day. Such exchanges should take place after school hours.

ORIENTATION PROGRAMS

For students in pre-first through 5th grade who are new to the district, an orientation is provided near the start of each school year. Parents are invited to attend an orientation also. Check with your school for the date and time.

Each elementary school provides a Fall Parent Orientation for all parents. The purpose of this program is to give parents specific information concerning the programs and requirements for that year. Parents are requested to attend without children. This time is not intended for parent/teacher conferences.

An Open House is scheduled each spring. Parents and children are encouraged to visit the school together and enjoy the work and projects displayed in the classrooms. Notices regarding Open House and other programs will be sent home with your child. Attendance at these activities will help you better understand your child's school and program.

WITHDRAWAL FROM SCHOOL

The parent of a student withdrawing from the Unionville-Chadds Ford School District to another school should notify the main office at least one week prior to the transfer and fill out the *Official Notice of Pupil Withdrawal*. The new school will officially request the student's educational record after the parent signs a release form. The child's records will be mailed directly to the new school.

KINDERGARTEN ENTRANCE

All students enrolling in kindergarten for the first time must be **five years old before September 1** of the school year and present the following information to the [District Registrar](#) at the District Office:

1. Two items showing proof of residency (one of the following documents is required: (a)Property Deed, (b)Mortgage Statement, (c)Settlement Statement, (d)Current Lease, or (e)Letter from employer evidencing employer provided housing AND one of the following: (a)Driver's License, (b)Government Issued ID, (c)Vehicle Registration Card, (d)Utility Activation or Current Billing Statement, (e)Current Credit Card Statement, or (f)Property Tax Bill)
2. Proof of guardianship (if applicable)
3. 1 item showing student date of birth: (ex: Birth certificate, Notarized copy of birth certificate, Baptismal certificate, Copy of the record of baptism, notarized or duly certified and showing date of birth, Notarized statement from the parents/guardians or relative indicating date of birth, Valid passport, Prior school record indicating date of birth)

The Commonwealth of Pennsylvania has immunization requirements that relate to school enrollment. Each student **MUST** have completed the following immunizations prior to the start of school.

1. 4 properly spaced doses of tetanus, diphtheria, and acellular pertussis* (1 dose given on or after the 4th birthday)
2. 4 properly spaced doses of polio vaccine (4th dose on or after 4th birthday and at least 6 months after previous dose given) **
3. 2 doses of measles, mumps, and rubella ***
4. 3 properly spaced doses of Hepatitis B
5. 2 doses of properly spaced varicella vaccine (chickenpox) or evidence of immunity

** Usually given as DTP or DTaP or if medically advisable, DT or Td*

*** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*

**** Usually give as MMR*

Exceptions to these requirements may be made for medical reasons or because of religious convictions. Students who are exempt from immunizations may be removed from school during an outbreak of a contagious disease. This could be up to 6 weeks.

Students are not required to have a tuberculin test unless identified as "high risk" by their healthcare provider. A physical examination by a healthcare provider and a dental exam by a dentist must also be completed. Physical and dental exams must be recorded on special state forms, which can be obtained from the School Nurse.

Exams done within one year of the start of school will be accepted for admission.

Children will be denied admission to school if necessary immunization and health exam requirements are not met. Any child excluded from school shall be re-entered only after satisfactory proof of action is presented to the school.

Please contact your school nurse if you have any questions concerning requirements or if you need assistance.

PARENTS RIGHT TO KNOW

As part of the Elementary and Secondary Education Act, parents may request information regarding the professional qualifications of their child's teacher and paraprofessionals who provide instructional service to their children. Please contact your building principal if you have any questions.

SCHOOL HEALTH

Student Health Services have been developed in accordance with the school laws of the Commonwealth of Pennsylvania and recommendations from the American Academy of Pediatrics to help all children as they develop physically, mentally, and emotionally. Please contact the school nurse anytime you have a question or concern.

Injured or ill students should report to the school nurse. Parents or emergency contacts will be called if it is necessary for a student to be excused from school or if additional assessment or treatment is needed. In the event of a severe illness or injury, emergency services will be called and the student will be transported to the nearest hospital.

These symptoms indicate that a student should NOT attend school:

- Fever in the last 24 hours (100 degrees or above) --without Tylenol or ibuprofen
- Vomiting in the last 24 hours
- Diarrhea in the last 24 hours
- Unidentified rash
- Draining eye/eyes

Documentation from a healthcare provider should be given to the school nurse following illnesses or injuries causing limitations to physical activities.

Screenings for height, weight, hearing, and vision are completed throughout the school years as listed below and anytime upon request.

- Height and weight: yearly
- Vision: yearly
- Hearing: K, 1st, 2nd, 3rd, 7th and 11th grades
- Scoliosis: 6th and 7th grades

An annual "District Health Screenings Report" will be sent home as a record of all screenings and body mass index (BMI) performed during the school year. Referrals are sent home when any possible problem is found with vision, hearing, or scoliosis.

Physical and Dental Exams are required in grades as explained below and forms are available in all schools or downloaded from the school's website. After completion, the examination forms must be submitted to the school nurse.

- A **physical examination, within the past year**, is required for all **kindergarteners, 6th graders, 11th graders, and all students new to Pennsylvania schools**. This exam can be completed by your private health care provider or by the school doctor at no charge.
- Pennsylvania requires a **dental examination, within the past year**, for all **kindergarteners, 3rd graders, 7th graders, and all students new to Pennsylvania schools**. This exam can be completed by your family dentist or by the school dentist at no charge.

Immunization requirements must be met for children to attend school. Please provide updates to the school nurse's office whenever your child receives a new immunization. Exceptions can be made for certain medical or religious reasons. Written requests for exceptions must be on file in the nurse's office. State legislation makes it mandatory for children attending school to have the following immunizations at the appropriate dosing schedule:

1. 4 properly spaced doses of tetanus, diphtheria, and acellular pertussis* (1 dose given on or after the 4th birthday)
2. 4 properly spaced doses of polio vaccine (4th dose on or after 4th birthday and at least 6 months after previous dose given) **
3. 2 doses of measles, mumps, and rubella ***
4. 3 properly spaced doses of Hepatitis B
5. 2 doses of properly spaced varicella vaccine (chickenpox) or evidence of immunity
** Usually given as DTP or DTaP or if medically advisable, DT or Td*
*** A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose*
**** Usually give as MMR*

Children attending **7th grade and above** need these additional immunizations:

1. 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
2. 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade

Medications may not be carried in school and must be stored in the nurse's office. Exceptions at the middle school and high school levels: Epipens and inhalers are considered emergency medications and may be carried if a physician's written request is on file in the nurse's office. **Non-prescription medication and prescription medication** should be in the **original** container accompanied by written parent permission and physician permission. **Acetaminophen, ibuprofen, and Benadryl are the only medications that do not require physician permission.** A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. No more than a 30-school day supply for any one medication should be stored at school.

Field trip medications should be supplied from home in the original container and carried by the trip chaperone or nurse.

Concussions

- Students who sustain concussions are affected academically, as well as in their physical activities and sports.
- Documentation of the concussion and prescribed restrictions are required as soon as possible after the concussion occurs. This documentation must come from a physician, in a letter or on the [UCFSD Concussion Form](#), in order for our school to put accommodations in place.
- Regular physician updates of the restrictions, preferably every 2 to 4 weeks, are required for appropriate concussion management and will be shared with teachers.
- Some school activities, i.e. field trips, standardized testing, PIAA sports, will require specific physician instruction regarding participation.
- * Please refer to the district website for further information and resources. Go to [Nurse / Health Services](#) and click on "Concussions" in the middle of the page.

PHYSICAL EXAMINATIONS

Physical and dental examinations are required of all children entering public school in either kindergarten or first grade. This also applies to any child who enters from another state. Dental examinations are required of all children in the third grade.

Vision (Kindergarten - fifth grades) and hearing screenings (Kindergarten - third grades) are given yearly. Parents will be notified of test results if a problem is detected.

BMI (Body Mass Index) will be calculated and reported for students in Kindergarten through grade 5.

COMMUNICABLE DISEASES AND SCHOOL ATTENDANCE

Children with any of the following conditions should not be sent to school:

- a rash or skin eruption
- persistent cough
- fever, nausea, vomiting, or diarrhea within the last 24 hours

Any student suspected of having a contagious condition, such as the following, shall not be permitted to attend school.

- chicken pox
- scabies
- streptococcal infection
- conjunctivitis
- ringworm
- impetigo

These students may be required to provide a physician's note authorizing their return to school.

FIELD TRIPS

Each trip is educational in nature and relates to the curriculum taught at that grade level.

Field trips are an extension of the school day and the UCFSD code of Student Conduct applies. Students whose behavior does not warrant the privilege of going on a trip may be excluded.

When a trip is planned, notice of the trip along with a permission slip and medicine questionnaire will be sent home with your child. Please return the signed form in a timely fashion. Pupils may go on the trip only with permission from a parent. Teachers supervise all trips, but may ask parents to participate.

VOLUNTEERS AND VISITORS

All parent volunteers and visitors must sign in and out at the main office upon entering the building. All schools are using the V-soft visitor management system. V-soft is a web based system that not only provides an effective, efficient method for tracking visitors, but also provides a safer, more monitored environment for the students. When visitors, volunteers, or contractors check-in, they will be asked to present a valid state issued ID for entering into the system. A visitor's badge will be given and must be worn while in the building.

All exterior doors are locked during the school day. Visitors must enter through the main office doors at the front of the building. This policy is for the safety of our children. **While in the building, please do not make unannounced visits to your child's classroom.**

Volunteers who have regular and repeated contact with students and are responsible for the care, supervision, guidance or control of students are required to submit the following three (3) clearances and complete the volunteer agreement (AR-2). Volunteers should provide clearances to the building principal. Clearances must be dated within one (1) year of the start date of volunteering. Clearances must be updated every three (3) years.

1. [Pennsylvania State Criminal Background Check \(Act 34\)](#)
2. [Pennsylvania Child Abuse History Clearance from the PA Department of Child Welfare \(Act 151\)](#)
3. [FBI Criminal History Report](#)
4. [AR-2 Volunteer Agreement](#)

COMMUNICATING YOUR CHILD'S PROGRESS

Both report cards and parent/teacher conferences are used to communicate each child's progress. Report cards are issued at the conclusion of each trimester (approximately every 12 weeks).

1. All questions concerning the report card should first be addressed to your child's teacher. The special area staff and the principal are also available for consultation.
2. Conferences for all students are held in the fall and spring. If you would like to see a teacher or the principal to discuss your child's progress at any other time in the year, please call the school for an appointment. Due to teaching schedules or previous appointments, it is often not possible for teachers or the principal to see a parent who arrives unexpectedly.
3. Statewide PSSA English, Language Arts, (ELA) and Mathematics tests are administered in the spring of 3rd, 4th and 5th grades. Statewide PSSA science tests are administered in the spring of 4th grade. The results of all PSSA testing are sent home in the summer or fall following the testing.

ELEMENTARY SCHOOL HOMEWORK POLICY

Homework is an effective technique for expanding classroom learning. Homework should stimulate voluntary effort, initiative, independence, responsibility and self-direction. It is one means of communication between home and school, requiring the cooperative efforts of both to be most effective.

The following guidelines specify the roles of the teacher, student, and parents. The extent to which these guidelines are adhered will determine the effectiveness of homework assignments in accomplishing this purpose.

The teacher should...

- be certain that every assignment is clearly understood
- relate the assignment to the class instruction
- avoid unnecessary assignments
- consider individual differences
- vary the types of assignment
- consider special school activities, weekends and holidays
- provide immediate feedback when assignments are completed
- use homework as drill only after the skill or concept is understood
- use homework only as a means of contributing to the educational growth of students
- remind students of assignments at the close of each day
- make reasonable assignments

The student should...

- be responsible for completing assignments on time, accurately, and neatly
- complete missed assignments
- do his/her best at all times

The parent should...

- provide a time and place for study
- be aware of assignments, review them, and assist as needed
- help the student develop responsibility for completing assignments

- help the student develop a positive attitude toward learning in general and school in particular
- encourage daily reading

The amount of time for homework will vary depending upon the instructional program. The cooperative efforts of the teacher, student, and the parents will determine the effectiveness of the program.

SPECIAL PROGRAMS AND SERVICES

The elementary schools follow a six-day cycle, using the letters A through F. This means that the first day of school is day A and the sixth day of school is day F. This six-day cycle is repeated throughout the entire year in an uninterrupted fashion. Special area classes, such as physical education and library will be scheduled once per cycle rather than once a week. See the list that follows:

Art	Once per cycle, grades 1-5, once per cycle in the first & third quarter of Kindergarten
Music	Once per cycle, grades 1-5, once per cycle in the second & fourth quarter for Kindergarten
Physical Education	Twice per cycle, grades 1-5
Library	Once per cycle, grades K-2, Flexible Schedule, grades 3-5
Health	Once per cycle, grades 3-5
Computers	Once per cycle, grades 1-5

Academically Talented Program - Students who qualify for this program meet for up to 2.5 hours during the 6-day cycle with the teacher of the academically talented. For additional information on our Academically Talented Program, including student eligibility, contact the school counselor, your child's teacher, or the building principal at any time.

Special Education - Students must meet the required criteria to qualify for this service. Contact your child's teacher, school counselor, or principal for more information.

Speech and Language Therapy - Students must meet the required criteria to qualify for this service. Contact your child's teacher, school counselor, or principal for more information.

Developmental Guidance - Lessons are provided in grades K-5.

Reading Support - This program offers support to students who demonstrate the need for additional instruction in reading. This is a regular education program.

Instructional Support Team (IST) - This team consists of various staff members including the classroom teacher(s), instructional support teacher, school counselor, and principal. This team fields student referrals from teachers who request assistance in meeting the individual learning needs of students. Parents of referred students are invited to join the Instructional Support Team. Members of the team work together to support the success of the referred student.

Occupational Therapy and Physical Therapy - Students must meet the required criteria to qualify for these services. Contact your child's teacher, school counselor, or principal for more information.

Band, Strings, and Chorus - Students may elect to participate in small group music lessons in grades 4 and 5. Parents needing specific information about the special programs or assessment for these programs should contact the school principal or school counselor.

CAFETERIA

Our elementary schools operate a daily cold breakfast and hot lunch program. Complete platters, including milk, are served daily at a cost of \$2.50. Milk can also be purchased separately. Students are required to pay the cashier each day either with cash or through our computerized lunch account debit system. When sending in funds for a lunch account, you may send cash or a check made payable to "UCF Cafeteria."

Cash or checks should be sent in a sealed envelope noting the amount, the child's full name, and homeroom teacher.

Students may choose to bring a lunch from home. Milk, ice cream, non-dairy beverages, and other snack items are available for purchase. Parents should not send bottled or canned soft drinks or chewing gum to school.

Menus are available online each subsequent month of the school year on the food service page of the district website at ucfsd.org.

CAFETERIA RULES

1. Students must sit at their assigned tables. Students are to remain in their seats unless they are buying food or disposing of trash.
2. Students are responsible for keeping their table and floor area clean.
3. Students are expected to talk quietly.
4. Students may not leave the cafeteria without permission from the cafeteria aide or their teacher.
5. Students must wait to be dismissed either to recess or the classroom by the cafeteria aide. Students will be dismissed when everyone is seated, quiet, and all areas are clean.
6. Students are **NOT** permitted to share food. A number of our children have allergies to food. Sharing foods from different children could put these students at risk for allergic reactions.

Parents who wish to eat lunch with their child should sign in at the office before going to the cafeteria. They should not go to the classroom.

LUNCH/ RECESS SCHEDULES

Each grade level, one through five, is provided a 45-minute lunch/recess daily. The times for these lunches vary across the four elementary schools.

RECESS PROCEDURES AND GENERAL PLAYGROUND RULES

Students normally go outside for recess. The decision may be influenced by wind chill factor and/or precipitation.

Always send your child to school prepared for outdoor recess:

Jacket/Coats

Winter Hats

Gloves/Mittens

Boots

1. Students should be prepared for outdoor recess. Students are not to be in the building during lunch-time recess unless they have permission from their teacher or the playground supervisor.
2. Students need permission to leave the playground and are expected to check in with the adult in charge when they return.
3. Students should use the lavatory and/or get a drink before going outside. Students should not linger, horse around, or climb on the sinks or toilets in the lavatories.
4. Students should exit the building for the playground by the designated door.
5. Students are expected to respect others and their property.
6. Students are expected to use playground equipment properly and safely.
7. Students are expected to play safely and be considerate of others; rough play of any kind is not acceptable.
8. When the whistle blows at the end of recess, students should STOP EVERYTHING, get in line QUICKLY AND QUIETLY, enter the building QUIETLY.
9. The Nurse is on call at all times in case of a playground injury.
10. Parents are not permitted to join their children at recess. This time is reserved for the children to interact with one another.

PLAY AREA:

1. Students must be in full view of the adult supervisor in charge at all times.
2. Students are to observe street barriers and may not play around or near cars in the parking lots.
3. Students must have permission from playground supervisors before retrieving balls from beyond their play area(s).
4. Touch football may only be played when an adult is available to supervise the game. Students must ask for supervision before beginning a game.

EQUIPMENT:

1. Students are to be seated on the SWINGS and use them for their intended purpose.
2. Students may not push each other, swing double, or hold hands or jump off the swings.
3. Monkey bars and hand-over-hand bars should be used for their intended purpose only. Students should not jump off this equipment or hang upside down from it. Penny drops from the monkey bars are considered unsafe.
4. Balls are not allowed on the climbing equipment. Students must take care not to push or shove their playmates.
5. Students are not permitted to climb on soccer goals, back stops, stair railings, or picnic tables. Gymnastics are considered unsafe at recess.
6. Equipment should be returned to the appropriate container at the end of recess.
7. Students may use climbing equipment provided they are wearing appropriate footwear.

PARKING GUIDELINES

In an effort to reduce traffic congestion at our schools, we have designated areas for parking and dropping off students, especially before and after school and during lunchtime.

We ask parents to please review the procedures and note signs that are posted on the property.

Cars are not permitted in the bus drop-off, fire lane, and pick-up areas.

These guidelines were developed to promote student safety and to have a more efficient AM drop-off and dismissal.

STUDENT WELLNESS

[Board Policy # 246](#)

Unionville-Chadds Ford School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that encourages student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Meals and Water:

- Staff development will be provided annually for all food service staff with regard to nutrition education, food safety, and PDE meal compliance.
- A Nutrition website will be maintained for parents to view nutrition and ingredient information about school meals and snacks sold in the cafeterias.
- Potable water will be available free of charge to students throughout the school day.

Recess:

- No formal recess for kindergarten.
- Grades 1-5 shall have a minimum of 20 minutes of recess each school day.

Food and Beverages not consumed during regular meal times:

Except for the reasons listed below, no food or beverage should be brought to an elementary classroom. Middle school and High school food and beverages are directed by the administration.

- Classroom Birthday recognition - No food/beverage shall be offered for classroom birthday celebrations. Birthday celebrations may offer a variety of non food related activities. Lists of non food birthday celebration options are found in each school building.
- Curriculum - Teachers/ Administration will determine the appropriate type of food or beverage to be used for curriculum purposes in the classroom. Curriculum related activities that involve food must conform to the guidelines of the a la Carte food/snacks. (Board Policy 246 and Policy 246 Administrative Guidelines)
- Special Events - School wide celebrations that involve food will occur no more than 4 times per school year at the discretion of the Building Administrator. These celebrations will offer minimal amount of foods that contain added sugar as the first ingredient and will also offer fresh fruits/vegetables and may offer water, unflavored (any size), 100% juice (not to exceed 12 oz) or milk. Food as Reward - Food will not be used as a reward for classroom or school activities. Non food rewards will be encouraged.
- Fundraisers & PTO Events - the Wellness Policy does not address food or beverages at these events. However, the committee encourages offering a variety of healthy alternatives for food and beverages. Bake sales that occur during the school day will not sell prepackaged food or beverages.

Curriculum and Physical Activity:

Examples of physical activities will be provided on the district website.

- Students will be physically active as much time as possible during classes.
- Non physical education teachers will be encouraged to incorporate physical activity opportunities in their instruction/lesson plans.

Healthy Lifestyle:

- All staff and students will have access to nutrition and physical activity information.
- Nutrition and Physical Activity messages will be disseminated throughout the school building.

Safety:

- All school grounds are designated as smoke free, drug free, and alcohol free.
- Students will be supervised during physical activities throughout the school day.
- Accommodations will be made for activities for students with documented medical conditions.

Directory Information Notice

The Unionville-Chadds Ford School District may disclose certain information, known as directory information, at its discretion without consent. Parents or eligible students may refuse to let the Unionville-Chadds Ford School District release any or all of this information. If you do not want this information released, you must send written notice annually to your child's school office by the last school day in September. The following information regarding students is considered directory information: (1) name, (2) photographs and videotapes of performances and events, (3) home address, (4) telephone number, (5) date and place of birth, (6) major field of study, (7) participation in officially recognized activities and sports, (8) weight and height of members of athletic teams, (9) dates of attendance, (10) degrees and awards received, (11) the most recent previous educational agency or institution attended by the student, and (12) other similar information that would not generally be considered harmful or an invasion of privacy if disclosed like that found in an annual yearbook, a playbill or concert program, Honor Roll lists, etc.

Non-Discrimination Policy

The Unionville-Chadds Ford School District will not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Unionville-Chadds Ford School District employees and participants who have an inquiry or complaint of harassment or discrimination or need information about accommodations for persons with disabilities should contact the Personnel Department, 740 Unionville Road, Kennett Square, PA 19348, 610-347-0970, ext. 3303.

Unionville-Chadds Ford School District
Annual Notification of Rights under FERPA, Directory Information Notice, and Title IX Notice

Dear Parent or Guardian:

In order to comply with several laws, the district must provide the following information to you annually.

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1)** The right to inspect and review the student's education records within 45 days of the day the Unionville-Chadds Ford School District receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the record(s) they wish to inspect. The building principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2)** The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Unionville-Chadds Ford School District to amend a record that they believe is inaccurate or misleading. They should write the building principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Unionville-Chadds Ford School District decides not to amend the record as requested by the parent or eligible student, the Unionville-Chadds Ford School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when the Unionville-Chadds Ford School District is notified of the request for a hearing.

- (3)** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the Unionville-Chadds Ford School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the Unionville-Chadds Ford School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4)** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605