

Unionville-Chadds Ford School District



Elementary Parent Handbook

2009-2010

DISTRICT MISSION STATEMENT

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

Ms. Sharon Parker, Superintendent
Mr. Ken Batchelor, Assistant to the Superintendent

www.ucfsd.org

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DISTRICT SCHOOLS

Unionville High School Phone: 610-347-1600
750 Unionville Road FAX : 610-347-1890
Kennett Square, PA 19348
Paula Massanari, Principal
Kurt Barker, Assistant Principal
Rudy Reif, Assistant Principal

Charles F. Patton Middle School Phone: 610-347-2000
760 Unionville Road FAX: 610-347-0421
Kennett Square, PA 19348
Bruce Vosburgh, Principal
H. Christopher Pollock, Assistant Principal

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

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

Pocopson Elementary School Phone: 610-793-9241
1105 Pocopson Road FAX : 610-793-7792
West Chester, PA 19382
Dr. Andrew McLaughlin, Principal

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

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

DISTRICT ADMINISTRATION

Ms. Sharon Parker	Superintendent
Kenneth Batchelor	Assistant to the Superintendent
Robert W. Cochran	Director of Business and Operations
Dominick Guiseppe	Supervisor of Accounting
Sharon Allen-Spann	Director of Pupil and Staff Services
John L. Nolen	Director of Elementary Curriculum and Instruction
John Sanville	Director of Secondary Curriculum and Instruction
Christine Kramer	Director of Special Education
Sherri Morett	Supervisor of Special Education
Rich Hug	Director of Technology & Communications
Jim Fulginiti	Director of Student Life
Gail Wolfel	Supervisor of Transportation
Marie Wickersham	Supervisor of Food Service
Rick Hostetler	Supervisor of Buildings and Grounds

BOARD OF SCHOOL DIRECTORS Unionville-Chadds Ford School District

Kathleen Brown	President
Edward Murray	Vice President
Bob Cochran	Secretary

Region A--East Marlborough--West Marlborough Townships

Kathleen Brown
Karen Halstead
Dr. Corinne Sweeney

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

Dr. Therese West
Edward Murray
Curt Baker

Region C--Chadds Ford- Pennsbury Townships

Timotha Trigg
Dr. Paul Price
Edward V. Wandersee

STUDENT ARRIVAL AND DEPARTURE

8:55 AM-3:25 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 8:40 AM. No adult supervision is available prior to 8:40. All 8:40 AM arrivals must be dropped off at the main entrance to our school.

The YMCA offers a before and after care program for students in Grades 1-5. Kindergarten care is also available. You may contact the YMCA at 610-444-1930 to make arrangements to enroll your child in this paid program.

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

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

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

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

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

In each of the following instances, notes are required:

When children are being picked up from school:

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

When there is any bus change:

- Your child plans to ride a bus other than his/her own.
- Your child intends to get off of his/her bus at a different stop.
- Your child plans to go home with a friend who rides another bus.*
- Your child rides his/her regular bus but brings home a friend who normally rides another bus or who regularly gets off at a different stop.*
- A child stays for an after school activity such as Brownies, Cub Scouts, etc. 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.

There will be no eating on the bus.

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

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

ATTENDANCE REGULATIONS

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

When a child is absent, a responsible adult should call the school and notify the office before 8:55 AM. Each day, the rapid dialer system will call parents of absent children who have not left a message.

Every absence must also have a written statement or excuse, signed by the parent or guardian, as required by law. If the excuse has not been turned in by the third day, the absence is considered unexcused and/or unlawful. Children are not excused from school for:

- * over sleeping
- * hair appointments
- * horse-back riding lessons, etc.
- * home chores

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

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

LATE ARRIVALS AND EARLY DISMISSALS

Students who arrive after 8:55 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, etc. are to be scheduled after school hours. Students are NOT to be picked up early or arrive late on a regular basis. Early dismissals and late arrivals should be reserved for unusual circumstances only. If a student is to be picked up before the end of the school day, a note from home stating the reason for the early dismissal must be submitted. The note must be given to the homeroom teacher. Parents/ guardians must sign out the student in the main office. Students will be called to the office for early dismissal once they have been signed out.

EDUCATIONAL FAMILY TRIPS

We strongly suggest that all trips occur when school is not in session. There is a direct link between attendance and student achievement. All requests for excusal 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 be limited to one per year and shall 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.

EMERGENCY CLOSING

In the event of an emergency closing, the rapid dialer system will notify parents. Please use our district website, www.ucfsd.org, or school voice mail service available in all buildings for emergency information. Parents are encouraged to join our district wide listserv for email messages regarding school closings. 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 before hand. 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.

1. Encourage your child to bring home papers and printed school notices. This is our main method of informing you about events and activities. Make your child aware of his/her responsibility to see that they reach home. Be sure to review these communications regularly to remain informed of school events and news.
2. Party invitations may not be distributed at school. Use your directory for addresses.
3. It is requested that you keep your child's teacher informed by note for any of the following reasons:
 - lateness
 - when picking up a child after school
 - medical appointments
 - when planning an educational trip
 - early dismissal
 - when riding a different bus
4. Parents should feel free to contact the school if there is a problem that needs to be discussed pertaining to the education or welfare of a student. The following guidelines should help to expedite the process:
 1. Contact the school for an appointment with the appropriate teacher.
 2. Meet with the teacher to discuss the problem.
 3. Together, develop strategies to address the problem.
 4. If you are not satisfied with the results, contact the principal.

FIRE, HAZARDOUS WEATHER AND INTRUDER DRILLS

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

DISCIPLINE

It is our goal to help each child develop an attitude of self-respect and self-worth as well as responsible attitudes and behaviors towards school and others. We appreciate parental support in reaching these goals.

Under the supervision and direction of all teachers and staff, students are expected to follow the rules of the school, which are based on, and in support of, the discipline code adopted by the UCFSD Board of Education. A copy of the discipline code, included in the district calendar, will be sent home at the beginning of the year.

Two key items for students and parents to follow:

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

Audio and video equipment, cell phones, radios, tape players, MP3 players, trading cards, virtual pets and hand held computer games (such as Game Boy and Nintendo DS) are not permitted in school.

STUDENT DRESS

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

The following items are not appropriate for school:

- bathing suits
- tee shirts with profanity, violence or drug related messages
- any top that is excessively tight, has thin straps or allows the midriff, cleavage, undergarments or bare back to be exposed.

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

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

LOST AND FOUND

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

PAYMENT FOR SCHOOL RELATED ACTIVITIES

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

INVITATIONS AND GIFT EXCHANGES

Distribution of invitations for non-school related events are not permitted in the classroom or during the school day. Parents who wish to invite classmates to birthday parties or other private events should mail invitations.

Students are not permitted to bring or exchange gifts for birthdays or holidays during the school day. Such exchanges should take place after school hours.

ORIENTATION PROGRAMS

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

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

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

WITHDRAWAL FROM SCHOOL

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

KINDERGARTEN ENTRANCE

All students enrolling in kindergarten for the first time must be five years old before September 1 of the school year and present the following information to the school:

1. Proof of residency
2. Proof of guardianship (if applicable)
3. Date of birth
 - a. Baptismal certificate or transcript of the record of baptism--duly certified and showing the date of birth
 - b. Notarized statement from the parents indicating the birth date
 - c. Duly attested transcript of the birth certificate

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. Four properly spaced doses of DT (diphtheria and tetanus) with one dose given on or after the fourth birthday
2. Three properly spaced doses of polio vaccine (IPV or OPV)
3. One dose of MMR (measles, mumps and rubella) given after 12 months of age and a second dose given prior to school entry
4. Three properly spaced doses of Hepatitis B
5. One dose of varicella (chicken pox) vaccine or history of disease

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

Students are not required to have a tuberculin test unless identified as “high risk” by their health care provider. A physical examination by a health care provider and a dental exam by a dentist must also be completed. Physical and dental exams must be recorded on special state forms, which can be obtained from the School Nurse. Exams done within one year of the start of school will be accepted for admission.

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

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

PARENTS RIGHT TO KNOW

As part of the No Child Left Behind Act (NCLB) of 2001, 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

The school nurse will provide first-aid to children who become sick or who are injured while at school. She will contact parents and refer for further treatment, if necessary. Throughout the school year, the nurse will report to parents any health concerns discovered and assist in obtaining appropriate medical care.

Before any medication may be taken by or administered to any student a parent of such student shall present to the district a detailed written request to such effect and, in the case of prescribed medication to be administered for more than five days, request that the district comply with the order of a medical practitioner. The parent’s request shall include a statement relieving the district or any district employee of any responsibility for the benefits or consequences of the medication when it is parent-authorized and acknowledging that the district shall bear no responsibility for insuring that the medication is taken.

Before any prescribed medication to be administered for more than five days may be taken or administered to any student, a parent of such student shall present to the district a written statement from a medical practitioner that provides the name of the medication, the dose, the times when the medication is to be taken, and the diagnosis or reason the medication is needed, unless the reason should remain confidential. The medical practitioner shall indicate the potential of any serious reaction that may occur to the medication, as well as any necessary emergency response. The medical practitioner shall state whether the student is qualified and able to self-administer the medication.

The district reserves the right to require an additional statement from a medical practitioner for the continued use of any medication beyond a specified time period.

Prescribed medication shall be in a container issued by a physician or pharmacy. Non-prescribed medication shall be supplied by a parent in its original container, labeled with the child’s name, name of medication, dosage, and instructions for administration.

All medication shall be brought to and stored securely in the school nurse’s office.

All medication shall be administered by the school nurse or designee or self-administered by the student in accordance with District policies and procedures.

All district employees involved in administering medication or supervising self-administration of medication shall receive appropriate training from the school nurse before assuming such responsibility.

PHYSICAL EXAMINATIONS

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

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

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

COMMUNICABLE DISEASES AND SCHOOL ATTENDANCE

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

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

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

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

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

FIELD TRIPS

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

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

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

VOLUNTEERS AND VISITORS

All parent volunteers and visitors must sign in and out at the main office upon entering the building.

Volunteers and visitors must wear a visitor's badge while in the building. The badge is returned to the office when signing out. All side and front 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.**

COMMUNICATING YOUR CHILD'S PROGRESS

1. Both report cards and parent/teacher conferences are used to communicate each child's progress. Except for kindergarten, report cards are issued every 9 weeks.
2. 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.
3. 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.
4. Statewide reading and mathematics tests (PSSA) are administered in the spring of 3rd, 4th and 5th grades. The results are sent home in the summer or fall following the testing. Statewide writing tests (PSSA) are administered in 5th grade. Statewide science tests (PSSA) are administered in 4th grade.

ELEMENTARY SCHOOL HOMEWORK POLICY

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

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

The teacher should...

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

The student should...

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

The parent should...

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

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

SPECIAL PROGRAMS AND SERVICES

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

1. **Art** Once per cycle, grades 1-5
Once per cycle in the first and third quarter of Kindergarten
2. **Music** Once per cycle, grades 1-5
Once per cycle in the second and fourth quarter of Kindergarten
3. **Physical Education** Twice per cycle, grades 1-5
4. **Library** Once per cycle, grades K-2
Flexible Schedule, grades 3-5
5. **Health** Once per cycle, grades 3-5
6. **Computers** Once per cycle, grades 1-5
7. **Academically Talented Program** - Students who qualify for this program meet for up to 2.5 hours during the 6-day cycle with the teacher of the academically talented. For additional information on our Academically Talented Program, including student eligibility, contact the school counselor, your child's teacher or the building principal at any time.
8. **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.
9. **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.
10. **Developmental Guidance** – Lessons are provided in grades K-5.
11. **Reading Support**-This program offers support to students who demonstrate the need for additional instruction in reading. This is a regular education program.

12. **Instructional Support Team (IST)**-This team consists of various staff members including the classroom teacher(s), instructional support teacher, school counselor and principal. This team fields student referrals from teachers who request assistance in meeting the individual learning needs of students. Parents of referred students are invited to join the Instructional Support Team. Members of the team work together to support the success of the referred student.
13. **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.
14. **Band, Strings and Chorus** – Students may elect to participate in small group music lessons in grades 4 and 5.

Parents needing specific information about the special programs or assessment for these programs should contact the school principal or school counselor.

CAFETERIA

Our elementary schools operate a daily hot lunch program. Complete platters, including milk, are served daily at a cost of \$1.80. Milk can also be purchased separately at a cost of 50¢. Students are required to pay the cashier each day either with cash or through our computerized lunch account debit system. When sending in funds for a lunch account, you may send you may send cash or a check made payable to “UCF Cafeteria,” or. Cash or checks should be sent in a sealed envelope noting the amount, the child’s full name and homeroom teacher. When the account balance falls below \$5.00, a note will be sent home.

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

Lunch menus are printed and distributed in the month of September. Menus are available online each subsequent month of the school year on the food service page of the district website at ucfsd.org.

CAFETERIA RULES

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

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

LUNCH/ RECESS SCHEDULES

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

RECESS PROCEDURES AND GENERAL PLAYGROUND RULES

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

Always send your child to school prepared for outdoor recess:

Jacket/Coats Winter Hats Gloves/Mittens Boots

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

PLAY AREA:

1. Students must be in full view of the adult supervisor in charge at all times.
2. Students are to observe street barriers and may not play around or near cars in the parking lots.
3. Students must have permission from playground supervisors before retrieving balls from beyond their play area(s).

4. Touch football may only be played when an adult is available to supervise the game. Students must ask for supervision before beginning a game.

EQUIPMENT:

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

PARKING GUIDELINES

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

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

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

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

STUDENT WELLNESS

Parents are asked to closely observe the guidelines of the Student Wellness Policy. Snacks or other food items provided for class parties, holiday celebrations, PTO events or other school based functions, should be pre-packaged in single servings with a variety of healthy options available.

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

Directory Information Notice

The Unionville-Chadds Ford School District may disclose certain information, known as directory information, at its discretion without consent. Parents or eligible students may refuse to let the Unionville-Chadds Ford School District release any or all of this information. If you do not want this information released, you must send written notice annually to your child's school office by Friday, September 29, 2006.

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. 3302.