

THE SCHOOL DISTRICT OF PHILADELPHIA

A.M.Y. at James Martin  
3380 Richmond Street  
Philadelphia, Pennsylvania 19134

Paula Furman  
*Principal*

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**Student/Family Handbook**

## Parent Involvement

Parents and caregivers play a vital role in the education of their children. You are encouraged to participate in all school activities, workshops, conferences, and meetings. Your cooperation is an important part of your child's progress. We encourage and expect you to support, promote, and work with your child in the following areas:

ATTENDANCE: Please send your child to school and on time daily

HIGH EXPECTATIONS: Believe that your child will do well  
in school

BASIC SKILLS: Communication, computation and reading

DISCIPLINE: Exercising self control

STUDENT PROGRESS AND ACHIEVEMENT: Follow up on interim reports, report cards, and conferences

READ: Please listen to your child read nightly for a minimum of 20 minutes

### PARENTAL SUPPORT:

You can participate in your child's education by:

1. Attending report card conferences and parent workshops
2. Signing homework assignments to verify your involvement
3. Responding to written and telephone communications
4. Setting appointments to meet with your child's teacher

### Accurate and up-to-date information:

Parents should inform the school when there is a change in address or telephone number. The school sends important information by mail. If the school does not have a correct address, this information may not reach a student's home. It is imperative that we have a correct phone number in case of an emergency. All students must have an emergency contact number on file in the main office.

### Home & School Association

Our Home and School Association works diligently to keep our Parent Group active. Notice of meetings and activities will be sent home with students and posted on the website. Our goal is maximum parent participation. The Home and School Association provides an excellent opportunity for parents to get to know AMY at James Martin School better. Your support of Home and School Association activities is greatly appreciated. Yearly dues are only \$5 a year per family.

## Uniform Policy:

Uniforms are mandatory for all students attending AMY at James Martin School.

### *AMY students are permitted to wear the following items for uniforms:*

- v Solid colored AMY shirts in tan, blue, or white
- v Navy blue or khaki tan pants
- v Navy blue or khaki tan shorts to the knee are permitted in hot weather
- v Navy blue skirts or skorts (Must be no shorter than 2 inches above the knee)
- v Closed shoes with rubber soles
- v Any type of AMY Spirit Wear

### *AMY students are NOT permitted to wear the following items:*

- v Tee shirts and logo apparel are not permitted
- v Outside clothing over/under the school uniform
- v Hoodies
- v Headwear with the exception of those observing religious customs
- v Open-toe shoes, slippers, flip-flops, sneakers with wheels (Heely's), sandals

***REMEMBER: ATHLETIC PANTS, TIGHTS, LEGGINGS, DENIM or JEGGINGS ARE NOT A PART OF THE UNIFORM CODE.***

## Emergency Closings and Dismissals:

School Closings will be officially announced on KYW-1060AM and the School District of Philadelphia's website: [www.philasd.org](http://www.philasd.org). The announcement will state that "All Philadelphia Public Schools are closed or are dismissing at ....." A specific school will be named only in the event that there is a problem at that school.

## Early Dismissals:

All students are expected to attend school for the entire day. ***STUDENTS THAT ARRIVE AFTER 10:00 AM OR ARE PICKED UP BEFORE 1:00 PM WILL BE CODED FOR AN HALF-DAY ABSENCE.*** When students leave early, they miss vital information that is necessary for their academic success. When it is absolutely necessary to pick up a child due to medical reasons, students must be officially signed out from the Main Office. Please consider the following reminders for Early Dismissals:

1. Students may not be picked up from their classrooms. The Secretary will contact the classroom teacher informing them of the dismissal.
2. Telephone calls for early dismissals cannot be honored.
3. Students who leave school early must be signed out in the Early Dismissal Log Book located in the Main Office.
4. **PROPER IDENTIFICATION MUST BE GIVEN (STATE ID)**

### Transportation:

Transportation no longer provides yellow bus service to AMY at James Martin for our regular education students. All students living over 1.5 miles away from the school will receive a transpass. *Students are responsible for their transpasses. The school does not have extra transpasses on hand. It is the parents/guardians responsibility to provide transportation or replace a transpass if lost or stolen.*

### Visitors

Parents, relatives, and friends interested in the welfare of our students are always welcome. However, unnecessary interruptions interfere with instructional time. All visitors should report to the Main Office to receive a visitor's pass and instructions from the secretary. Please keep your visitor's pass with you at all times. The administration reserves the right to limit the number of visitors at one time.

### Counseling Services

The Counselor, Ms. Bickley, is an important link between the students and the school. A student may visit the Counselor's Office for assistance in many areas including personal concerns, social issues, etc. The AMY staff is fully aware of the needs of our students and we will do our best to serve both students and parents. If an appointment is needed, please feel free to contact Ms. Bickley at 215.291.4177.

### Health Services

We are thrilled to have our nurse, Ms. Webster, with us everyday to attend to any student who has been injured or is ill. A student must receive a permission slip from their teacher to see the nurse. Any student who is sick will not be sent home unless accompanied by a parent or an adult authorized on the child's Emergency Contact Form. The School District has mandated screenings and mandated physicals. You will receive information regarding the screenings throughout the year from the Health Room. To reach Ms. Webster, please call 215.291.4176.

***All students must comply with State and District health and immunization requirements. Failure to do so may result in exclusion from school.***

### Breakfast Program:

Breakfast is provided daily in the morning Advisory class at 8:25 a.m. The breakfast program ends at 8:40 a.m.

### Lunch Program:

Lunch is provided, however, students are welcome to bring their own lunch. Lunch must include a sandwich or entrée. Remember, no glass bottles are permitted on school premises. Since lunch is an essential meal, students should consume foods that are healthy, including fruits, vegetables, milk, and juice.

Sunflower seeds and chewing gum are prohibited.

Lunches periods will be split into two groups. One group will eat while the other group goes outside. After 20 minutes they will switch. During inclement weather students will have indoor game time in Cafeteria B.

**Cafeteria Rules and Expectations:**

1. Walk at all times
2. Sit at assigned tables
3. Listen to announcements
4. Line up to get your lunch
5. Remain seated while eating lunch
6. Use good table manners
7. Show respect to adults supervising the lunchroom
8. Clean up your area of the table
9. Throw away all trash
10. Line up to return to class
11. Food is to be kept in the lunchroom at all times, and may not be taken out of the lunchroom to the yard or game room.

**Curriculum and Instruction:**

The AMY Team believes in the philosophy of "Students As Center Stage." Children should be actively engaged in learning that is interesting, thought provoking. Making school student-centered involves building on the natural curiosity that children bring to school. Our teachers infuse child-focused curriculum that contains all the skills, knowledge, and concepts that our state, district, and society mandate. Teachers draw upon their deep understanding of children's needs and interests to design experiences that develop life long learners. Students participate in thematic and in-depth research projects, experiments, and lessons that require critical thinking and problem solving. Using this model, we firmly believe that we can assist in the improvement of children's abilities and assessment scores.

**Preparation for Class:**

Each student is expected to report to class with the required supplies. The teacher determines the required supplies for individual classrooms. Teachers will issue school textbooks within the first two weeks of school. Students are responsible for the care of issued materials. Below is a list of some basic supplies that your child may need:

For School Use

Materials	Quantity
Composition or Spiral Notebook (1 for each class)	8
Folder (1 for each class)	8
1" 3-Ring Binder (for Math class)	1

Colored Pencils or Markers	1
Flash Drive	1
Pens	2 Box
No. 2 Pencils	2 Box
Highlighters	3
Erasers	1 Pack
Pencil case/box	1
Hand Held Pencil Sharpener	1
Index Cards (3x5)	1 Pack
Glue Sticks	3
Ruler	1
Graph Paper	1 Pack
Post-It (3x3)	2 Packs
Graphing Calculator TI-73*** (with 4 AAA batteries)	1

\*\*\*The Graphing Calculator will be used in all Math Classes to ensure your child gets the best and most rigorous instruction possible.

**All Students:**

Schoolbags and coats will be in lockers. We ask that you purchase a zipper Trapper Keeper, large enough to transport school supplies. We recommend the zipper Trapper Keeper with handles for ease in carrying.

For Advisory Classes (to stay in Advisory Classes)

Materials	Quantity
Ream of Copy Paper	1
Tissues	1 Box
Construction Paper	1 Pack
Paper Towels	1 Roll
Hand Sanitizer	1
Clorox Wipes	1

For Home Use:

Materials	Quantity
Pens	1 Box
No. 2 Pencils	1 Box
Highlighters	3
Colored Pencils or Markers	1
Scissors	1 Pair

*Please see your child's classroom teacher for a complete list of supplies needed for this academic year.*

### **Textbooks & Educational Materials:**

Textbooks are the property of the School District of Philadelphia and AMY at James Martin School. Students assume full responsibility for the care of these materials on loan. Books will be issued by classroom teachers and must be returned to the same teacher at the conclusion of the school year or withdrawal from AMY. In the event of lost and/or stolen books, students will be fined at a cost of \$60.00 for used books and at a cost of \$85.00 for new books.

Lost books due to theft or other circumstances will not be accepted as an excuse for non-payment or for not completing class assignments. If a textbook is lost, you will be required to pay for that book before another one will be issued. Also, you will be required to pay for the cost of a new book if a textbook is damaged. Students are permitted to cover all textbooks and replace the covers if they become worn during the school year.

*Students are expected to take their textbooks and essential materials home EVERY NIGHT, including weekends.*

### **Homework Policy:**

Meaningful homework is assigned to help students become more self reliant, learn to work independently, improve the skills taught in the classroom and to complete assigned projects. Homework is assigned at teacher's discretion. Homework assignments should be returned when due. The length of assignments increases with grade level. If a student does not study or complete tasks at home, it will be considered as an indication that he/she is not satisfactorily fulfilling class requirements.

Parents should encourage systematic study habits, show interest in assignments, commend satisfactory performance and provide proper conditions for home study. Parents will be notified when students consistently fail to complete and submit homework assignments.

Please note: Since reading and research are vital components of our instructional program, we encourage all AMY Students to have a Library Card from the Free Library of Philadelphia.

### **Report Cards:**

Students are expected to maintain an average of "C" or better. As we prepare our students to be productive global citizens, the ability to effectively write and

read will be necessary. Therefore, writing will be a school wide emphasis on all grade levels. Additionally, we will continue to emphasize content standards, performance standards, student exhibitions, problem solving and critical thinking in all subject areas.

#### **Grading Guidelines (Per School District of Philadelphia):**

A = 90-100 (Excellent)

B = 80-89 (Good)

C = 70-79 (Fair)

D = 65-69 (Passing)

F = 64 and below (Failing)

#### **Progress Reports**

Progress reports will be issued once per month. This report will inform parents of students who are failing, performing successfully, misbehaving and having attendance/lateness problems. *Parents and/or guardians are expected to sign these documents and return them to the Advisory teacher within one week.* Parents can also monitored grades daily on the Teacher Ease system.

#### **Honor Roll:**

**Principal's List** - All A's in subjects and all 1's in citizenship and effort

**Distinguished Honor Roll** - All A's and B's in subjects and all 1's and 2's in citizenship and effort

#### **School-wide Expectations:**

We have adopted four principles for the members of the AMY community. Please integrate these schoolwide expectations throughout daily instruction:

- **Be Responsible**
- **Be Respectful**
- **Be Peaceful**
- **Be There, Be Ready**

#### **Code of Conduct:**

The School District of Philadelphia has adopted a Code of Conduct, available on our website. Teachers will review the contents of the code, especially the Levels of Offenses and recommended interventions during the first days of school.

#### **Discipline:**

Discipline, as a minimum, has three objectives in mind:

**PRESERVE** the optimum environment in which to deliver instructional services.



**RESPOND** to disruptive influences with corrective measures in a firm and consistent manner while attempting to correct defiant behavior and keep disrupters in school.

**REMOVE**, as a last resort, the disrupters from the educational environment so that the majority may pursue their educational goals.

The School District of Philadelphia has the authority to make reasonable and necessary rules governing the conduct of students in school. As provided by Section 1317 of the School Code of the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals and Principals over Pupils. Every teacher, assistant principal and principal in the public schools shall have the right to exercise the same authority as to conduct behavior over the pupils attending this school, during the time they are in attendance, including time required going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1983, P.L. 315)

#### **Respecting Members of the School Community:**

The fundamental premise of this policy is that students will show tolerance to all members of the school community. All students have the right to be free of intimidation either by word, gesture or deed that is sexual, racial, cultural or religious in nature. We strive to teach our children to love and respect themselves first. All AMY at James Martin students will be required to respect all members of our learning community (fellow students, teachers, administrators, etc.) Students who violate this premise will be subject to disciplinary action as determined by the administration.

#### **Bullying:**

The School District of Philadelphia has a strict policy on bullying. The policy is attached to the AMY at James Martin Student Handbook. It is also available on our website.

#### **Attendance and Lateness:**

**SCHOOL BEGINS at 8:25 AM and ends at 3:29 PM**

*All students are required to attend school every day and on time. You are required by law to notify the school when your child misses any instructional time. A written explanation of the absence or lateness is required upon your child's return to school.*

\*\*\* : Student attendance will be taken using the Scholarchip system. This system is an automated system that scans student attendance using their ID badges. Each student will receive a photo ID badge during the first week of school. ID badges must be worn at all times. There is a \$5.00 fee to replace lost badges. \*\*\*

Students arriving after 8:25 will be marked late. Students must receive a late pass from the first floor monitor, and then proceed to class. Just as in absences, lateness causes students to miss important information. Please ensure that your child arrives on time for school each day. *If a child arrives after 10:00 am or is picked-up prior to 1:00 pm he/she will be coded for a half day of absence. Two half days will equal a whole day for recordkeeping purposes.*

The District records excused and unexcused absences daily in compliance with the law. Parents/Guardians will be notified from the local school by phone and in writing after their child's unexcused absences. Any child who is absent from or late to school without a valid written reason for a total of three (3) days or more is considered truant. The following is a series of events that may take place if a child is truant:

1. Parents/Guardians will receive formal notification, parent teacher conferences or visits from Parent Truancy Officers to determine the nature of the absences.
2. A report may be forwarded to the Response to Instruction & Intervention Team, the Department of Human Services, or the Office of Truancy Prevention Office.
3. The student as well as the parent/guardian may be compelled to comply with the procedures and orders of the Family Court's truancy program. Parents/guardians may be subject to a fine, community service or parenting classes.

*Please do not allow your children to arrive in the morning before 8:00 a.m. There is no supervision for the children before 8:00 a.m.*

All AMY students are expected to be present and on time each day for school. Students must bring a signed note by a parent or guardian stating the reason for absence. NO absence will be excused without a note. When a student is absent, he/she is missing essential information. Absences should be avoided whenever possible. Students are also responsible for any work missed during their absence.

#### **Advisory Periods:**

Advisory is at the beginning of the day and again at last period. The Advisory teacher will be the primary point of contact for all concerns that are nonacademic. *Collection of all electronics (including cell phones, mp3 players, etc.) will be done at the beginning of the day by the Advisory teacher.* Electronics will be distributed to the students at the end of the day.

#### **Audio and Electronics:**

If a student is found using any electronic device during school hours it will be confiscated. The school is not responsible if a student brings an electronic device to school and the device is stolen, lost or damaged.

### **Consequences for Violating Electronics Policy:**

- 1<sup>st</sup> Offense: Device is confiscated, and returned to student
- 2<sup>nd</sup> Offense: Device is confiscated, and returned to parent
- 3<sup>rd</sup> Offense: Device is confiscated, and not returned until the last student day.

### **School Store:**

The AMY Home & School Association runs the school store. It is open Monday to Thursday during the advisory period. Students may purchase snacks, school supplies and uniform tops and sweat pants. Volunteers are needed to staff the store.

### **Pretzel Sales:**

Every Friday the Student Council sells pretzels during Advisory as a fundraiser. The cost is \$.50 per soft pretzel.

### **Student Lockers:**

*Each year students are assigned a locker for storage of coats/jackets and textbooks. Students must respect the privilege of having a locker and they are expected to:*

- Use your assigned locker- **students may not share lockers**
- Keep the lock combination in a safe place. Do not share the combination with others
- Pay \$5.00 for replacement of lost lock
- Keep only school texts, notebooks and outer clothing in the locker
- Keep all personal items or valuable items at home
- Use the lockers at the assigned times- before school, before PM Advisory and before/after lunch.

Abuse of the above listed rules for lockers use may result in the exclusion of locker usage and/or further disciplinary action.

*The School District has the right to inspect lockers at any time to protect the health, welfare or safety of the entire school community. The School District assumes no responsibility for loss of student's personal property.*

### **Bicycles:**

Bicycle racks are located on the side of the building. If using the racks, you are responsible for securing bikes with a lock. The school is NOT responsible for damaged or stolen bikes.

### Keeping Up-To-Date:

We are committed to keeping our community up-to-date with all events and activities. Forms of communication besides phoning include:

- Website: [www.philasd.org/schools/martin](http://www.philasd.org/schools/martin)
  - Facebook: "Like" us on Facebook (AMY at James Martin) for announcements throughout the year.
  - Remind 101: a texting service. We must have an updated cell phone number.
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- FamilyNet/ Family Portal Grade Book: the SDP's grade book allows you to see your child's cumulative grades each marking period. Login through [www.philasd.org](http://www.philasd.org).