



UNIVERSITY PARK ELEMENTARY SCHOOL

SURVIVAL GUIDE FOR NEW FAMILIES

Welcome!

PTA NEWCOMERS CHAIRS

The PTA Newcomers Committee welcomes new families and assists with their integration into our UP community. The Newcomers Committee hosts a Newcomers Coffee during the first weeks of school, greets new families as they move into the District, and helps answer questions and give school tours. The PTA encourages new parents to ask the PTA Newcomers Chair, their classroom Room Parents, and PTA Board Members any questions they have throughout the year. We understand that a new school is a new experience, not just for the student, but also for the entire family. It is our goal to provide a smooth transition for you, and we will do everything we can to make UP a wonderful experience for all! You will love it here.

For specific newcomers questions, please contact Meghan, Anya or Kayla.

Meghan Boyett: 214.707.4456 (cell), mcgillme@me.com

Anya Lucia: 214.984.7492 (cell), anyalucia@gmail.com

Kayla Myers: 214.457.4838 (cell), kaykmyers@gmail.com

SCHOOL ADDRESS

University Park Elementary
3505 Amherst
Dallas, TX 75225

KEY CONTACT INFORMATION

Main School Phone Number	214.780.3400	
Kim Banuelos, Principal	214.780.3403	juddc@hpsid.org
Vanessa Kang, Registrar / Front Desk	214.780.3405	kangv@hpsid.org
Amber Smith, Counselor	214.780.3400	smitha@hpsid.org
Amy Huey, Clinic	214.780.3420	hueya@hpsid.org
Amy Corless, Administrative Assistant	214.780.3403	corlesa@hpsid.org

ATTENDANCE

Please report absences to upattendance@hpsid.org



SCHOOL COLORS

Maroon & Gold

MASCOT

Paws the UP Panther

THE SCHOOL DAY

The first bell rings at 7:50am. School hours are from 8am until 3:15pm for all students.

GENERAL ARRIVAL PROCEDURES

- Students should plan to arrive each morning by 7:50am.
- The accessible doors for students to enter the building are the front / main doors on Lovers Lane and the back / main doors on Amherst. UP staff will be monitoring all doors each morning beginning at 7:30am.
- Teachers will open their classroom doors at 7:50am when the first bell rings.
- Students arriving before 7:50am will be directed to the gym to sit quietly.
- Students arriving with their parents before 7:50am will wait in the first-floor hallway either in the front foyer or on the window seats as directed by a staff member. All students and parents will be able to go to their grade-level pods and classrooms when the 7:50am bell rings.
- Class begins promptly at 8:00am. Parents should leave at this time to minimize class distractions.

GENERAL DISMISSAL PROCEDURES

- Prior to the start of the school year, parents will notify their student's teacher of their preference for pick up – either carpool or other (in-person pick up/walking/biking).
- Parents must use the same plan for pick up every day of the school year.
- Should there be a change on a particular day, a note or email should be sent to your student's teacher that morning indicating the dismissal change.
- Students are expected to leave school each afternoon immediately after being dismissed at 3:15pm.
- Crossing guards are on duty for a reasonable length of time at designated intersections.



RAINY DAY DISMISSAL

- The UP front office will send an email to parents by 2:45pm if they will be following special “rainy day dismissal” procedures.
- Please tell your teacher and child at the beginning of the school year what your rainy day carpool plan is.

EXTENDED SCHOOL DAY

- Extended School Day (ESD) is offered by The Academy for Lifelong Learning (A.L.L.) of HPISD and is available for any UP student.
- Students enrolled in ESD will receive care from the end of the school day at 3:15 until 6:00. The program includes a snack, quiet time for homework, and supervised group play. ESD follows the HPISD calendar.
- Registrations must be received in the A.L.L. office by 4:00pm on Wednesday, August 10th in order to begin the program on the first day of school.
- For more information about the ESD program, please contact the A.L.L. Office at 214-780-3380 or bjorkc@hpsid.org.

PARKING POLICY

- There should never be any unattended cars parked in the queue lane on Amherst during arrival/dismissal times.
- Parking can be found on the streets surrounding the school, except where prohibited by parking signage or painted yellow “no parking” curbs.
- Please be respectful of our neighbors and do NOT block residential driveways or alleys.
- It is illegal to park within 20 feet of an intersection, including alleys, or within 30 feet of a stop sign. Doing so impedes driver visibility as they approach an intersection and puts pedestrians and students, as well as other drivers, at risk.

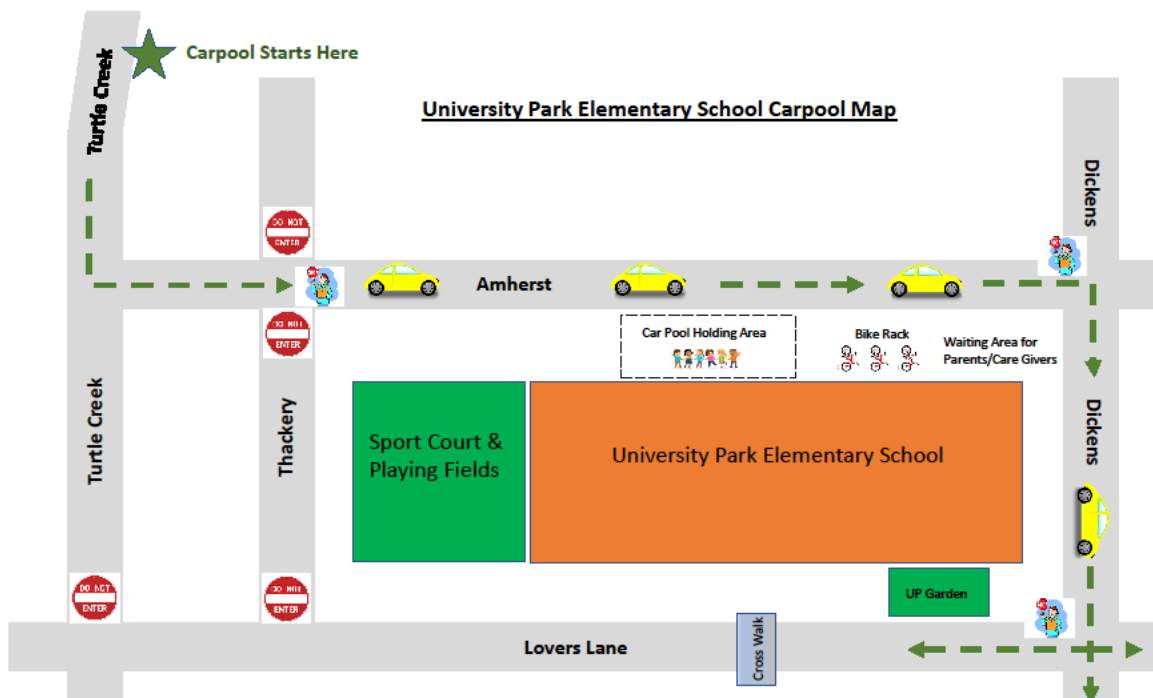
IT'S OUR YEAR TO SHINE, PANTHERS!

GET UP & GLOW!

UNIVERSITY PARK ELEMENTARY SCHOOL 2023-2024

CARPOOL INSTRUCTIONS

- Carpool takes place on Amherst in a west to east direction.
- Morning carpool begins at 7:30am. From 7:30am until 7:50am, students dropped off in carpool will enter through the Amherst doors and proceed to the gym. After 7:50am, students proceed to the classroom.
- For afternoon carpool, a queue develops on Amherst and wraps onto Turtle Creek.
- Enter the carpool queue from Amherst at Turtle Creek. If the line is backed up, cars must enter the queue from the NORTH side of Turtle Creek (turning left onto Amherst).
- Do NOT enter the carpool queue from Thackery or driving north from Lovers Lane.
- Please enter at the end of the queue and do not cut in front of other cars in the queue.
- While waiting, do not block any intersections and note that walkers and bikers will be crossing all intersections along the carpool route.
- Drivers will continue to move forward in the carpool queue until they enter the designated drop-off / pick-up area in front of the school on Amherst.
- Once students have safely exited or entered the vehicle, drivers may pull onto Amherst, yielding to street traffic.
- Turn right on Dickens to exit the carpool line.
- Please ensure caretakers and grandparents understand the carpool procedures.
- The front spot in the afternoon carpool line is reserved for the Auction winner.





CAFETERIA INFORMATION

Your child will always find great choices for lunch at our cafeteria run by Ms. Tonia, staffed by our parent volunteers. Various lunch options are available to students. They may bring a sack lunch or choose from hot and cold lunch options.

- Kindergarten and First Grade have pre-set tray lunches with a choice of either hot or cold.
- Second, Third and Fourth Graders are given options on an “a La Carte” basis.
- Parents have the option to limit their child’s choices if they wish or set spending limits (via Skyward). If you set a daily spending limit, please be sure to review the cafeteria pricing on the school website to ensure the limit allows for a reasonable lunch to be purchased.
- The menu is available online each month.
- *For more information, see the Skyward section below.*

EATING LUNCH WITH YOUR STUDENT

Parents are welcome to eat lunch with your child at school during the student’s assigned lunch period. They may either purchase cafeteria food with their child or bring in a lunch from outside. There is a table designated for parents and students to eat together. Due to allergy issues and parent permissions, please do not invite another student to sit with you.

PURCHASING LUNCH

While cash is accepted in the cafeteria, most parents elect to have their students purchase food through a cafeteria account. To set up a student’s cafeteria account and select account settings, parents may do so through their Skyward Family Access account. To put money into a student’s cafeteria account, parents may bring cash/check to the cafeteria or make a payment online through their Skyward Family Access account. For more detailed instructions on setting up a lunch account, go to www.hpsd.org and search for the Cafeteria Payment Information page. Parents are encouraged to speak with Principal Judd if financial assistance is needed to purchase school lunches or supplies.

BIRTHDAY TREAT POLICY

Due to allergy concerns, UP does not allow special birthday treats to be brought to school and shared in the classroom. You are, however, welcome to bring outside food/drinks/treats to your child (not to be shared with other students) in the cafeteria during their lunch.

SKYWARD ACCOUNT FOOD SERVICE PAYMENT DIRECTIONS

LOG IN TO SKYWARD FAMILY ACCESS

- Log in to Skyward (through a computer, not mobile app).
- Click “Food Service” & then “Make a Payment.”
- You will be sent to eFunds for Schools, where you can log in with your Skyward user name and password (use lowercase characters only).



EFUNDS FOR SCHOOLS – HOW TO ADD MONEY TO YOUR ACCOUNT

- Add money to your child's account through eFunds for Schools. The average daily lunch price is between \$4.50 and \$6.
- Click "Make a Payment" (First time users will be required to enter payment information).
- Select the student you wish to make a payment for (tabs are in the middle of the screen).
- Follow step-by-step instructions to make a payment.
- Click submit and wait for confirmation.

ENABLE ACCOUNT BALANCE NOTIFICATIONS

You can receive alerts when your student's lunch account balance is running low.

- Under Advisory Services, click on "Low Meal Balance."
- Enter a minimum amount balance (\$10.00 is a recommended amount).
- Enter the replenish amount of your choice.
- Check the "Notice" box to receive email notifications.
- Check the "Auto Replenish" box if you want your account to automatically add more money if the account reaches the minimum balance that you set. (Highly recommended to avoid negative balances)
- Click "Apply Low Meal Balance Settings."
- If payment information is changed (for example a new credit card or different checking account number) you will need to reset low meal balance settings for auto replenish.

UP CAFETERIA NEGATIVE BALANCE POLICY (NEW)

The cafeteria offers the cafeteria account payment option as a convenience to the students and parents and, in turn, asks that parents help support the cafeteria's efforts to keep a balanced budget by keeping their student's cafeteria account balance positive at all times.

- The first time a student's cafeteria account reaches an actual balance of negative \$25, the account may be closed until payment is made or arrangements are made with the Cafeteria Manager.
- The second time a student's cafeteria account reaches an actual balance of negative \$25, the account will be reviewed and may be permanently closed for the remainder of the school year.
- In the case of a closed account, the student will only be allowed to use cash for purchases in the cafeteria.
- Failed payments (ie, bounced or returned payments) will be counted towards determining actual account balances under this policy. Accounts in which repeated failed payments are made are subject to permanent cancellation.



- To help avoid negative account balances, the cafeteria encourages parents to set up their student's cafeteria account so that (1) the parents will receive low balance notifications, and (2) the account will be replenished automatically by a certain amount once the account reaches a negative balance. For these settings to become active, the parent must select them through Skyward Family Access.

CAFETERIA VOLUNTEERS

One of the ways U.P. is able to stretch our money is through parent volunteers. Our cafeteria has very few full-time employees. The daily serving and cashiering is done by parents on a volunteer basis. We are looking for parent volunteers to work one lunch shift per month. This is a great way to get to know other parents, see your child and meet their friends.

COMMUNICATIONS

The Panther News (Weekly Electronic Newsletter)

- This is the primary communication tool for the PTA. The Panther News is sent by email from the UP office on Monday mornings. It will contain information on both school and PTA activities. Please be sure to check The Panther News to ensure you are up-to-date on everything going on at UP.
- Occasionally, UP will send eBlasts with certain timely information.

UP School Website (www.up.hpsid.org)

The UP website is another tool used to provide information to UP families. Here you can find information such as cafeteria menus, the school calendar, PTA event details, student resources, and teachers' classroom websites.

UP PTA Website (www.uppta.org)

This is where you will purchase tickets to school events such as carnival and auction. There are also helpful links that enable you to join the PTA if you did not do so at Back to School Signup (commonly referred to as "BSSU"), volunteer, become a Community Partner or be a special event sponsor. You will also find the PTA roster.

HPISD Website (www.hpsid.org)

Additional sources of information about district-wide policies and procedures can be found on the HPISD website.



Social Media

Please follow us on social media.

- Instagram: up_pta
- Instagram: uppanthers (Mrs. Judd's UP Elementary account with pictures of what's going on at school)
- Instagram: g.r.o.w.gardenup (Getting Responsible for Our World). This is the Instagram account for the UP Learning Garden, which is an outdoor classroom where UP Panthers increase environmental and sustainability awareness...and do lots of gardening!
- Instagram: hpsidschools (district account)
- Facebook: UP Panthers PTA

Google Group

You can join the UP Parents Google Group (upparents@gmail.com) by emailing manageUPParents@gmail.com. This email group is to ask fellow parents questions relevant to the neighborhood, school and kids.

Directory Spot

DirectorySpot is an online directory app that houses UP's class rosters and family contact information. You have to be a PTA member to receive access to our DirectorySpot (which you join during BSSU). All HPISD campuses have gone digital and no longer have a printed directory. You can find teacher, student, parent contact information here, as well as class rosters! When completing Back to School Signup, be sure to carefully check that your directory information is correct.

UP PTA, DADS CLUB AND PRESCHOOL ASSOCIATION

UP PTA

Whitney Zapffe, PTA President (whitneyconnell@yahoo.com)

The University Park School Parent-Teacher Association (UP PTA) helps to support the teachers, staff and students of UP Elementary through fundraising and volunteering. UP PTA offers opportunities and events for our Panther families like a parent Auction party, a family carnival and much more throughout the year. All UP families are encouraged to join UP PTA.

Kevin Keene, Dads Club President (kevin.c.keen@gmail.com)

All UP dads are welcome to join the Dads Club. The Dads Club mission is twofold – to enhance the safety and learning environment for UP students and teachers, while providing an opportunity for dads to meet one another. Each year, the Dads Club supports school-wide events such as the Bike Rodeo, the Carnival, the Dads & Donuts father-son event, and the Daddy-Daughter breakfast. Dads also have the opportunity to serve as morning carpool greeters and lunch servers in the cafeteria. Additionally, the Dads Club hosts social gatherings.



UP Preschool Association “UPPA”

Mary Grasso, UPPA President (marymgrasso1@gmail.com)

The UPPA offers preschool and Kindergarten parents in the UP attendance zone the opportunity to get to know other parents and families, share ideas and experiences, and benefit from a wide range of programs. During the school year, there are meetings, social events and children's parties. In addition, there is an opportunity to join small playgroups and participate in fun outings.

GIVING BACK TO UP

GIVE YOUR TIME – VOLUNTEER!

U.P. relies heavily on parent volunteers to make our school great. It is one of the many aspects of our school which makes us a true community. There are numerous opportunities to volunteer, some on a one-time basis and others on a monthly basis. Some of the monthly opportunities are as follows:

- Cafeteria Duty - Either cashier or serve food once a month; shifts are 2 hours, and each family is encouraged to sign up for a shift
- Spirit Shop - Help sell U.P. spirit items Friday mornings before school
- Library - Help in the library as needed
- Art Room – Help display student art work throughout the school
- The Learning Garden - Assist students in the garden, as needed
- Cafeteria Sub – sign up to be a sub if you cannot commit to a monthly shift

*Classroom volunteer opportunities such as class parties, field trips, and class photographer will also be available via our online volunteer website, Volunteer Schedule Pro (VSP) in the early fall.

GIVE YOUR FINANCIAL SUPPORT

Family Giving Campaign (August)

The Family Underwriting Campaign is the most direct and efficient way to contribute directly to UP Elementary.

Family Underwriting packets are mailed in July each year. Contributions are made through the district-wide Back to School Sign Up process. Support at any level is greatly appreciated. All donations are tax deductible less benefits received. Please reference this year's packet for more details.

Read UP (September)

Our beloved annual fall fundraiser, which was created and developed by the UP PTA, encourages our children to find a passion for reading while raising necessary funds that allow our school to remain innovative.



UP Carnival (October)

The annual UP Carnival is a huge highlight and is ALL about the kids! All parents are asked to volunteer a one-hour shift. Watch for more information regarding volunteer sign ups in The Panther News. Families can also financially support the Carnival by underwriting a game and buying carnival wristbands. Invite your friends and neighbors to come to this fun, family-centered event.

Auction (March)

The annual UP Auction is our largest fundraiser. The party includes music and dinner, a silent and live auction, an online auction with gifts of teachers' time, and much more!

CALENDAR SNAPSHOT FOR THE 2023-2024 SCHOOL YEAR

**Subject to change; please see school calendar at www.up.hpsd.org for the most up-to-date calendar.*

Aug-23

7/19 - 7/26 - Back to School Sign Up and Family Underwriting Campaign
 8/7 – Teachers Come Back
 8/10 - Convocation - 9am- and district wide staff development
 8/11 - UPPA Kinder Luau 9:30-11am
 8/11- 4th Grade Back to School Swim Party-5:30-7:30pm
 8/13 – 3:00pm UP Kinder Popsicle Party-Curtis Park
 8/14 - 12pm Dad's Club Hamburger Lunch for Teachers
 8/14 – 11:00am-12:00pm Newcomers Meeting
 8/14 – 3:00 pm Teacher Assignment Viewing in Skyward
 8/14 – 4:00-5:00 pm Meet the Teacher
 8/15 – 8:00am First Day of School/ Welcome back Coffee- meet the new principal
 8/15 – Teacher Appreciation Luncheon
 8/16 – 9:30am Café Server and Café Cashier Training
 8/18 – 8:15am Kinder 101
 8/24 – 5:00 & 5:30 Curriculum Night
 8/30 – 1st Fall PTA Meeting 8:15

Sep-23

8/31 – 9:30am Room Parent Fall Orientation
 9/4 – Holiday for Students and Staff
 9/5 – 8:15am UP PTA Board of Directors Meeting
 9/8 – 8:30am Bike Rodeo, Dad's Club Bike Show
 9/12 - 7:15 am Dad's Club Breakfast with Principal Banuelos
 9/15 - Dad's Club Family HP Varisty Tailgate



9/18 - 9/29 – Read UP!
9/21 – 7:00am UP Dad’s Club Father/Son Breakfast
9/20 – Teacher Appreciation Luncheon
9/21 - Picture Day for staff and students - individual
9/22 - CIT Appreciation Day
9/26 - Human Resource Appreciation Day
9/28 – 7:15am Kids Donor Breakfast with Paws
9/29 – Read UP Celebration

Oct-23

10/1 – 4:00pm International Picnic
10/2 - Custodian Appreciation Week
10/3 – 8:15am UP PTA Board of Directors Meeting
10/6 - Instructional Coach Appreciation Day
10/9-10/10-Student Holiday, Professional Day for Staff
10/13 - Fun Day
10/16- Teacher Appreciation Luncheon
10/20 - UP Carnival 3:00 -6:00pm
10/21- Dad's Club Family Picnic and BBQ Cook-Off
10/23 - 10/27 – Red Ribbon Week
10/31 – Pumpkin Day & Family Picnic

Nov-23

11/7 – 8:15am UP PTA Board of Directors Meeting
11/3 – Book Fair Walk Through
11/6 - 11/10 – Fall Book Fair
11/6 - 11/10 – National School Psychology Week
11/9 - STEAM Appreciation day
11/9- Teacher Appreciation Luncheon
11/10 - 8:15am Grandest Friends Patriotic Day
11/14 – 9am UP PTA Gift Committee Meeting
11/15 – 4th Grade Ancestor Feast
11/16- Dad's Club Poker Tournament 7pm
11/16– Teacher Thanksgiving Feast
11/17 – UP Turkey Trot
11/20 - 11/24 – Holiday for Students and Staff



Dec-23

12/2 and 12/9- Kid Talk Sign Up
12/4-12/8 - Inclusive Schools Week
12/5 – 7:00pm UP PTA Board of Directors Dinner
12/7 – 6:00pm 3rd Grade Musical
12/8 – 11:00am PTA Faculty Holiday Luncheon
12/14 - Fun Day
12/15 - Winter Classroom Parties
12/15 – Early Release (K-12)
12/16 – Work Day for HPISD Staff
12/18 – 1/1 - HPISD Winter Break

Jan-24

1/2 – Student Holiday, Professional Day for Staff
1/3 – Classes Resume
1/9 – 8:15am UP PTA Board of Directors Meeting
1/11 - 4th Grade Showcase Tryouts (3-4pm)
1/15 - Holiday for Students and Staff
1/16 - 4th Grade Showcase Tryouts (3-4pm)
1/18 - 4th Grade Showcase Tryouts (3-4pm)
1/18 – Teacher Appreciation Luncheon
1/25 - 4th Grade Showcase Practice
1/26 - PTA Nominating Committee Meeting
1/25 - 4th Grade Showcase Practice
1/30 - 4th Grade Showcase Practice

Feb-24

2/1 - 4th Grade Showcase Dress Rehearsal (3-5pm)
2/2 - 8:30am 4th Grade Showcase
2/6 – 8:15am UP PTA Board of Directors Meeting
2/7 – 8:15am Spring PTA Meeting
2/9- 2/22 - Auction Raffle
2/9 - Class Spelling Bee
2/14 - Valentine's Day Classroom Parties
2/15 - All School Daddy/Daughter Valentine's Dance
2/16 - Teacher Appreciation Luncheon
2/19 - Student Holiday, Professional Day for Staff
2/22 & 2/23 - TELPAS Testing
2/23 - School Spelling Bee



2/29- Online Auction Closes

Mar-24

3/1 - Parent Auction Party-Dallas Country Club
 3/4-3/8 - National Diagnostician and Sped Coordinator Week
 3/4 - Fun Day
 3/5 – 8:15am UP PTA Board of Directors Meeting
 3/6– 5:00pm UP Art Fair and Open House
 3/7 – UP Teacher of the Day
 3/8 – Bad Weather Make-up /Student Holiday
 3/11 - 3/15 – HPISD Spring Break
 3/29- Student Holiday, Professional Day for Staff

Apr-24

4/1 - Autism awareness Month
 4/1- Bad weather makeup day
 4/2-4/5-International Week
 4/2 – 8:15am UP PTA Board of Directors Meeting
 4/19 – Teacher Appreciation Luncheon
 4/20 - 4/21 – UPPA UP All Night
 4/23-5/3 Math STAAR 3rd and 4th testing

May-23

5/1 – 9:00am UP PTA Gift Committee Meeting
 5/2 - School Nurse Appreciation
 5/6 - 5/10 - Teacher Appreciation Week
 5/7 – 6:00pm UP PTA Board of Directors Turnover Social
 5/10 - 8:15am Kinder Muffins with Mom
 5/16 - Fun Day
 5/16 – Field Day
 5/17 - 3rd grade wax museum
 5/20 - 4th Grade Parade
 5/21 - Totally Texas Tuesday for 4th Grade
 5/23 – 6:00pm 4th Grade Promotion Ceremony
 5/24 – 12pm EOY Parties, Early Release (K-12) and Clap Out
 5/24 – 1:00pm 4th Grade Swim Party

We are glad you are a UP PANTHER!