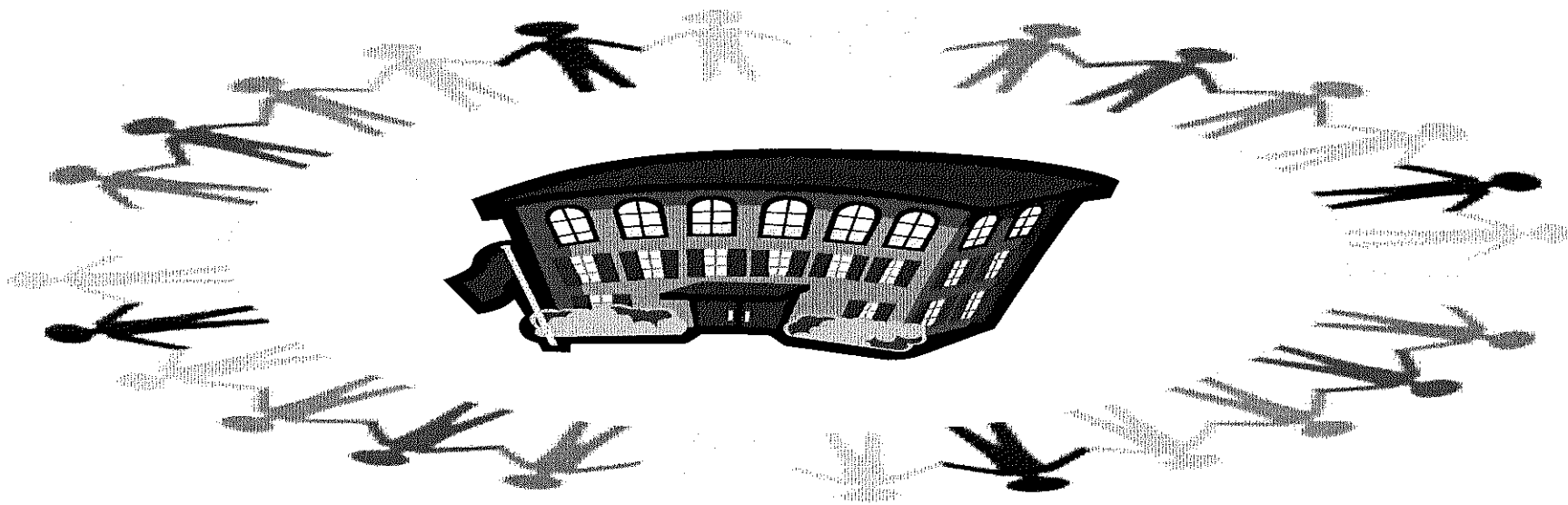


SCHOOL DISTRICT OF PHILADELPHIA
DR TANNER G DUCKREY ELEMENTARY SCHOOL
1501 WEST DIAMOND STREET
PHILADELPHIA, PA 19121
(215) 215-684-5066

Parent-Student Handbook
Dr Tanner G Duckrey Elementary School
"Safe, Respectful, Responsible"



DUCKREY DIAMONDS WHERE WE LIVE, LEARN AND PLAY!"

"OUR TIME OF GREATNESS IS UPON US!"

"DUCKREY DIAMONDS SHINE!"

Parents please review closely the following policies and procedures. Your cooperation is necessary for us to provide a safe and secure learning environment for your children.

ARRIVAL: All students enter through the back schoolyard beginning at 8:20. Kindergarten through 4th grade students will walk into the gym and line up in their designated spots. 5th through 8th grade students will walk into the cafeteria and line up in their designated spots. Teachers will pick students up at 8:25. All students will have breakfast in their classrooms. Students are to walk to class with their teachers, parents are not allowed to walk students to their classes.

NO STUDENTS ARE TO ENTER FROM THE FRONT OF THE SCHOOL. THERE IS NO SUPERVISION IN THE YARD BEFORE 8:20. PLEASE DO NOT LEAVE YOUR CHILD UNATTENDED IN THE YARD.

DISMISSAL: All students will be dismissed from the doors in the school yard closest to 15th street. 1ST through 3rd graders will be dismissed first then the older students. Teachers will walk outside with their students.

ALL students must be picked up by **3:09**. Students that are not picked up will wait in the cafeteria for a short time. If students are then not picked up the police department will be notified. If there is an

emergency please call the school office and inform them you may be late.

Kindergarten students will be dismissed from designated spots in the front of the school and they must be signed out.

DEVELOP A DISMISSAL PLAN WITH YOUR STUDENT SO THEY KNOW WHAT TO DO DAILY!

UPON DISMISSAL: All students are to leave the school. Students may not go home and return to school or walk to the store and return to school. Students staying for after school activities must report immediately to their assigned location.

EARLY DISMISSALS: We urge you to limit early dismissals to extreme emergencies. Early dismissals will NOT be granted after 2:30. It is disruptive and interferes with your child's learning. Whenever it becomes necessary to excuse a child during the school day, a parent or responsible adult who is on the emergency contact list, with proper photo ID will be permitted to pick a student up. No students are to leave the building for an early dismissal unless accompanied by an adult. When picking up a student, sign in and show ID at the front desk, proceed to office to sign student out and show ID again. **STUDENTS WILL BE CALLED TO THE OFFICE TO BE PICKED UP. STUDENTS ARE NEVER TO BE DISMISSED FROM THEIR CLASSROOM FOR SAFETY REASONS. PARENTS PLEASE WAIT IN THE OFFICE FOR YOUR CHILD.**

VISITORS TO DUCKREY: Visitors are welcome to Duckrey. All visitors must show proper photo identification and sign in at the front desk upon arrival. Then proceed to the main office to obtain a visitor's pass after signing in and showing identification again. No one is permitted to go anywhere in the school without a pass and the permission of the principal or designee.

**INTERVENTION BLOCK MONDAY-FRIDAY
8:45-9:30**

The whole school will be engaged in academic interventions daily from 8:45-9:30. The school is shut down during this time as all staff is engaged in an intense academic intervention with all students.

**OFFICE HOURS FOR ADMINSTRATORS
Monday-Friday 10:15-11:00**

1. Ms. Cronin-Climate K, 1, 2
2. Ms. Jackson-Climate 3,4,5
3. Mr. Gravely-Climate 6,7,8

VISITING YOUR CHILD'S CLASSROOM: Please send a note to your child's teacher requesting a time for an appointment when the teacher is not instructing. Please do not visit your child's class unannounced for a teacher meeting. It is best to schedule a time that will not be disruptive to instructional time.

ATTENDANCE: School begins promptly at 8:30. If your child is not in class at 8:30 they are considered

late. It is extremely important that you encourage regular attendance. A student will not learn if they are not in school. Teachers are required to report 3 consecutive days of absence to the counselor. On the day your child returns to school from an absence your child must bring a note explaining the reason for the absence. A doctor's note is required for 3 or more days absent.

CONTACT INFORMATION: It is extremely important that the school and the teacher have your current telephone number and address so that we can properly care for your child in the event of an emergency. Inform your child's teacher when you change your phone number or address.

CELL PHONES: Cell phones, electronic games, headphones, iPods, and other electronic devices are not permitted to be used or brought on school property. If a student is using a phone or other device it will be confiscated. The school is NOT responsible if a student brings an electronic device to school and it is stolen, lost or damaged. Per The School District of Philadelphia Consequences: 1st offense-device will be confiscated and returned at the end of the day to a parent or guardian. 2nd offense-confiscated and will not be returned until the last day of school in June.

USE OF SCHOOL TELEPHONE: Messages from home cannot be relayed to children nor items delivered to children during school hours. Such actions interrupt your child's learning. Messages will only be taken in a

real emergency and will be delivered to the student by the principal.

MEDICATION: Please make sure all medication is given to the nurse by a parent or guardian. The nurse will give parents the proper form to be completed by the child's physician before medication can be given to the student. No student should have any type of medication with them at any time.

24-HOUR HOT LINE: If anyone sees suspicious or unusual activity in or around the school or feels threatened in any way, you can call the School District Safety Hotline at 215-400-SAFE.

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

CUSTODY/AND LEGAL DOCUMENTS: A copy of relevant, current legal papers should be brought to the office where they will be safely filed. Legally it is assumed that both parents listed on the record card and school application in office have custody of the student. The school requires legal papers NOT verbal information. Legal papers are binding in the event of any custody case.

HOMEWORK/INTERIM REPORTS: Homework will be given every night including Friday nights. Interim reports are used by all teachers Kindergarten through 8th grade to report student progress.

SCHOOL RULES AND DISCIPLINE CODE: We ask that all students adhere to the Duckrey 3 B's of Positive Behavior:

BE RESPONSIBLE
BE RESPECTFUL
BE SAFE

All students are expected to behave in an acceptable, responsible and safe manner while at school, on field trips, in the yard, lunchroom and all other school related situations. Good behavior, courtesy and cooperation are essential for learning.

- *All students are responsible for their learning experiences, which includes, class participation, completing all assignments, being prepared for class.
 - *Respect and follow all class and school rules.
 - *Appropriate language shall be used at ALL times..
 - *Causing damage to school property is strictly prohibited.
 - *Students are not permitted to have food, beverages, candy, gum, etc.. in the classroom, hallways, or yard.
- FOOD IS ONLY ALLOWED TO BE CONSUMED IN THE CAFETERIA.** Under circumstances when students fail to observe basic and essential school rules, parents are notified to attend a parent/school conference to discuss the behavior and mutually seek a positive solution. The student whose behavior in school endangers the safety health and/or well being of

students, staff or whose behavior interferes with or prevents the instructional program is subject to one or more of the following actions:

Level 1 Offenses----In School Suspension

Level 2 Offenses----Out of School Suspension

Level 3 Offenses----Lateral Transfer

Level 4 Offenses----Disciplinary School Assignment

Level 5 Offenses----Expulsion Referral

UNIFORMS: It is important that we make a distinction between play clothes and school clothes so that we may maintain a proper learning atmosphere at school. When students are neat and clean they are better prepared to learn. We strongly believe that clothing and appearance do make a difference in attitude and behavior. A uniform policy has been adopted by the School District of Philadelphia, which is mandatory. The Tanner G. Duckrey uniform is listed below:

If a student is not in uniform, they will be given a Duckrey shirt to be worn for the day.

K-5 All students must wear navy pants, skirts or jumpers with a light blue or white collared shirt.

6-8 All students must wear khaki pants or skirts with a hunter green or white collared shirt.

All students K-8 navy or hunter green button down sweaters may be worn. No open shoes are allowed at school.

HOODIES AND HATS ARE NEVER PERMITTED TO BE WORN IN SCHOOL.

If a student is not in uniform, they will be given a Duckrey shirt to be worn for the day. Repeated infractions will result in disciplinary action.