Unionville-Chadds Ford School District

2025-26 Elementary Parent Handbook

Hillendale Elementary

Unionville Elementary

DISTRICT MISSION STATEMENT

Empower each student to succeed in life and contribute to society.

Dr. Tim Hoffman, Superintendent
Mr. Michael Audevard, Assistant Superintendent
Dr. Amy Jenkins, Director of Curriculum and Instruction
www.ucfsd.org

Approved by the UCF Board of Directors June 16, 2025

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DISTRICT SCHOOLS

Unionville High School
750 Unionville Road
Kennett Square, PA 19348
Phone: 610-347-1600
FAX : 610-347-1890
TBD, Principal
Pat Clark, Assistant Principal
TBD, Assistant Principal

Charles F. Patton Middle School
760 Unionville Road
Kennett Square, PA 19348
Phone: 610-347-2000
FAX: 610-347-0421
Nick Allen, Principal
James Smith, Assistant Principal
Caitlin Ward, Assistant Principal

Chadds Ford Elementary School
3 Baltimore Pike
Chadds Ford, PA 19317
Phone: 610-388-1112
FAX: 610-388-8481
Danielle Clark, Principal

Hillendale Elementary School
1850 Hillendale Road
Chadds Ford, PA 19317
Phone: 610-388-1439
FAX: 610-388-2266
Josh Leight, Principal

Pocopson Elementary School
1105 Pocopson Road
West Chester, PA 19382
Phone: 610-793-9241
FAX : 610-793-7792
Gabe Savage, Principal

Unionville Elementary School
1775 W. Doe Run Road
Kennett Square, PA 19348
Phone: 610-347-1700
FAX : 610-347-1443
Michelle Lafferty, Principal

District Administration Office
740 Unionville Road
Kennett Square, PA 19348
Phone: 610-347-0970
FAX : 610-347-0976

DISTRICT ADMINISTRATION

Tim Hoffman	Superintendent
Mike Audevard	Assistant Superintendent
Joseph Deady	Director of Finance
Candace Brown	Supervisor of Accounting
Amy Jenkins	Director Curriculum and Instruction K-12
Leah Reider	Director of Pupil Services
Audrie Titchenell	Supervisor of Secondary Special Education
Kendall Warren	Supervisor of Elementary Special Education
Marco Sordi	Supervisor of Transportation
James Whitesel	Director of Facilities
Devon Sundberg	Supervisor of Food Service

BOARD OF SCHOOL DIRECTORS
Unionville-Chadds Ford School District

Victoria Baratta	President
Erin Talbert	Vice President
Joe Deady	Secretary

Region A--East Marlborough--West Marlborough Townships
Rashi Akki
Elise Anderson
Jeff Hellrung

Region B--Newlin--Pocopson--Birmingham Townships
Victoria Baratta
Mary Kate Loomis
Steve Simonson

Region C--Chadds Ford--Pennsbury Townships
Jody Allen
Brian Schartz
Erin Talbert

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

Elementary (K - 5th)

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

Special attention should be paid to the traffic signs posted outside of the school, especially for parents who drive their children to and/or from school. **Students should not arrive at school before 8:50 AM.** No adult supervision is available prior to 8:50.

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

Whenever a change in transportation arrangements becomes necessary, the school office must be notified by email or hand-written note.

In the event of an emergency, call the school. See page 3 for telephone numbers.

In each of the following instances, notes (email or hand-written) are required:

When children are being picked up from school:

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

When there is any bus change:

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

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

BUS SAFETY AND PROCEDURES

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

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

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

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

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

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

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

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

Eating is not permitted on the bus.

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

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

ATTENDANCE REGULATIONS

Regular attendance is critical to the learning and growth of all of our students. Pennsylvania State Law requires all students of compulsory age to attend every day that school is in session. The only absences excused by the school are listed in Board Policy 204.

Each day, our school’s communication system will call parents of absent children. Every absence must also have a written statement or excuse from the parent or guardian, as required by law. If the excuse has not been turned in by the third day, the absence is considered unlawful. Children are not excused from school for oversleeping, hair appointments, home chores, etc. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days may require an excuse from a licensed practitioner of the healing arts.

If a student is absent from school two days or more due to illness or injury, homework assignments may be requested by contacting the school. Parents are asked to contact the elementary school before 10:00 A.M if

requesting assignments. Assignments will be made available and shared by the classroom teacher as promptly as possible.

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

Any student participating in extracurricular activities after school should inform the office. Students sent home ill or absent from school will not be permitted to return to school or to participate in any school related activity the same day.

Procedure for Reporting Absences:
A parent or guardian should send in an excuse note to the attendance office notifying the school that their child is absent. A phone call cannot be accepted as an excuse note. **Notes must be received within 3 days of the child's return to school in order to be excused.** Absence notes should be emailed to:

Email addresses:	*cfeattendance@ucfsd.net*	*hesattendance@ucfsd.net*
	pesattendance@ucfsd.net	*uesattendance@ucfsd.net*

Parents also have the option to submit an excuse note from within the PowerSchool Parent Portal on the day their child is absent. To submit an excuse note, log in to the Parent Portal at https://ucfsd.powerschool.com, click on "Forms" on the left hand side, and click on the form called "Absence Excuse Form." This can be done from a computer or a mobile device.

Unlawful Absences/Truancy:
When a student has been absent three times without a valid excuse, the student is considered truant. The parent will receive a warning letter from the school. If the child incurs a fourth unlawful absence, the school is then required to initiate a School Attendance Improvement Conference (SAIC), as mandated by the State. At the SAIC, a Student Attendance Improvement Plan (SAIP) is created. After six unlawful absences, a student is considered habitually truant. Students considered habitually truant will be referred to county or community based attendance improvement programs. Other options can include a referral to Children and Youth Services or filing a citation with the local district magistrate. Board Policy 204 contains a complete explanation of procedures relating to truant students.

Extended Absence from School:
Parents are strongly encouraged to utilize the UCFSD vacation periods for extended absences from school. While schoolwork may be done away from school in the event of an extended absence, a student will be missing vital classroom instruction that can have a significant impact on their performance in school.

If a student still needs to be absent from school for the purpose of a family trip, the parent or guardian must receive prior approval from the building principal or it will be considered unlawful. Vacation requests that result in the student missing more than 10 consecutive days of school will not be approved and truancy proceedings may take place if alternative arrangements are not made with the building principal.

It is very important that students not be out of school for an extended absence during state assessments.

Refer to Board Policy 204 for more details about student attendance.

LATE ARRIVALS AND EARLY DISMISSALS

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

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

EDUCATIONAL FAMILY TRIPS

We strongly suggest that all trips occur when school is not in session. There is a direct link between attendance and student achievement. All requests for a student to be excused from school for a family trip or vacation must be submitted to the principal's office at least one week before the trip is taken. The principal will determine the educational value of the trip, and will grant or deny an excused absence. The principal will also review the student's academic and attendance records. Such trips will not exceed ten school days within the school year. "Family Trip" days count towards the ten (10) days of cumulative lawful absences verified by parental notification that shall be permitted during a school year. The student is responsible for requesting make-up work for absence due to a family trip or vacation. Any excuses received without prior approval from the principal's office will be considered unlawful.

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

Please see the attached PSSA Testing window for 2025-26. Parents are encouraged to make trip plans that DO NOT conflict with these dates.

2025-26 PSSA SCHEDULE

April 20 - 24, 2026	PSSA English Language Arts (Grades 3-5)
April 27 - May 1, 2026	PSSA Mathematics (Grades 3-5), Science (Grade 5)
May 4 - 8, 2026	PSSA Make-ups

EMERGENCY CLOSING

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

COMMUNICATIONS

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

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

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

SCHOOL SAFETY DRILLS

School Safety drills within the SRP Framework are held periodically throughout the school year. A system has been implemented to help determine each child's location and assure the safety of all students in an emergency. Read more about the SRP framework and the various types of drills we complete here.

DISCIPLINE

It is our goal to help each child develop an attitude of self-respect and self-worth as well as responsible attitudes and behaviors towards school and others. We appreciate parental support in reaching these goals. Under the supervision and direction of all teachers and staff, students are expected to follow the rules of the school, which are based on, and in support of, the Code of Conduct adopted by the UCFSD Board of Education. For a copy of the Code of Conduct see UCFSD Board Policy #218 - Click Here to access the Policy Center on the district website.

Please remember that NO weapons or toy representation of weapons are permitted on school property; this includes props for Halloween, plays, and presentations.

ELECTRONIC DEVICES

See UCFSD Board Policies #237 and #815 - Click Here to access the Policy Center on the district website

ELEMENTARY SCHOOL - The Board prohibits the use of any personal electronic device by any elementary school student during the school day, while in district buildings, on district property and grounds, including transportation and school-sponsored extracurricular activities.

The use of personal electronic devices is not permitted:

- Communicating on personal electronic devices (including smartwatches) is prohibited. With permission, students can go to the school's main office to use the school phone.
- Parents/Guardians may contact the school to communicate a message to the student during the school day.
- Access to the school's wired network by personal devices is prohibited.
- Students must adhere to UCFSD Board Policy #237 - Personal Electronic Devices and Policy #815 - Acceptable Use of the Electronic Communications Systems

Penalties for Violations:
The Board authorizes building administrators, teachers, and security personnel to confiscate a student's personal electronic device when used in violation of this policy.

- All confiscated personal electronic devices shall be delivered promptly to the building administrator's office.
- Confiscated devices shall be returned to the student at the end of the school day for a first offense, and only to a parent/guardian for a second or subsequent offense.
- Building administrators may impose additional disciplinary sanctions against students for violations of this policy in accordance with the Student Code of Conduct (Policy 218), including requiring students to use locking devices during the school day and prohibiting personal electronic devices for repeat offenses, suspensions from school or recommendations for expulsion from school as warranted by the specific facts and circumstances in a particular case.

BULLYING

See UCFSD Board Policy #249 - Click here to access the Policy Center on the district website

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

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

According to UCFSD Board Policy #249, "Bullying" is defined as an intentional electronic, written, verbal, or

physical act or a series of acts:

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

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

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

TITLE IX: Nondiscrimination Based on Sex (Policy 103.2)

Click here to access the Policy Center on the district website

In accordance with Title IX, the Board prohibits sexual harassment and discrimination on the basis of sex. Violations of Policy 103.2 may result in disciplinary action in accordance with the Code of Student Conduct, Board policy, and applicable federal, state, and local law and regulations.

The Unionville-Chadds Ford School District states that it is the policy of this district that any report of sex-based discrimination or harassment will be taken seriously, addressed promptly and with sensitivity.

A student may report an incident of sexual discrimination or harassment verbally or in writing to any district employee. All reports shall be directed immediately to the Title IX Coordinator. All non-students can report any incident of sex-based harassment to the Title IX Coordinator.

STUDENT DRESS

The school intends to maintain an atmosphere that promotes student learning. The way children dress does influence their attitudes and modes of behavior. Student dress should comply with district policy. See UCFSD Board Policy #221 - Click Here to access the Policy Center on the district website

LOST AND FOUND

We highly recommend that parents mark clothing, lunch boxes, book bags, boots, and other personal items with their child's name. A "lost and found area" is located in each elementary school. Please feel free to check the area frequently. After a reasonable length of time, unclaimed items will be donated to a local charity. While every effort will be made to help you find and recover a lost item, our schools cannot be responsible for items lost or broken.

PERSONAL BELONGINGS

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

INVITATIONS AND GIFT EXCHANGES

In-school distribution of invitations for non-school related events (e.g.,birthday parties, private events) is only permitted if they are provided to all classmates in their homeroom. Students are not permitted to bring or exchange gifts for birthdays or holidays during the school day. Such exchanges should take place after school hours.

ORIENTATION PROGRAMS

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

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

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

WITHDRAWAL FROM SCHOOL

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

KINDERGARTEN ENTRANCE ADMISSION POLICY

Please see Board Policy 200 - Enrollment of Students for more information regarding the district's admissions policy.

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

1. 4 properly spaced doses of tetanus, diphtheria, and acellular pertussis* (1 dose given on or after the 4th

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

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

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

**** Usually give as MMR*

Exceptions to these requirements may be made for medical reasons, religious, or moral/philosophical reasons. Written requests for exceptions must be on file in the nurse's office. Students who are exempt from immunizations may be removed from school during an outbreak of a contagious disease. This could be up to 6 weeks.

A physical examination by a healthcare provider and a dental exam by a dentist must be completed and documentation of the exams provided to the school nurse. Exams done within one year of the start of school will be accepted for admission.

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

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

PARENTS RIGHT TO KNOW

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

SCHOOL HEALTH

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

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

These symptoms indicate that a student should NOT attend school:

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

• Draining eye/eyes

Documentation from a healthcare provider must be given to the school nurse following illnesses or injuries causing limitations to physical activities, recess/physical ed class, or use of the elevator.

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

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

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

Physical and Dental Exams are required in grades as explained below and forms are available in all schools or downloadable from the Nurse / Health Services website. After completion, the examination forms must be submitted to the school nurse.

- A **physical examination, within the past year,** is required for all **kindergarteners, 6th graders, 11th graders, and all students new to Pennsylvania schools**. This exam should be completed by your private health care provider.
- Pennsylvania requires a **dental examination, within the past year,** for all **kindergarteners, 3rd graders, 7th graders, and all students new to Pennsylvania schools**. This exam should be completed by your family dentist.
- In instances of hardship or access issues, contact the school nurse to be referred to exams by the school doctor or school dentist.

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

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

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

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

**** Usually give as MMR*

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

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

Medications may not be carried in school and must be stored in the nurse's office. There are exceptions at the middle school and high school levels: Epipens and inhalers are considered emergency medications and may be carried if a physician's written request is on file in the nurse's office. **Non-prescription medication and prescription medication** should be in the **original** container accompanied by written parent permission and physician permission. **Acetaminophen, ibuprofen, and Benadryl are the only medications that do not**

require physician permission. A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. No more than a 30-school day supply for any one medication should be stored at school.

Parent(s)/guardian(s) should administer medication at home whenever possible and should collaborate with their primary care provider to establish schedules that minimize administration at school.

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

Concussions

- Students who sustain concussions are affected academically, as well as in their physical activities and sports.
- Documentation of the concussion and prescribed restrictions are required as soon as possible after the concussion occurs. This documentation must come from a physician, in a letter or on the UCFSD Concussion Form, in order for our school to put accommodations in place.
- Regular physician updates of the restrictions, preferably every 2 to 4 weeks, are required for appropriate concussion management and will be shared with teachers.
- Some school activities, i.e. field trips, standardized testing, PIAA sports, will require specific physician instruction regarding participation.

* Please refer to the district website for further information and resources. Go to Nurse / Health Services and click on “Concussions” in the middle of the page.

PHYSICAL AND DENTAL EXAMINATIONS

Physical and Dental Examinations are required of all children entering public school. This also applies to any child who enters from another state. In addition, Dental examinations are required of all children in the third grade. Forms are available at the Nurse / Health Services website.

COMMUNICABLE DISEASES AND SCHOOL ATTENDANCE

Any student suspected of having a contagious condition, such as the following and others as listed in the PA Code, shall not be permitted to attend school.

- Chicken pox
- Conjunctivitis
- MRSA
- Scabies
- Ringworm
- Influenza
- Streptococcal infection
- Impetigo
- fever, nausea, vomiting, or diarrhea within the last 24 hours

For more detailed information, please refer to PA Code - Chapter 27 27.71 and 27.72.

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

FIELD TRIPS

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

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

When a trip is planned, notice of the trip along with a permission slip and medicine questionnaire will be sent

home with your child. Please return the signed form in a timely fashion. Pupils may go on the trip only with permission from a parent. Teachers supervise all trips, but may ask parents to participate.

VOLUNTEERS & VISITORS

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

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

Volunteers who have regular and repeated contact with students and are responsible for the care, supervision, guidance or control of students are required to submit the following three (3) clearances and complete the volunteer agreement (AR-2). Volunteers should provide clearances to the building principal. Clearances must be dated within one (1) year of the start date of volunteering. Clearances must be updated every five (5) years.

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

COMMUNICATING YOUR CHILD'S PROGRESS

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

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

ELEMENTARY SCHOOL HOMEWORK POLICY

See UCFSD Board Policy #130 - Click Here to access the Policy Center on the district website

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

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

The teacher should…

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

The student should…

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

The parent should…

- provide a time and place for study
- be aware of assignments, review them, and assist as needed
- help the student develop responsibility for completing assignments
- help the student develop a positive attitude toward learning in general and school in particular
- encourage daily reading

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

SPECIAL PROGRAMS AND SERVICES

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

Art	Once per cycle, grades K-5, once per cycle
Music	Once per cycle, grades K-5, once per cycle.
Physical Education	Twice per cycle, grades K-5
Library	Once per cycle, grades K-2, Flexible Schedule, grades 3-5
Health	Once per cycle, grades 3-5
Technology	Once per cycle, grades K-5

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

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

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

School Counseling - Lessons are provided in grades K-5.

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

UCFSD MTSS Definition - Pennsylvania's Multi-Tiered System of Support (MTSS) in UCFSD is a research-based, standards-aligned framework in which ALL students are on a continuum of growth that is personalized to their developmental learning path to ensure success based on fluid tiers of support in academic, behavioral, and social-emotional domains. The framework outlines a team approach that leverages data and evidence-based strategies to provide a cohesive system that addresses ALL students' needs.

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

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

CAFETERIA GENERAL INFORMATION

Our elementary schools operate a daily cold breakfast and hot lunch program. Complete platters, including milk, are served daily. Milk can also be purchased separately. Students are required to pay the cashier each day either with cash or through our computerized lunch account debit system (Revtrak).

If you are sending in cash or check (made payable to "UCF Cafeteria") for the lunch account, please send it in a sealed envelope noting the amount, the child's full name, and homeroom teacher.

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

Menus are available online each subsequent month of the school year on the Food Services page of the district website.

CAFETERIA RULES

1. Students must sit at their assigned tables. Students are to remain in their seats unless they are buying food or disposing of trash.

2. Students are responsible for keeping their table and floor area clean.

3. Students are expected to talk quietly.

4. Students may not leave the cafeteria without permission from the cafeteria aide or their teacher.

5. Students must wait to be dismissed either to recess or the classroom by the cafeteria aide. Students will be dismissed when everyone is seated, quiet, and all areas are clean.

6. Students are **NOT** permitted to share food except via a district established "share table" with clear guidelines (purchased from the cafeteria, sealed, etc.). A number of our children have allergies to food. Sharing foods from different children could put these students at risk for allergic reactions.

LUNCH/ RECESS SCHEDULES

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

OUTDOOR RECESS AND WEATHER GUIDANCE

Outdoor learning and recess are essential components of the elementary school experience. To ensure student safety and well-being, the following guidelines will be followed:

- **Outdoor Recess:** Students will typically have recess outdoors.
- **Preparation:** Students must come to school prepared for outdoor recess, including appropriate clothing such as jackets/coats, winter hats, gloves/mittens, and boots.

- **Building Access:** Students are not to be in the building during recess unless they have explicit permission from staff.
- **Respect and Safety:**
    - Students are expected to respect others and their property.
    - Playground equipment must be used properly and safely.
    - Safe and considerate play is essential; rough play of any kind is prohibited.
- **Nurse Availability:** The school nurse is on call at all times to address any injuries.
- **Indoor Recess or Abbreviated Outdoor Time:**
    - Consideration will be made when:
        - Significant falling moisture (snow, ice, rain, or any mix).
        - "Feels like" temperature of 18°F or below.
        - Playground is covered in snow or ice and deemed unusable.
        - Heat index above 95°F
        - Air quality concerns.

STUDENT WELLNESS

See UCFSD Board Policy #246 - Click Here to access the Policy Center on the district website

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

Meals and Water:

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

Recess:

- Grades K-5 shall have a minimum of 20 minutes of recess each school day.

Food and Beverages not consumed during regular meal times:

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

- Classroom Birthday recognition - No food/beverage shall be offered for classroom birthday celebrations. Birthday celebrations may offer a variety of non food related activities. Lists of non-food birthday celebration options are found in each school building.
- Curriculum - Teachers/ Administration will determine the appropriate type of food or beverage to be used for curriculum purposes in the classroom. Curriculum related activities that involve food must conform to the guidelines of the a la Carte food/snacks. (See UCFSD Board Policy #246 and Policy #246 Administrative Guidelines - Click Here to access the Policy Center on the district website)
- 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 a 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. Attention should be paid to

food allergies in the classroom. Foods provided should avoid allergens. Food as Reward - Food will not be used as a reward for classroom or school activities. Non food rewards will be encouraged.
- As determined by the administration and the classroom teacher, a regularly scheduled classroom snack is allowable.
- Fundraisers & PTO Events - the Wellness Policy does not address food or beverages at these events. However, the committee encourages offering a variety of healthy alternatives for food and beverages. Bake sales that occur during the school day will not sell prepackaged food or beverages.

Curriculum and Physical Activity:

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

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

Healthy Lifestyle:

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

Safety:

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

Suicide Awareness, Prevention, and Response:

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports the provision of a comprehensive district program designed to promote behavioral health and prevent suicide. See UCFSD Board Policy #819 - Click Here to access the Policy Center on the district website

Directory Information Notice

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

Non-Discrimination Policy

The Unionville-Chadds Ford School District will not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Unionville-Chadds Ford School District employees and participants who have an inquiry or complaint of harassment or discrimination or need information about accommodations for persons with disabilities should contact the Personnel Department, 740 Unionville Road, Kennett Square, PA 19348, 610-347-0970, ext. 3303. See UCFSD Board Policy #103 - Click Here to access the Policy Center on the district website

Unionville-Chadds Ford School District

Annual Notification of Rights under FERPA, Directory Information Notice, and Title IX Notice

Dear Parent or Guardian:

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

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

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

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

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

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

HOMELESS AWARENESS PROGRAM

The Unionville-Chadds Ford School District Homeless Awareness Program is in place to address and support the educational needs of students who find themselves in temporary or transitional housing during the school year. The program reduces the barriers of homelessness, so students and their families feel supported and encouraged while they secure permanent housing.

The McKinney-Vento Act

This act is funded by the federal government and comes to the school district as part of the Unionville-Chadds Ford School District Title Funds allocation. Each year the school district is required to set aside funds to support students covered by McKinney-Vento Act provisions.

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Sharing housing due to loss of housing, economic hardship, or similar reason
- Living in motels or campgrounds due to lack of alternative accommodations
- Living in emergency or transitional shelters
- Sleeping locations not usually used as a sleeping accommodation
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations

Under federal law, homeless children and youth are entitled to immediate enrollment in school and educational stability.

The act ensures homeless children transportation to and from school free of charge, allowing children to attend their school of origin (last school enrolled or the school they attended when they first became homeless) regardless of what district the family resides in.

It requires schools to register homeless children if they lack normally required documents, such as immunization records or proof of residence.

School District's Responsibilities

The Unionville-Chadds Ford School District must appoint a liaison to ensure school staff are aware of the McKinney-Vento Act, to provide public notice to homeless families, and to facilitate access to school and transportation services.

The position serves as liaison between the school, parents, students, and community agencies to meet the educational needs of the students.

If you have a student/child who may qualify for our program's assistance and services, or would like more information, please contact our Homeless Education Liaison, Dr. Leah Reider, Director of Pupil Services via email at lreider@ucfsd.net or via phone at 610-347-0970 extension 3326.