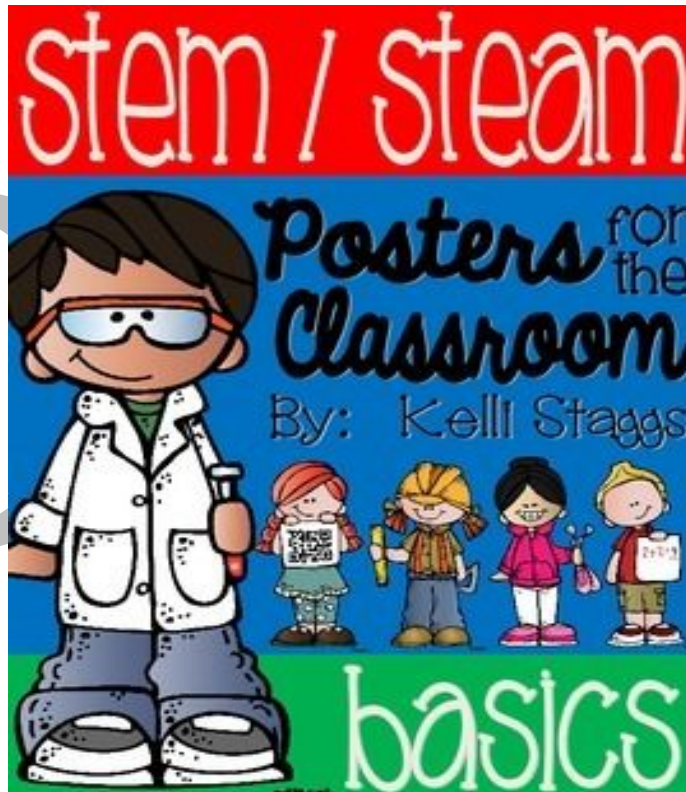


THOMAS M. PEIRCE
ELEMENTARY SCHOOL

23RD & Cambria Streets
Philadelphia, PA 19132

Telephone: 215-400-7020

Fax: 215-400-7021



2017-2018

PARENT AND STUDENT HANDBOOK

Principal
Anthony Gordon

Principal's Message 2017-2018

Dear Parents/Guardian and Students:

I want to take this opportunity to say Welcome back from a great summer! I hope that you found plenty of time to have fun in the sun and enjoyed some unstructured time. The staff at Thomas Peirce rested and played as well as they prepared for the upcoming school year. Our facility crew worked diligently in making repairs and cleaning the building to receive students at the opening of school. We are looking forward to a fantastic school year with our returning 1st-6th grader as well as our incoming Kindergarten students.

The parent-student handbook provides important information about our school's philosophy, procedures, policies, curriculum, and schedules. It is a guide to the way we operate as a school. Also included in the handbook are behavior expectations and guidelines for students, often the most referred to pages in the book. There maybe some minor changes since last year, so everyone should read the handbook carefully, especially the discipline section, and use it as a reference throughout the year.

Parents may communicate with school and individual staff through e-mail or on the telephone. We have our Back To School Night on September 20, 2018 starting at 5:30 – 7:30 PM. Our School Advisory Committee is a very integral and viable part of our school. This is an opportunity to become more involved in your child's education. We encourage you to volunteer in the school as well. If you can't figure out how, just contact Roxanne Joyner, School Secretary.

Know that staff at T. M. Peirce will work hard, every day, to create a positive and welcoming school climate for students. We want to make strong connections with students, offer them an engaging curriculum, and help them develop and grow into responsible and respectful human beings. Not a day goes by when we are not reflecting on how we can improve as a high performing school.

We hope you are as proud of T.M. Peirce as we are.

Sincerely,

Anthony Gordon, Principal

Introduction

Welcome to Thomas M. Peirce Elementary School. We are excited to have your child and family in our school community. On behalf of the staff at T.M. Peirce School, I am happy to welcome you to the 2017-18 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience**
- 2) Completes all homework assignments given by teachers**
- 3) Reads daily to develop a love for reading and to improve literacy skills**
- 4) Shares school experiences with you so that you are aware of his/her school life**
- 5) Informs you if he/she needs additional support in any area or subject**

Please consider joining our school volunteer program as our students can greatly benefit from your involvement and contributions to the school's program and its operations. We seek volunteers to help us with the following activities:

- 1) Teacher-led instructional support, usually in the classroom**
- 2) Reading with children who need extra help**
- 3) School-wide events**
- 4) Student recognition events**
- 5) Outreach and recruitment of parent and community volunteers**

This handbook was developed as a guide for you with the intent of answering some of the most frequently asked questions that help shape the climate we are fostering at our school and the safety and welfare of our students. Enclosed is a copy of our school rules so that you and your child can review them together. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

School Office Hours

8:30 AM- 3:09 PM

Main Office (215) 400-7020

Fax Number (215) 400-7021

Nurse's Office (215) 400-7020 Ext. 1100

This packet contains important information about our school, including:

- 2017-2018 School Year Calendar
- Attendance policy
- Uniform information
- Staff list
- Voicemail information
- Arrival & Dismissal procedures
- Student Expectations
- School Rules

The School District of Philadelphia's Code of Student Conduct is currently available on the School District's Website, www.philasd.org. Included in this handbook you will find the School district's policies concerning Bullying, as well as use/possession of cell phones on school district policy.

It is our hope that this information will help you support your child's educational experience at T.M. Peirce. We value the opportunity to educate your child and look forward to strengthening the relationship between our staff, students, and families.

The School District of Philadelphia and the T.M. Peirce Elementary School will continue to monitor student attendance. It is our expectation that students attend school every day and arrive on time. Your child is considered late after 8:31 AM. Please avoid being late, and please avoid early dismissals; they rob your child of valuable instructional time. **We do not grant early dismissals after 2:30 PM, for any reason.** On half days we **will not** grant early dismissals after 11:30 AM.

Parents, if you have any specific needs or concerns regarding your child, please begin by contacting your child's teacher. We can only assist with issues that are brought to our attention, so please do not hesitate to communicate with us. We are looking forward to a wonderful year with your child.

ATTENDANCE

Everyday attendance is necessary for your child to succeed. Students who come to school everyday are more successful in school. The expectation is that all students have 95% attendance. Attending school 95% or more of the time best supports student achievement. The attendance policy for the School District of Philadelphia indicates a truancy referral once unexcused absences reach 10 or more. Since it is the parents' responsibility for young children to attend school, students in grades K – 2 with 10 or more unexcused absences will be referred to DHS-Truancy.

As a reminder, absent notes need to be submitted to the school, no more than 3 days if the students returns from an absence in order for an absence to be excused.

Should you have any questions, I can be reached at 215-400-7020.

Thank you for your prompt attention to this matter.

School District of Philadelphia

T.M. Peirce Elementary School

ABSENCE EXCUSE NOTE

Today's Date: _____

Child's Name: _____

Child's Grade: _____ Room: _____

Number Days Absent: _____

List Date(s) Absent: _____

NOTE: 3 or more days absent in a row requires a doctor's note

Reason for Absence: _____

Parent or Guardian Signature

2017-2018 SCHOOL CALENDAR

K-6th Grade: Monday-Friday, 8:30 AM- 3:09 PM
Early Dismissal Days, 8:30 AM- 12:09 PM

August 28-31, 2017

Staff Only – Professional Development

September 1, 2017

Staff Only – Professional Development

September 4, 2017

Labor Day – Administrative Offices and Schools Closed

September 5, 2017

First Day of School for Grades 1-12

September 5-11, 2017

Kindergarten parent/Teacher Interview

September 12, 2017

First Day of Kindergarten-Student Attendance

September 21-22, 2017

Rosh Hashanah - Administrative Offices and Schools Closed

September 29, 2017

2018-2019 School Selection Process Begins

October 9-11, 2017

Interim Reports

October 27, 2017

Half Day Professional Development-3 hour Early Dismissal

November 7, 2017

Election Day-School Closed

November 10, 2017

Veterans Day – Administrative Offices and Schools Closed

November 13, 2017

2017-2018 School Selection Process Ends

November 20-22, 2017

Report Card Conferences

November 23-24, 2017

Thanksgiving Holiday – Administrative Offices and Schools Closed

December 8, 2017

Half Day Professional Development-3 hour Early Dismissal

December 25, 2017

Winter Recess- Administrative Offices and Schools Closed

December 26-29, 2017

Winter Recess – Schools Closed

January 1, 2018

New Year's Day -Administrative Offices and Schools Closed

January 2, 2018

Staff Only- Professional Development

January 3-5, 2018

Interim Reports

January 15, 2018

Martin Luther King Day – Administrative Offices and Schools Closed

February 14-16, 2018

Report Card Conferences

February 19, 2018

President's Day – Administrative Offices and Schools Closed

March 14-16, 2018

Interim Reports

March 16, 2018

Half Day Professional Development-3 hour Early Dismissal

March 29, 2018

Spring Recess-Schools Closed

March 30, 2018

Good Friday- Administrative Offices and Schools Closed

April 2, 2018

Spring Recess- School Closed

April 27, 2018

Half Day Professional Development-3 hour Early Dismissal

May 2-4, 2018

Report Card Conferences

May 15, 2018

Pennsylvania Primary Election Day-School Closed

May 28, 2018

Memorial Day – Administrative Offices and Schools Closed

June 12, 2018

Last Day for Student

June 13, 2018

Last Day for Staff

T.M. PEIRCE ELEMENTARY SCHOOL UNIFORM POLICY

The School District of Philadelphia has adopted a mandatory uniform policy for students in kindergarten through grade twelve. Uniforms are effective in improving discipline, increasing academic achievement, promoting positive school climate, and instilling pride in school and self. All T.M. Peirce students must wear their uniform daily. Policy 221, Student Dress and Grooming and the specific T.M. Peirce uniform information are noted on the following page. Failing to adhere to the uniform policy has consequences. Students who are not wearing the uniform will be disciplined according to the rules indicated in the School Code of Conduct.

Parents will be notified immediately if student is in violation of the dress code and failure to wear the acceptable school uniform will result in loss of recess and/or other privileges determined by administration. Further discipline action will be taken if a student continues to violate this policy.

Please note that clothes must fit and there should be no exposure of undergarments or bare skin.

Dress Code:

Children will be expected to wear uniforms on each school day.

- Males students will wear navy blue pants and light blue polo style shirt.
- Females wear navy blue pants, skirts, or jumpers.
- No open toe footwear or hoodies worn in school.

Gym Attire:

- Students will wear navy shorts or navy athletic pants and t-shirt.
- T.M. Peirce t-shirts are acceptable on gym days.

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

- Jeans of any color or jeans underneath skirt, dresses or pants
- Undershirts/T-shirts with logos
- Tank tops
- Midriff tops, spaghetti straps or see-through clothing
- Sweatshirts (with or without hoods)
- Large or dangling earrings and novelty jewelry
- Make-up, cosmetics, body glitter
- Hard sole shoes
- Head wear other than for religion purpose (no bandanas, scarves, hats, etc.)
- Sandals
- Sports Jerseys

Students not wearing an acceptable uniform will be assigned an appropriate consequence and will be provided with alternate clothing for the day.

2017-2018 TEACHING STAFF LIST

<u>GRADE</u>	<u>RM</u>	<u>TEACHER'S NAME</u>
Kindergarten	9	Jennifer Haar
Kindergarten	10	Michelle Chan
Kindergarten	7	Amy Baranowski
1 st Grade	4	Linda Avecillas
1 st Grade	5	Olivia Herndon
1 st Grade	6	Keri Townsend
2 nd Grade	15	Brooke McGinn
2 nd Grade	17	Elizabeth Derstine
2 nd Grade	18	Laurie Anthony
K-3 rd Grade	21	Mindi Beach
3 rd Grade	23	Jennifer Michael
3 rd Grade	24	Jennifer Ballard
3 rd Grade	25	Donna Peyton
4 th Grade	31	Shazia Khan
4 th Grade	32	Joanne Sinclair
4 th Grade	33	Karen Burrell
5 th Grade	27	Sondra Gonzalez
5 th Grade	36	James Moore
5 th Grade	38	Crystal Lanham
6 th Grade	34	Walter Pegues
6 th Grade	35	Gregory Thomas
STBL/TTL	22	Jill Cimino
SEL	2	Katrina Funches
LS	29	Andrea Alvarez
Reading Specialist	13	Kathleen Sheckler
Phys. Ed.	GYM	Ryan Boland
S. S. Enrichment	26	Nakia Ford
Science	30	Andrea Overton
Art	3	Leslie Hargrove
Dean of Students	11	Austin Wallace
Counselor	5-B	Kenneth McGill
ES	14	TBD

2017-2018 SUPPORT STAFF LIST

<u>Main Office Secretary</u> Roxanne Joyner, Secretary	<u>Building Engineer</u> Randy Johnson <u>Custodial Assistant</u> James Poinsette <u>Staff</u> Priscilla Lacy Denise Bennett
<u>School Nurse</u> Shawnette Williams-Smith	<u>Food Service</u> Taimira Johnson Theodore Williams
<u>Speech Teacher</u>	<u>Counselor</u> Ken McGill
<u>Dean of Students</u> Austin Wallace	
<u>Psychologist</u> Mark Molyneux	<u>SSA</u> Valda Gibbons Vera Gillette Dara Palmer
<u>Student Climate Staff</u> Marilyn Jones Robert Taylor Monique Hurst SeQuita Davis	<u>School Based Teacher Leader</u> Jill Cimino

T.M. Peirce Staff e-Mails

E-mail Address

agordon3@philasd.org
rjoyner@philasd.org
abennett@philasd.org
jenasmith@philasd.org
mchan@philasd.org
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osandersherndon@philasd.org
kmellott@philasd.org
lsegal@philasd.org
bmcginn@philasd.org
eschilke@philasd.org
jthomas3@philasd.org
dlpeyton@philasd.org
jrwhite@philasd.org
mbeach@philasd.org
kjburrell@philasd.org
jsinclair2@philasd.org
skhan@philasd.org
jtmoore@philasd.org
cmontaguelanham@philasd.org
swgonzalez@philasd.org
wpegues@philasd.org
grthomas@philasd.org
ksheckler@philasd.org
jabecker@philasd.org
kfunches@philasd.org
aalvarez@philasd.org
acwallace@philasd.org
swilliamssmith@philasd.org

Staff Name

Anthony Gordon-Principal
Roxanne Joyner, Secretary
Amy Baranowski-Kindergarten
Jennifer Harr- Kindergarten
Michelle Chan- Kindergarten
Linda Avecillas-1st Grade
Olivia Sanders-Herndon-1st Grade
Keri Townsend-1st Grade
Laurie Anthony-2st Grade
Brooke McGinn -2nd Grade
Elizabeth Derstine-2st Grade
Jennifer Michael-3rd Grade
Donna Peyton-3rd Grade
Jennifer Ballard- 3rd Grade
Mindi Beach-K-3rd Grade
Karen Burrell-4th Grade
Joanne Sinclair-4th Grade
Shazia Khan-4th Grade
James Moore-5th Grade
Crystal Lanham-5th Grade
Sondra Gonzalez-5th Grade
Walter Pegues-6th Grade
Gregory Thomas-6th Grade
Kathleen Sheckler-Rdg Spec.
Jill Cimino-SBTL/TTL
Katrina Funches-SEL
Andrea Alvarez-LS
Austin Wallace-Dean of Students
Shawnette Williams-Smith-Nurse

nford@philasd.org
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kmcgill@philasd.org
vgibbons@philasd.org
vgillete@philasd.org
majones@philasd.org

sdavis4@philasd.org
mrhurst@philasd.org
rjohnson@philasd.org
jpoinsette@philasd.org

Nakia Ford-S.S. Enrichment
Andrea Overton-Science
Ryan Boland-Physical Ed.
Leslie Hargrove-Art
Gwendolyn Briggs-CA
Stephanie Williams- 1:1
Teeyrah Thomas- 1:1
Ken McGill-Counselor
Valda Gibbons-SSA
Vera Gillette-SSA
Marilyn Jones-SCS
Robert Taylor-SCS
SeQuita Davis-SCS
Monique Husrt-SCS
Randy Johnson-Building Engineer
James Poinsette
Denise Bennett
Priscilla Lacy

STUDENT EXPECTATIONS

Discipline Standards

Students are expected to conduct themselves properly. Proper conduct is defined as behavior that reflects favorably on the individual student and the school, shows consideration for fellow students, and enables the classroom environment to be conducive to learning. We expect students to respect each individual and his/her property. T.M. Peirce is a Positive Behavior and Intervention Support School, which means we want to reward students who are following the expectations of our school. We will follow four expectations for all students and staff. They are:

- ❖ **Be Safe**
- ❖ **Be Responsible**
- ❖ **Be Respectful**
- ❖ **Be a Friend**

Each teacher and staff member will be teaching your child how to follow these expectations. We asked that our parents support us in this effort. If you have any questions about these expectations please contact your child's teacher first. If he/she is unable to answer your question, they will refer you to the proper person who can assist you.

School Rules

- ❖ Be Safe
- ❖ I will follow school procedures at all times.
- ❖ I will follow directions the first time given.
- ❖ I will be prepared and in class on time.
- ❖ I will solve my problems peacefully.
- ❖ I will show respect with a positive attitude, kind words and actions, and careful use of School property.

The daily responsibility to....

- ❖ Walk in Hallways
- ❖ Respect all students and staff members
- ❖ Wear school uniform
- ❖ Complete all assignments, even make-up work in a timely manner

Hallway/Stairways

1. Students are expected to walk on the right side of the hallways at all times.
2. Students are required to have a hall pass at all times when leaving the classroom.
3. Students are expected to walk. NOT RUN, in the hallways and on the stairs. Handrails should be used at all times.
4. Students must stay in the classroom at all times.

Cafeteria

Lunch

It is expected that all children exhibit proper behavior when entering and while eating in the lunchroom. Our lunchroom operates under the National School Lunch Program. The lunch is balanced to meet one third of the daily food requirements for a child.

T. M. Peirce asks that students eat lunch prepared by the school or packed lunches from home.

Please do not send glass bottles, sodas, hugs or non-healthy snack foods with your child.

We have no chips, soda, seeds, and candy policy at T. M. Peirce. These items will be confiscated and thrown away. **STUDENTS ARE PROHIBITED FROM EATING AND/OR DRINKING IN ALL CLASSROOMS.** Fast food lunches and junk food are prohibited at T.M. Peirce. This is a School District Regulation. Glass bottles, glass thermoses and soda cans are strictly prohibited for safety reasons.

Breakfast

Breakfast is served in the Cafeteria daily from 8:00-8:25.

Lunchroom Rules

Students must obey the noontime aides. Students' responsibilities are to:

1. Entry and exit to and from the cafeteria will be conducted in an orderly, quiet manner.
2. Students are expected to sit at assigned table/seat except if directed otherwise by teacher, paraprofessional or principal.
3. Remain seated at all times
4. Raise a hand if help is needed
5. All eating is restricted to the lunchroom. No food or beverage is to be taken out of the lunchroom.
6. Practice good table manners
7. Show respect for yourself and others.
8. Show pride in our school by keeping our lunchroom clean. Throw trash into the receptacles
9. Clean up their lunch area
10. Seek adult assistance when there is a problem

Schoolyard

1. All games are to be played in a safe and fair manner.
2. Students are expected to pay attention to whistle indicating the end of playtime. The line-up signal indicates the end of all activities. Students should then Walk to lines. Too many accidents happen when students run to the line.
3. No sports equipment should be brought to school. Equipment for games in the schoolyard is provided as part of the recess program.
4. Running, chasing, and games such as “tag” are only allowed in our schoolyard with proper supervision by the schoolyard staff.
5. **PLAY FIGHTING IS PROHIBITED ON SCHOOL GROUNDS. Students who participate play fighting will be face disciplinary action.**
6. Students are expected to line up when the first signal sounds. Students should face forward, stand in a straight line, stop talking, and keep hands to themselves.

Recess

Students may have a fifteen-minute recess during the school day. They should be prepared to go outside everyday. During inclement weather, students may have recess in the auditorium. We require that students have a reading book available to read, especially during inclement weather. Students will go outside at temperatures above 32 degrees.

Recess Rules:

1. Use the bathroom
2. Play safely
3. Avoid fighting
4. Follow directions of the supervising adults
5. Show respect for all adults AND children in the yard
6. Line up when directed
7. Wait for teachers quietly
8. Enter the building quietly

Classroom Expectations

1. Respect yourself, the teacher & others
2. Put forth your best effort
3. Be prepared for class each day
4. Follow directions when given
5. Pay attention, participate and ask questions
6. Preserve a positive learning environment
7. Take responsibility for your actions

Parents are urged to review closely all basic school administrative policies and procedures. Please take the extra time to acquaint yourself with the items written in this document. Your cooperation is necessary for us to provide a safe and secure learning environment for your children.

Visitor Policy

1. All visitors to T.M. Peirce, including parents, are required to ring the doorbell, identify himself/herself and the destination and wait to speak to the secretary and hear the buzzer before entering the building and report directly to the Main Office. T.M. Peirce staff members have been advised not to hold doors open for any visitors but to advise them of our policy and to close the door behind them.
2. All visitors to T.M. Peirce, including parents, are required to enter the building via the front entrance located on Cambria Street. Visitors who attempt to enter via any other doors will be turned away and redirected.
3. All visitors to T.M. Peirce, including parents, are required to show ID and be signed in at our front desk by the person assigned during school hours.
4. Once the visitor has been signed in with proper identification (Drivers License, State/Government ID, or other acceptable form of ID) will be directed to T.M. Peirce's Main Office to check in.
5. All visitors to T.M. Peirce, including parents, who need to travel to another location in the building will receive a visitor's badge and be escorted by a member of our support team.
6. Parents are not permitted to visit classrooms without first speaking with the principal regarding a set appointment.
7. Parents and Visitors are not permitted to visit our floors, our gym or our cafeterias without approval from the principal. This protocol excludes school events such as concerts, parent meetings, and awards assemblies etc., which are being held in any of these locations. Failure to adhere to this policy is in direct violation of trespass Ordinance and will be addressed accordingly.

Bathroom Procedures

Only two students are allowed in the hallway at any given time from your class. Any student that leaves your room must have an official hall pass (classroom location attached to lanyard) and have completed the student sign out log. All teacher must be aware of who is entering and leaving their classroom at all times in order to ensure the safety of all students.

In order to maximize instructional time and to lessen the flow of organized chaos Refrain from sending students to the bathroom within the *first ten minutes and last ten minutes* in your classroom.

1. Only two students are allowed in the hallway at any given time from your class.
2. Any student that leaves your room must have an official hall pass (classroom location attached to lanyard) and have completed the student sign out log.

Parent-Staff Communication

Appointments are required to meet with school staff members. Parents should make an effort to stay in contact with their child's teacher. Contact the school by telephone or send a note to make an appointment to discuss your child's progress. The teacher will contact you to set an appointment time.

We cannot contact your child's teacher during instructional periods. Please do not ask the secretary to transfer calls or to put your child on the telephone to speak to you. For safety reasons, messages to students from adults on the telephone will not be shared. Please make sure the school has your proper address, telephone number, cellular telephone numbers, and reliable emergency contact information.

Parent Behavior

Adults are required to speak and behave in a respectful manner in our school and on campus. Parents who cannot follow this rule will be excluded from entering our building for one year unless they make an appointment with the principal.

Admission and Dismissal Information

For the safety of all T.M. Peirce students the following admission and dismissal procedures will continue for students in **grades 1 - 6 for the 2017-2018** year.

ARRIVAL: The school day begins at 8:30 AM, we are asking all students to arrive by 8:30 AM every morning to ensure that they do not lose any valuable instruction time. Students arriving late will need to sign-in with Main Office prior to proceeding to class. **Parents are not permitted to escort late students to the classroom. Any student arriving after 8:31 AM is considered late.** Students will be subject to disciplinary action if the problem persists.

DISMISSAL: The regular dismissal time is 3:09 PM, students are dismissed into the schoolyard and instructed to exit the yard immediately. The school staff has been instructed to clear the yard at dismissal in order to properly supervise students. Families and aftercare agencies should designate a meeting place in the yard so all students know where to meet to travel together.

EARLY DISMISSALS: **Parent requests for early dismissals should be avoided;** they cause your children to lose valuable instructional time and should only be used for medical appointments that cannot be scheduled at other times. Students may not be dismissed early to attend EC or sports events of siblings. All early dismissals must be granted by the principal or designee. A student may never leave school without being signed out by an adult. **(Please note that Photo ID must be presented when signing out a child. The name of the adult must be listed on the emergency contact form. No exceptions.)** **PARENTS may NOT go to classrooms to pick up children. Please note that early dismissals will not be granted between 2:30 and 3:09 PM, or 45 minutes before dismissal on early dismissal days.**

Emergency School Closing

Thomas May Peirce School's location code #438. In the event of an emergency closing of school, KYW 1060 AM will broadcast the announcement on the radio and possibly list it on its website (www.kyw1060.com) and the announcement will appear on the School District of Philadelphia's website (www.philasd.org). Additionally, the school will send out an automatic dialer call notifying parents/guardians. Please ensure the school has an up to date phone number at all times.

The school strongly suggests parents/guardians listen to KYW 1060 AM each morning, or check the Schools District Website especially during winter months, to be informed about emergency school closings.

Inclement Weather

On rainy, snowy or very cold days (below 32 degrees), parents are advised not to send their children before 8:00 a.m. for breakfast or 8:20 a.m. for school day. Students must report to their designated areas. Students will not have recess during inclement weather days.

Legal Custody and Release of a Child

Legal Custody

Parents/guardians are asked to inform the main office and the child's teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child based on official legal documents. It is important for the school to have a copy of the custody decree. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.

Release of a Child

A child will not be released to a parent/guardian who does not have legal custody without the written consent of the custodial parent/guardian. 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 adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file in the Principal's office.

Interim Reports

Interim reports are used by the first through sixth grade teachers to report student progress at the midpoint of a grading period. They report academic progress, work habits, social progress up to that point. Parent signatures are required on all interim reports.

1st Interim Report

October 9-11, 2017

2nd Interim Report

January 3-5, 2018

3rd Interim Report

March 14-16, 2018

4th Interim Report

May 9-11, 2018

Progress Reports (Report Cards) and Parent Conferences

Progress Reports will be issued four times a year. The Report Card and /or Parent Conferences dates for the 2017-18 SY are as follows:

1st Report

November 20-22, 2017

2nd Report

February 14-16, 2018

3rd Report

May 2-4, 2018

4th Report

K-6th Report Cards will be sent home with students on the last day of school.

A parent or teacher may request additional conferences at any time to discuss a student's academic or behavioral progress. Parents' request for a conference with a teacher may be made by writing a note to the teacher or by calling the school office at (215) 400-7020 to make an appointment to see a teacher.

Please note NO CONFERENCES WITH A TEACHER WILL TAKE PLACE UNLESS AN APPOINTMENT IS SCHEDULED, at which time the parent/guardian must sign-in and report to the main office before going to any classroom. Instructional time during the day is very important to our students' academic progress. We value this as uninterrupted time. Please do not enter into a classroom to speak with students or teachers during our instructional day. Notify the office of any message that needs to be given to your child or child's teacher.

Homework

The purpose of homework is to encourage student self-discipline, independence, and responsibility; as well as, increase student achievement, and expand the curriculum. The type of homework assigned is determined by the teacher and by the student's needs.

The School District of Philadelphia's homework policy states homework should be assigned Monday through Friday. Weekend homework assignments are encouraged. Long-term assignments, reading logs, and projects are examples of possible weekend homework.

Each student is responsible for:

- Completing all assignments neatly and correctly.
- Understanding the assignment before leaving school
- Taking proper care of instructional materials
- Being prepared
- Bringing all required materials in a school bag daily.
- Reading assigned books
- Studying and completing all assigned work
- Reading for at least 30 minutes a day

Parents can support by:

- Providing a definite time and quiet study place at home to complete assignments
 - Encouraging their child to do their best.
 - Checking all assignments for neatness and accuracy.
 - Contacting the teacher if your child states he/she has no homework.
 - Signing all homework and assessments
 - Providing a school bag for books and supplies.
 - Providing supplies requested by the teacher.
 - Making sure your child reads and studies daily.
- Making sure your child respects staff, fellow students, and supplies. Students are expected to read, or be read to, daily in addition to assigned homework. The following is the minimum amount of time students at each grade level should be reading, or be read to, for homework:

Students are expected to read, or be read to, daily in addition to assigned homework. The following is the minimum amount of time students at each grade level should be reading, or be read to, for homework:

K-2 nd	20 minutes
3 rd	40 minutes
4 th -6 th	45-60 minutes

Disciplinary Action

Students committing any of the offences in the Student Code of Conduct Handbook, shall be subject to appropriate disciplinary action. Please refer to the Student Code of Conduct for a detailed explanation.

Possession of a Weapon (Act 26)

The PA General assembly has enacted legislation ACT 26, which requires all public schools to take mandatory course of action in dealing with a student found to be in possession of a weapon. There is no requirement that the student use or try to use the weapon. No one may carry a weapon for protection. A weapon is defined as a gun, knife, sharp object or any other object that can be used as a weapon. Act 26 was designed as a safeguard to ensure all public schools are safe havens in which all students may interact in an environment and climate, which fosters learning and strongly discourages potential acts of violence. Any student found with a weapon will be subject to automatic suspension and transfer to another Philadelphia Public School or disciplinary school. Depending on the age of the student and severity of the situation, the student may be arrested.

Bus Conduct

Eligible students will be allowed to ride School District of Philadelphia's buses as long as they remain a student in good standing for that purpose. A student in good standing is one who follows the rules. Students are responsible for maintaining good behavior while riding the school bus. Parents should remind their children to follow all the rules listed below and to be a person of responsible character while riding to and from school, on field trips, or any other school-sponsored trip. The school bus is considered school property; therefore, all rules that apply to school building also apply to school buses.

1. Students are to be at their designated stop in the morning at least five minutes before the bus is to arrive.
2. Students are expected to get off at their designated stop unless they have a note from a parent or legal Guardian stating that they have permission to exit at a different stop.
3. Students shall be permitted to use electronic devices during the operation of a school bus, including but not limited to cellular phones, MP3 players, and iPods, provided that the safety of staff members and other bus riders is not jeopardized.
4. No excessive noise or rowdy behavior is permissible on the bus. Only normal conversation is allowed except when at railroad crossing, red lights, and stop signs. At these times there shall be no talking.
5. A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to get off.
6. Head, hands and feet shall be kept inside the bus at all times.

7. Throwing any article inside the bus or at the bus is strictly prohibited.
8. Students must wait for the bus in an orderly manner a safe distance off the roadway. The bus shall come to a complete stop before students move toward the bus. Students must not rush or walk between buses when loading or unloading. 9. Lighters, matches, or other igniting devices, as well as smoking on the bus are strictly prohibited.
10. Eating or drinking on the bus will not be allowed. 11. Student will not use profane or foul language at any time.
12. Students shall not deface or damage the bus (i.e., writing or painting inside or outside the bus). Any guilty of such acts will pay the cost of repairs. 13. Students will not open the emergency door except for emergencies when instructed by the bus driver to do so.
14. Students who must cross the road after being discharged from the school bus must cross in front of the stopped school bus.
15. Students are strictly prohibited from acting or talking disrespectfully in any way to the bus driver.
16. Misconduct on buses near the end of the school year that cannot be dealt with during the remainder of the school year will carry over the beginning of the school year.
17. For the safety and protection of riders and drivers, buses may be equipped with video cameras and audio capabilities. These tapes may be used for identifying behavioral problems. These tapes are held for one school day only and then are taped over. Videotapes will be reviewed only by district staff. Because safety on the school bus affects many other students, the administration reserves the right to invoke a penalty more severe than listed for the offense. This may include behaviors that threaten the safety of anyone else in the bus.

Violations of the School Bus Rider's Rules will be dealt with as follows:

First Offense - The student is reported to the principal by the bus driver. The principal talks with the student and send written communication to the parent/legal guardian to be signed and returned to the principal. A copy of this communication is sent to the bus driver.

Second Offense -The principal again talks with student and sends written communication to the parent/legal guardian. The communication in part will warn the parent/legal guardian that another offense will deny the student of bus riding privileges from one to five days (depending upon the nature of the offense). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

Third Offense - The parent/legal guardian is notified in writing that the bus riding privileges are suspended (from one day to ten days). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

“Education is the most powerful weapon which you can use to change the world.”

— Nelson Mandela

2017– 2018 Parent/Student Handbook/Code of Conduct

PARENT/GUARDIAN SIGNATURE PAGE

Please review the following statements before signing:

1. The signature of a parent/guardian on this page signifies receipt and review of this handbook, as well as knowledge and understanding of Thomas May Peirce Elementary School's and the School District of Philadelphia's policies and guidelines contained within.
2. The signature of a parent/guardian on this page signifies you have received and reviewed the 2017-2018 School Health Services Information.
3. The signature of a parent/guardian on this page gives your child as having your permission to access school based, Internet-capable technology, and Electronic Device Use at school and are aware of the school's and district's initiatives to maintain a cyber-safety learning environment, including your child's responsibilities. If any parent does NOT wish for his or her child to utilize the Internet while at school, please signify those wishes in the comment section provided below.
4. The signature of a parent/guardian on this page signifies that you have received and understand the consequences and penalties for failing to comply with the laws regarding Compulsory Education, Student Attendance Protocol and Attendance/Discipline guidelines based on Student Code of Conduct.

This handbook is meant to serve as a guide to students, parents, and teachers. It is filled with information such as school rules and policies, student code of conduct, and the school calendar.

Please sign and return to your child's Homeroom Teacher during the first week of school. I have received and read the 2017-2018 Student Handbook and have reviewed it with my child.

Student Name (Please Print) _____ Room # _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Comment: