

# BYWOOD ELEMENTARY SCHOOL

“A World of Understanding”

Parent Handbook  
2018-2019

BYWOOD ELEMENTARY SCHOOL  
330 Avon Road  
Upper Darby, PA 19082  
610-352-6842

## TABLE OF CONTENTS

Mission Statement	02
A Message from Mr. McEntee	02
Emergency Closing of Schools	03
Visit to the School Building	03
Conferences and Communication	03
Home and School Associations	04
Title I Parent Advisory Committee	04
Electronic Wednesday Folders	04
Food Services	04
Homework Guidelines	05
Absence of Pupils	05
Arrival	05
Dismissal	06
Lateness	06
Automated District Phone Calls	07
Safety and Behavior on the Way to and from School	07
Dress Code	07
Before-School and After-School Day Care	09
Boxtops	09
School Books	09
Parking	09
Pets	10
Playground	10
Health	10
Drugs and Medication	10
Immunization Requirements	11
Snacks	12
Student Birthdays	12
Student Use of Telephone	12
Transfers	12
Visitors	12
PBIS – Positive Behavior Interventions and Support	13
Code of Conduct	13
Discipline	13
Parent Checklist	14

**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:

- ◆Collaboration
- ◆Courage
- ◆Leadership
- ◆Responsibility
- ◆Communication
- ◆Hard Work
- ◆Respect
- ◆Safety



A Message from Mr. McEntee:

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 should ever have any questions, please do not hesitate to contact us at school. Thank you.

## **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.**

## **VISITS TO THE SCHOOL BUILDING**

Visitors are always welcome. Visits can be arranged with the school principal in advance. Call the school principal for details. Please check in with the Security Officer upon arrival to the building. Following clearance with the Security Officer, please report to the Main Office. 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.

## **CONFERENCES AND COMMUNICATION**

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.

This summer, our phone systems were 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 will be posted to the district website as part of the staff directory.

## **HOME & SCHOOL ASSOCIATIONS**

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. Home & School Association information is available on the District's website.

## **TITLE I PARENT ADVISORY COMMITTEE**

The Bywood Title I Parent Advisory Committee is a group of dedicated parents and staff members who work collaboratively to improve the systems, culture and opportunities for the students and families of Bywood Elementary. The team meets once a month and other times of the year to assess the Title I programming at school. This group also provides input as to how the Title I Parental Involvement money is spent and what special interests that the Bywood families may have.

## **ELECTRONIC WEDNESDAY FOLDERS**

Beginning with the school year 2017-2018, electronic Wednesday Folders (a folder for students to take home important messages, letters, tests, calendars, etc.) were implemented. Therefore, it is imperative that we have a current parent/guardian email address and that it is kept undated 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.

## **FOOD SERVICE**

The school district has been approved for the Community Eligibility Provision through the PA Department of Education. That means that starting this year, 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.

## **HOMEWORK GUIDELINES**

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.

## **ABSENCE OF PUPILS (see District Family Handbook for more information)**

**When your child is absent, you must call the attendance line AND send in a written note acknowledging the absence within 2 days of returns to school.** 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 days' time. The principal should receive this letter at least one week prior to the trip. Work missed during this time must be made up.** The attendance policy in its entirety can be accessed from the District's website.

## **ARRIVAL**

School starts promptly at 8:50 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.** At 8:40 a.m., students enter through the front door. There is an adult at the door to supervise the entering students. All parents are to remain outside when dropping off and picking up their students at the beginning and end of each day. Students in grades 1 and 2 line up in the gym/cafeteria; students in grades 3, 4, and 5 line up outside their classrooms.

## DISMISSAL

Dismissal is at 3:15 p.m. Each teacher will walk his or her students through an assigned exit at the end of the day and to their assigned lines on the back playground. Plan to meet your child (or have siblings meet) at the child's outside assigned line. Please make sure to complete and return the **gold dismissal paper** that is distributed on your child's first day of school. This will let us know who may pick up your child and/or their dismissal plan. Due to security and safety reasons, parents will not be permitted inside the building to meet children at dismissal.

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 early dismissal. Your child will remain in the classroom until you arrive in the main office to sign out.

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 dismissal**.

**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 emergency card, must be at least 18 years of age, and will need to present matching, 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 emergency card that will be picking the child 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.

## **AUTOMATED DISTRICT PHONE CALLS**

If your child arrives late, he/she may be inadvertently recorded as absent. 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*. Please be aware that this call **cannot be prevented by the Bywood Staff**. Please take a moment to discuss with your child the urgency to proceed directly to school and arrive in a timely manner.

## **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 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, bandannas, 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.

## **BEFORE-SCHOOL AND AFTER-SCHOOL DAY CARE**

Day care is offered through the Department of Recreation (610-284-5860) at a nominal cost. Applications are available at the school office for your convenience.

There are numerous other local day cares that drop off and pick up at Bywood each day. All day cares dismiss from the multi-purpose room. If a child is not going to day care on any given day, the school needs to be notified as well as the day care. Without this notification, we implement the normal dismissal plan.

## **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.

## **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, between the hours of 7:00 a.m. and 3:30 p.m., to staff members only. 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.

## **PLAYGROUND**

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

## **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, by school personnel, please contact the school nurse prior to sending in any 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 (stock epinephrine auto-injectors). 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 2018-2019 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 third dose is given on or after age 4 and at least 6 months after 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. Please see the District Family Handbook for more information.

## **SNACKS**

Snacks may be sent to school if your 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. Candy and gum are **not** permitted at school.

## **STUDENT BIRTHDAYS**

Many classroom communities create simple and special acknowledgements for students within the class. Individual student birthday parties are **not** permitted. Students may bring a small snack; however, the guidelines found in the wellness policy and the school snack guidelines must be followed. **Cakes, cupcake cakes, balloons, drinks, and birthday gifts are NOT permitted.**

## **STUDENT USE OF TELEPHONE**

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

## **TRANSFERS**

Parents should notify the office at least 2 weeks in advance if their child will transfer to another school. All textbooks, library books, and other school property must be returned prior to the child's last day of school or payment made for the same.

## **VISITORS**

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.

## **PBIS-POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

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 CONDUCT**

Please refer to the Code of Conduct pamphlet sent home in August/September. If you should need additional copies, please stop in or call the main office, or refer to the District Family Handbook.

## **DISCIPLINE**

It is expected that all students are safe, respectful and responsible. 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 practice that behaviors are properly identified and interventions are implemented 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) Detention – 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 Detention – 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.*
- 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.

## 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.