

W.C. LONGSTRETH ELEMENTARY SCHOOL

2018-2019

Student/Parent Handbook

Longstreth



Lions

WELCOME!

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

TABLE OF CONTENTS

Message from our principal	4
Longstreth “From Good to Great”	5
Our vision	5
Our mission	5
Core values	5
PBIS	5
Longstreth pledge	5
Meet our faculty and staff	6
The school day	8
Regular admittance	8
Inclement weather admittance	8
Dismissal	8
Early dismissal	9
School closing for inclement weather	9
Snow dismissal procedures	9
Classroom transition	10
Lunch	10
Academic calendar	11
Academic and Social Support Services	11
Teacher leaders	12
Climate support	12
Counseling	12
Health services	12
Specialist classes	13
Honor roll	14
Student government	14
Extra-curricular activities	14
School notices	15
School supplies	15
School Wide Policies & Procedures	16
Citizenship	16
Bully free zone	17
Academics	17
Attendance	17
Lateness	17
Uniforms	18

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

Cell phones & electronic devices	18
Building cleanliness	18
Classroom transitions	19
Lockers	19
Early dismissal	19
Homework	19
School visitors	20
Street safety & parking	20
Community Opportunities	20
School jobs	20
Scholar dollars	20
School store	20
Community meetings	20
Community market	20
Community events	21
Brag badges	21
Academic Calendar	22
Academic calendar cont.	23

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

MESSAGE FROM OUR PRINCIPAL

Dear Parents/Guardians:

Welcome to the 2018-2019 school year! It is with great pleasure that I assume the role and responsibility of being the principal of W.C. Longstreth Elementary School. I am extremely excited to be a member of this educational community leading all efforts concerning your child.

I was born in Jamaica and came to Philadelphia at a young age. I am a product of the Philadelphia Public School system graduating from Mann Elementary School, Beeber Middle School and Overbrook High School. I have held a variety of positions within the School District of Philadelphia including: Teacher, Teacher Leader, Mentor Teacher, Instructional Coach and SLO Project Lead. Prior to coming to Longstreth, I was the Director of Curriculum and Instruction for a charter management company overseeing the curricular program for four charter schools.

It is with great pride that we carry the torch forward, striving for even greater gains. Each one of our staff members bring unique perspectives and talents to enhance your child's learning experience. We are all here for the betterment of our scholars. To that end, it is ***Children First*** at Longstreth.

I have an "Open Door" policy structured through the scheduling of appointments. Parents/Guardians should schedule appointments through the school secretary, Ms. Yancey. I look forward to working with both families and community members. I am eager to continue team building and to continue forging the relationships necessary to do the hard work of educating our scholars and instilling in them the desire to achieve.

"GO BIG" is the theme for this school year. We will be doing much more with our families and community partners. Our expectation at Longstreth is that our scholars are provided high quality instruction that is intentional and that yields high scholar achievement. To do so we will be diving deep into our: **Tools** – Data, Curriculum Engine, Intervention Programs and PBIS (positive behavior intervention systems); **Time** – Extended Learning Opportunities for Scholars, Common Planning and Creative Rosters; and **Talent** – School based professional development plan with tiered opportunities for professional growth, highly qualified SSAs, and climate support staff trained in restorative practices.

Together, we will work purposefully to ensure your child has a successful academic career here at Longstreth. With high expectations, focused efforts and commitment, our scholars are well on their way to academic and personal success. I am privileged to have the honor of working with your child as their principal.

Respectfully,

Tisha A. Douglas, Principal

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

LONGSTRETH SCHOOL...FROM GOOD TO GREAT

Our Vision

The William C. Longstreth School is a community of learners nurtured in a warm, safe, and inviting learning environment that provides rigorous instruction yielding high achievement.

Our Mission

Our mission is to close the achievement gap and raise the academic achievement of our scholars. Our school community pledges to prepare and empower all scholars to achieve their full intellectual and social potential to become lifelong learners and productive members of society. Our school community is committed to our scholar's growth through District-wide reforms, differentiated instruction, small group work, and rigorous teaching.

Core Values

- Respect and Tolerance
- Responsibility
- Kindness and Compassion
- Pride
- Citizenship

PBIS (Positive Behavior Intervention and Support)

Positive Behavior Intervention and Support (PBIS) is a framework for assisting school personnel with developing evidence based behavioral interventions. The PBIS system at Longstreth will be incorporated into our school environment. Our PBIS acronym is ROAR. Our PBIS policy will assist us in communicating behavior expectations and school wide norms.

- **RESPECT EVERYONE**
- **OWN YOUR ACTIONS**
- **ACT RESPONSIBLY**
- **RISE TO THE CHALLENGE**

Longstreth Pledge

READY SET ROAR!

I respect myself my peers and my family
I'm ready to learn and be all that I can be
I understand my role in the Longstreth community
I'm a responsible scholar with a world of possibilities
I AM A LION...I R.O.A.R!

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

Meet Our Faculty & Staff

W.C. Longstreth faculty and staff are committed to the success of our scholars. Please do not hesitate to reach out to any of our staff members if you are in need of support.

School Leadership Team

Principal	Ms. Tisha A. Douglas, Principal
Teacher Leader	Mrs. Nakia Harpi, School Based Instructional Coach
Teacher Leader	Mrs. Teki Knox-Wagner, SIS Coach
Teacher Leader	Mrs. Chartel Summers, Early Literacy Teacher Leader
Counselor	Ms. Erika Dajevevskis, Counselor
Climate Liaison	Mr. Reginald Jones
Special Education Liaison	Mrs. Beverly Jones

Office Staff

Executive Assistant	Ms. Shaileeya Yancey- Main office
----------------------------	-----------------------------------

Teaching Staff

PreK	Ms. Vonsydow - 107 & Ms. Stokes - 109
Kindergarten	Ms. Barron - Rm. 111 & Mrs. Summers - Rm. 113
1st Grade	Mrs. Timmons - Rm. 204 & Ms. Strong - Rm. 205
2nd Grade	Ms. Collins - Rm. 203
3rd Grade	Mrs. Maphosa - Rm. 210 & Mrs. Lucas - Rm. 209
4th Grade	Mrs. Wiedman - Rm. 206 & Ms. Waddington - Rm. 207
5th Grade	Mrs. Baldwin - Rm. 211 & Mr. Miller - Rm. 208
6th Grade	Mrs. Marlow - Rm. 304 & Mrs. Wagner - Rm. 312
7th & 8th Grade	Math - Mrs. Cortese Rm. 308 ELA - Ms. Blake Rm. 309 Science - Mr. Armiger Rm. 306 Social Studies- Mr. Rocco Rm. 305

Special Education Department

Learning Support LS K-5	Ms. Van Boening Rm. 301	Emotional Support Grades 6-8	Contracted Rm. 307
Learning Support ILS 6-8	Ms. Pitkapaasi Rm. 311	Autistic Support Grades K-2	Mrs. Jones Rm. 103

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

Specialists

**Physical Education/
Health
Art
Computer Science
Intervention**

Mr. Washington – Gymnasium & Library (Health Classes)
Ms. Potter Rm. 302
Mr. Powe Rm. 313 – Computer Lab
Mrs. Baxter Rm – Computer Lab

Student Support Staff

**Climate Liaison
Counselor
Nurse
Psychologist**

Mr. Jones Main Office
Ms. Dajevisks Rm. 213
Ms. Whitaker Rm. 110
Dr. Zietland Rm. 104

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

The School Day

Student Schedules

Regular Admittance

Our school day begins at **8:30am**. Breakfast is free of charge and is served in the cafeteria at **8:00am** for grades 3-8. Students in grades K-2 will eat breakfast in the cafeteria at **8:30am**. All students are to report to the school yard for morning admission. Once students arrive to campus they are expected to remain in the yard until escorted into the building by staff. A warning bell will ring at 8:25 am. For everyone's safety students are not permitted to go back home, go to the store or leave the yard for any other reason. All scholars are expected to enter the building quietly.

- 8:00am- Breakfast grades 3-8
- 8:20am- Students grades 3-8 transition to school yard
- 8:25am- Warning bell rings
- 8:30 am- Bell rings, scholars in grades 2-8 begin transition to classrooms
- 8:30 am- Bell rings, scholars in grades K-2 transition to cafeteria for breakfast
- 8:35 am- Morning meeting
- 9:00 am- Instruction begins

Daily Admittance

Grade	Stairwell	Classes
1 st grade	2	204, 205
2 nd grade	2	203
3 rd grade	2	210, 209
4 th grade	2	206, 207
5 th grade	2	211
5 th grade	3	208
6 th grade	3	304, 312
7 th grade	3	306, 308
8 th grade	3	305, 309

Inclement Weather Admittance

In case of inclement weather students should enter through the main entrance doors (if doors are wide open) or the school yard doors and walk straight to the cafeteria. Upon prompting Middle School Scholars will go to the auditorium.

SCHOOL DISTRICT OF PHILDELPHIA

W. C. LONGSTRETH SCHOOL

5700 Willows Avenue

Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870

Facsimile: (215) 400-7871

***Kindergarten Parents** enter through the kindergarten doors.

***Pre-school Parents** must drop of their scholars no earlier than 8:30am through the pre-k doors.

**Teachers pick up their classes promptly at 8:30am and enter the building.

Dismissal

Dismissal is at 3:09pm. In order to ensure that our scholars exit the building safely, dismissal is staggered. Students are directed to leave the building by grade. Students exit through the rear school yard and parking lot exits.

Classes are dismissed upon announcement as follows:

- Pre-K- classroom pickup
- K – classroom pickup
- 1st, 2nd & 3rd grade – Stairwell 2
- 4th & 5th grade – Stairwell 1
- 6th grade – Stairwell 1
- 7th & 8th grade – Stairwell 1
- Scholars in a Longstreth afterschool program must report straight to the schoolyard to meet their afterschool teachers. During inclement weather, scholars will go immediately to the lunchroom.

It is critical that all students who are picked up by parents/caregivers are picked up promptly at 3:09 pm and not left at school beyond dismissal time. ANY SCHOLARS IN AN AFTERSCHOOL PROGRAM THAT CHOOSE TO LEAVE THE BUILDING WILL NOT BE PERMITTED BACK INTO THE BUILDING. Scholars picking up siblings leave their line upon prompting from their teachers and go directly to the lunchroom to pick up their sibling. **SCHOLARS WHO LEAVE THE BUILDING WILL NOT BE PERMITTED BACK INTO THE BUILDING TO PICK UP THEIR SIBLING UNTIL 3:15PM.** • School yard and school premises must be cleared by 3:15pm. In the event of an emergency parents should notify the main office. Abuse of this courtesy will be addressed by school administration.

Parents should be advised that all Pre-K and Kindergarten students must be picked up by a caregiver that is 18 years or over. Pre-K and Kindergarten students are not permitted to leave the building with siblings.

Inclement Weather Dismissal

In case of inclement weather grades K-3 will be picked up in the gymnasium. Parent will enter through the school yard doors and go to the gym. Parents will then exit through the exit door

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
 5700 Willows Avenue
 Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
 Facsimile: (215) 400-7871

located inside the gymnasium. Scholars will be seated by classrooms. Scholars in grades 4-8 will be dismissed through stairwell 3. Scholars who need to pick up a sibling will be dismissed down the main stairwell (stairwell #1) and escorted by Climate Support Staff to the gymnasium to pick up scholars.

Early Dismissal

Students are dismissed from school at **12:09 pm** on early dismissal days. As always please arrive promptly to pick up your children when they are dismissed early. The School district of Philadelphia has identified days that students will be dismissed from school early.

2018-2019 Half-Day Calendar At-A-Glance

AUGUST	
3 rd	Professional Development Half Day
SEPTEMBER	
<i>NO HALF-DAYS</i>	
OCTOBER	
5 th	Professional Development Half-Day
NOVEMBER	
7 th – 9 th	Report Card Conferences HALF-DAYS
DECEMBER	
<i>NO HALF-DAYS</i>	
JANUARY	
18 th	Professional Development Half-Days
30 th -FEB 1 st	Report Card Conferences Half-Days
FEBRUARY	
<i>NO HALF-DAYS</i>	
MARCH	
1 st	Professional Development Half Day
APRIL	
3 rd – 5 th	Report Card Conferences Half-Days
12 th	Professional Development Half Day
MAY	
<i>NO HALF-DAYS</i>	
JUNE	
<i>NO HALF-DAYS</i>	

School Closing for Inclement Weather

For updates on school closings please log onto the school district website www.philasd.org or tune into your local radio/television broadcast.

Snow Dismissal Procedures

Due to snow accumulation it may be hazardous for students to exit through the rear of the building. During these times students will be dismissed through the main doors.

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL

5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

Classroom Transition

Our school day at Longstreth involves transitions to during admittance/dismissal, lunch, specialist class and assemblies. Scholars are expected to walk through the hallways quietly at a zero voice. This ensures that the scholars remain safe during transitions and other scholars can remain engaged in their classrooms and not distracted by noise.

Lunch

Lunches are available to every student free of charge. Each lunch period is 45 minutes long and includes 20 minutes structured recess or extra-curricular activity time.

Lunch Schedules

Grade	Time	Location
Pre-K	Lunch 1 11:00am-11:45am	Classroom
Kindergarten	Lunch 1 11:00am-11:45am	Classroom
1 st grade	Lunch 1 11:00am-11:45am	Cafeteria
2 nd grade	Lunch 1 11:00am-11:45am	Cafeteria
3 rd grade	Lunch 3 12:40 pm-1:25pm	Cafeteria
4 th grade	Lunch 3 12:40 pm-1:25pm	Cafeteria
5 th grade	Lunch 3 12:40 pm-1:25pm	Cafeteria
6 th grade	Lunch 2 11:50 pm- 12:35pm	Cafeteria
7 th grade	Lunch 2 11:50 pm- 12:35pm	Cafeteria
8 th grade	Lunch 2 11:50 pm- 12:35pm	Cafeteria

Cafeteria Basics

Lunch periods are supervised by climate support staff daily. **Food is not allowed to leave the cafeteria at any time.** Appropriate cafeteria behavior is to be modeled by all of our Longstreth Lions. Scholars will have the opportunity to be a Longstreth Leader for their class. The role of our cafeteria Longstreth Leaders is to encourage their peers to take pride in our school by keeping the cafeteria clean and safe for all to enjoy. During lunch/extra-curricular time our scholars are free to interact with their friends in a productive way. Scholars are held responsible

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
 5700 Willows Avenue
 Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
 Facsimile: (215) 400-7871

for their space and are required to clean up after themselves before the end of the lunch period. Failure to follow lunchroom guidelines will lead to disciplinary action.

Academic Calendar

The Academic Calendar is provided to you below. Additionally parents can view the 2018/2019 calendar by clicking on the [calendar](#) link on the school district website www.philasd.org.

AUGUST	
20 TH – 24 TH	First Day for Staff/School Based Professional Development/Kindergarten Parent/Teacher Interviews
21 ST	2019-2020 School Selection Process Begins
27 TH	First Day for Grades K-12
31 ST	Professional Development Half Day
SEPTEMBER	
3 RD	Labor Day – Schools and Administrative Offices Closed
10 TH	Rosh Hashanah Schools and Administrative Offices Closed
19 TH	Yom Kippur
OCTOBER	
2 ND – 4 TH	Interim Reports
5 TH	Professional Development Half-Day
NOVEMBER	
6 TH	Election Day – School Closed
7 TH – 9 TH	Report Card Conferences
12 TH	Veterans' Day Observed
23 RD – 23 TH	Thanksgiving Holiday – Schools and Administrative Offices Closed
DECEMBER	
11 TH -12 TH	Interim Reports
24 TH	Winter Recess – Schools and Administrative Offices Closed
26 TH – 29 TH	Winter Recess – Schools Closed
JANUARY	
1 ST	New Year's Day – Schools and Administrative Offices Closed
18 TH	Professional Development Half-Day
21 ST	Dr. Martin Luther King Day – Schools and Administrative Offices Closed
30 TH -FEB 1 ST	Report Card Conferences
FEBRUARY	
18 TH	Presidents' Day - Schools and Administrative Offices Closed
26 TH -28 TH	Interim Reports
MARCH	
1 ST	Professional Development Half Day
APRIL	
3 RD – 5 TH	Report Card Conferences
12 TH	Professional Development Half Day
18 TH	Spring Recess Schools Closed
19 TH	Good Friday Schools and Administrative Offices Closed
22 ND	Spring Recess Schools Closed
MAY	
7 TH -9 TH	Interim Report
14 TH	Pennsylvania Primary Election Day (Tentative)
27 TH	Memorial Day Schools and Administrative Offices Closed
31 ST	Graduation Window
JUNE	
3 RD – 4 TH	Graduation Window
4 TH	Last Day for Scholars
5 TH	Last Day for Staff

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

Academic and Social Support Services

Teacher Leaders

Longstreth school has a team of dynamic teacher leaders. The teacher leaders are responsible for implementing and maintaining academic programs and leading school initiatives to build a safe and warm school culture. Our teacher leaders provide direct assistance to instructional staff, assist with monitoring student progress and work with the climate team to implement and maintain procedures, routines and school-wide initiatives.

Climate Support Staff

Our climate support staff include a climate liaison, eight climate support staff, and one school police officer. The primary role of these staff members are to ensure the safety of our scholars and staff. Our climate liaison plays a critical role in enhancing our school culture and building a relationship with parents. The climate liaison works to implement a school wide conflict resolution program to include peer mediation. The climate liaison will be available to meet with you to discuss your child's social support needs.

Counseling

The counseling and guidance services at Longstreth School focus on the educational, emotional, and social development our scholars. The school counselor helps student cope with trauma related issues, develop stress management techniques, assists with interpersonal relationships, motivation to learn, high school selection as well as college and career readiness. The school counselor is also available to assist families with finding resources within the community.

Health Services

Our full time nurse is dedicated to the physical health and well-being of our scholars. Students with minor injuries and illnesses are directed to the nurse during designated health room hours. Medical concerns addressed by the school nurse include abrasions, cuts, contusions, headaches, and other general needs. The school nurse is responsible for caring for injuries that occur while in school. If a child sustains injuries at home, it is the parent's responsibility to provide the care needed and inform the nurse if the injury requires further medical attention.

- Medication will not be distributed without the expressed written consent of the parent/guardian.
- We encourage parents to provide feminine products for their daughters, as the nurse's supply is for emergency use only.
- In addition to addressing urgent health concerns, the health services department offers mandatory screening programs, student referrals and follow-ups.
- Students will only be seen by the nurse with a written pass signed by their teacher.

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

Health Room Hours
9:00-10:00 AM
12:00-1:00 PM
Nurse's Lunch Hour
1:30-2:15 PM

*Emergencies will be seen any time during the school day

Immunizations- All students will have 5 days from the start of the school year to provide proof of up to date shots. A list of immunization requirements will be provided prior to the start of the school year.

Physical Examinations- A physical examination is required by Pennsylvania State Law upon entry into school and again in the 6th grade. Please have your doctor complete the physical examination form and return to the school nurse as soon as possible.

Dental Examinations- Pennsylvania State Law requires that students attending school in the Commonwealth receive periodic dental examinations at stated intervals (upon original entry, while in third grade, and while in seventh grade)

Medications and Medical Conditions- Any student requiring either medication or medical treatments during the school day MUST have a Med-1 (request for administration of medication in school) form completed by their primary care physician. Another medical for, S865 (student health status), must be completed by the parent/guardian. All forms must be completed and returned to the nurse in a timely fashion. Students are not permitted to bring any kind of medication, including over the counter medication without a written note from their parent/guardian. All medications brought to school must be in labeled containers and given to the nurse at the start of the school day.

Specialist Classes

Longstreth School offers specialist classes to scholars in grades K-8. During these 45 minute blocks students have the opportunity to exercise their creativity. One of these courses are offered to each students per quarter.

Art- Our school community is enriched by art education. Our scholars have the opportunity to be immersed in the arts. They imagine, create, and envision alternative possibilities during art and develop more of the skills that they need to be successful. Art is proven to improve self-esteem and enhance problem solving skills. Art instills a sense of pride in our students and supports a more positive school culture. We invite you to stop in and see displays of work created by our scholars throughout the building.

SCHOOL DISTRICT OF PHILDELPHIA

W. C. LONGSTRETH SCHOOL

5700 Willows Avenue

Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870

Facsimile: (215) 400-7871

Computer Science- To ensure our scholars have the computer skills needed to function in our world which heavily uses technology, a computer science course is being offered to our scholars. They will learn and develop skills such as keyboarding, spreadsheet creation, presentation, common use of Microsoft Office Suite, and much more. Our scholars will have the opportunity to participate in coding lessons and robotics programming.

Physical Education/Health- By participating in physical education students can begin to understand the importance of taking care of their bodies and being in good physical condition. By getting active in gym class our scholars develop strength, and flexibility. Students also have the opportunity to engage in team activities where they are encouraged to interact in a positive way with their peers. By participating in health education classes our scholars learn how to maintain and improve their mental, physical, emotional and sexual health.

Intervention- Scholars will have the opportunity to participate in an intervention class that allows them to improve in reading and math. Research has found that the more children are provided the opportunity to engage in intervention programs the more the achievement gap closes. We expect to see scholars grow in reading and math as they engage in this intervention class.

Academic Awards

By demonstrating hard work, commitment to academic excellence, and by exceeding behavioral expectations scholars can earn honor roll status each marking period. Honor roll is awarded to students with the following report card grades:

- **Principal honors-** Students with all A's and B's, all 1's in behavior
- **1st honors-** Students with all B's, and all 1's in behavior
- **2nd honors-** Student with no more than one C in any subject area, and all 1's in behavior
- **Most Improved-** This achievement is awarded to scholars who demonstrate overall academic improvement in all subject areas.
- **Academic Progress** – Scholars who have demonstrated growth from one grade level to the next.
- **Academic Stride** – Scholars who have demonstrated consistent work efforts.

Student Government

The student government is a student leadership organization that helps share students' ideas, interests, and concerns with teachers and school principals. Serving as peer representatives

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
 5700 Willows Avenue
 Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
 Facsimile: (215) 400-7871

designated members help raise funds for school-wide activities, including social events, community projects, helping people in need and school reform.

Extra-Curricular Activities

Scholars at Longstreth have various opportunities to enhance their interests and personal growth through participation in numerous extracurricular activities. Students are encouraged to get involved by joining clubs and participating in afterschool activities. All afterschool activities end by 5:30pm, unless otherwise noted. Parents/guardians are responsible for the timely pick-up of children immediately following after-school enrichment. If students are unable to participate in activities afterschool there are a plethora of opportunities for students to get involved in during the school day. Please contact the staff sponsor or main office for more information.

Activity	Provider	Eligible Grades	Time	Requirements	Staff Sponsor
S.T.E.M.	PHMC	5-8	After school	Enrollment application	Sierra Bosque, Site Director
Peer Mediation	Longstreth	5-8	School day*	Program application	Ms. D/Mr. Jones
Student Government	Longstreth	5-8	School day*	Program application	Mr. Jones/ Mrs. Rhyne
Robotics	Longstreth	K-8	After school	Program application	TBA
Girls Basketball	Longstreth	6-8	After school	Program application & physical	Mrs. Spady
Boys Basketball	Longstreth	6-8	School day	Program application & physical	Mr. Miller Athletic chair
Chess Club	Irish Pub	5-8	During School	Program application	Mrs. Harpi
Math Clubs	Longstreth	1-8	After school	Program application	Teachers
Cooking & Baking	Longstreth	6-8	After school	Program application	Teachers
Chess	Longstreth	K-8	After school	Program application	Teachers
Knitting	Longstreth	3-5	After school	Program application	Teachers
Wood Working	Longstreth	6-8	After school	Program application	Teachers
STEM Club	Longstreth	K-8	After school	Program application	Teachers
Longstreth Leaders	Longstreth	K-8	School day	Program application	Climate Teacher Leaders

* Training for scholars may be held after school when permission is granted by parent/guardian.

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

School Notices

The Longstreth faculty and staff understand the value of consistent communication and take several measures to keep our parents informed. This will include; notes sent home with your child, notes/letter mailed home, phone calls, emails, and notices posted on our parent information board located in the main entryway. Please impress upon your child the importance of taking all notices home. We also ask that you make frequent checks of your child's belongings for notices. Please do not hesitate to contact our main office with any questions that you may have.

School Supplies

A school supply list was sent home with students in June. If you did not receive the list of school supplies, please check with your child on the first day of school as we will be sending another copy home. The supply list will also be found on our website. All students are expected to come to school with supplies and prepared for school each day. If you are in need of resources or referrals for school supplies, please contact the school counselor.

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

School Wide Policies & Procedures

Longstreth Lions ROAR

R	RESPECT EVERYONE “I hold myself, my teachers, my peers, and my community in the highest esteem.”
O	OWN YOUR ACTIONS “I show up school every day, on time, ready to learn.”
A	ACT RESPONSIBLY “I make thoughtful decisions that are in the best interest of my future.”
R	RISE TO THE CHALLENGE “I play an important role in the Longstreth community.”

Citizenship

At Longstreth we are committed to developing good citizens! Students are expected to demonstrate respect for themselves and others. Students are expected to respond promptly and respectfully to adult direction. We urge our scholars to:

- Have pride in your school.
- Respect yourself, your peers, and school staff.
- Keep your hands and feet to yourself at all times.
- Seek assistance from school personnel to prevent or resolve conflicts.
- Do not take or damage property of other students, school personnel, or the school.
- Return in the best condition possible any books, equipment, and other school materials.
- Refrain from use of drugs, alcohol, and possession, and concealment, or use of illegal weapons.
- Report incidents or activities that may threaten or disrupt the school environment. Tell a teacher or other staff member.

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

Bully Free Zone

Here at Longstreth Elementary school there is no place for hate, mistreatment, or bullying of any kind. Students and parents are asked to notify the classroom teacher, counselor, or climate manager if they believe that they are a victim of bullying. These situations are not taken lightly and will be handled immediately. We encourage our scholars to:

- Treat friends, classmates, teachers, and staff the way that you want to be treated.
- Find peaceful ways to solve problems with one another.
- Stand up again those who hurt, tease, or bully others by notifying an adult.
- Make every effort to include others.
- Take a stand for what is right.
- Commit to making Longstreth a bully free zone.

WE WILL BE LAUNCHING A NO BULLYING CAMPAIGN!!

Academics

We expect the very best from our students because we know they are capable of the best! In order to achieve academic excellence, we impress upon our scholars the value of:

- Arriving to school prepared to learn each day.
- Doing your best to achieve excellence in personal conduct and academics.
- Contributing to a good learning environment.
- Working to improve your academic performance upon notice of unsatisfactory progress.
- Reaching out to your teacher for help or requesting tutoring when needed.

Attendance

Regular school attendance is an integral part of student success. Our goal is to have 95% of our students in school 95% of the time. Research shows that when students attend school on a daily basis, they not only improve their academic skills but build a greater capacity for social and emotional growth. In order to ensure academic success Longstreth scholars must:

- Attend school each and every day.
- Bring a written excuse from parent/guardian when absent.
- Bring a written excuse from a medical professional for extended absences (see attendance policy).

**95% or higher is our attendance goal! To meet this goal scholars
CAN NOT miss more than 1 day of school.**

**Look out for our ATTENDANCE CALENDAR! EACH SCHOLAR WILL
HAVE ONE!!!!**

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
 5700 Willows Avenue
 Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
 Facsimile: (215) 400-7871

NO MORE THAN ONE DAY!

Month	Days of Attendance
JULY 2018	0
AUGUST 2018	5
SEPTEMBER 2018	17
OCTOBER 2018	23
NOVEMBER 2018	18
DECEMBER 2018	15
JANUARY 2019	20
FEBRUARY 2019	19
MARCH 2019	21
APRIL 2019	19
MAY 2019	21
JUNE 2019	2

95% or Higher = BE IN SCHOOL	
Month	# of Days in School
August	7-8 days
September	16-17 days
October	22-23 days
November	17-18 days
December	14-15 days
January	19-20 days
February	18-19 days
March	20-21 days
April	18-19 days
May	20-21 days
June	1-2 days

Lateness

Success starts at 8am! From 8:00-8:25am students will have the opportunity to interact with staff and their peers while enjoying the most important meal of the day. Arriving to school for breakfast will also ensure that students do not miss any instructional time.

- Come to school early so you are never late.
- Bring in a written excuse from parent/guardian with late for school.
- Students who arrive to school after 9am MUST be signed in by a parent in the main office.
- Be on time for every class and ready to begin the lesson.

Scholars who arrive after 8:35pm (after the school yard door is closed) must enter the building through the front entrance and then do the following:

- ✓ Sign in on the late sheet
- ✓ Scholars in kindergarten will be signed in by a parent
- ✓ Scholars will be escorted to their class

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

Consequences for lateness:

- A phone call will be made after the 3rd lateness
- A parent meeting will be scheduled if a scholar is late more than 4 times in one month
- For grades 4-8 scholars will serve lunch detentions for excessive lateness and assigned Saturday community service.

Uniforms

We require students to report to school in uniform every day.

- Come to school every day in uniform
- Take pride in your appearance by making sure that uniforms are clean and neat each day
- Refrain from wearing open toe shoes during warm months
- Wear sneakers on gym days

Our school uniform consists of the following:

Grades K-5- Grey polo shirt, black bottoms (pants, skirt, or uniform dress). We recommend a darker grey for younger scholars (K-2). Gym uniform consists of black sweatpants or shorts and grey t-shirt.

Grades 6-8- Burgundy polo shirt, black bottoms (pants, skirt, or uniform dress). Gym uniform consists of black sweatpants or shorts and burgundy t-shirt.

Please note that hoodies are not allowed in the building, cardigan sweaters, and sweatshirts with school logo will be available for all grades. Parents can purchase sweaters in school colors for students.

Cell Phones & Electronic Devices

Scholars are not permitted to bring cell phones or other electronic equipment to school such as MP3 players, iPods, PSP players, wireless speakers, etc. These items are a distraction and take away from instructional time. Middle Years students will be required put their electronic devices in their lockers. Lower school students will only be permitted to have a cell phone in the building with signed permission from a parent/guardian. Some teachers may offer to lock cell phones away. If not, scholars are to turn their electronic devices off and place them securely in their book bags. **The school is not responsible for any lost or damaged cell phones/electronic devices.** If cell phones or other electronic device are being used in the building these items will be confiscated and **MUST** be picked up by a parent or guardian after dismissal.

Building Cleanliness

At Longstreth we stress the importance of a clean, safe campus. Our scholars are encouraged to take pride in the building and to help keep our environment clean. All students are encouraged to help maintain a clean building by:

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

- Making sure that food/drinks do not leave the cafeteria
- Throwing items into the nearest trash can
- Keeping gum and sunflower seeds out of the building
- Following bathroom guidelines, including washing hands after use of facility
- Reminding friends to clean up their personal space

Classroom Transitions

All scholars are expected to transition quickly and quietly to their classroom from the school yard, cafeteria, restroom or other areas of the building. Scholars are not permitted in the hallway without written permission from staff. Middle Years Academy students are prohibited from visiting lockers during classroom transition times.

Lockers

Scholars in the middle years academy will be provided with a locker to store their belongings. All middle years students will be asked to sign an agreement upon receipt of their locker combination. The agreement details locker expectations and explains that having a locker is a privilege, not a right. Students assigned a locker must agree to the following:

- Lockers must be kept their lockers clean, free of debris, and/or permanent markings
- All outerwear and hoodies must be stored in lockers (hoodies are not permitted in the building)
- Scholars may only visit lockers during designated times (morning, lunch, and afternoon transition)
- Scholars should store lunch and/or snacks inside of lockers (food is not permitted in the classrooms)
- All food **MUST** be removed at the end of each school day
- Unauthorized items such as weapons, medication, electronic devices, etc. are not permitted in the building or in lockers. If found, these items will be confiscated and disciplinary action will follow.

Early Dismissal

No child will be given an early dismissal from school unless the parent/guardian that is noted in school records comes to school to escort the child out of the building. Parents/guardians requesting early dismissals must present photo ID. Parents/guardians may not designate another person to pick up their child either by phone or in writing as we are unable to process your request.

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

Homework

Students will receive homework at least 4 nights per week. In addition to completing daily homework assignments ***every child is expected to study and to read 20-30 minutes per day.*** Parents are asked to review their child's homework daily. Be sure to ask our teachers questions or request additional support if needed.

School Visitors

All visitors must report to the welcome desk upon entry into the building. Visitors will sign in the visitor's log and state their reason for their visit. Building staff will refer all guests to the main office for assistance. Visitors will be asked to verify their identity with a driver's license or state ID. All visitors, including parents and guardians are not permitted beyond the welcome desk or main office without a visitor's pass and staff escort. Pre-K and Kindergarten students will be escorted to the welcome desk for early dismissal pick-up. **For the safety of our scholars, unescorted visitors will be treated as trespassers.**

Street Safety & Parking

Parents please refrain from parking in the designated bus zone and from double parking on any of the streets surrounding the school. Doing so is both dangerous for our scholars and disruptive to our neighbors.

Community Opportunities

School jobs

Our scholars are gainfully employed citizens of the Longstreth community. Students have the opportunity to apply for employment working as a scholar assistant to principal, Longstreth leader, program assistant, greeter and more. Students with campus jobs will have the opportunity to earn weekly pay in scholar dollars. All students in grades 5-8 are eligible to apply for school employment opportunities. Any student who is interested in applying for a school job should speak to their teacher.

Scholar Dollars

Scholars will have the opportunity to earn scholar dollars for demonstrating exceptional school-wide behavior and for performing job duties in the school community. Scholar dollars can be saved towards monthly activities or cashed in for cool prizes at the school store each week!

Attendance Bucks

Scholars will earn an attendance buck every day they are in school and on time. Scholars will be able to use this money in the school stores and for Attendance Cash Out days. Attendance bucks can also be used to buy healthy snacks, pretzels on pretzel day and other exciting items that will be announced throughout the school year.

SCHOOL DISTRICT OF PHILDELPHIA
W. C. LONGSTRETH SCHOOL
5700 Willows Avenue
Philadelphia, PA 19143

Tisha A. Douglas, Principal

Telephone: (215) 400-7870
Facsimile: (215) 400-7871

School Store

Scholars will have the opportunity to cash in their Scholar dollars at the school store on a weekly basis. School supplies, treats and other items will be available for sale. Our school store will be located in room 219.

Community Meetings/Town Hall

Scholars will have the opportunity to participate in monthly community meetings with their peers. During the meetings pertinent information will be shared and students will have the opportunity to give feedback.

Community Market

We encourage entrepreneurship at Longstreth! Each quarter our scholars will work alongside their peers to create items to sell at our community market. Scholars will be able to “shop the market” and purchase hand crafted gifts with their scholar dollars.

Community Events

Scholars are invited join their peers for community events. Students earn access to the monthly events with their peers by demonstrating exceptional behavior, making significant academic strides, and by reporting to school regularly.