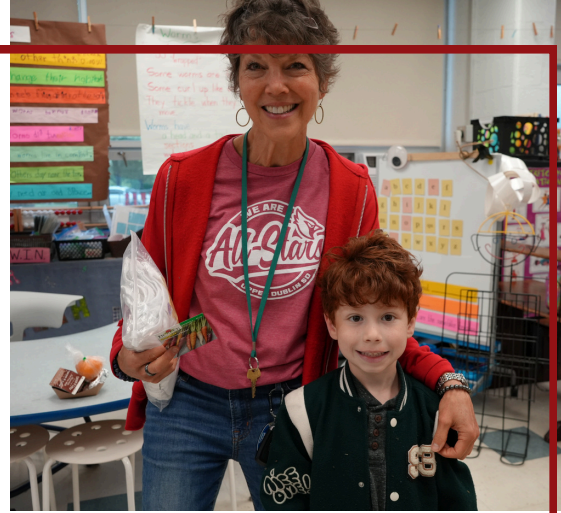




**UPPER  
DUBLIN**  
SCHOOL DISTRICT

# ELEMENTARY HANDBOOK

SCHOOL YEAR 2025 / 2026



# MESSAGE FROM THE SUPERINTENDENT

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Dear Parents, Guardians, and Families,

Welcome to a new school year in the Upper Dublin School District! It is my pleasure and privilege to greet you and your child as we begin the 2025-2026 school year.

Whether your child is a Thomas Fitzwater “Cheetah,” a Fort Washington “Patriot,” a Jarrettown “Dragon,” or a Maple Glen “Chipmunk,” I trust that you will find a commitment to creating an inclusive and inquisitive community of learners throughout our school District.

This Elementary School Student Handbook presents information that we anticipate will be helpful to parents during the coming year. The Handbook includes procedures, references to school district policies, and general information on topics of special interest and relevance to parents of elementary school-aged children. Parents, guardians, and families are encouraged to log on to the District website at [udsd.org](https://udsd.org) for further information and updates in regard to the District and each of our schools.

While the Student Handbook and website will serve as helpful guides, we also recognize that the most valuable communication takes place directly between home and school. If you have any questions or concerns regarding your child or the operation of our schools, you are encouraged to contact your child’s teacher, school counselor, or school principal.

On behalf of the Board of School Directors, the District administration, the faculty and staff of the Upper Dublin School District, I extend my best wishes for a successful and rewarding school year.

Sincerely,

Laurie J. Smith, Ed.D.  
Superintendent of Schools

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# ELEMENTARY BUILDING DIRECTORY

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## **Fort Washington Elementary**

1010 Fort Washington Avenue  
Fort Washington, PA 19034  
Shawn McAleer, Principal  
Phone: 215-643-8961  
Fax: 215-643-8967  
Email: [smcaleer@udsd.org](mailto:smcaleer@udsd.org)

## **Maple Glen Elementary**

1581 Fort Washington Avenue  
Maple Glen, PA 19002  
Nicolas Perez, Principal  
Phone: 215-643-3421  
Fax: 215-540-0988  
Email: [nperez@udsd.org](mailto:nperez@udsd.org)

## **Thomas Fitzwater Elementary**

30 School Lane  
Willow Grove, PA 19090  
Hannah Kim, Principal  
Phone: 215-784-0381  
Fax: 215-784-0797  
Email: [hkim@udsd.org](mailto:hkim@udsd.org)

## **Jarrettown Elementary**

1520 Limekiln Pike  
Dresher, PA 19034  
Michael Ridout, Principal  
Phone: 215-643-8951  
Fax: 215-641-9133  
Email: [mridout@udsd.org](mailto:mridout@udsd.org)

## **CENTRAL ADMINISTRATION DIRECTORY**

Business Office	215-643-8800 ext. 8811
Teaching and Learning	215-643-8800 ext. 8974
Facilities Office	215-643-8815
Food Service	215-643-8820
Human Resources	215-643-8806
Student Services & Special Education	215-643-8981
Superintendent	215-643-8802
Assistant Superintendent	215-643-8802
Technology	215-643-8971
Transportation	215-646-7778

## **PATHWAYS OF COMMUNICATION**

For questions, review our [Pathways of Communication](#) guide to understand the appropriate points of contact. Visit any of our building webpages > Menu > Staff to view the Staff Directory.

# FAMILIES: OUR PARTNERS IN EDUCATION

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## Welcome from our Elementary Principals!

At Upper Dublin School District, student success thrives on the strong partnership between our schools and the community. One of the key ways we keep families informed is through this Elementary Handbook — a valuable resource designed for parents.

Research consistently shows that parental interest and involvement in school life have a powerful, positive impact on student achievement. When parents engage with their children's education, students are more likely to thrive academically, socially, and emotionally and develop a lifelong love of learning.

We warmly invite you to be an active partner in your child's educational journey. This handbook offers an overview of our elementary curriculum along with key procedures and policies to help you stay informed and involved. Beyond this guide, we encourage you to visit the schools, participate in parent organizations, and stay connected through ongoing communication.

Strong home-school relationships are a cornerstone of a child's growth. One of your best resources is your school principal, who plays a vital role in setting the tone for a positive and effective learning environment. By staying engaged with what your child is experiencing in school, you reinforce learning at home — the most important classroom of all.

Together, we can help every child reach their fullest potential.



Mr. Nicolas Perez



Ms. Hannah Kim



Mr. Michael Ridout



Mr. Shawn McAleer

# UDSD COMPREHENSIVE PLAN

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The Upper Dublin School District's Comprehensive Plan outlines our District's mission, vision, and long-term goals, along with strategic action steps to support continuous improvement in leadership, teaching, and learning. Designed to foster innovation and drive meaningful school improvement, the plan was developed by a committee of diverse stakeholders from across our school community. It serves as a clear and cohesive roadmap to guide our efforts in the years ahead. Learn more at [udsd.org/comp-plan](https://udsd.org/comp-plan).

## **Mission**

Upper Dublin School District cultivates a safe, inclusive and inquisitive community of learners that celebrates individuality and fosters an equitable educational environment where every learner is empowered to contribute and thrive.

## **Vision**

Inspiring passionate lifelong learners through innovative experiences.



## **Our Values**

### **Inclusivity**

- Cultivating a welcoming environment where every learner is valued and respected.
- Creating collaborative and meaningful relationships among all stakeholders.
- Fostering a culture of teaching and learning that prioritizes equity, safety, and belonging for all.

### **Academic Rigor**

- Engaging learners in critical thinking, problem solving, and collaboration through relevant and memorable experiences.
- Creating challenging learning environments that encourages learners to take risks, adapt, and persist in the face of adversity.

- Monitoring learner progress and providing opportunities for growth.

### **Educational Equity**

- Honoring individuality and embracing diversity.
- Providing equitable access that fosters positive outcomes for all learners.
- Developing ethical and culturally competent contributors to our global society.

### **Inquisitiveness**

- Creating safe, respectful, and dynamic learning communities where curiosity and innovation are fostered.
- Developing student agency and facilitating the use of technologies to enhance creativity and student success.
- Empowering all learners to continuously seek new ways to enhance their educational environment.

### **Innovative Experiences**

- Developing lifelong, expert collaborators who are resilient, solutions oriented problem solvers.
- Forming partnerships that enhance opportunities for learners to interact in innovative spaces.
- Motivating individuals to explore their passions and find their purpose.

# UPPER DUBLIN ELEMENTARY SCHOOLS

## School Hours of Operation

The school office operates from **8:00 AM to 4:00 PM** on regular school days.

## School Hours for Students

**Grades K-5 - 9:00 AM to 3:40 PM**

# ATTENDANCE

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[See School Board Policy 204](#)

## Daily Attendance

Elementary students are expected to attend school each day and **arrive by 8:50 AM**, with instruction beginning promptly at 9:00 AM. Regular attendance supports academic growth, social development, and helps children establish consistent routines.

## Reporting an Absence

All attendance requests must be submitted by a **parent or guardian** via:

[Infinite Campus Parent Portal](#)

**Email:** School attendance email (e.g. jtesattendance@udsd.org)

If no excuse is submitted **within (3) days**, the absence or lateness is **unexcused**.

## Educational Travel Requests

If a family is planning a trip that leads to an absence for an educational reason, the [Educational Travel Request Form](#) **must be submitted at least two weeks in advance** for administrative review and approval. These days count toward the total number of absences.

## Excused vs. Unexcused Absences

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**Excused absences** include illness, medical appointments, death in the immediate family, religious holidays, court appearances, quarantine, and approved educational travel.

**Unexcused absences** are those without a valid reason or without a written excuse. Oversleeping, family vacations without prior approval, and missing the bus are not considered valid excuses.

### Student Absence and Truancy Procedures

<p><b>1-10 Total Absences</b></p>	<p>All student absences are considered unexcused <b>until the District receives a written note or email documenting a valid reason for the absence.</b> Parents/guardians and students shall submit the required excuse note within three (3) school days of the absence. Failure of the parent/guardian to provide written excuse within three (3) school days of this notice will cause the absence to be permanently categorized as “unexcused.”</p>
<p><b>11+ Absences</b></p>	<p><b>A doctor’s note is required</b> for each additional absence to be excused. Without it, the student’s absence is marked <b>unexcused</b>, even if a parent note is submitted.</p>
<p><b>3 Unexcused Absences</b></p>	<p>When a student reaches 3 unexcused absences, in addition to their 10 previously excused absences, the student is officially considered truant. The school will issue an <b>Official Notice of Truancy</b> within 10 school days. The notice explains legal risks and may offer a <b>School Attendance Improvement Conference (SAIC). The message can also be</b> sent to biological/adoptive parent if legally allowed</p>
<p><b>4+ Unexcused Absences</b></p>	<p>When a child under the age of 15 is</p>

	<p>habitually truant, the school may:</p> <p>Refer the child to either (1) a school-based or community-based <b>attendance improvement program</b> or (2) <b>the Montgomery County Office of Children and Youth for services</b> or possible disposition as a dependent child.</p> <p><b>File a citation in the office of the magisterial district judge</b> having jurisdiction in the region against the person in parental relation who resides in the same household as the child. The venue for the filing of such a citation shall be based on the location of the school in which the child is enrolled or shall be enrolled, unless the child is enrolled in a cyber charter school, in which case the proper venue shall be based on the residence of the child.</p>
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**Consecutive Absence for 10+ Days:** Students who miss (10) consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence that the excuse is legal or the school is pursuing compulsory attendance prosecution. Should the student subsequently return to the school, placement in the same classroom or the same schedule as the one left before the withdrawal from attendance is not guaranteed.

**Tardiness:** Students **who arrive after 9:00 AM** are considered tardy and must report to the office before going to class. Frequent tardiness may lead to contact from school administration and a plan to support on-time arrival.

### **Early Dismissals**

**Pre-Scheduled Appointments:** Dismissal requests must be submitted through Infinite Campus or sent to [udhsattendance@udsd.org](mailto:udhsattendance@udsd.org) prior to the time of departure. Students must check out through the main office.

**Early Dismissal Due to Illness:** If a student feels ill during the day, they must first report to the nurse, who will determine if an early dismissal is appropriate.

Repeated dismissals for illness may require medical documentation to be considered excused.

## ARRIVAL / DISMISSAL PROCEDURES

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To ensure a safe and supervised environment, students are encouraged to arrive at school at or after 8:50 AM unless they are participating in a scheduled activity such as band, orchestra, before-school care, or another adult-supervised program. Supervision cannot be guaranteed before 8:50 AM, so we kindly ask that students not arrive earlier unless attending one of these activities. Students should report directly to their classrooms upon entering the building. For security purposes, exterior doors will be locked at 9:00 AM. Prompt arrival to school is essential to your child's formation of good work habits and benefiting fully from the educational experience.

School-specific arrival and departure procedures: Please be aware that arrival and departure procedures may be different based on each elementary school campus and traffic patterns. Your school principal will share specific instructions on arrival and departure procedures.

### Carpool Procedures

All drivers are expected to follow several basic rules when using the carpool line for arrival to or departure from school. Your attention and adherence to these rules will help ensure that the carpool at our school operates safely and efficiently for everyone. We work hard at keeping your children safe. Your cooperation is required and appreciated. To ensure a smooth and safe experience for everyone, families who do not follow these guidelines may be asked to consider alternative transportation options suggested by school administration.

### Arrival at School – Morning Procedures

**Drop-Off Zone:** Use the designated drop-off area. Carpool is single-lane only.

**Safety First:** Children must exit vehicles closest to the sidewalk.

**No Passing:** Remain in line—do not pass other cars during drop-off.

**Need to Enter the School?** Park in the main lot if you need to walk your child in for any reason (e.g., large project or instrument).

**Visitors:** All visitors must sign in and get office approval to go beyond the main office.

### **Departure from School – Afternoon Procedures**

**Student Pick-Up Area:** Students are expected to follow staff directions at the designated pick-up zone. Students will wait with supervising staff.

**Single Lane Only:** Carpool operates in one lane. Pull forward as directed.

**Right-Side Loading Only:** Students must enter cars from the right side for safety.

**Keep Moving:** Once your child is safely buckled, exit promptly to keep traffic flowing.

**Prefer to Park?** You may park in the main lot and walk to pick up your child. *Note:* Parents/guardians are responsible for safe crossing back to the car.

**Inclement Weather:** In case of inclement weather, dismissal will occur from the main lobby (same location as morning drop-off).

### **Change in Dismissal Procedure**

The school needs to be notified when there is a change in the dismissal procedure for your child.

Anyone picking up a child before the end of the school day must report to the office. The child will be called to the office by the principal, executive secretary or attendance secretary.

***\*\*NO ONE MAY GO DIRECTLY TO THE CLASSROOM TO OBTAIN A CHILD.\*\****

### **District Scheduled Early Dismissals**

There are several early dismissal and staff in-service days scheduled throughout the school year. Refer to the District calendar for a list of these days and the corresponding adjusted student schedules.

### **Emergency School Closing**

The school district will send communications in the event of an unexpected adjusted school day schedule. Please make sure your contact information is current in [Infinite Campus](#) and your preferences are noted correctly.

### **Flexible Instructional Days (FID)**

A Flexible Instruction Day (FID) occurs when school buildings close due to inclement weather, facilities concerns, transportation issues, or a local emergency and student learning continues in an asynchronous learning environment. As per the Pennsylvania Department of Education, a district can utilize up to five (5) FID days in a school year. When a FID is announced, all teachers and students follow an alternative teaching and learning schedule. Our Infinite Campus communication system will be used to notify parents/guardians in the event that the district implements a FID. The FID will also be posted on the District website and on the District's social media platforms. Student attendance must be reported on a FID. Parents/Guardians should use the existing attendance procedures if they wish to report their student absent on a FID. Any students who will not be participating in asynchronous instruction on this day should be reported as absent by their parent/guardian. All student assignments are due at the beginning of class the following day in order for participation in the FID to count. In grades K-3 participation will be noted based on work completion. In grades 4-12 submitted work will be graded. If work cannot be completed due to an extenuating circumstance, such as internet access not being available, a parent/guardian should contact the teacher to inform them so that an alternative plan can be put into place for the work to be completed, most likely once the student has returned to school.

### **Homebound Instruction**

If your child will miss two or more consecutive weeks of school due to illness, please call the school to discuss the situation with the school counselor. Your child may be eligible for Homebound Instruction. Review [School Board Policy 117](#) for more information.

### **Requests for Early Dismissal or Change in Dismissal Procedures**

Students who need to leave school early must obtain approval for early dismissal. A note from the parent/guardian must be given to the teacher, who will forward it to the office.

Students leaving early will be called to the office to meet the parent/guardian upon their arrival at the main office. The parent/guardian must sign out indicating that they have taken the child. Be sure to notify the school, in writing, if arrangements are made for the student to be picked up by someone unknown to the school staff. Students will only be permitted to leave school with:

- 1) a parent or guardian
- 2) a person listed as the emergency contact on one of the school's emergency forms
- 3) a person that the parent or guardian has named, in writing

Early dismissal requests should be made only on rare occasions, when a medical appointment cannot be made outside of the school day, or, should a true family emergency arise.

## **Students Returning to Classrooms After School Hours**

To help foster responsibility and independence, students will be unable to return to classrooms after school hours to retrieve forgotten items. We encourage you to remind your child to double-check that they have everything they need before leaving each day. For safety and security reasons, we kindly ask that students not return to school after 3:55 PM to collect any forgotten items, as the building is closed to students after hours.

## **Transfers and Withdrawal**

If your family moves to another residence within the school district, placing you in a different elementary school attendance area, notify the Registrar as soon as possible. Upon submitting proper proof of residency, your child's records will be updated and transferred to the new elementary school. Review [School Board Policy 206](#) for more information.

If you move out of the District, or decide to enroll your child in a non-public school, notify the school office of your intent to withdraw your child. Their records will be updated and prepared to be sent to the new school district, or school. Review [School Board Policy 208](#) for more information.

## **Tardiness**

Students will be permitted into the building at 8:50 AM. The school day begins at 9:00 AM. Students arriving after 9:00 AM are marked late for school and must report to the office to sign-in and obtain an admit-to-class pass. It is important that students arrive at school by 8:50 AM in order to maintain the integrity of the instructional day, which will begin promptly at 9:00 AM. Review [School Board Policy 204](#) for more information.

# **CURRICULUM & INSTRUCTION**

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Upper Dublin School District provides instruction in language arts (reading including phonics, phonemic awareness, fluency, comprehension, and vocabulary, listening, speaking, spelling, and writing), mathematics, science, social studies, health, art, music, physical education, and library/media skills. Classroom teachers design activities for major academic subjects, while specialists teach art, music, library and physical education. Students in all grade levels will rotate every four days amongst those special area subjects. In the event of a school closure due to inclement weather, any letter day that is missed (such as an A day) will be rescheduled to the next school day when students return. Librarians direct learning experiences in the library/media center to support instruction and help each student build on individual interests. Support teachers are available in each

elementary school to assist students who need special services to help develop skills.

Field trips are designed to enhance the academic program by providing students with valuable learning experiences outside the classroom, offering opportunities to apply their knowledge in real-world settings. The PTA/PTO provides funding for special trips, otherwise, parents/guardians are responsible for the cost of admission and transportation for class trips. Other enrichment programs include the ART GOES TO SCHOOL program whose yearly visit to each classroom brings a study of reproductions of the world's greatest works of art. As part of their science and ecology curriculum, classes frequently visit Robbins Park Nature Center and the Planetarium at Sandy Run Middle School. These special in-district trips provide unique, hands-on learning experiences that enhance students' understanding of the sciences.

### **English Language Learners (ELL)**

This service is designed for students whose native language is not English and who is in the process of learning English as a second language. Individual and small-group instruction is used. Upon registration, each family completes a home language survey to determine the need for further screening to receive ELL services. Review [School Board Policy 138](#) for more information.

### **Gifted Education**

Upper Dublin School District recognizes that gifted students require specially designed instruction beyond the regular education program in order to reach their full potential. The district shall provide gifted education services in accordance with applicable state laws and regulations, including 22 Pa. Code Chapter 16.

Determination of gifted ability shall not be based on IQ score alone and shall consider additional factors, including but not limited to achievement and rate of acquisition/retention of new knowledge, demonstrated achievement, performance, or expertise, evidence of creativity, problem-solving ability, or leadership, and/or exceptional academic achievement relative to peers.

Upper Dublin School District utilizes a system-wide screening process to identify potentially gifted students and shall accept referrals for gifted evaluation from parent/guardians and/or teachers/staff. Review [School Board Policy 113](#) for more information.

### **Homework**

Homework helps reinforce concepts taught in school while establishing daily study habits at an early age. Homework is an aid to learning and an integral part of the school program. The amount of homework given varies by teacher and grade level. Review [School Board Policy 130](#) for more information.

### **Musical Performing Groups**

Students in grades 4 and 5 may join the band. Full band rehearsals are scheduled before the school day, once per week. Students will also receive lessons during the school day with the band director.

Students interested in learning to play a string instrument may wish to join the orchestra. This begins in grade 3 and also includes students in grades 4 & 5. Rehearsals are held before the school day, once a week. Students will also receive lessons during the school day with the orchestra director.

All students in grade 5 are members of the chorus. Rehearsals are held during music classes. An evening performance is held in the winter and spring of each year.

### **MTSS Team / Student Assistance Program (SAP)**

The principal and members of the professional staff meet regularly to review referrals from classroom teachers for students who are experiencing academic, behavioral, or social-emotional challenges. As part of the Multi-Tiered System of Supports (MTSS) framework, the team collaborates to develop and implement targeted strategies to address each student's individual needs. These meetings are strictly confidential. Parents and guardians are valued partners in the process and are actively involved in planning and support. The classroom teacher, school counselor, school psychologist, or principal will provide updates on the interventions being implemented and the progress made.

### **Screening and Evaluation**

**Accommodations:** Students with disabilities are entitled to accommodations in school to aid in their access to schooling under Section 504 and the Individuals with Disabilities Education Act (IDEA). Should you believe that your child is entitled to accommodations, please contact your school principal.

**Screening and Evaluation:** If you believe that your child may be eligible for special education and related services or gifted education, screening and evaluation services designed to assess the needs of your child and their eligibility are available through the district. Parents/guardians have a right to request an evaluation at any time. Requests for screening and evaluation may be made in

writing and sent to your child's school counselor. Contact the school principal for additional information regarding the screening/evaluation process.

**Special Education Services:** Students having special needs may be eligible for Special Education services. The Multi- Disciplinary Team makes the determination for eligibility. Special Education services include Autistic Support, Emotional Support, Hearing Support, Learning Support, Life Skills Support, Multiple Disabilities Support, Physical Support, Speech and Language Support, and Vision Support. Each student who is identified as eligible for Special Education services will have an Individualized Education Plan (IEP) developed before the student enters the program. Parents/guardians are members of the IEP team. Special Education services are provided under the Office of Pupil Services. For further information, please contact the Director of Student Services at 215-643-8981.

Review [School Board Policy 113](#) for more information.

### **Support Staff**

A psychologist, school counselor, reading specialists, math interventionist, special education teachers, speech and language therapist, behaviorist, occupational therapist, enrichment teacher, and ESL teacher provide additional support services to students who are determined eligible.

### **Textbooks and Equipment**

Textbooks and other curricular resources are the property of the school and should be treated respectfully. Books should be covered for protection at the start of the school year and at any time that a new cover is necessary. Students will be expected to pay the replacement cost for any damaged or lost books. Abuse or damage to any school equipment or property will be charged to the student's parent/guardian.

## **TECHNOLOGY**

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The use of all technology, including devices and the district network are governed by the District's [Acceptable Use Policy](#) and Electronic Device Policy. Students are responsible for their ethical and educational use of the technology resources, including the following elements of digital citizenship and device responsibility.

## **Cell Phones and other Electronic Communication Devices**

Students are permitted to use electronic devices (Chromebooks) during the school day for approved educational purposes and in approved locations only at the discretion of a teacher or supervising staff member. Students should turn off their cell phones, smart watches, or other personal electronic devices and place them in their school bags. If your child's teacher determines that personal devices are disrupting learning, they have the authority to confiscate the device during school hours. The device will be returned at the end of the school day. If this behavior persists, the principal may request a formal meeting with the parent to discuss further solutions. District devices and managed resources are subject to search at all times. Students may not use electronic devices to take photographs or to record audio or video at any time during the school day or at any school-sponsored event that is not open to the general public, without the consent of those being recorded.

The District expressly prohibits student use of electronic devices as defined above in bathrooms, health suites, and other changing areas.

The District shall not be liable for the loss, damage, or misuse of any personal electronic device brought to the school.

Violations of this policy or building-level administrative regulations shall result in disciplinary action and may result in the confiscation of the device.

It is important that students and guardians do not communicate through these devices during the school day. If a message needs to be given to the student, please call the main office.

Review [School Board Policy 237](#) for more information.

## **Device Responsibility**

Students are responsible for district-issued devices while using them.

- Students should never leave a device in an unsecured location.
- Students should promptly report any problems with their device to their teacher or school administrator.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the devices, including the keys, screens, etc.
- Laptops/Chromebooks should be closed when being carried.
- Students in grades 3-5 must bring their Chromebooks to school every day fully charged. (Note: A fully charged Chromebook should last at least 8 hours.)

## **Digital Citizenship**

We, the Digital Citizens

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of Upper Dublin School District promise...

To use technology responsibly everywhere,  
To treat devices with respect and care.  
To not share private info when we are online,  
To remember to use manners all of the time.

To collaborate respectfully and always be kind,  
To stop and report any cyberbully we might find.  
Before we post, we'll think things through,  
And always give credit where credit is due.

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist or inappropriate.
5. **Respect and Protect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules. I will use free and open-source alternatives rather than pirating software.

## Google Apps for Education

The School District of Upper Dublin provides [Google Apps for Education](http://www.google.com/edu/) accounts (www.google.com/edu/) for students, teachers, and staff. Google Apps for Education is used by thousands of schools and the majority of US colleges and universities to facilitate communication, collaboration, and digital literacy.

The National Educational Technology Standards for all students in grades K-12 emphasize the importance of collaboration and communication among students locally as well as on a global level. These accounts will allow students to demonstrate mastery of those standards as well as provide collaborative tools in a secure, managed

environment to students and teachers.

Google Apps for Education services provided by Upper Dublin School District include:

*Drive* - a suite of web-based productivity tools, optimized for collaboration, including [Documents](#), [Presentations](#), [Spreadsheets](#), [Forms](#), [Drawings](#), and more. The drive is accessible on any computer browser or mobile device, works offline, autosaves, allows for collaborative editing, and eliminates the need for flash drives by providing unlimited and secure file storage.

*Calendar* - for organizing schedules and assignments.

*Restricted Internal Email* - for communication between faculty and students about assignments, feedback, reminders, etc. Email for grades K-8 is restricted within the school domain only.

Additional productivity and collaboration tools, reviewed and approved by the administration, like Google Classroom, Sites (website creation), and Maps (creation of data rich maps).

The primary purpose of these tools is to support modern teaching and learning. Your child's Google Apps for Education account falls under the District's [Acceptable Use Policy](#) which governs appropriate use of school computers, accounts, networks, and systems.

Google Apps for Education has provisions within its terms of service and [privacy agreement](#) ([www.google.com/edu/trust/](http://www.google.com/edu/trust/)), that are not found in the basic personal use Google account terms. This is to help ensure the confidentiality of student information and compliance with the federal Family Educational Rights and Privacy Act (FERPA). While Google Apps for Education accounts are accessible from home, UDSD Google Apps for Education accounts are for **academic use only**. UDSD administrators are able to access UDSD Google Apps accounts when needed, and have the right to monitor account usage and deny access.

## INFINITE CAMPUS

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The Upper Dublin School District utilizes Infinite Campus (IC) for our Student Information System. IC is our portal for classroom assignments, report cards, and for updating emergency contact and demographic information. Guardians are sent an email to set up parent portal accounts. Directions for navigating Infinite Campus are [here](#).

If you are not receiving email notifications, please check your spam folder for [campus@upperdublinpa.mg.infinitecampus.org](mailto:campus@upperdublinpa.mg.infinitecampus.org). If you require further assistance please contact your school executive secretary.

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## Parent/Guardian Conferences and Report Cards

Report cards serve two purposes. They indicate some of the most important objectives of the school program, and inform parents of students' progress in mastering these objectives. Report Cards for students in grades K-5 are distributed at the end of each trimester or 3 times per year. Parent conferences are held twice a year, typically in the Winter and Spring. The Spring conference is typically optional and teachers or parents may request this conference.

## Student Enrollment & Assignments Within School District

Registration for the current school year is ongoing. If you are a parent or guardian and would like to register your child, please complete the online registration. New Student Registration: Students must be 5 years of age before September 15th. Our school policy does not allow exceptions to this date. The registration process takes approximately 30 minutes. If you do not have access to a computer there are resources available at the Registration Office, local school or at your local library.

To begin the registration application, please click one of the links below.

<b>Parents who have children <i>currently enrolled in UDSD</i> can use their Campus Parent account to add a student.</b>	<a href="#">Infinite Campus Parent Portal</a>
<b>New families of UDSD please use the New Family link.</b>	<a href="#">Registration for New Families</a>

For more information, please contact the District Registrar at 215-643-8971 or email [registration@udsd.org](mailto:registration@udsd.org). The Registration office is located at 1580 Fort Washington Ave, Maple Glen PA 19002.

The School Board shall determine the school attendance areas of the District elementary schools and expects the students within each area to attend the designated school. The assignment of students to classes and schools within the District shall be consistent with the educational needs and abilities of students and the best use of District resources.

Review [School Board Policy 200](#) and [School Board Policy 206](#) for more information.

# STUDENT TRANSPORTATION

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## Bicycles

Students may ride bicycles to school. The safety of any child riding a bicycle to and from school becomes the responsibility of the parent or guardian. A lock is necessary for security purposes. The law requires that students wear helmets as protective headgear. Inform your teacher if your child will be a bike rider. We ask that students walk their bikes while on school property. Review [School Board Policy 223](#) for more information.

## Buses

Bus schedules and stops can be found on Infinite Campus. The Transportation Office can be reached on school days from 6:00 AM to 4:30 PM at (215) 646-7778.

## Here Comes the Bus

Here Comes the Bus is a mobile app that shows the real-time location of your child's school bus and sends push notifications when it is approaching the stop. To get started, [download the app](#) and follow the instructions below:

- Click **Sign Up**
- Enter School Code **29728**
- Click **Next > Confirm**
- Complete the **User Profile**
- Under **My Students > Add**
- Enter **Child's Last Name** and **Student ID #** (accessible via Infinite Campus)

Rules for behavior on the bus will be discussed with students in school and are on the school district website. Riding the bus is a privilege that can be suspended for improper conduct.

## Rules for School Bus Riders

- When you leave home, go directly to your assigned bus stop.
- Arrive at your stop 5 minutes ahead of your scheduled time.
- Stand on the sidewalk or road. Respect the property of your neighbors.
- Wait for the bus to stop completely before starting to board.
- Board the bus in an orderly manner. Do not wear your backpack when boarding the bus.
- Any item too large to be held on your lap should not be brought on the bus.
- Remain seated until the bus reaches your destination.
- Use a normal conversational voice.
- Eating or drinking is not permitted on the bus.

- Keep head and hands inside the bus.
- Throw no objects from the bus.
- Keep the aisle and emergency exits clear.
- Do not deface or damage seats or other equipment on the bus.
- Smoking, fighting, spitting, or using profane language is forbidden and will be cause for automatic suspension of transportation privileges.
- When you leave your bus, go directly to your classroom or to your home.
- The bus driver has the right to assign seats.
- Bus transportation is intended to bring students from home to school and school to home only.
- Ride the bus safely with courtesy and consideration for the bus driver and your fellow passengers.
- No adult/parent is permitted to board a bus for any reason unless prearranged (such as serving as a chaperone).

For insurance purposes, students may only ride on their assigned bus. With a note from a parent or guardian, a student may get off at a different stop. This note should be presented to the teacher when the student arrives at school. The teacher will direct the student to have the note signed by the executive secretary or principal. The student will then present the signed note to the school bus driver when they enter the bus at dismissal time. Without a note, all students will take their normal mode of transportation home. Students in primary grades will not be sent home on another bus if they miss their bus at dismissal time. Parental notification will be made in order that the parent may make arrangements to have the student picked up from school. Be sure that you can be accessed by phone at dismissal time should we need to make alternate arrangements for your child.

Review [School Board Policy 810](#) for more information.

## **SAFETY & SECURITY**

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### **Emergency Procedures and Drills**

**Emergency Procedures:** Upper Dublin School District follows the five(5) Standard Emergency Responses Protocols as defined by the [ILOVEUGUYS](#) Foundation. These protocols guide us in developing emergency plans that include all five key steps; Prevention, Mitigation, Preparedness, Response, and Recovery.

**Drills:** Emergency and/or fire drills are practiced on a monthly basis throughout the entire school year at all schools. Each emergency drill is prefaced with an age appropriate instructional block about the drill. All drills are conducted within a trauma informed approach.

## Security

**School Safety Officer (SSO):** Upper Dublin School District employs their own school safety officers to assist administration in maintaining a safe learning environment. The SSOs regularly conduct safety education, active patrols, enforce the district's rules and regulations, and assist students and staff during emergencies. Upper Dublin School District's Safety Department is committed to equitable restorative justice and the utilization of Student Services for counseling, examination and other rehabilitative measures.

**SSO Student Engagement:** Upper Dublin School District's Safety Department recognizes that the first step in creating a supportive and safe learning environment is to get to know the student population as well as staff. To build this communication bridge between the Safety Department and students, all SSO's are tasked to interact with students on a regular basis. It is the foundation of these professional relationships that will allow the SSOs to recognize and guide students in need to the appropriate available resource.

**Security Cameras:** Security cameras are utilized throughout the District's buildings to assist Administrators and the Safety department in maintaining a safe learning environment. These security cameras are intermittently monitored live and upon administration's request can be reviewed and/or saved as evidence. Without prior notice the location of the cameras can be changed throughout the school year to better facilitate comprehensive coverage or other areas of concern.

## Visitors to our Schools

All visitors are required to check in at the main office before entering any area of the building. No exceptions to this rule will be made. Photo identification is required in order to grant access to school buildings.

## Safe2Say

[Safe2Say Something](#) is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late.



# STUDENT SUPPORTS

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## **Before and After Care Services**

Right At School is the before and after school program available at each elementary school. The before-school program hours are from 7:00 AM to 8:45 AM and the after school program hours are from 3:40 PM to 6:00 PM. Child care arrangements are made through [Right At School](#).

## **Food Services**

UDSD Food Services offers breakfast, lunch and a la carte items daily- all served from our school cafeterias. Breakfast is free for all students in the district and lunches are priced at \$3.10 for a complete meal.

Information such as menus, program information, applications for the free or reduced meals program and more are available at the department website: [UDSD Food Services](#). [Here is a short video](#) for an overview of the department and its offerings.

The department uses [SchoolCafe](#) to connect students and families to the student meal account. There, parents and guardians can monitor activity, deposit money into their child's account, and apply for the free and reduced meals program. Students will use their district-issued barcoded student ID card to connect to their cafeteria account for all transactions.

Review [School Board Policy 808](#) for more information.

# STUDENT LIFE GUIDELINES

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## **Dress and Grooming**

Elementary students are responsible for dressing and grooming themselves in a manner that meets fair standards of safety and health and does not cause substantial disruption to the educational process. In keeping with those expectations, a committee of staff and parents provided input in the development of [School Board Policy 221](#).

## **Lost and Found**

Lost and found items are located in a designated area in each school. Students can check for missing items when necessary. Parents can check before and after school with permission from the office and during fall and spring conference

times when items will be on display in the cafeteria or lobby. Money, jewelry and small valuables should be turned in to the school office. All unclaimed items are periodically donated to charity. Please be sure to label all items of children's clothing.

### **Items Brought From Home**

Balls and jump ropes may be brought to school for play during recess periods. If riding the school bus, these items must remain inside a school bag. Electronic games and collectable cards may not be brought to school as they are in danger of loss or theft. The school will not assume responsibility for such items.

### **Non-Discrimination**

The Upper Dublin School District is committed to provide equitable opportunities for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the actual or perceived basis of race, color, age, religious creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or pregnancy-related conditions, or handicap/disability.

Title IX Coordinator is Ashley Kitten, Director of Human Resources, 215-643-8807, and Section 504 Coordinator is Jennifer Summers, Director of Student Services, 215-643-8976. Review [School Board Policy 103](#) for more information.

### **Recess**

Students have an opportunity for outdoor play during recess periods. On extremely cold days, students may be sent out for a shortened recess period or may have indoor recess. It is important that students come to school prepared with coats, hats and gloves. If a student is returning from an illness and must remain indoors, a note of explanation is required.

The school will not assume responsibility for the loss of personal play equipment. Students are to treat others with respect. Verbal and physical fighting is not permitted. If students find themselves in a conflict, they must attempt to resolve the conflict with words. If unable to solve the problem, they must see a recess supervisor for assistance.

If the conflict is not resolved at that level the teacher, school counselor and/or principal may be involved. To ensure time is preserved for restorative practices without disrupting instructional time, only the principal may determine whether recess is withheld.

### **Student Records**

*IMPORTANT NOTIFICATION OF RIGHTS PERTAINING TO STUDENT RECORDS  
INCLUDING CONSENT FOR COLLECTION OF STUDENT INFORMATION*

The Family Educational 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.

Review [Board Policy 216](#) and its accompanying Administrative Regulations for specifics of the District's procedures including but not limited to the classification, maintenance, destruction, and disclosure of student records. A summary of these rights follows:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student's right to privacy.
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 educational interests.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.
5. **Directory Information:** FERPA requires the District, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated information (known as "directory information") without your written consent, unless you notify the District in writing within 20 days of the date you receive this notice that you do not want any or all of those types of information about the student designated as directory information. Directory information includes the following information relating to a student: the student/family members' name, address, telephone number, electronic mail address, photograph, date and place of birth, years of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Written notification can be sent to the District's Registrar at [registration@udsd.org](mailto:registration@udsd.org).

Review Board Policy 216 [Administrative Regulations](#) for the specific procedures related to the above rights.

## Student Pictures

The fall is customarily chosen as the date for taking individual student pictures. Please consult the district calendar for the exact date. Procedures may vary, so please read the information you will receive approximately two weeks prior to picture day. Photo retakes of absent students or students who are dissatisfied with their original picture will be retaken on picture retake day. Payment for all photographs is due at the time of sitting.

# STUDENT DISCIPLINE POLICIES

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Student discipline in all schools will be in accordance with District policies and regulations.

## Glossary of Discipline Terms

**“Temporary Suspension”** shall mean exclusion from school for an offense for a period of up to three school days, by the Principal, without a hearing.

**“Full Suspension”** shall mean exclusion from school for an offense for a period of up to ten school days [except as provided in Paragraph F], after an informal hearing is offered to the student and to the student’s parents /guardians. The purpose of an informal hearing is to enable the student and their parents/guardians to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. Counsel is not permitted at an informal hearing.

**“Expulsion”** shall mean exclusion from school for an offense for a period exceeding ten school days and may mean permanent expulsion from school, when decided by the Board of School Directors after a proper formal hearing. This formal hearing may be held before the Board of Directors, an authorized committee of the Board, or a qualified hearing examiner appointed by the Board. When a committee of the Board or a hearing examiner conducts the hearing, a majority vote of the entire Board is required to expel the student.

## Discipline Guidelines

A. Exclusion from school may be affected by temporary suspension, full suspension or expulsion.

B. No student may receive a temporary suspension unless the student has been informed of the reasons for suspension and has been given an opportunity to respond before the suspension becomes effective. Prior to the effectiveness of a full suspension, or the extension of temporary suspension beyond three school

days, an opportunity for an informal hearing shall be offered to the student, which the student may waive. This informal hearing shall be held within the first five days of the suspension. Prior to an expulsion, a student shall be offered a prior formal hearing, which the student may waive.

C. The maximum period a student may be suspended for an offense is ten school days. A temporary suspension may be followed by a full suspension for the same offense, provided that the ten school days limitation is not exceeded and an informal hearing is offered for any suspension that will exceed three school days in duration and held, if not waived, within the required timeframe. Temporary or full suspensions may not be cumulated or made to run consecutively beyond this ten school day limitation.

D. During the period prior to the temporary suspension, the full suspension or the hearing and decision of the Board in an expulsion case, the student shall be permitted to remain in their normal classes.

E. Students shall be permitted to make up, without penalty, exams and work missed while being disciplined by temporary or full suspension.

F. If it is determined, after an informal hearing, that a student's presence in their normal classes would constitute a threat to the health, safety, morals or welfare of others, and it is not possible to hold a formal hearing within the period of "full suspension", the student may be excluded from school for more than ten school days, provided the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative instruction.

G. The District will conduct informal and formal hearings in accordance with the requirements contained in 22 Pa.Code Section 12.8.

H. Students who are less than seventeen years of age are still subject to the compulsory school attendance law even though expelled, and must attend school. The responsibility for placing the student in school rests initially with the student's parents or guardians. However, if the student is unable to attend another public school, cannot afford to attend or is unable or otherwise unwilling to be accepted at a private school, the District has the responsibility to make alternative provisions for the child's education, either through instruction in the home, or by readmitting the child. If none of these alternatives are acceptable, the District must take action in accordance with the provisions of the Juvenile Act of 1972 to ensure that the child will receive a proper education.

### **Prevention of Bullying**

It is the policy of the Upper Dublin School District to provide a safe and positive learning climate that is free from harassment and or bullying. Therefore, it shall be the policy of the District to maintain an educational environment in which harassment and bullying in any form will not be tolerated.

All forms of bullying by District students are hereby prohibited. Anyone who engages in bullying in violation of this Policy shall be subject to appropriate discipline. It is not the purpose of this Policy to impinge upon legitimate rights of students or school personnel under state and federal law in the school environment.

The term “bullying” shall mean an intentional electronic, written, verbal or physical act or series of acts, perpetrated by a student or group of students, on another student or students, which meet all of the following criteria: Is severe, persistent or pervasive; and occurs in a school setting or outside a school setting; and has the effect of substantially interfering with a student’s education, creating a threatening environment, or substantially disrupting the orderly operation of the school.

The District shall annually inform students that bullying of students will not be tolerated. It shall be a violation of this policy for any student of the School District of Upper Dublin to engage in harassment or bullying of a student on school property, during the use of school facilities or during school-sponsored activities, services or events. This also includes acts which occur outside a school setting if those acts have the effect of substantially interfering with a student’s education, creating a threatening environment ,or substantially disrupting the operation of the school

Complaints of bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall be tolerated as a result of the submission of a complaint. The School District recognizes that, just as with unlawful harassment, acts of bullying vary in nature and severity, and that, as such, the totality of all surrounding circumstances must be considered in making the determination as to whether bullying has occurred.

The Upper Dublin School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.

Review [Policy 218 Student Discipline](#), [Policy 227 Substance Abuse](#), [Policy 233 Suspension and Expulsion](#), and [Policy 249 Bullying](#) for more information.

## **STUDENT HEALTH SERVICES**

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### **Head Lice**

Most cases of head lice are acquired outside of school. The American Academy of Pediatrics, AAP continues to recommend that a healthy child should not be restricted from attending school because of head lice or nits (eggs). Children can finish the school day, be treated, and return to school.

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The best way to interrupt a chronic lice problem is with regular checks by parents and early treatment with a safe, affordable, over-the-counter pediculicide. After applying the product and following the directions according to the manufacturer's instructions, parents should follow with nit removal and wet combing.

Once a family member is identified with head lice, all household members should be checked. The AAP does not recommend excessive environmental cleaning, such as home or school pesticides. However, washing pillow cases and treating natural bristle hair care items that may have been in contact with the hair of anyone found to have head lice are reasonable measures.

While it is unlikely to prevent all cases of head lice, children should be taught not to share personal items such as combs, brushes, and hats. Regular observation by parents can also be an effective way to detect and quickly treat head lice infestations. Learn more: [Head Lice Treatment Updates by the American Academy of Pediatrics](#)

### **Student Head Lice Protocols:**

1. If a child is found with head lice, the child's parents/guardians will be contacted by the school nurse and provided with education on how to deal with head lice.
2. The parents are to be advised and educated on how to check and treat the child for lice.
3. A notification is to be sent home with all children in the class, in which the lice issue was identified.
4. In the notification parents should be advised to check all their children for head lice.

### **Immunizations**

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious reasons or medical reasons. A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health. Review [School Board Policy 203](#) for more information.

### **Medication Policy**

All medications, including refills, must be delivered in person with physician-signed paperwork during business hours to the school nurse or principal's office by the student's parent/guardian.

Medication will be administered to students during school hours only when such medication is accompanied by a doctor's order. This policy is consistent with guidelines established by the Pennsylvania Department of Health. Review [School Board Policy 210](#) for more information.

# PARENT/GUARDIAN INVOLVEMENT

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## **Assembly Programs**

The PTA/PTO sponsors assembly programs throughout the school year. Programs are selected for their educational, cultural, and entertainment value. A large percentage of the annual PTA/PTO budget is allotted for these programs.

## **Back to School Night**

Back to School Night is scheduled in the early part of the school year. Parents will visit their child's classroom. At that time, teachers will provide information about the curriculum and policies/ procedures in class. Please check the District calendar for the date and time of Back to School Night.

## **Kindergarten Visitation**

Kindergarten visitation is typically scheduled in the Spring for the following year's incoming class. This is an opportunity for parents of incoming kindergarten students to meet the principal and teachers and to briefly observe a kindergarten class. An opportunity for new kindergarten students to visit the school and meet the teacher is scheduled prior to the first day of school. Parents will receive a letter in late August with more information about this opportunity.

## **PTA/PTO**

All parents may become members of the PTA/PTO. Parents are invited to attend all monthly meetings. The Executive Board is the nucleus of the organization and consists of all officers and chairpersons of standing committees. The PTA/PTO sponsors many exciting activities throughout the school year.

## **Classroom/School Parties**

In keeping with our wellness policy, healthy snacks are encouraged for school parties.

Classroom parties shall feature only a limited number of foods containing added sugar as the primary ingredient and may encourage foods such as fresh

fruits/vegetables, water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.

Shared classroom snacks are discouraged in District schools.

The District permits acknowledging student birthdays and encourages parents/guardians to do so by supplying small non-food based items such as pencils or stickers for classmates or the donation of a book to the school or classroom library in recognition of a child's birthday. Consistent with the District's commitment to support student wellness and to minimize other health risks, all birthday recognitions must be non-food based. No birthday food treats should be sent to school.

Classroom parties and celebrations will continue to be held in compliance with Board Policy. These celebrations will be announced in advance, and all food choices will be announced to parents/guardians a minimum of 48 hours before the event takes place in order for parents/guardians to be prepared in determining food choices with their children.

Review [School Board Policy 246](#) for more information.

## **Volunteers**

We recognize the role parents play in supporting their child's education and the additional opportunities that may be afforded a student's education through volunteers. To that end, and to ensure the safety of all our students at all times, volunteers must complete their clearances. A "volunteer" is defined as an adult (individual who is 18 years or older) applying for or holding an unpaid position in the service of the District.. Click [here](#) for directions on obtaining your volunteer clearance application. Review for more information.

## **Yearbook**

The PTA/PTO, in conjunction with the contracted school photographers, design and sell a yearbook that includes individual student pictures, class photos and candid shots.