

# Important Parent Information

## 2019-2020

The Unionville-Chadds Ford Elementary Parent Handbook is available online on our School Website under Parent Resources. It is also linked [HERE](#).

### Food and Beverages:

Food and Beverages not consumed during regular meal times:

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

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

### Attendance Regulations:

As we begin the new school year, I want to take this opportunity to remind you of our attendance procedures across the elementary schools in the Unionville-Chadds Ford School District.

**The school day begins at 9:10 am and ends at 3:40 pm each day.** Any student who arrives after 9:10 AM is marked tardy. Parents MUST walk their children into the building whenever they are tardy, so they can sign them in at the office. This applies to all tardies; even those who are only a few minutes late.

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

When a child is absent, a responsible adult should call the school office and notify them before 9:10 AM. Each day, the **SwiftK12 system** will call parents of absent children who have not left a message. If a student is absent from school two days or more due to illness or injury, homework assignments may be requested by contacting the school. Parents are asked to contact the elementary school before 10:00 AM. If a request is made, assignments will

be available by 3:40 pm the following school day. The school reserves the right to request a doctor's excuse when a student's absence is prolonged or occurs with consistent frequency.

**Every absence must also have a written statement or excuse**, signed by the parent or guardian, as required by law. If the excuse has not been turned in by the third day, the absence is considered unexcused and/or unlawful. **If a student accumulates 10 or more days tardy or absent, a letter will be sent home from the office and a truancy elimination plan will be initiated that may or may not include a conference.**

School attendance is directly tied to academic performance and it is imperative that students come to school, on time, for the entire day whenever they are well enough to learn. We certainly do not want parents to send their children to school when they are sick, however we do want our students to have the best opportunity to succeed in school and that begins with being present every day.

Thank you for your support and cooperation with this matter. If you have any questions or concerns, feel free to contact the CFES office.

### **EDUCATIONAL FAMILY TRIPS**

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

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

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

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

Please see the PSSA Testing window for 2019-2020 below. Parents are encouraged to make trip plans that **DO NOT conflict** with these dates.

### **2019 PSSA Schedule:**

<b>Dates:</b>	<b>Grades:</b>	<b>Subjects:</b>
April 20 - 24	Grades 3-5	PSSA English, Language Arts (ELA)
April 27 - May 8	Grades 3-5	PSSA Math
April 27 - May 8	Grade 4	PSSA Science