

LAMBERTON
ELEMENTARY
SCHOOL

PARENT-STUDENT
HANDBOOK

2017-2018



Lamberton Elementary School

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Principal's Message

Welcome back from a wonderful summer! I am excited to be granted the privilege of serving the families and community of Philadelphia as the Principal of Lamberton School. As a former student, as well as current resident of Philadelphia, I share in your urgent desire to continue making Lamberton a great place for the students of the community. I am committed to making Lamberton a place where partnerships between home and school are valued in order to support our students' development, both academically and socially. It is my hope that this will be a productive and successful year for our scholars as they position themselves to attend the high school and college of their choice in pursuit of the career that unveils their fullest potential. As a school community, we will do all that we can to make this year one that children will look back fondly upon and have wonderful memories.

This handbook will share important information to keep you informed about school events, expectations and procedures and policies. Please carefully read this booklet thoroughly to determine our expectations for your child as a member of our Lamberton School family.

Lamberton Scholars are those that exhibit the qualities of those who love learning. They are on time, prepared and active participants in the learning process. We encourage student inquiry, creativity and discovery. We celebrate diversity in culture and promote student individuality.

Thank you for choosing Lamberton Elementary School and trusting us with your children. We appreciate your confidence in our School District and promise to do our very best for your child.

Best wishes to you for a fantastic school year!

P. Redmond
Principal



STOP! Before you go any further, please note that EVERY Lamberton School student and family is responsible for the contents of this handbook. So please, read it carefully!

OUR MISSION

The mission of Lamberton Elementary School is to provide a safe and caring environment that upholds respect and responsibility while providing a high-quality education.

OUR VISION

The Lamberton School unlocks the potential of each scholar to attend their elected high school and college of their choice.

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HOURS OF OPERATION

The school day **begins at 8:00 AM** and **dismissal is at 2:39 PM**. School doors open at 7:50 AM each morning. School personnel are on duty to supervise students beginning at 7:50 AM. Students should not arrive before that time, or enter the building without supervision of the Lamberton staff.

Students in Grades K-1 will enter the cafeteria door of the Little School House and sit at their assigned tables. **Students in Grade 2-3** will enter through stairway 6 and report to the cafeteria. Students in grade 4-8 will enter through stairway 4 and report to the auditorium.

School personnel are on duty to supervise students until 2:45 PM. All students should be picked up by 2:39 PM unless they attend Extended Day programs (BOYSCOUTS, TUTORING, STEM and SPORTS between 2:40 PM and 5:45 PM). If your child is not picked up by 2:39 PM, you must come into the main office, show I.D. and sign them out. After three occasions of late pickups, your child will be referred to the Student Support Team.

Beginning in October, students in grades 3rd-8th, who attend after school tutoring programs, should be picked up promptly at 3:30 PM in the front of the main building. Students who are picked up from the Extended Day After/School Care Program must be picked up from sponsors at 5:45 PM at the side door (located in school yard) of the main building.

Morning Entrance Procedures for All Students/Visitors:

Students in Grades K-3 should report directly to the cafeteria at 8:00 AM. Students will eat breakfast in the cafeteria and will have an oral read-a-loud during this time. After 8:10 AM parents and students must report to the office in the Main Building for a late admittance pass. After obtaining the late admittance pass, K-1 students must report to the Little School House front entrance. No visitors will be permitted to walk through the building, visit classrooms, students, or hold a conference unless an appointment has been set-up through the teacher, counselor, or principal's office.

Students in Grades 4-8 will be directed to their classroom after morning announcements in the auditorium. They will eat breakfast and work on Do Now activities. Students that

have first period preparation will eat breakfast at second period (8:45 am) so that they do not miss movement activities (Dance and PE). Students may not leave their designated areas once they arrive or leave to go to another building, office, etc. During the first week of school, before the holidays, before testing periods, and if an emergency arises, students will be required to attend student development assemblies about the District's Code of Conduct, Safety, and Academic Achievement/Moving from Good to Great.

Afternoon Procedures for Dismissal for All Students:

All students are escorted out of the building by their teachers from the following areas: Main Front Door (Grade 4-8) or primary yard exits. Parents of Kindergarten grade students must sign the sign-out sheet before leaving the premises with their child.

Students needing to pick up siblings in the LSH will meet their brother or sister near the outside exit where they are dismissed. All students are required to go directly home, to their assigned bus or van once it is called by the classroom assistants, or to the after school program that they were given permission to attend.

Students do not have permission to wait in the library, around the corner, on the corner, or any other unsafe place for someone to pick them up. **This would be an unsafe and dangerous practice that will not be the responsibility of the school.**

Students picked up late must be signed out in the office and that person will be required to show a valid I.D. and sign a late pick up letter. Our Student Support Team will track and evaluate late student pick-ups. No student will be dismissed outside of the policy described. All students should be picked up at 2:39 pm. No student will be left outside to wait for anyone.

Extra-Curricula Dismissals

Extra-curricular flyers will be sent home in October providing additional detail about dismissal procedures and policies.

Students attending all after school programs, including Extended After/School Day Care, clubs, and Pick-Ups will meet in the LSH cafeteria or Main Building auditorium where they will be picked up by their after school sponsors.

Intermediate students (2-8) must report to the auditorium in the main building for late pick-up with assigned classroom assistants. Primary students (K-1) will remain in the primary cafeteria until they are picked up by the school police, classroom assistants and/or principal designee.

EARLY DISMISSALS

If a student leaves school early, the same reasons for lawful (excused) absences apply. Early dismissals for other reasons will be recorded as unlawful (unexcused). Again, we ask that you make every effort to schedule your child's medical appointments after

school hours. If a student must leave school before regular dismissal time, the custodial parent should come to the school office to sign him/her out. If someone other than the custodial parent(s) is to pick up a child early from school, the custodial parent must send a signed permission to the school office the morning the child is to be picked up. You must also update your emergency contact list with the teacher and secretary. The designee for pick-up must be in our database.

After signing your child out early on three occasions you will be scheduled to attend a Student Support Team meeting to evaluate your child's attendance, academic and social records. **No Early Dismissal after 2:00PM will be granted.**

Safety for Both Buildings

Classroom Visits

All parents coming to the school to visit or partake in a conference, are to report to the main building to sign in, show ID, and make a request to visit a classroom or conference with a teacher. (You will be given a time and date that you can visit). Parents **should not enter either building without following these procedures.**

Parents should not order food or set up a party for any child without prior permission from the teacher. Food cannot be delivered to students and students cannot have birthday parties or etc. without prior permission. Parents or siblings may not come to school to visit a student, pick up a key, or any other item with prior authorization from the principal or principal designee.

ATTENDANCE

Pennsylvania legislation requires that students attend school for a minimum of 188 days. Reasons for lawful (excused) absences are as follows:

Illness of pupil ☐

Serious illness or death in the immediate family ☐

Recognized religious holiday ☐

Reasons deemed lawful in accordance with local board policies i.e., serious ☐medical appointments and court appearances ☐In order to meet attendance requirements for promotion to the next grade, students cannot be absent more than 10 days during the year. This 10-day limit is for lawful (excused) as well as unlawful (unexcused) absences. In order to be counted present, students must be present at least 3 hours during the day. **Upon a student's return to school after being absent, a note from the parent or guardian explaining the reason for and the dates for the absence must be brought to the student's teacher on the next school day to be considered lawfully (excused). When out of compliance parents may be recommended to**

truancy court.

TRIPS

☒ Absences due to trips or vacations are unexcused. Prior notice of one week must be given in order for make-up work to be considered. Notes must be approved through the administration.

TARDINESS

☒ Students should arrive at school by 8:00 am. Students who are not in their cafeteria/auditorium by 8:00 am are counted tardy. Students who arrive late due to illness or appointments are to be “signed in” by parent(s) in the office. **IT IS EXTREMELY IMPORTANT THAT STUDENTS ARE ON TIME FOR SCHOOL.** We realize that dentist and doctor visits are very important to a ☒ child’s well being; however, please make every effort to make appointments after school hours. After four times being late in a semester, students will be assigned to our comprehensive support program, which will require a meeting to discuss alternatives and supports. If tardiness continues, the administration may implement additional consequences.

All chronic tardiness will be reported to the Student Assistance Team who will recommend a meeting at the school, transfer to your neighborhood school, or truancy court/DHS.

WEATHER

When school is closed, delayed or dismissed early due to inclement weather, the local radio and television stations are notified immediately. If school is delayed or closed for the day, a decision will be made between 6:00 am and 6:30 am. Radio station KYW will be notified as well as television stations 3, 6, 10 and 29. In the event school opening is delayed, the delay will usually be a two-hour delay. A delay is sometimes called in case of extremely cold temperatures and/or low wind-chill factors, which would be dangerous to children waiting for buses in the pre-dawn hours. Please give teachers an e-mail address and phone number for immediate updates.

HOME- BOUND INSTRUCTION

In case of serious injury or illness, arrangements can be made (with the recommendation of the child’s doctor) for a homebound teacher to instruct a student at home or in the hospital for a few hours each week. Students are counted as present while working with a homebound teacher. If your child should have a serious injury or illness, contact the school for assistance in arranging a homebound teacher.

Any student in grades 4-8, using crutches, will be considered for Home- Bound Services.

NOTES FROM HOME

The school requires notes from parents explaining the following:

Absences ☐

Tardiness ☐

Requests for early dismissals ☐

Permission for field trips ☐

Permission for another student to go home with you ☐

Permission for your child to go home with another student ☐

Change in the usual method of transportation ☐

Permission to comply with the District's Technology Policies ☐



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TRANSPORTATION

Students who ride the bus should be let off and picked up in ☐front of the school ONLY. Please refer to the section under☐school hours for additional information. Students☐who ride a school bus must abide by all bus rules and ☐regulations at all times. Students who are referred to the☐ office for bus misbehavior are subject to being suspended☐ from riding the bus. Lambertson School has a bus monitor. Although he does not supervise on the bus, he will monitor each bus that arrives and departs from the school. If you have any problems, please report them to the office by filling out a complaint form.

TRAFFIC SAFETY

Please constantly remind your child about the importance of safety. Always watch for students as you drive near the school.

WHEN DROPPING OFF OR PICKING UP YOUR CHILDREN AT SCHOOL, WE ASK THAT STUDENTS EXIT AND ENTER VEHICLES ONLY FROM THE LANE CLOSEST TO THE SCHOOL UNLESS ACCOMPANIED BY AN ADULT. REMEMBER THAT IT IS ILLEGAL TO PASS A STOPPED SCHOOL BUS IN ANY DIRECTION.

Please refrain from parking your car in front of the school building or on the pavement of the school. The schoolyard is also off limits for public parking. Also refrain from calling your child into the street to enter the family car giving them permission to break the school rules and “jaywalk” due to the swiftness of passing vehicles/buses that they may not see once they step into the street.

JAYWALKING

We are encouraging all students to cross at the corner, walk, and look both ways before crossing the street. We are asking that all cars/buses drive fifteen miles per hour in /out of the blocked off zones and that pick-ups/drop-offs take place at the corners/designated areas. This policy will be enforced and serious consequences will occur for students who cross in the middle of the street; including those that horse play by pushing, running, or shoving other students.

CAFETERIA

Free lunch and breakfast is available for all students. Breakfast is available from 8:00 am-8:20 am. Students who are late due to late bus arrivals will be provided breakfast and should report directly to their classroom.

Breakfast and lunch menus are sent home at the beginning of each month and are also available on the school website. Students should not bring lunches that require the use of a microwave. They should not stop at the store in the morning to purchase junk food for lunch. Only under emergency circumstances can students have lunch deliveries from parents.

Students who bring lunch should bring all items in a lunch box or lunch bag – Do not bring soda or junk food to school. Parents should avoid bringing in/dropping off McDonald’s, Burger King, etc. for a child’s lunch. No child will be allowed to have soft drinks at lunch or snack time. No child should purchase these items at the corner stores before coming to school in the morning. Eating these items in class as a snack will not be permitted. Gum is prohibited unless during PSSA Testing. Sunflower Seeds are prohibited.

INSURANCE

Medical insurance is available to those students whose parents choose to pay for coverage. This year there are several options that carry different premiums. Please see the insurance information sent home at the beginning of the school year. If you have questions, please contact the school nurse.

GUIDANCE COUNSELOR

Each student is a worthy individual possessing unique qualities, abilities and needs. Thus the elementary guidance and counseling program focuses on the identifying and providing for the individual needs of all students. Each person has the right to dignity, be respected as a human being without regard to sex, race, religion, color, socioeconomic status, or handicapping condition. As with other programs within the school, which are designed for all children, special written permission to meet with students is not required, however, a parent will be notified if there becomes a need for special individual counseling for their child.

Guidance is Developmental

The elementary guidance program is based on the premise that there are needs and concerns that are common to everyone. These common needs can best be met through carefully planned, sequential programs that are provided to all students. The developmental program recognizes the value of this counselor as child advocate and change agent.

Guidance is Preventive

Life skills are developmental and the counselor's primary focus is assisting in the development of these skills.

Guidance is concerned with Remediation and Crisis Counseling

Counselors are aware that some children will need continued counseling for the development of life skills. In addition, if crisis does occur, the counselor will make him or herself available as soon as possible.

Guidance is concerned with Society as a Whole

Emphasis of the elementary guidance program includes:

Understanding the dynamics of human behavior ☐

The development of interpersonal relationship skills ☐

The development of satisfying and socially acceptable methods of coping ☐

The development of responsible decision making skills ☐

Guidance is an Integral Part of the Total Educational Program

☐Guidance is a cooperative school effort involving students, staff members, parents and community. It attempts to provide a healthy school environment in which each child may grow and learn optimally. The elementary guidance program is provided for all children directly through the counselor and/or the teacher in the classroom. The counselor counsels students and consults with teachers, other staff members, parents and community agencies. The classroom teacher is a key person by helping to identify guidance needs and by facilitating positive and healthy attitudes in students on a daily basis. The team approach to guidance and counseling is crucial to the success of the program. ☐

DISCIPLINE

Part 1

“Disciplined” means that a person has control of his/her emotions and behavior. Good behavior is a result of self-discipline and is essential in order for a school to be effective in its mission. When one student is causing a problem in the classroom, on the playground, in the hall, etc., he/she is not only disrupting his/her education, but is also disrupting the educational process for others. If poor behavior continues after the classroom teacher has talked with a student, he/she may receive more severe consequences and be excluded from school events.

Lamberton Elementary School has adopted a “Positive Behavior System” as our school-wide discipline program. This program is a process for individualized and sustained decision-making, planning, and problem solving. It has an instructional focus where school expectations are clearly defined and modeled to our students. It teaches social behaviors; consequently, maximizing instructional time and student achievement. School data is used to guide interventions and decision-making.

Lamberton Elementary School has adopted **Five Primary School Expectations:**

- 1. Be Ready***
- 2. Be Responsible***
- 3. Be Respectful***
- 4. Be Caring***
- 5. Be Safe***

These expectations will complement our existing motto: Lamberton Elementary School – *Knowledge is Power*. Our students review what these expectations look and sound like in

different places in the school using our ***Behavior Matrix***. Review and practice ensures understanding of school expectations. Incentives, such as Lamberton Cash, will be used to reward students who exhibit these expectations.

EXPECTATIONS

Your child's teacher will provide to you the norms and expectations that he/she has put in place in the classroom. Below are expected behaviors of common areas in the school.

...FOR STUDENTS WHILE IN THE CAFETERIA: ☐All students are expected to show respect and consideration for each other by:

- Using good table manners ☐
- Leaving the table and floor around them clean ☐
- Getting their own napkin, straw, utensils and milk as they go through the line ☐
- Following directions of adults who are supervising lunchroom behavior ☐
- Using quiet voices in the cafeteria ☐
- NO soft drinks are allowed at lunch or snack time ☐
- Lining up quietly to enter/leave the cafeteria, yard, or other areas used during the ☐lunch period ☐

Students in the Middle Grades will have access to vending machines with water, juice and healthy snacks. These items cannot supplement their school lunch. Do not bring soft drinks into the building at any time.

...FOR STUDENTS WHILE ON THE PLAYGROUND☐

A top priority of the faculty and staff at Lamberton is the safety and security of students during the school day. Our playground for the elementary grade students will be supervised at all times when children are at play. Children will be engaged in worthwhile activities that help students move in dance and during physical education classes.

Students are asked not to bring their own personal sports equipment. All students are expected to show good behavior and sportsmanship on the playground by:

- Playing fairly and taking turns ☐

- Using playground equipment correctly as explained by teachers ☐
- Never throwing rocks, sticks, or dirt ☐
- Keeping hands and feet to themselves at all times ☐
- Talking with teachers on duty about any problems on the playground ☐
- Lining up when their grade is called.

☐...**FOR BUS RIDERS**☐ State laws and regulations govern the operations of school buses. Students who come to school on the bus should return home on the bus unless they have a note from their parents signed by the principal/designee. ☐Riding on the bus is a privilege. Improper conduct on the buses may result in that privilege being denied. Each bus rider will receive a sheet explaining conduct points that will be given for rule infractions and consequences that will follow when points are given. Bus riders are expected to show their respect for drivers and other students by: ☐

- Remaining seated while the bus is in motion ☐
- Talking quietly ☐
- Keeping hands and feet to themselves ☐
- Refraining from throwing objects on the bus or out the window ☐
- Obeying the bus driver ☐
- Not using profanity ☐Depending on the seriousness of the offense, and the discretion of the principal and /or bus supervisor, the following disciplinary policy may be followed: ☐
 - First offense: warning by principal/bus supervisor ☐
 - Second offense: warning and letter sent home ☐
 - Third offense: removal from the bus for up to three weeks ☐
 - Fourth offense: removal from the bus for one month ☐
 - Fifth offense: removal from the bus for the remainder of the year ☐

The administration's support of these rules helps ensure safe transportation for students.

If you observe behavior on a school bus that may danger the safety of students, you are asked to call Lamberton at (215) 581 – 5650.

Part 2

Progressive Discipline Plan:

On the classroom level, each teacher will have a protocol on what happens when a student chooses to make choices that are not aligned with safe and positive behavior both academically and socially. All protocols have been reviewed by the principal, climate manager or dean. The protocol could be as follows:

On the first occasion of a student disrupting the educational process, school personnel could chose to make a phone call, detain at recess or after school or set up a parent conference. ☐

On a second occasion of disruptive behavior, the same procedure will be followed including scheduling a conference with the parents/guardians and teacher. ☐

On the third occasion, the parent/student will meet with the Student Support Team to decide on alternative interventions/programs, student contracts, and possible recommendations for the School Detention Program [Saturdays (beginning in October) from 9:00 am-1:00 pm]. ☐

On the fourth occasion, a continuous violation of the Code of Conduct, and Class 1 Violations, the student will be recommended for their first mandatory conference that may lead to other severe consequences including suspension.

☐**DRESS CODE** ☐Students are required to wear a uniform everyday. The uniform attire is as follow:

BOYS: Navy blue pants with a powder blue golf shirt or button down shirt ☐

GIRLS: Navy blue pants, skirt, skort or jumper with a powder blue golf shirt or ☐blouse. ☐

GYM & DANCE: In addition to the Lamberton navy blue gym shirt, colored ☐Lamberton shirts that were purchased during the 2014-15 school year are also ☐permissible. Students may wear navy sweatpants without writing. T-shirts and sneakers are mandatory to participate in gym and dance . Students may not have a dress down day on physical education day. Regular ☐school clothes are not physical education attire. ☐

In addition, students should wear:

Closed toe dark shoes with socks

Belts are required to hold up pants ☐

Long shirts that cannot be tucked in may not be worn ☐

Absolutely no earrings bigger than a quarter, tank tops, shoes without socks, ☐slippers ☐

Cargo pants, tights or jeans ☐are not permitted.

Please see the Progressive Discipline Plan for actions that will be taken in the event that the dress code is not followed.

RESTRICTED ITEMS

The following items are not allowed on school grounds:

TOBACCO PRODUCTS (CIGARETTES, SNUFF, ETC.) ☐

WEAPONS (POCKET KNIVES, SHARP OBJECTS, GUNS) ☐

SPRAY PAINT ☐

Cell phones ☐

Electronic devices (head, ear buds, phones, iPods, CD players, tape-recorders, ☐video camera, etc.,)☐

The following guidelines pertain to toys, radios, cassette or CD players, cameras, etc., ☐

Toys, games and trading cards are not to be brought to school ☐

Radios, cassette or CD players, bikes, hard balls, basketballs, footballs, skate ☐boards are not allowed at school ☐

According to copyright laws, commercial videos from home may not be shown at ☐school, unless a license is obtained by the school ☐

CONFLICT RESOLUTION ☐

Many experts support the idea that teaching conflict management skills to children may help to alleviate some of the acts of violence that are being committed by children today. Therefore, Lamberton Elementary School has begun a conflict management program with all of our students. ☐Our program centers on four skills that help children learn to work out conflicts in a peaceful way. These skills include FACTS FIRST, MADNESS MANANGEMENT, and CARING COMMUNICATION AND TIMELY TOOLS. Your child will be learning these skills in the classroom with the counselor. Teachers and staff

will be reinforcing the skills through classroom activities as well as assisting students in using these skills when a conflict arises. ☐

STUDENT LEADER PROGRAM

☐This year there will be a student leadership team. Two students will be selected from each classroom in grades fourth through eighth. The class will vote one student on and the teacher will select one student. The student council will be involved in the following to represent the student body:

☐Meeting with the principal

Meetings with the teacher's leadership team ☐

Meetings with the Home and School Association ☐and SAC (School Advisory Committee)

Meetings will support developing students in shared decision making☐, designing surveys, collecting and analyzing data and ways to work with community partners. ☐

HEALTH POLICY

Students are urged to remain at home when they have any type of communicable disease or when they are too sick to attend school. Should they get sick at school, parents will be notified. If parents know they cannot be reached at home, they should keep on file in the school office the number where they can be reached or the name and number of the person who can act in their place. Minor accidents such as scratches and bruises are treated with first aid. Accidents deemed to be serious would be reported to parents. Please send emergency contact forms in on the next school day filled out completely.

If your emergency contact form is not turned in or updated, please fill one out during Back to School Night or at report card conferences.

IMMUNIZATION

All students who attend public schools are required by the state law to have all of their immunizations within 30 days of enrollment. Our school nurse will send reminders to you regarding your responsibility. After the second reminder, more serious consequences will result.

MEDICATION

It is against school policy to dispense medication to students. If your child needs medication you must come to school to sign paperwork with the school nurse.

EMERGENCY INFO

Each child should have an “emergency sheet” on file in the school office. This sheet contains information as to whom to contact in case of an emergency. Parents are asked to fill this out during registration. If you have changes in job, doctor, address, phone number, etc., during the year, please let us know so these changes can be recorded on the emergency sheet. The “Directions to Home” section must be completed on this form.

IT IS EXTREMELY IMPORTANT THAT ALL INFORMATION BE CURRENT AND CORRECT. In case of an unexpected early school dismissal, students will go home according to directions on the transportation form. Emergency Information Cards will be sent home for students who are registered at Lamberton Elementary School. Please return them on the next day.

INFORMATION/PARENT COMMUNICATION

A Lamberton Parent Information/Calendar and monthly safety updates will be sent home the first week of every month. Classroom updates will be issued monthly as well. It will have special announcements about class trips, celebrations, awards, student writing, Project Based Learning, test dates, and the syllabus.

CONFERENCES

Parent-Teacher conferences are very important in providing both the parent and teacher with information essential to a child’s progress. The student’s progress academically, socially and behaviorally, are the key components of any conference. There are several days during the year set aside for parent-teacher conferences. Conferences can also be arranged at other times. Please make plans to have at least three conferences with your child’s teacher this year. Parent conferences will also be set up with you and the counselor and/or designee if your child is habitually late, absent or not picked up on time,

Walk-in conferences regarding a student may not be held with a teacher unless the teacher is available; therefore, instruction will not be interrupted. Classrooms will not be visited without prior knowledge to the teacher and the principal/designee. All appointments will be honored. Parents that have concerns can speak with the principal/designee and an appointment will be set up for future meetings. You can also email your child’s teacher.

MESSAGES

From time to time, you may need to get a message to your child while he/she is at school. However, we would like to ask that you make an attempt to keep this to a minimum. We can interrupt classes only for emergency situations. If at all possible, please make sure your child knows, before leaving home each day, whether to ride the bus or to be a car rider. Please do not send other members of the family for keys or other personal items from elementary age students.

TELEPHONE

The school telephone line stays busy much of the time on a normal school day. We ask that efforts be made to arrange transportation, after-school plans, etc., before school so as to limit telephone messages to students. **STUDENTS WHO ARE GOING HOME WITH ANOTHER STUDENT AFTER SCHOOL MUST MAKE ARRANGEMENTS IN ADVANCE AND BOTH STUDENTS MUST BRING A NOTE, INDICATING PERMISSION, TO THE TEACHER.** Students will not be called to the office for a phone call. If it's an emergency, the phone call will be forwarded to the counselor for a screening process.

TESTING

This year you will receive information and dates about when your child will be taking the benchmarks, PSSA and other tests. These tests are designed to help give us knowledge about how well your child has learned the standards. Students in grades 3rd through 8th are scheduled for these tests throughout the school year.

Students in grade K through 3, will take literacy assessments, DRA's and AIMSWEB assessment. They will also take teacher made weekly quiz/test to assess their learning and give you frequent updates and interventions. You will receive more information about these assessments during Back to School Night and report card conferences.

REPORT CARDS AND INTERIM REPORTS

Report cards are issued at the end of each nine-week grading period, four times a year. At approximately the halfway point in each nine-week period, interim progress reports are sent home. Please take an active part in understanding your child's progress in school. Study the progress reports and report cards carefully. Report cards have been simplified to provide an overall indicator of your child's progress. Students in grades 1-3 will be awarded 4,3,2,1 based on a series of criteria; students in grades 4 through 8 will be graded according to the following scale:

A = 90-100

B = 80-89

C = 70-79

D = 65-69

F = less than 55

HONOR ROLL

Each nine weeks, we recognize students who have attained Honor Roll status according to the School District of Philadelphia guidelines. This Honor Roll is published in our

school newsletter. A student will achieve Honor Roll status provided that grades of “A” and “B” have been received. In the lower grades students will receive Honor Roll if they have achieved mostly 4’s and 3’s in Reading, Math, Science and Social Studies.

AWARDS

Plaques, medals, pins and certificates are presented to students for noteworthy achievements during our annual Awards Day program at the end of the school year. Parents are invited and encouraged to attend. Kindergarten and eighth grade students will participate in a planned move-up celebration.

HOMEWORK

Homework is an integral part of our school curriculum. By way of definition, homework is a task that students are assigned to do on their own time, after school hours, as an extension of classroom work. Although each teacher will differ in his/her approach to homework, we share a common philosophy. Homework supplements and reinforces what had been taught in class or it is to reinforce pre-requisite skills. It also teaches self-discipline, independence and responsibility.

Because our belief is that homework should supplement and reinforce what has been taught, new material is not assigned as homework. All teachers will give assignments on a daily basis with the possible exception of weekends. These assignments should not be so lengthy that 1st-2nd grade students have to spend more than 30 minutes per afternoon on homework or 3rd-5th grade students have to spend more than 45 minutes to one hour per afternoon.

Students in grades 6th-8th should spend at least one hour and fifteen minutes per afternoon. There will, of course, be occasional exceptions to this. Because of the reason for homework, we feel that parents should only give assistance if it is absolutely necessary. This is not to say a child should engage in idle frustration because he/she does not understand how to do an assignment. Even though most parents are willing to help their child with homework assignments, it is essential that parents guard against being too anxious to help as this may convey to a child that he/she is incapable of completing the assignment on his/her own. In the event that a student cannot complete homework, parents may sign the homework assignment with a brief explanation of the difficulty. However, parents should not allow children to view this as a way to refrain from doing homework. Parents help by providing a quiet, well-lit study area and an uninterrupted time to use this area. Failure to do homework on a regular basis results in lower achievement and lower grades. All students should read between 15-30 minutes a day and be able to give you a summary about the content.

RETENTION AND PROMOTION

Since the adoption of the State Department of Education’s grade level standards, we have a very clear picture of the skills that each child should master at his/her grade level. Standards have been approved in the areas of English/Language Arts, Math, Science and

Social Studies. Your child's performance in mastering grade level standards will be weighed heavily in determining promotion. It is very important for parents to stay will informed concerning their child's progress in meeting the standards. Should a teacher feel that a student might benefit by being retained, parents will be notified as early in the school year as possible but not later than the second nine-week period. You will participate in a mandatory meeting to discuss other possibilities such as tutoring after school/Saturdays or extra practice assignments.

VOLUNTEERS

Lamberton Elementary School would like to enhance our volunteer program. Many parents, senior citizens, and community members are welcomed to volunteer their time on a regular basis. If you have time to volunteer, we have a job for you! Volunteers can help in classrooms, read to students, tutor, listen to students read, and help in the hall, cafeteria and yard. Please let us know if you would like to be a part of our volunteer program. You will need a child abuse and criminal background clearance each year. The forms can be found on the school district's web page.

INTERRUPTION & VISITORS

The Education Improvement Act (EIA) 1984 prohibits interrupting a class as this interferes with instruction. Except in emergency situations, we make announcements only at the beginning and end of the school day in order to comply with EIA. Other activities that interrupt class are scheduled so that such interruptions are held to a minimum. No child will be allowed to receive personal phone calls or be removed from class to receive gifts, etc. Students will not be released from class for visitors to retrieve items from them not unless it has been cleared through the principal/designee.

All "visitors" to the school must report to the school office for assistance upon entering the building. The term visitor here refers to all persons entering the building with exception of school employees and students.

PARTIES

If you would like to send in cupcakes for your child's class on his/her birthday, please contact your child's teacher. Arrangements can usually be made to do this during lunch. **NO PRIVATE PARTY INVITATIONS SHOULD BE HANDED OUT AT SCHOOL UNLESS EVERY STUDENT IN A CLASS RECEIVES AN INVITATION.**

PICTURES

A professional photographer will be available to take student pictures in the fall and spring. The School will send information home in advance that explains the company's package.

LOST & FOUND

Please be sure your child's name is on all coats, sweaters, book bags, lunch boxes, etc. Each year we have a number of items turned into lost & found with no name. These items are eventually given to charity if no one claims them. Encourage your child to be very careful to keep up with personal belongings. Students should not bring valuable items with them to school (large sums of money, jewelry, expensive items). The Lost & Found is located in the Main Office.

DISCIPLINE

The student behavior code applies at all times to student conduct on district property regardless of time of day or time of year.

These rules apply to any student:

- Who is on school or district property;
- Who is in attendance at school or any school-sponsored activity, whether on or off school grounds;
- Who is en route to and from school on a bus or other district vehicle; or
- Whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline in the School District of Philadelphia

Possible sanctions to be applied may include, but are not limited to, the following:

Withdrawal of privileges of participation in extracurricular activities and/or other sanctions approved by the administration.

Nothing in this policy prohibits the superintendent or other appropriate district-level administrators from directly, or in consultation with appropriate school-level administrators, imposing authorized disciplinary sanctions consistent with the district's disciplinary code.

The Discipline Policy and code is to:

- Heighten awareness of the importance of parents' involvement in the education of their children throughout their schooling;
- Encourage the establishment and maintenance of parent-friendly school settings;
- Emphasize that when parents and schools work as partners, a child's academic success can best be assured.

Parent involvement influences student learning and academic performance; therefore, parents are expected to:

- Uphold high expectations for academic achievement;
- Expect and communicate expectations for success;
- Recognize that parental involvement in middle and high school is equally as critical as in elementary school;
- Ensure attendance and punctuality;
- Attend parent-teacher conferences;
- Monitor and check homework;
- Communicate with the school and teachers;
- Build partnerships with teachers to promote successful school experiences;
- Attend, when possible, school events;
- Model desirable behaviors;
- Use encouraging words
- Stimulate thought and curiosity; and
- Show support for school expectations and efforts to increase student learning.

The School District of Philadelphia officials believe that you are an important partner for the continued improvement of education. We welcome your participation and input of ideas. We also encourage you to share your time and talents in your child's school.

Lamberton Elementary School
Handbook
Acknowledgement

I acknowledge that I have received a copy of the Lamberton Elementary School Student Handbook for Grades K-8 for the 2017-2018 school year. I acknowledge that I had the opportunity to read, and fully understand the policies and consequences contained therein. I acknowledge that I understand the School District's Policies on weapons, bullying and harassment.

Student Signature _____

Date: _____

Student

Name: (print) _____

Parent/Guardian Signature _____

Date: _____

Parent

Name:
(print) _____

Teacher

Name _____ Room Number _____