

The School District of Philadelphia
Joseph Leidy Elementary
Restructured School

1301 Belmont Avenue
Philadelphia, Pennsylvania 19104

215-581-5500

Parent Handbook

Mrs. Lorna Horsey
Principal

Mrs. Janice Wilcox
Assistant Principal

Mrs. Janet Samuels
West Region Superintendent

Joseph Leidy Elementary School Parent Handbook

Message From The Principal

We are pleased to welcome you to Joseph Leidy School. Guided by a nurturing professional staff, supported by involved parents, our students are indeed fortunate to have their educational experience at Leidy. Each and every child will be given the opportunity to grow and develop academically, socially, physically and musically at Leidy.

Your child will be instructed in all major curriculum areas on a daily basis. All of our teachers strive for excellence from your children and in their teaching practice. We prepare and plan to make learning as interesting and motivating as possible. You can assist by providing a quiet time each day where he or she can finish assignments.

Educational success depends on many things. One of the most important is for parents, teacher and administrators to work together. Let's work together to give our students a wonderful year of learning.

Sincerely,

Lorna Horsey

School Pledge

As a member of the Leidy School Family,
I pledge to come to school on time every day,
To be prepared to work and do my best,
To respect all students, teachers and staff as I respect myself.
To respect my school and to keep it clean,
And to always reach for excellence in everything I do.

School Motto

Respect and Education are the Keys to Success

School Colors

Blue and White

Attendance
Attitude
Achievement
Accomplishment

JOSEPH LEIDY SCHOOL
STATEMENT OF PHILOSOPHY

The Leidy School believes that the education of our children requires the efforts and cooperation of the principal, teachers, staff, students, parents, family and community.

The Leidy staff accepts the challenge and responsibility of providing a quality education for the students under our care.

We will focus on critical thinking skills in reading, writing and communication across the curriculum.

With a focus on Early Balanced Literacy and print rich environments, we expect every child to be reading on grade level by grade 3.

MISSION STATEMENT

The Joseph Leidy Elementary School Staff is committed to and accepts the responsibility for creating a learning environment that nurtures the uniqueness of each individual child. We expect all of our students to master the core competencies in order to become lifelong learners. Our school is motivated toward the desire for excellence and we believe that all students will achieve to their highest potential.

DAILY SCHEDULE

8:30 a.m.	Breakfast served in rooms
8:25 a.m.	Admissions
9:00 a.m.	Students reporting after this hour are late
11:15 a.m. – 12:00 p.m.	First Lunch (Grades Kdgn, 1)
12:00 – 12:45 p.m.	Second Lunch (Grades 2, 3)
12:45 – 1:30 p.m.	Third Lunch (Grades 4, 5)
3:09 p.m.	Dismissal
3:09 – 4:24 p.m.	Extended School Day (Mon. – Thurs.)
3:09 – 5:30 p.m.	Methodist Homes Program (all grades)
3:09 – 4:00 p.m.	Detention

Home and School Association

All parents are urged to participate in our Home and School Association. We need your support and cooperation.

Pupil Attendance

Attendance on a daily basis and on time is a necessity if your child is to achieve success in school. If your child is ill, of course, he should not be sent to school; but all absences should be kept to a minimum. After three days of absence, the School Community Coordinator may visit your home. The teacher may also contact you. The three days do not necessarily have to be consecutive. Please be reminded that the State School Code requires the parent to send a note for all absences. Failure to send the note could result in the absence being coded as “Parental Neglect.”

Pupil Lateness

It is the responsibility of the parents to make certain your child arrives at school on time. **If for some reason your child is late leaving home, please give him or her a note explaining the reason.**

Conferences

Parents desiring conferences **must** write or call for such an appointment. Parents **must** report to the school office before visiting the classroom.

Never go directly to the classroom to speak to your child's teacher. The teacher's first responsibility is to his or her children in the classroom.

Early Dismissal

If a parent requests an early dismissal, notify the child's teacher in writing. All parents must sign the "Early Dismissal Book." Children will not receive an early dismissal approval from the principal unless the parent or guardian picks up the child from the mail office. Please be reminded that an adult must pick up the child and we may ask for identification.

Early Dismissal Fridays

(see list)

Dress Code

Students wear a school uniform. The colors are Blue and White. All students are encouraged to wear a uniform and demonstrate school pride.

A navy blue slack, jumper, skirt is to be worn. The shirt or blouse can be white or light blue. Shoes are to be black with rubber soles. A sweater can be navy or white.

School District Policy states that every student must be in uniform by September of 2003. We are making the effort now.

Emergency School Closing

In the event of early closing of school during school hours, we have information you provided to us concerning the address to which your child should go. We will remind the children to go to that address. Should it be necessary for you to change that address, please notify the school immediately so that no child will go home to an empty house. If it becomes necessary to close school because of inclement weather, most radio and television stations will announce this information. Please listen to the radio (KYW 1060) when in doubt about school closings.

Parents must make emergency arrangements with relatives or friends so that your child knows where to go in the event of an emergency closing of school.

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PLAN FOR THE EMERGENCY CLOSING OF LEIDY SCHOOL

September

Dear Parents:

In the event of a sudden snow storm, heat, plumbing or other emergency, it may become necessary to dismiss our children prior to the regular dismissal time. Therefore, we are asking you to provide the information requested on the form provided.

You will need to instruct your child to follow the emergency procedure that you have indicated on the back of this letter.

To insure the safety of our children in the event of an emergency closing, we urge you to complete the form and have your child return it to his or her teacher tomorrow.

Sincerely,

Lorna Horsey
Principal

Appropriate Dress

Children are expected to dress comfortably and appropriately for school. Our colors are **navy** and **white**. We will show our pride in our school by wearing these colors daily. **Uniforms are mandatory.** Students should take pride in themselves and in their appearance. On gym days, appropriate clothing includes sweat pants and sneakers for active physical participation. In hot weather, short shorts, halter tops and skirts with slits are not allowed.

Breakfast and Lunch

Breakfast and lunch are provided for all students at Leidy School, according to the following schedule:

Breakfast – Served in rooms after the opening exercise in the yard

Lunch for Kindergarten, Grade 1 11:15 – 12:00 p.m.

Lunch for Grades 2 and 3 12:00 – 12:45 p.m.

Lunch for Grades 4 and 5 12:45 – 1:30 p.m.

Students are expected to observe good manners at all time. Lunch may be brought from home, but no child will be permitted to leave the building to buy lunch and bring it back to school.

No candy is permitted to be eaten during school hours. No gum is permitted at all. Soft pretzels are sold sometimes in school as a fundraiser. No glass bottles are permitted.

Students must not report to school before 8:15 a.m. There is no one in the yard to watch your children. This policy is for the safety of your children.

PERSONAL PROPERTY

Any item which disrupts normal activities, such as toy guns, radios, electronic games or other toys, will be confiscated until a parent comes to the office to pick up the item. Please check your child's backpack and be sure these items stay safely at home. Valuable jewelry also belongs at home. Earrings and rings are easily lost during an active school day.

Beepers will be confiscated and not returned. Possession of a beeper is a serious offense of the Code of Student Behavior.

HOMEWORK

Homework is assigned Monday through Thursday. It provides an opportunity for students to strengthen skills, reinforce study skills and encourages independent thinking and creativity.

Families are encouraged to take an active interest by checking to make sure assignments are completed. Teachers may require that homework be signed by a parent or guardian. Approximate suggested homework times are:

Kindergarten	20 minutes
Grades 1 – 2	30 minutes
Grades 3 – 4	45 minutes
Grade 5	60 minutes

These times will vary with the assignments. Student's own self-selected reading each night is part of every homework assignment. This should grow in length from families reading to younger children, to older children reading on their own for half an hour.

Homework

Homework is assigned every day with the possible exception of Friday. Parents can be helpful by providing a definite time and place for study. Please check the assignments for neatness and accuracy before they are turned in to the teacher. A signature is required on home assignments.

Lost and Found

A Lost and Found Box is located in the lunchroom. Please label your child's clothing with his/her name.

Parent Location Cards

Each child has a card on file in the school office for telephone numbers to be used in the case of an emergency. Please make sure that this information is up to date. It is wise that at least two numbers be listed in the event that parents cannot be notified in the event of an emergency.

Security

No person may visit any part of the building without first reporting to the office for permission. Your child's safety is a priority. We must be very strict about security procedures.

Passes must be returned to the main office.

Individuals on school property without proper identification will be considered in violation of the city ordinance of trespassing on school property and liable to prosecution.

School Supplies

All students must have notebooks, pencils, etcetera. Each student must have a schoolbag. Books which get damaged or lost must be paid for by the pupils. The charge is worse according to the damage done to the book or the cost of a new book in case it was lost. Each pupil shares in the responsibility of caring for textbooks issued to him or her by the teacher or librarian.

Volunteer Program

Volunteers are vital and essential in our school. Volunteer work is a marvelous opportunity to assist our children in a very meaningful manner. If you wish to volunteer your service, please contact the school community coordinator for further information.

Weather

All students should be properly attired for inclement weather. Students may enter the building before 8:40 a.m. during inclement weather.

Outdoor lunch recess is only cancelled when it is raining, snowing, or the temperature is below 32 degrees. Therefore, children should always be prepared to have recess out of doors.

Sample Schoolwide Discipline Plan for Leidy Elementary

Parents please review these rules with your children daily.

General Rules

Follow directions the first time they are given.
Keep hands, feet, and objects to yourself.
Use appropriate language at all times.
Do not fight.
Do not litter anywhere on school grounds.
Do not destroy or deface school property.

Playground Rules

Follow directions of all staff.
Use and return all equipment properly.
Do not throw rocks or other harmful objects.
No cursing or teasing.
Play in assigned areas only.

Lunchroom Rules

Follow directions of all staff.
Speak in soft voices. Do not yell.
Walk, don't run.
Clean up your space after eating.

Hallway Rules

Follow directions of all staff.
Always walk, do not run.
Use hall passes at all time, except when accompanied by a teacher.

Penalties which may be used for students who disobey any of these rules include:

- a. Loss of privileges
- b. Notice to parents
- c. Placement on daily report
- d. Detention
- e. In school suspension
- f. Suspension from school for one to five days

Pennsylvania's "Act 26" Law states that any student found in possession of a weapon will be arrested and expelled from the Philadelphia School. Leidy has a zero tolerance policy towards possession of any object which could be used as a weapon. Violators will be reported to the police and School District authorities.

It is our goal to provide our students with a purposeful educational program in a safe and orderly environment. We intend to help students accept responsibility for their own behavior.

SAFETY PATROL

Students in the fourth and fifth grades are eligible to become safeties. Our safeties have important responsibilities. They protect our students at dangerous intersections, before and after school. Families should discuss with their children the importance of cooperating with our safeties and the Crossing Guard. It is expected that families escorting children will model good safety habits for them.

TRIPS

The educational trips planned for our students are an exciting part of our instructional program. On trips, our children represent themselves and the Leidy School and we therefore expect responsible behavior during the entire trip. We encourage families to join us as chaperones on class trips and require that every student must have a signed permission slip from a parent or guardian to attend. It is expected that all students will be allowed to accompany the class. A student who shows serious behavioral problems may not be permitted to go with the class without the parent accompanying him or her.

SCHOOL HEALTH SERVICES

School Health Service provide a variety to students: screening for healthy development, special programs and assistance with referrals.

School District Requirement:

- a. No student will be admitted to school without documentation of proper immunization.
- b. Physical examinations are required by state law when the student enters school, sixth grade, and ninth grade. Parents are encouraged to take their child to their primary care physician for these examinations.
- c. Medication Policy: A student receiving medication in school must first have written approval from the student's physician, school nurse and school health services. No student will be permitted to take medication in school without this approval. If at all possible, medication should be given at home only. For example, antibiotics three times a day can be taken before school, immediately after school and at bedtime.

Mandated Screenings:

- a. **VISION:** Students have their vision checked yearly. If a student fails the exam twice, parents are notified in writing. Parents are expected to take their child to the eye doctor within two weeks of such a notice.
- b. **HEARING:** Hearing exams are conducted on students in the following grades: kindergarten, Grades 1, 2, 3, 6 and 9. Parents will be notified in writing if a child fails the hearing exam.
- c. **GROWTH SCREENING:** Children's height and weight are measured every other year.
- d. **SCOLIOSIS:** Students in sixth and seventh grades are checked for scoliosis (curvature of the spine). Parents are notified of any problems.
- e. **DENTAL SCREENINGS:** Dental examinations are performed by certified School Dental Hygienists in Grades 1, 2, 3, 4 and all special education students.

SCHOOL NURSE

Families are invited to call 581-5636 and visit the certified school nurse to discuss any health related problems or concerns regarding their children. Speech therapy is available on a referral basis by our certified speech therapist.

THE DUTIES OF THE CERTIFIED SCHOOL NURSE ARE TO:

- Perform mandated state screenings
- Consult and assist classroom teachers with students who have health problems that may impact on school performance
- Perform first aid and primary care for injuries which occur during school hours only
- Assess students who become ill in school and provide necessary health interventions
- Consult with parents and teachers about a student's illness and plan of care to be followed
- Record and maintain a medical list of children who have chronic illnesses which may impact on school performance
- Assist parents with providing follow-up for their children's health problems
- Coordinate programs with outside agencies to enhance the health of school students

PARENTAL RESPONSIBILITY

Parents are the first educators and care givers of our students. It is assumed that every effort will be made by the parents and families to provide the necessary medical care needed to enable their child to enjoy a productive and healthy lifestyle.

MEDICAL NEGLECT

The Leidy School complies with the Child Protective Law #438 Act 124 of 1975, which states that failure to provide medical care for a child is considered an act of physical neglect and is considered reportable offense.

COUNSELING

Families are invited to call our certified counselor (581-5637) to discuss their children's adjustment to school or any family or neighborhood problems which may potentially affect their children's success in school.

Our counselor serves to build the best communication possible between families, the student and school. It is her goal to help everyone involved in each child's life to provide a secure foundation for that child and to enable students to take the best advantage of many educational, citizenship and leadership opportunities Leidy has to offer. Throughout the year we have a variety of special interest small counseling groups your child may join.

EMERGENCY PHONE NUMBERS

It is important that the school and teacher have emergency information, including current telephone numbers of parents or guardians at home and at work, and the name of another adult with a telephone. Please fill out the Parent Location Card children bring home, with current information, so that we can contact you if the need should arise. Please give us current correct phone numbers along with any beeper numbers you may have.

If at any time during the school year your phone number changes, contact the school at once.

RETURN TO THE BUILDING AFTER DISMISSAL FOR ACTIVITIES

Students are not permitted to re-enter the building after dismissal at the end of the school day except with a teacher for an extra-curricular activity.

REPORT CARDS AND CONFERENCES

Report cards are issued three times a year, in December, March and on the last day of school. The first two report cards are issued during a pre-scheduled conference with the parent or guardian and the child's teacher. Notices will be sent home with specific dates.

STUDENT BEHAVIOR

All students are expected to behave in an acceptable and responsible manner at school: in the classroom, lunchroom, yard, lavatories, halls, and on trips and other school-related activities. The Philadelphia School District Code of Behavior states the following:

- Students shall not purposefully disobey direction of the school staff.
- Students shall not disrupt any school activity or tell others to do so.
- Students shall not purposefully hurt or try to hurt anyone.
- Students shall not fight in the school yard or on the way to and from school.
- Students shall not use or possess alcohol or drugs unless prescribed by a doctor and carried in a labeled prescription container.
- Students shall not use language which is obscene, purposefully disruptive or offensive to others.
- Students shall not assault a school employee.
- Students shall not leave school grounds without permission.
- Students shall not have in their possession a weapon or other dangerous instrument.
- Students shall not have in their possession a beeper or paging device.

Which Parent Will I Be?

“I got two A’s,” the small boy cried.
His voice was filled with glee.
His father very bluntly asked,
“Why didn’t you get three?”
“Mom, I’ve got the dishes done,”
The girl called from the door.
Her mother very calmly said,
“Did you sweep the floor?”
“I’ve mowed the grass,” the tall boy said,
“And put the mower away.”
His father asked him, with a shrug,
“Did you clean off the clay?”

The children in the house next door
Seem happy and content.
The same thing happened over there,
And this is how it went.

“I got two A’s,” the small boy cried.
His voice was filled with glee.
His father proudly said, “That’s great;
I’m glad you belong to me.”
“Mom, I’ve got the dishes done,”
The girl called from the door.
Her mother smiled and softly said,
“Each day I love you more.”
“I’ve mowed the grass,” the tall boy said,
“And put the mower away.”
His father answered with much joy,
“You’ve made my happy day.”

Children deserve a little praise
For tasks they’re asked to do,
If they’re to lead a happy life,
So much depends on you.

Author Unknown

Weapons Are Prohibited

Pennsylvania law requires that any student, regardless of age or grade level, found to be in possessing a **WEAPON** on school property, at a school program or event, or while traveling to or from a school or school program or event (including school busses and public transportation) be **ARRESTED** and **EXPELLED** from the school district for at least one year.

The law defines a **WEAPON** as “any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.” The law does not require that the student use or try to use the weapon prior to arrest and expulsion. Furthermore, weapons carried for self-defense are not exempt from the provisions of the law. Possession includes weapons found on the person as well as in school bags, desks, or lockers.

WELCOME TO VISITORS

FOR PERMISSION TO GO
TO ANY PART OF THIS
BUILDING, PLEASE
APPLY AT THE OFFICE
FOR A PASS. NO
EXCEPTIONS!

EARLY DISMISSALS ARE
APPROVED IN THE
OFFICE.

Lorna D. Horsey