



Stephen Girard School

SCHOOL DISTRICT OF PHILADELPHIA

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2018-2019 Family Handbook

Ms. L. Coleman, Principal

1800 Snyder Avenue
Philadelphia, PA 19145
215-400-8180

August 2018

Dear Families,

Welcome to Stephen Girard Elementary School. We are pleased to have your family share in a great educational experience this year.

At the Stephen Girard School, we strive to create a safe, nurturing and motivating environment in which all students can excel. The policies in this handbook were developed to that end and will be adhered to for the benefit of all students and staff. Please take time to read through our handbook, familiarize yourself with its contents, and share the information with your child.

We look forward to working together to make this a rewarding school year for all. Should you have any questions, please feel free to contact our team at 215-400-8180. To speak with your child's teacher, please call the main office and leave a message. We are here to support you!

Sincerely,

The Stephen Girard School Administration and Staff

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Mission Statement

We are committed to providing our diverse population a rigorous, safe, and supportive environment. Our school practices productive collaboration between students, staff, and families to promote systems and structures that support social and academic development of all students through clear systems of communicating the needs of students.

Vision Statement

Our school practices productive collaboration between students, staff, and families to promote systems and structures that support social and academic development of all students through clear systems of communicating the needs of students . All of this is done to foster academic and social student success.

Shared Values

WE BELIEVE:

- All children can learn and achieve academic excellence.
- Parent partnership is essential to the shared responsibility of facilitating learning.
- The learner must be supported in a respectful, cooperative environment.
- The success of our school is based upon the efforts of the principal, staff members, parents, families, community members and students.

VISITOR SIGN IN PROCEDURES:

- **All** guests/visitors must stop at the front desk, show picture identification upon request and sign in with a school representative. (Please include your full name, date, time and purpose of the visit.)
- All guests/visitors will be directed to the main office for further assistance.
- **If approved**, all guests/visitors will be given a visitor's pass that must be displayed throughout the duration of the visit.
- If at any time it becomes necessary for a visitor to go to a location outside of the office, the office staff will first call ahead to the location.
- All guests/visitors must sign out at the front desk before leaving the building.
- Students will only be dismissed from the main office. **Visitors may not request to pick up a student from the classroom.**

THANK YOU FOR YOUR COOPERATION

Arrival and Dismissal

School begins at 8:21 A.M. and ends at 3:00 P.M. Students who arrive after 8:30 will be marked late. All students must line up in the schoolyard by 8:21 AM.

Arrival

1. Breakfast is served for all students beginning promptly at 7:45 A.M. **Students may NOT arrive to school before 7:45 AM. There is no supervision until that time.**
2. **The school assumes no liability or responsibility for children on school grounds until school officially begins.**
3. On inclement weather days, we will have indoor morning entry. At 8:21,

Students in grades K- 1 will line up by class in the lunchroom.

Students in grades 2 - 4 will line up by class in the auditorium.

Late Arrival

1. Any student who arrives after 8:30 AM is considered late.
2. If a student is late, he/she must report to the desk located in the main hallway to receive a late slip. Late arrival is disruptive to the instructional day and will be recorded on the student's record.

Dismissal – Your child's safety is our priority.

1. It is critical that parents/caregivers pick up students on time during regular and early dismissal days. **There is no supervision available after school hours.**

Kindergarten: Students are dismissed from the side schoolyard on Passyunk Avenue. **ANYONE** who picks up a child in kindergarten **MUST** be listed on the child's emergency contact form and must show valid ID or have ID on file in the office.

Students in grades 1-4: Dismissed from the main schoolyard at 2:55 PM. Please wait until the class has fully exited the building before taking students from line.

Daycare pickup - Daycare providers must show ID and sign for each student in the auditorium. After students line up they will be dismissed by the door that is to the left (when you are facing the stage).

2. **School District Policy states: If a child is not picked up on time and the parent/caregiver cannot be reached, the child shall be placed in the care of the Philadelphia School District Police.**

Early Dismissal

In accordance with District Policy, no student will be dismissed after 2:30 PM.

1. **Students may only be excused early in cases of emergency.** Parents must report to the main office and sign the “Early Dismissal Book” and show ID in order to have a child released from school. No early dismissal after 2:30 PM.
2. Children will only be dismissed from the main office. No teacher may release a student to a parent from the classroom.
3. **Half-day attendance** - Students arriving after 10:30 or leaving before 1:00 will only be given credit for half-day attendance. Half-day attendance will accumulate into a full day absence after two occurrences.
 - a. **Truancy** - This may lead to truancy if a student accumulates more than 8 unexcused absences.
2. Students with more than 1 early dismissal are NOT eligible for perfect attendance awards.

Emergency School Closing – school number 2320

*Please refrain from calling the school office to find out if school is closed. The phone lines are needed during this time to communicate with the faculty and the School District of Philadelphia (SDP).

1. **Emergency closing** - In the event of a winter storm or extreme heat, the SDP may close schools early. Please be mindful of the possibility of an emergency early dismissal on days when it begins to snow or on days when the temperatures reach 90 degrees.
 - a. Be sure to check KYW 1060 (www.kyw1060.com) and/or the SDP website (www.phila.k12.pa.us).
2. **Citywide school closing** - If there is a citywide closing of all public schools, especially during the winter months, KYW 1060 AM and the SDP will report that all Philadelphia Public Schools are closed.

Legal Custody

1. Parents/Guardians are asked to provide the school with a copy of any legal documents (i.e. custody orders and restraining orders) and to inform the main office **and** the child’s teacher when legal custody of a child resides with one parent.
 - a. School personnel can only make decisions about the child (e.g., permission to pick up a child from school) based on official legal documents.

Release of a Child

1. A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian.
- b. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement for determination of custody.

Attendance/Absence

1. It is important that children come to school every day prepared to learn. Regular attendance is critical to academic success. An attendance officer will visit the home of students who are absent consistently.
2. **A child who has been absent from school or coded with half-day attendance is required to bring a written note to the teacher upon returning to school.** If a child is absent, an automated voice message from the School District of Philadelphia will alert the parent of the absence.
3. **For absences extending beyond three days, a doctor's note is required.** If an absence note is not received when a child returns to school, the absence will be recorded as an unexcused absence.
4. After nine (9) total absences for which a parent writes an excuse note, the tenth (10) absence **MUST** be handed in with an official doctor's note.

SAMPLE ABSENCE NOTE

Date: _____

Room: _____

Dear Teacher,

**Please excuse _____'s absence from
school on, _____.**

The reason for the absence was:

_____.

Parent Signature

Emergency Contact Information

Purpose

1. For your child's safety, it is important that the school maintain current contact information. **Please notify the main office immediately if there is a change in address or telephone number.** This will help the school to reach parents/guardians quickly in case of an emergency, such as illness or school closure.

2. The school must also have the names and telephone numbers of three additional people who may be called in case of an emergency. A form will be sent home at the beginning of the school year requesting this information. These emergency contacts will only be called in the event that the school cannot contact the parent or guardian.

Dress Code

Requirements

1. The School District of Philadelphia mandates that all students wear school uniforms every day that school is in session. Parents will be notified if a student is in violation of the dress code. Failure to wear school uniform will result in loss of privileges determined by the administration.

Boys— khaki pants, maroon polo shirt. Maroon sweaters (cardigan or pull over).

Girls – knee length maroon socks, or maroon tights, khaki slacks or jumpers with maroon polo shirt. Girls may **NOT** wear pants under skirts or jumpers. They may wear maroon sweaters (cardigans or pull over).

Physical Education - Students must wear maroon shorts/sweat pants with a maroon shirt.

Students may wear shorts on warm weather days. Shorts must be khaki and be knee length. Maroon uniform shirts are to be worn.

The following are **not acceptable** part of the school uniform:

Hooded sweatshirts may not be worn.

Jeans of any color

Undershirts/T-shirts with logos

Tank tops

Midriff tops, spaghetti straps or see-through clothing

Sweatshirts other than the official school sweatshirt

Large or dangling earrings and novelty jewelry

Head wear other than for religious purposes (no bandanas, scarves, hats, etc.)

Sandals or open toe shoes

Lost and Found

1. The Lost and Found is located in the school lunchroom. Items are placed in the Lost and Found on a daily basis. Upon request, students may go to the Lost and Found to look for misplaced items.
2. Parents/guardians are asked to clearly mark children's clothing and personal property with name and room number. The school will accept no responsibility for lost items.
3. At the end of each month, all unclaimed Lost and Found items are donated to charitable

organizations.

Care of Materials and Belongings

1. Students are expected to take care of their belongings, including their books and learning materials. Every student must carry his/her own books and supplies to and from school in a school bag. All notebooks should be clearly labeled with the student's name, grade, and room number.
2. All lost or damaged textbooks, workbooks, and independent reading books must be replaced. Students will not receive final report cards unless payment or return of books is made.

Supplies

Students are given a school supply list at the beginning of the school year. All students are expected to obtain the appropriate supplies to be kept in the classroom for use during the school day.

Computer Usage

We are fortunate to have access to technology at our school. Students must take care of all equipment and may not access inappropriate websites. Willful damage to computer equipment and inappropriate usage may result in restitution and/or withdrawal of computer privileges.

Personal Electronics

1. Personal electronics (such as an iPod, cell phone, handheld video game, etc.) are not permitted in the school. These items are disruptive to learning and can be easily lost or misplaced. **The staff assumes no responsibility for confiscated or lost personal items.**
2. Cell phones are a direct violation of School District Policy. Cell phones will be confiscated and returned to at the end of the day. If a child returns with the cell phone, it will be confiscated and returned to the parent.

Homework

1. The completion of homework each night is an expectation at Stephen Girard School. Teachers provide homework to practice and review class lessons and to get students ready for upcoming lessons. In addition to completing written homework, students should read each night. Please refer to the suggested chart for guidelines.

How Parents/Guardians Can Help With Homework

1. Set up a regular time and a quiet place for your child to work
2. Prepare all of the materials needed to complete homework (pens, pencils, erasers, calculator, paper, books, highlighters etc.)
3. Review homework with your child before it is submitted
4. Speak with your child's teacher on a regular basis about his or her progress

Trips

When a trip is scheduled, teachers will give students a trip slip providing details such as the purpose of the trip, destination, departure time, mode of transportation, lunch needs, approximate return to school, and cost.

The following is a list of general policies regarding trips:

- **Eligibility to attend trips is based upon the Girard Rewards System**
- **All money and signed permission slips are due by the deadline given by the teacher.**
- Trip money (cash only) and signed permission slip are to be returned to the child's teacher.
- Siblings are not permitted to attend trips.
- Chaperones must be 21 years or older and have Child Abuse Clearances and Background Checks after attending two trips.
- These can be done at the school at least two weeks in advance of the trip
- Parents/Guardians who are chaperoning a trip must return to school with the class.
- Trip fees cannot be returned due to absence since tickets are purchased in advance of the trip.

Discipline

The mission of the Stephen Girard Elementary School is to provide students with a strong academic foundation for lifelong learning. We seek to guide them in developing a sense of respect, responsibility, and self-discipline. One of the school's most important goals is to establish an atmosphere in which students feel safe, welcome, and motivated to excel.

1. At the heart of the Stephen Girard School Discipline Plan is the expectation of respect and responsibility for others. We teach our students the expected behaviors throughout the school day during the first week of school. Each day our students are reminded to be Compassionate, Accountable, Respectful, and Engaged.

Girard Earned Rewards System

1. We have implemented a rewards system to monitor student attendance, punctuality, preparedness, and behavior.
2. It is our goal to hold all students to a high level of accountability while maintaining a standard of excellence. The Girard Earned Rewards System is used to determine a student's eligibility to participate in trips and other special activities.

Students may earn a total of 6 points daily. Points are awarded for:

- **Attendance:** 1 point is earned for being present
- **Punctuality:** 1 point is earned for being on time
- **Uniform:** 1 point is earned for wearing the complete school uniform
- **Completion of Homework Assignments:** 1 point is earned for completing daily homework assignments
- **Completion of Classwork Assignments:** 1 point is earned for actively participating in class and completing classwork
- **Good Citizenship:** 1 point is earned for demonstrating good citizenship throughout the day

Eligibility to participate in trips and other special activities will be determined by calculating the percentage of points earned during the monitoring.

School to Home Communications

Information from the school will be sent home with the children regularly. Parents are strongly encouraged to check student book bags for calendars and newsletters that are sent home. We will also have Wednesday folders that go home each week beginning in early October.

Medication

1. Any medication to be administered during school hours requires an order from the student's physician. If your child requires medication in school, please see the nurse for a "MED 1" form.
 - a. **Please do not send medication to school with your child until you have contacted the school nurse.**
 - b. **This includes Tylenol/acetaminophen, aspirin/ibuprofen and inhalers.**

Parent/Guardian Volunteers

Parent/Guardian volunteers are welcome at the Stephen Girard Elementary School. Volunteers are needed to assist the school in many different ways, including working with children or providing assistance to the staff in the supervision of the hallways, schoolyard, and lunchroom.

Parents/Guardians wishing to volunteer are invited to leave contact information with our secretary, Ms. Beverly Jones, to determine a mutually convenient time to meet.

All volunteers are required to complete child abuse and criminal background clearances before they can volunteer in the school.

It is important to remember that all adults serve as role models for our students. Therefore, appropriate dress and speech will be expected of all volunteers when working at the school.

In the interest of safety and security, volunteers will be permitted in the classroom only when the classroom teacher is present. All volunteers must sign in at the main office before going to their assignment.