



THE SCHOOL DISTRICT OF
PHILADELPHIA

The School District of Philadelphia
Franklin S. Edmonds Elementary School
Learning Network Six
8025 Thouron Avenue
Philadelphia, PA 19150

2018/2019 Academic Year
STUDENT & FAMILY HANDBOOK

Yasir N. Roundtree, Principal
Sherri A. Wallace, Assistant Principal

Dr. William R. Hite Jr., Superintendent
Kimberly Newman, Assistant Superintendent

F.S. Edmonds Contact Information

Phone: 215-400-3370 Fax: 215-400-3371

Dear Parents, Guardians and Students:

We are excited and honored to welcome you to the beginning of the 2018-2019 school year at Franklin S. Edmonds Elementary School!

Our motto at Edmonds is, "*Achievement is the Standard and Success is the Expectation!*" However, we will achieve success with your support. As the demands and complexities of teaching children increases, it becomes more evident that we all need to work together to ensure that our children reach their fullest potential.

We, at Edmonds, believe that all of us - Edmonds school staff, parents, students, and community - must work together as an integrated and extended family to ensure success for all our students. We believe it is everyone's responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically and emotionally successful students as well as responsible members of society.

Our success hinges on our dedication to providing the best learning environment for our students. Our ultimate goal to achieve success is to improve every child's academic levels across all content areas. That will be accomplished by increasing daily instructional time, the implementation of a successful attendance initiative, and the reduction of incidents of disruptive behavior.

We are looking forward to a productive and successful school year!

Best regards,

Yasir N. Roundtree, Principal
Sherri A. Wallace, Assistant Principal

Twitter: @FS_Edmonds
Facebook: @FSEdmonds
Website: www.philasd.org/schools/edmonds

Principal: YRoundtree@philasd.org
Assistant Principal: SAWallace@philasd.org

We have the F.S. Edmonds Edge: We are Responsible, Respectful, and Safe!

Uniform Policy

The School District of Philadelphia has issued a mandatory School Uniform Policy for all students enrolled in the Philadelphia Public Schools. Students must wear school uniforms in school each day. Below is a description of the F.S Edmonds School Uniform:

- a. ALL students in grades Pre-K to 8th are to wear navy blue pants, skirts, skorts, or jumpers. Students will wear shirt colors that are aligned with their grade band.
 - a. Pre-K to 2nd are to wear light yellow collared shirts.
 - b. 3rd-5th are to wear light blue collared shirts.
 - c. 6th-8th grade are to wear gray collared shirts.
 - d. All students in grades Pre-K to 5th may wear navy blue sweaters over their uniform shirt.
 - e. All students in grade 6th-8th may wear gray sweaters over their uniform shirt.
- b. Gym Uniform:
 - a. Navy blue sweatpants
 - b. Navy blue t-shirts or the F.S. Edmonds shirt (sold in the Main Office for \$10.00)
 - c. Navy blue sweatshirts or the F.S. Edmonds sweatshirt (sold in the Main Office for \$20.00)
 - d. Sneakers- **STUDENTS MUST BE IN SNEAKERS TO PARTICIPATE IN GYM.**
- c. The following items are **NOT** permitted:
 - a. Hoodies of any type
 - b. Shorts above the knee
 - c. Jeans or sweatpants (sweatpants may be worn on gym days)
 - d. Logos on clothing
 - e. Sandals or flip flops
 - f. Wheels in sneakers

Who to Contact if...

Issue/Concern	1st Contact	2nd Contact	3rd Contact	Notes
Attendance/Lateness	Teacher	Ms. Talley, Secretary	Mrs. Watkins, Dean of Students Ms. Cruz, Social Worker	
Homework	Teacher	Dr. Wallace, Assistant Principal		
Physical Health	Teacher	Nurse Owen		All medication forms must be given to the nurse
Mental/Behavioral Health	Teacher	Ms. Heifet, Counselor Ms. Cruz, Social Worker	Mrs. Watkins, Dean of Students STS	
Bullying/Harassment/ Student Safety Concerns	Teacher	Mrs. Watkins, Dean of Students	Ms. Heifet, Counselor Dr. Wallace Assistant Principal	
Special Education	Ms. Buggy, SEL	Mr. Roundtree Principal		
Uniforms	Teacher	Ms. Talley, Secretary	Ms. Heifet, Counselor	
Early Dismissals	Teacher	Ms. Talley, Secretary		

Please note that you are always welcome to come to the main office to fill out a Parent Concern Form. The form will be given to the appropriate person. With the exception of emergency situations, meetings with the Principal must be scheduled in advance. You may schedule a meeting with the Principal by contacting the secretary or emailing the Principal.

Attendance Policy

- a. Our experience has shown that the students who experience the greatest degree of success are those with the best attendance and punctuality records. Students need to be in school.
- b. Pupils are expected to attend school every day except when they are ill. Regular attendance is essential to the educational growth of every child. It is critical that each student maximize the time spent in the classrooms. Time missed due to excessive absences or lateness is a loss of valuable, consistent, sequential instruction, which cannot be made up with extra work. If it is necessary for a child to be absent, parents must send a note explaining the absence on the day of the student's return to school. **If the school does not receive a note excusing the absence within three calendar days of the absence, the absence will be considered unexcused.** After three unexcused absences, your child may be considered truant and referred to a support organization.
- c. At the 6th unexcused absence, an attendance improvement conference will be held with the parent/guardian to address the student's absences and reasons for the truancy. The purpose of the conference is to identify motivations for and barriers to attendance and develop an action plan to improve attendance. A Student Attendance Improvement Plan will be completed at the conference. This will serve as the Truancy Referral. A copy of the SAIP will be provided to the student, parent/caregiver and any other entity identified who can support the student with this plan. At the 10th unexcused absence, the truancy referral will be submitted to the Office of Attendance & Truancy. Once the referral has been submitted to the Office of Attendance & Truancy, parents receive a citation for Truancy Court.
- d. In the event that your child will be absent from school for a period of time due to a family vacation, please be aware that your child will be marked absent for the days he or she is not attending school, and the absences will be documented on your child's permanent attendance record as unexcused.
- e. **Please note that absence and lateness events become part of the student's history profile.** Attendance and punctuality can affect High School placement options. Students with excessive absences and lateness may be considered for a detention or other interventions.
- f. **There are two substantive changes in the Attendance Policy. The first is that if students arrive in school after 10:00 am without a note or leave before 1:00 pm without a note, they will be marked half a day unexcused absence.**
 - a. The half-day unexcused absences will accrue to full days.
- g. The second is that after eight (8) cumulative absences for illness, the parent or guardian must secure a doctor's note for any future absences for illness.

Lateness Policy

- a. Students arriving after 8:35 AM are considered late. If a student arrives between 8:35-8:45 the student is late and will be marked late by the homeroom teacher. If a student arrives after 8:45, the student must report to the Main Office by way of the Main Entrance for a late slip before entering the classroom.
 - a. Every time a student is late, except in inclement weather, a letter will be sent home informing the parent about the recent lateness and the number of times the student was late during the 2018-2019 school year.
 - b. After the first lateness, students will be assigned lunch detention for any subsequent lateness. A letter will be sent home informing the parent about the recent lateness and that the student was given a recess detention.
 - c. In the event that a student has **nine (9) or more occasions of lateness**, a copy of the letter/detention notice will be forwarded to the School Counselor. The Counselor will arrange an RTII meeting and invite the student's parent to discuss the student's chronic lateness infractions, to review consequences for lateness infraction and to develop a plan/contract addressing the student's punctuality.
- b. **Please note that lateness events become part of the student's history profile.** Attendance and punctuality can affect High School placement options. Students with excessive absences and lateness may be considered for a detention or other interventions.

Early Dismissal Policy

- a. It is imperative that your child remains in school the entire day. Medical and dental appointments should be made during non-school hours. We ask that parents or guardians avoid signing students out early for appointments as much as possible. School District Policy does not approve of students being signed out for non-emergency appointments. Signing students out of school disrupts the educational process.
- b. If your child needs to be dismissed early, he/she must bring a written note signed by the parents or guardians stating the time and reason for the early dismissal. Parents or guardians will then report to the office with valid picture identification and sign your child out in the "Sign-Out Book." Your child will then be called to the office. **For the safety and security of your child, no child will be dismissed without an identified adult (over 18 years of age) to accompany him/her. The identified adult must be listed on the student's approved parent contact list; otherwise the student will not be released. *** Please note that valid picture identification is required to enter the F.S. Edmonds School.*****
- c. An early dismissal, unless in an emergency, is permitted up **2:30 P.M.** Early Dismissals and/or late arrivals are monitored very carefully and are part of the child's official school record.
- d. Early dismissals without a valid doctor's note or court documentation will result in the following:
 - a. After 3 early dismissals- Mandatory meeting with the Principal
 - b. After 5 early dismissals- Mandatory meeting with the Principal and Counselor to create an early dismissal elimination plan.
 - c. After 8 early dismissals- Contact to DHS to report educational neglect.
- e. Notices of early dismissals for report card conferences and staff development are listed in this handbook. Please check the school calendar at the front of this handbook for dates and times of these and other activities and events.
- f. All early dismissals must be made in the School Main Office during office hours.

Late Pick-ups

- a. Following dismissal, all students who have not been picked up or walked home are brought back into the building. Adults must report to the Main Office to pick up late students. Students that remain in the office must be signed out. Late pick-ups are carefully tracked.
- b. The following will take place after repeated late pick-ups:
 - a. After 3 late pick-ups- Mandatory meeting with the Assistant Principal
 - b. After 5 late pick-ups - Mandatory meeting with the Principal and Counselor to create a late pick-up elimination plan.
 - c. After 7 late pick-ups - Contact to DHS to report neglect.

Delayed School Opening/Emergency School Closing

- a. Due to inclement weather or other emergencies, it may be necessary to cancel school for the day or have a "**delayed opening.**" If this should occur, parents and caregivers are asked to tune in to the local news, visit The School District of Philadelphia's website at www.philasd.org, or call the District's Parent hotline at (215) 400-INFO (4636).
- b. In the event of a delayed opening a specific opening time will be announced for all schools and early childhood programs. Dismissal time will remain the same. Yellow bus transportation will run, but bus pick up times will be pushed back in accordance to the time of the delayed opening for students (e.g. – If a student's normal pick up time is 7:30 a.m. and there is a two-hour delayed opening, the pickup time will be 9:30 a.m.). All school trips that are scheduled will be canceled. Breakfast, lunch, after-school programming, and athletics will not be affected and will function as normal. We strongly encourage you to make arrangements for your child's supervision when schools are closed or delayed and to review these arrangements with your child periodically.
- c. When school is closing due to extreme weather conditions, an announcement will be made over the radio and television stations early in the morning. The announcement will be "ALL PHILADELPHIA PUBLIC SCHOOLS ARE CLOSED." When it is necessary to close school during the school day, radio and television stations will also make announcements. It will be announced as " ALL PHILADELPHIA PUBLIC SCHOOLS WILL CLOSE AT (time)." It is imperative that we have on file current home information, emergency contact numbers and work

numbers. It is also important to review with your child the instructions for what to do in the event that you are not home when he/ she arrives home from school.

Books, Materials and Supplies

- a. Students will be issued school textbooks and books during the first full week of school. Each student is responsible for those textbooks if lost or stolen.
- b. Parents or guardians will sign fiscal responsibility forms for textbooks at the beginning of the year.
- c. Each student is responsible for all lost or stolen library books signed out by the student.
- d. The School District of Philadelphia Policy 224 on textbooks states that each student has the responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his/her use.
- e. Students and/or parents or guardians are responsible for the care, maintenance and timely return of all textbooks assigned to them. F.S. Edmonds students and/or parents or guardians to sign a compact acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school.
- f. Students and/or parents or guardians will be assessed consequences for lost or damaged textbooks. Imposition of one or more of the following penalties is permitted:
 - a. A charge for the replacement of the textbook
 - b. Withholding of a report card.
 - c. Loss of privileges such as participation in sports, extra-curricular activities, dances, other special events, and commencement exercises.
 - d. Other penalties as determined by the building Principal
- g. A Welcome Letter will be sent to each parent via the classroom teacher describing the supplies requested for his/her grade. Please do your best to acquire school supplies as soon as possible.
 - a. Please do your best to ensure that students come to school with backpacks, school supplies, and necessary materials.
 - b. If providing the designated school supplies is a problem or hardship, this should be discussed with your child's teacher as soon as possible.

Bright Futures Program

The Bright Futures program is a high quality, comprehensive, developmentally appropriate preschool program for children ages 3-5. The classroom environment is structured to foster an activity-oriented, child-centered approach to learning. The Bright Futures program recognizes that children learn differently and progress at different rates. Instructional activities are designed to meet the readiness of each learner. All curriculum areas are blended into the classroom learning environment including language and literacy, math, science, technology, social studies, creative expression, health and safety. To register for this program please call the Office of Early Childhood Education at 215-400-5757 or email BrightFutures@philasd.org.

Communication - How F.S. Edmonds can support your child and you.

- a. F.S. Edmonds is committed to support the education of every student, providing up to date information and student/parent/guardian support. We urge students and parents to stay informed and to report concerns to the school. The F.S. Edmonds website at www.philasd.org/schools/edmonds/ provides extensive up-to-date information regarding the programs and policies of F.S. Edmonds.
- b. In order to make certain that all student/parent/guardian concerns are acknowledged, we request that all students/parents/guardians utilize the following lines of communication:
 - a. Student concerns should be directed to the person (teacher or aide) who is on duty or responsible for the group or activity.
 - b. If the teacher or aide is not available, please seek support from the school counselor. The School Counselor, Ms. Kristen Heifet can be contacted directly at 215-400-3370 or via email at kheifet@philasd.org.
 - c. The School Nurse, Ms. Margo Owen, is available daily at 215-400-3370.
 - d. In the event that further administrative support is necessary, please call the main office at 215-400-3370. Yasir Roundtree, the School Principal, and Sherri Wallace, the Assistant

Principal, are also available via email at YRoundtree@philasd.org or SAWallace@philasd.org. You may also come to the main office to fill out a Parent Contact Form.

- e. Please note that immediate communication may not be possible, however, a phone call or meeting will be scheduled as soon as possible.
- c. Class Dojo. All teachers will provide information on how to connect to Class Dojo. Please make sure you are connected as this will provide you with direct access to your child's teacher, Ms. Heifet, Mrs. Watkins, Ms. Buggy, specialty teachers and school administration.
- d. School Messenger will also be used. A weekly phone blast will be sent out on Sunday. Please make sure your phone number is updated with the main office to ensure that you receive the weekly update from Principal Roundtree or Assistant Principal Wallace.

School District of Philadelphia Acceptable Use Policy

- a. 815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES
Purpose: The School District of Philadelphia provides students, staff, parents, guardians and other authorized individuals with access to computing equipment, electronic communication systems and network resources, which includes Internet access, whether wired or wireless, or by any other means. This access has a limited education purpose for students and is to facilitate employees' work productivity. For instructional purposes, the use of Internet, computers and network resources shall be consistent with the curriculum adopted by the district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Visitors, Volunteers and Chaperones

- a. All visitors must sign-in at the Main Office and wear a visitor badge while in the building.
- b. Volunteers and Chaperones
 - a. All school volunteers must have up-to-date clearances (this includes field trip chaperones). Up-to-date means that your clearance is dated within one year of the volunteering/chaperoning date.
 - b. **All chaperones and school volunteers ARE REQUIRED to have clearances. THERE ARE NO EXCEPTIONS**
 - c. Clearances will be checked and kept on file by the Main Office.
 - d. All Pennsylvania residents who have lived in the state of Pennsylvania for more than 10 years must have the Criminal Record and Child Abuse Clearances (these are free).
 - e. All Pennsylvania residents who have in the state of Pennsylvania for less than 10 years must have the Criminal Record and Child Abuse Clearances (these are free) AND the FBI Fingerprinting (this costs \$27.50).
 - Criminal Record <https://epatch.state.pa.us/Home.jsp>
 - Child Abuse <https://www.compass.state.pa.us/cwis/public/home>
 - FBI Fingerprinting https://www.pa.cogentid.com/index_dpw.htm
- c. Parent Visitation
 - a. Parents are encouraged to visit F.S. Edmonds School at anytime. In order to expedite and enhance your visit, please follow these guidelines before visiting:
 - b. Report directly to the Main Office to receive a visitor's pass. No parent/guardian or guest is permitted to go directly to the classroom.
 - c. Parents must call the F.S. Edmonds main office at 215-400-3370 before picking up a child.
 - d. Any parent/visitor visiting a classroom must have clearances on file. During classroom visits, parents are prohibited from using electronic devices.

Electronic Device Policy

- a. At F.S. Edmonds, we understand the importance of students having cell phones to safely walk to and from school however, we ask that you please remind your student(s) of the importance of focusing on school while they are in class. Cell phones present a distraction to students and for that reason, we ask that you do your part by not calling or texting your student during the school day.
- b. If you chose to send your child to school with an electronic device, all students will be required to turn in their cell phone to be put into storage for the remainder of the school day. **F.S. Edmonds staff are not responsible for lost or stolen cell phones.**

- c. Students who refuse to turn in their cell phone and are caught with a cell phone will have their phone confiscated by school staff.
 - a. For a first offense, phones are returned to the student at the end of the school day.
 - b. A second offense results in the phone being taken and only returned when a parent comes into the school to pick it up.
 - c. A third offense results in the phone not being returned, which is approved as per School District of Philadelphia policy.
 - d. Other disciplinary action may occur as directed by the Principal.

Breakfast

Breakfast begins at 7:45 A.M. for all students. Students will enter using the Sedgwick entrance. Breakfast will be served until 8:10 A.M. If your arrive child arrives after 8:10 A.M., he or she WILL NOT receive breakfast. All students are cleared from the cafeteria by 8:20 A.M. and released back to the schoolyard.

Lunches

- a. Noontime aides supervise our lunch program. There are only four lunch periods, 45 minutes each.
- b. **Lunch Times**
 - a. Grades K and 1: 11:00-11:45
 - b. Grades 2 and 3: 11:45-12:30
 - c. Grades 4 and 5: 10:15-11:00
 - d. Grades 6, 7, and 8: 12:30-1:15
- c. If a student forgets his or her lunch, they are always provided with a school lunch.
- d. Parents/Guardians may bring a lunch to school to be given to their child PRIOR to their child's lunchtime.
- e. If the child's lunchtime has passed, the child will not be pulled from class to eat lunch.
- f. **Parents/Guardians may not bring fast food to school to give to their child.**
- g. Students are expected to follow rules and demonstrate respect for each other and for the adults in charge. This is encouraged while eating lunch and during socialized recess in the yard.
 - a. Students are to enter the cafeteria quietly and be seated. Students will use indoor voices only.
 - b. Students are to follow directions the first time given.
 - c. Students are to sit properly with both legs under the table.
 - d. Students are to remain seated until their table is called to receive or obtain their lunches.
 - e. Students must respect teacher aides and their fellow students.
 - f. Students are to speak respectfully to all cafeteria staff.
 - g. Students are responsible for depositing their trash in the receptacles and for cleaning up their own area.
 - h. If a student does not follow these regulations/expectations, discipline steps will be taken.
 - i. Failure to follow expectations during lunch and recess may result in progressive disciplinary action.

Hall Passes

- a. All students are expected to carry a hall pass while moving throughout the building without their class.
- b. All students will travel in same sex pairs.

Bathroom Use

- a. Students are expected to use the bathroom during non-instructional times. Students may use the bathrooms before school, after school, and during lunch.
- b. Students will always be permitted to use the bathroom but may be asked to wait just a few minutes until their teacher finishes important directions.
- c. Excessive bathroom use will result in a parent conference

Lost and Found

- a. Lunch boxes, books, book bags, boots, and sneakers should have identifiable marks.
- b. Students may check the Lost and Found in the lunchroom for lost items.

Money/Expensive Items

- a. Please do not allow your child to bring large sums of money or expensive items to school.
- b. If we find that your child has an excessive amount of money, it will be taken and parents will be notified so they may retrieve it.
- c. F.S. Edmonds teachers, staff, and administration are not responsible for lost, stolen, or broken items or money.

Homework Policy

- a. Homework is to be assigned Monday through Thursday or Friday of each week (depending on teacher).
- b. Every student is expected to have a notebook where he or she can write homework assignments.
- c. Homework is a reflection of curriculum taught and should either reinforce or enrich skills taught by the teacher. Projects may be homework assignments.
- d. Summer Homework Projects will be assigned every June and are required to be turned in to the September teachers. The Summer Homework Projects will be graded in September and considered a major grade for the first report card.
- e. Projects are never given the night before they are due. Students are expected to read and write a minimum of 20 minutes each night.
- f. Students are expected to complete all homework assignments. Parents or guardians should review each assignment to ensure completion.

School Trips

- a. The teacher arranges class trips.
- b. Prior to going on any trip, the parent/guardian must sign a consent form allowing his/her child to participate.
- c. **Telephone calls to the teacher are NOT acceptable consent. No child will be permitted to attend a class trip without a signed permission slip.**
- d. Please send all money for the trip in a sealed envelope with your child's name, room number, and teacher's name on it. Parents are encouraged to participate as chaperones but must have clearances on file.
- e. Teachers will send home an information form prior to each trip, outlining the behavioral and attendance expectations in order to participate in the trip. Parents will be notified in advance if a child is in jeopardy of not participating in a trip.
- f. Students are never excluded from trips due to inability to pay for the trip.

School Events

- a. For a student to participate in during/after-school hours event, the following criteria is considered:
 - a. Student Attendance Record (especially attending school on the day of the event)
 - b. Uniform Compliance
 - c. Homework Completion
 - d. Classwork Completion
 - e. Behavior (compliance with the school district code of conduct)
- g. Students may be excluded from school events due to violation of The Student Code of Conduct. Teachers will send home an information form prior to each event outlining the behavioral and attendance expectations in order to participate in the event. Parents will be notified in advance if a child is in jeopardy of not participating in an event.

Home & School Association

- a. We value and appreciate the time committed to the academic progress of your child. Parents can show support through our Home & School Association. Our association contributes to various student functions throughout the school year, as well as helping needy families. All parents and guardians are asked to be members

- b. Our Home and School Association has been extremely successful in supporting our school. The Association has been active in creating many fundraising activities.
 - a. All parents are encouraged to join the Home and School Association. We need your help!
 - b. How to Contact the Home and School.
 - i. Call the Home and School office @ 215-400-3370 and we will relay the message.
 - ii. The Home and School Association has a mailbox in the Main Office for questions you have or information you may need.

Cause for Suspension

- a. Under most circumstances when students fail to observe basic and essential courtesies and school regulations, parents of the student are notified to attend a parent-school conference to discuss the behavior and mutually seek a positive solution. However, when the situation is of a very serious nature (i.e. fighting, damage to property, insubordination, possession of a weapon) suspension from school for a brief time may be necessary as outlined in the Student Code of Conduct. All students are expected to follow the Student Code of Conduct. When making decisions about student behavior or discipline, F.S. Edmonds School will also use the Student Code of Conduct as mandated by the School District of Philadelphia.

Bullying

- a. Bullying is a serious matter affecting all schools. In order to help our students feel safe, bullying incidents and/or behavior must be addressed. Bullying happens when someone hurts or scares another person on purpose. The child bullied has a hard time defending himself or herself.
- b. What is bullying?
 - a. Repeated hitting, kicking, shoving, and other physical kinds of bullying
 - b. Repeated taunting, teasing, name-calling
 - c. Spreading rumors about others
 - d. Excluding or ignoring others in a mean way
 - e. Taking money or other belongings
 - f. Sending mean e-mails, text-messages (cyber-bullying), or notes
- c. What do we do about bullying?
 - a. Once a student and/or parent/guardian informs a staff member of potential bullying, a school staff member will conduct an investigation and make a determination.
 - i. An investigation may consist of but is not limited to: interviewing all students involved or student named during other interviews, reviewing any written communication, observations, etc.
 - b. After the investigation, the school team will make a determination of action. Action may consist of but is not limited to peer mediation, disciplinary action, parent meetings, room changes, social skills training, and/or outside agency referrals.
- d. Bullying Considerations
 - a. Bullying is a specific problem and not all situations are bullying. Please trust the school team in their investigation.
- e. Please see the Philadelphia School District Policy on Bullying/Cyber Bullying by visiting: <https://www.philasd.org/src/wp-content/uploads/sites/80/2017/06/249.pdf>

Prohibition of Harassment

- a. Students shall not violate the Anti-Harassment Policy of the District, which can be found at www.philasd.org. A student is considered in violation of this policy if he/she demands sexual favors, threatens, intimidates, or otherwise creates a hostile environment because of someone's age, gender, race, color, sexual orientation, national origin, religion, disability, socioeconomic status, and/or political beliefs.
- b. Please see the Philadelphia School District Policy on Harassment by visiting: <https://www.philasd.org/src/wp-content/uploads/sites/80/2017/06/248.pdf>

Offensive Language

- a. Everyone in school (students, staff, and visitors) should use polite and courteous language with each other. Everyone should listen to each other's ideas and beliefs, and respond politely. Threatening or intimidating language is not permitted in school. Cursing, foul, and offensive language is never appropriate on school grounds, or while traveling to and from school. Students who use foul language may face consequence as outlined in the Code of Conduct. Obscene or offensive writing or images are not permitted in schools.

Health Services/ Medications

- a. **PLEASE DO NOT SEND MEDICATIONS TO SCHOOL WITH YOUR CHILD.** Drugs such as nose sprays, antihistamines, cold tablets, cough syrups, and aspirins should remain at home or on your medical shelf. We cannot monitor the misuse of over-the-counter drugs. If, however, your child needs medication prescribed by your doctor for a prolonged period of time and it must be taken at school, you may come into the school office or make an appointment with the school nurse to receive clearance for your child to be given the medication by our school nurse or principal. The doctor must fill out forms for any medications, including over the counter medications that must be administered in school. All students who take medication in school will need a new form from the doctor completed each September. At the end of the school year, if your child has medication in school, it must be picked up by a parent. As per school district policy, any medication left in school will be destroyed. No medication will remain in school over the summer.
- b. A child who is too ill to remain in class will report to the school nurse or office. If it is necessary that the child be sent home, parents/guardians or the emergency contact will be notified. Children who are ill before school should not attend to protect others from infection.
- c. Care given in school is limited to first aid in cases of accident and illness until the parent or emergency contact is reached and the child is released.
- d. A note is always given to students who visit the nurse. A phone call to parents/guardians is not always necessary. Parents/guardians will always receive a phone in emergency situations.

Safety

- a. **Walking/Automotive Safety**
 - a. For the safety of our children, please do not double park at any time. Please do not park directly in front of the school building because it interferes with our students who ride the school buses getting in and off of the buses. Please do not block the driveways of our neighbors. Please do not prompt your children to run across any street.
 - b. Please do not park your car within 15 feet of the crosswalks or in any way that forces our children to cross the streets in an unsafe manner.
 - c. Students must only cross streets at corners, even when accompanied by an adult.
 - d. Parents will review with their children where to go if school is dismissed early for emergency.
 - e. Students are encouraged to come directly to school and to go directly home after school has been dismissed. This is for their safety. Parents are asked to please support this policy.
- b. **Schoolyard Safety**
 - a. Please leave your pets at home when dropping off or picking up your children. Dogs/pets are not permitted in the schoolyard and are not permitted near the gates of the schoolyard. Dogs/pets may not be stationed on the sidewalk directly adjacent to the school. Therefore, it would be best that dogs/pets remain at home.
- c. **Health Safety**
 - a. By order of the School District, F.S. Edmonds will provide a Smoke Free environment to its students, parents, visitors, and employees. No smoking will be tolerated in the building or on school property, including the schoolyard and surrounding sidewalks. For the safety of our students, please do not discard cigarette butts on the school premises or in the school waste cans. Please refrain from smoking cigarettes or any form of tobacco in our schoolyard and/or on the sidewalk directly adjacent to the school.

Student Rights and Responsibilities

- a. Each student attending the F.S. Edmonds School has the right to learn, to seek happiness in academic, social and emotional experiences and to complete assigned tasks without interruption or jeopardy to their safety. Each teacher at the F.S. Edmonds School has the right to teach, to seek professional satisfaction in the growth of his/her students and to complete all duties and responsibilities without interruption. Parents and Guardians of students at the F.S. Edmonds School expect their children to grow academically, socially and emotionally because of the mutual efforts of the F.S. Edmonds School staff, other students and parents/guardian in the F.S. Edmonds School. Any person who violates the rights of students or teachers or willingly hinders the academic, social and emotional growth of any F.S. Edmonds School student shall be held accountable. School rules, policies of the School District of Philadelphia, and Pennsylvania state law have been established so that student and teacher rights as well as parent/guardians' expectations can be fulfilled.

Student Behavior Expectations

- a. The primary purpose of school is to educate its students. Education cannot occur when one or more students disrupt the classroom or create a situation where students, staff, or guests feel unsafe. In order to maintain the order necessary to run a school program, disciplinary policies must be in place for the common good of the school community. The definition of discipline is to hold students accountable through active engagement.
- b. Students must reflect about their behavior and learn ways of improving or preventing inappropriate behaviors. Parents are an important part of the F.S. Edmonds, and they can assist by ensuring the learning of proper behavior, respect and responsibility. It is a continuing learning process. What a child learns at home can and will be carried into school. The following School Wide Expectations are to be used and referred to frequently.
- c. **School Wide Expectations**
 - a. **BE SAFE...BE RESPECTFUL...BE RESPONSIBLE**
 - i. Keep hands, feet, and objects to yourself.
 - ii. Follow directions from all teachers and staff members the first time they are given.
 - iii. Always walk. Do not run.
 - iv. Use school appropriate language.
 - v. Speak respectfully to others at all times.
 - vi. Bullying has no place in our school.
- d. All students are expected to behave in an acceptable and responsible manner while at school, on field trips, riding school buses, on the playground, and in other school related situations. Good behavior, courtesy and cooperation are essential for learning.
- e. The following is offered as a guide to acceptable student behavior:
 - a. All students shall be responsible for their learning experiences, including responsiveness to lessons and completion of assignments.
 - b. Respect for adults, fellow students, school regulations and property, and personal belongings shall be observed.
 - c. All students are expected to be cooperative, polite, and demonstrate fair play while in school and attending school-related activities.
 - d. Self-control and good citizenship are expected for all students.
 - e. Proper and appropriate language shall be used at all times.
 - f. Appropriate grooming and personal appearance are the responsibility of the student. Outdoor clothing is not to be worn in school.
 - g. All students are expected to be prepared for class and arrive on time according to the schedules set by the school.
 - h. Good table manners and appropriate cafeteria behavior are expected of all students.
 - i. All students are requested to walk (not run) while in the school building and on their way to and from the schoolyard.
 - j. Absolute obedience for fire drills and other drills/emergencies is required of all students.
 - k. All students are expected to keep the school building and grounds clean and neat. Dispose of waste paper and trash in the proper receptacles.
 - l. All students are to observe acceptable audience behavior while participating in large group activities.

- m. All students are to follow routine lines of communication. Student concerns should be directed to the person (teacher or aide) on duty or responsible for the group or activity. If the teacher or aide is not available, report concerns to the school counselor or the Main Office.
- n. Possession of Weapons- Pennsylvania Act 26 State that no weapons are permitted in school. Students who bring weapons to school can be expelled.
- o. Make sure your children are not running through the parking lot at arrival or dismissal.

Student – Discipline/ Code of Student Conduct

- a. Fighting is not allowed in the school, on its grounds, or in the neighborhood. Fighting can result in immediate school suspension. Please note disciplinary action will be taken if fighting occurs in the neighborhood.
- b. Students who have difficulties in getting along with others are to bring those problems to a teacher, aide, classroom assistant, or counselor.
- c. Students who do not follow rules may be given a detention during recess.
- d. Students who misbehave and require more serious attention may be given a 30-minute after school detention the next day after parents have been notified. Parents may expect their child to be late or arrange for later picking up after the detention.
- e. The School District of Philadelphia has a strict Code of Student Conduct, which we follow. This code is described in a booklet, which is available through the District. If your child is experiencing difficulty which results in behavior problems, there are many steps which the school can and will take to try to resolve these problems. These include: notifying the parent/guardian, referral to the counselor, referral to the principal and the RTII process. However, when the situation is serious (fighting, damage to property, insubordination, use of profanity, possession of a dangerous weapon or drug), suspension from school for an appropriate period of time will be enforced. Please note any discipline list provided by F.S. Edmonds is never exhaustive, discipline is determined on a case by case basis following The School District of Philadelphia Code of Conduct.
- f. The School District of Philadelphia Code of Student Conduct can be found by visiting www.philasd.org and searching code of conduct.

Title One Funded Programs

Title I Parent Involvement Policy and Parent-School Compact are reviewed and revised as needed on a yearly basis. A copy of the Title I Parent Involvement Policy and Parent-School Compact are located at the end of this Handbook.

Honor Roll

Principal's Award (Distinguished Honors): All A's in the four major subjects; no out-of-school suspensions; and no unexcused absences/latenesses for the reporting period. Student attaining Distinguished Honors who have up to and including one (1) unexcused absence/lateness will be considered instead for Meritorious Honors.

Dean's List (Meritorious Honors): All A's and B's in the four major subjects; no out-of-school suspensions; and no unexcused absences/latenesses for the reporting period. Students attaining Meritorious Honors who have up to and including two (2) unexcused absences/latenesses will be considered instead for Honorable Mention.

Honorable Mention: All A's, B's and up to one (1) C in the four major subjects; no no out-of-school suspensions; and no more than three (3) unexcused absences/latenesses for the reporting period.

Students who attain Honor Roll status will be invited to participate in the quarterly academic incentive for that level.

Parent and Visitor Code of Conduct

Parent's & Visitor's Guidelines

In order to maintain an orderly, respectful and secure educational environment for the students and staff of the F.S. Edmonds Community School it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth in this handbook.

Parents are expected to:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that during arrival and dismissal appropriate behavior, language, and dress are demonstrated.
- Understand that arrival and dismissal are not times to meet with/conference with teachers, students must be dropped off or picked up quickly, without disruption.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the district.
- Build good relationships with teachers, other parents and their children's friends. Help their children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Provide a place for study, and ensure homework assignments are completed.
- Review the Code of Student Conduct and this handbook with their child and sign it.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor
- All visitors to the school must report to the main office upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the main office and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s) and principal, so that class disruption is kept to a minimum.
- Teachers will not take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.

- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Persons in violation of the Code of Conduct

The authorization of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

Depending on the severity of the situation, the visitor may receive a ban-warning letter, which is a strict warning that the actions demonstrated are in violation of our Code of Conduct and any further action will result in being banned for the building for up to one year

The School District reserves its right to pursue a civil or criminal legal action against any person violating the code.

2018-2019 PARTNERSHIP COMPACT
Sign and return to school

Student's Name (Print) _____ **HOMEROOM** _____

I reviewed the Franklin S. Edmonds Student Handbook. Parent's Initials _____

PARENT/GUARDIAN AGREEMENT Signature _____

It is important that my child achieves. Therefore, I shall strive to do the following:

- ▲ See that my child is punctual, attends school regularly, and follows dress code in district policy
- ▲ Support the school in its efforts to maintain proper discipline
- ▲ Establish a time for homework and review it regularly
- ▲ Encourage my child's efforts and be available for questions
- ▲ Stay aware of what my child is learning
- ▲ Provide a library card for my child
- ▲ Read with my child and let my child see me read
- ▲ Attend Parent-Teacher Conferences

STUDENT AGREEMENT Signature _____

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- ▲ Follow all school rules
- ▲ Attend school regularly, on time, and follow dress code as specified in district policy
- ▲ Come to school each day with pens, pencils, paper and other necessary tools for learning
- ▲ Complete and return homework assignments
- ▲ Observe regular study hours
- ▲ Complete all class assignments

TEACHER AGREEMENT Signature _____

It is important that students achieve. Therefore, I shall strive to do the following:

- ▲ Provide homework assignments for students
- ▲ Provide necessary assistance to parents so that they can help with the assignments
- ▲ Encourage students and parents by providing information about student progress
- ▲ Use special activities in the classroom to make learning enjoyable
- ▲ Provide academic intervention strategies for students experiencing difficulty
- ▲ Provide high-quality instruction and curriculum with frequent progress reports

PRINCIPAL AGREEMENT Signature _____

I support this form of parent involvement. Therefore, I shall strive to do the following:

- ▲ Provide a caring, orderly, positive, and safe environment that allows for positive communication between the teacher, parent and student.
- ▲ Encourage teachers to regularly provide academic intervention strategies and homework assignments that will reinforce classroom instruction.
- ▲ Provide resources to support the academic program.
- ▲ Provide opportunities for parents to volunteer, participate, and observe classes
- ▲ Hold parent/teacher conferences at the school quarterly to discuss the school/parent/student compact as it relates to their child's achievement.