



THE MORRISON SCHOOL

Student and Family Handbook 2019–2020 Academic Year



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Neighborhood Network 7

This is an informational handbook that should be used as a reference throughout this academic year. The material contained is not all-inclusive, but highlights information most often needed. Among its contents are specific procedures for the operation of the school, as well as the policies of the School District of Philadelphia. Please remember that all policies are developed for the good of the children, the staff, and the school, in good faith, and in compliance with the current Philadelphia Federation of Teachers contract and other bargaining unit contracts as well. At times, it may become necessary to add or change information in the staff handbook. If so, you will be notified of these changes.

Table of Contents

| | |
|--|-----------|
| Principal | pg. 3 |
| Mission, Vision, Values | pg. 4 |
| School calendar | pg. 5-8 |
| Arrival Procedures | pg. 8 |
| Dismissal Procedures | pg. 9-10 |
| Emergency School Closing and Delayed Opening | pg. 10 |
| Legal Custody & Release of a Child | pg. 10 |
| Attendance | pg. 11 |
| Emergency Contact | pg. 11-12 |
| Personal Electronics | pg. 12 |
| School District Acceptable Use of Technology | pg. 12-14 |
| Discipline Policy | pg. 14-17 |
| Dress Code | pg. 17-19 |
| After School Activities | pg. 19-20 |
| Lost and Found | pg. 20 |
| Library Policy | pg. 20-21 |
| Trips | pg. 21-23 |
| Parent-Teacher Conferences | pg. 23 |
| Meeting with the Principal | pg. 23 |
| Classroom Visits | pg. 24 |
| Home and School Association | pg. 24 |
| Tips to Keep Up To Date | pg. 24-25 |
| Middle School Specialty Class Schedule | pg. 25 |
| Lunch Schedule | pg. 25-26 |

Welcome Letter from the Principal

September 12, 2019

Dear Morrison Families:

Welcome back! Or, if you are new to our Morrison family, welcome and thank you for choosing our amazing school for your child's education. I hope you all enjoyed a wonderful summer and you are excited to start our next year together.

Last school year was filled with lots of fun learning experiences and student successes. Here are a few of our favorite memories:

- Reducing the % of students scoring Below Basic in Mathematics on the PSSAs.
- 18% increase the % of students reading on grade level in Kindergarten, 1st and 2nd grade.
- 4% increase in the % of students attending school 95%.

We are already gearing up for an incredible new school year. Our teachers have attended training sessions to better help all students learn and grow. Our front office team is updating student files and ordering new materials. Our hard-working custodians have spent the summer cleaning our school. And, our cafeteria workers are preparing to serve your children delicious, healthy and free breakfast and lunch each school day.

We're also delighted to welcome a few new additions to our staff. Brooke Tocci is joining our team as our new Assistant Principal. Ms. Tocci will be working closely with our K-3 students, teachers, and families.

Finally, we are excited to share the final product of our Community-Informed Strategic Planning process, Morrison 2028. Morrison 2028 is a vision for the future of Morrison, and what we believe and what we want to achieve. Here is our new mission statement:

The Morrison School is dedicated to creating a community of learners who are empowered. We believe that by cultivating learners who are curious, competent, socially-conscious, and self-assured, all students can and will live purposeful and successful lives in our increasingly complex and interconnected world.

We look forward to sharing more with you at Back to School Night, on Thursday, September 12th from 5-7pm. Thank you as always for your time, dedication, and support.

Sincerely,

Meredith Lowe, Principal

Our Mission, Values and Theory of Learning

| | |
|---------------------------|--|
| Mission | <p>The Morrison School is dedicated to creating a community of learners who are empowered. We believe that by cultivating learners who are curious, competent, socially-conscious, and self-assured, all students can and will live purposeful and successful lives in our increasingly complex and interconnected world.</p> |
| Values | <ul style="list-style-type: none"> ● Planning: <ul style="list-style-type: none"> ○ I can make concrete plans and carry them out. ○ I can set and meet goals. ● Focus: <ul style="list-style-type: none"> ○ I can concentrate on what is most important at any given time. ○ I can retain information and use that information over time. ● Self-Control: <ul style="list-style-type: none"> ○ I can control my own emotions and how I respond to stressful situations. ○ I can set priorities, and resist impulsive actions or responses. ● Awareness: <ul style="list-style-type: none"> ○ I can notice people and situations around me and how everyone fits into the picture. ○ I am self-aware. I am conscious of my own character, feelings, motives, desires, and how they impact the people around me. ● Flexibility: <ul style="list-style-type: none"> ○ I can adapt to changing situations. ○ I can shift my responses to respond to different demands and different settings. |
| Theory of Learning | <p>IF we create carefully curated learning experiences for our students that are grounded in reflection and analysis, and culminate in a high-quality performance assessment, THEN our students will become more motivated, curious, and self-directed learners who see themselves in our curriculum.</p> |

School District of Philadelphia Calendar SY 2019-2020

| Date | Activity |
|----------------------|--|
| August 26, 2019 | First Day for Staff |
| August 26 – 29, 2019 | District-wide Professional Development |
| August 26 – 29, 2019 | Kindergarten Parent/Teacher Interviews |
| August 30, 2019 | Reorganization – Academic Year Preparation K-12 |
| September 2, 2019 | Labor Day – Schools Closed and Administrative Offices Closed |
| September 3, 2019 | First Day for Grades K-12 – Student Attendance |
| September 3, 2019 | First Day for Head Start and Bright Futures – Student Attendance |
| September 27, 2019 | Full-Day Professional Development (Staff Only; Schools Closed for Students) |
| September 30, 2019 | Rosh Hashanah – Schools Closed and Administrative Offices Closed |
| October 9, 2019 | Yom Kippur |

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| | – Schools Closed and Administrative Offices Closed |
| October 16, 2019 | SAT/PSAT school day |
| October 22 – 24, 2019 | Interim Reports |
| October 25, 2019 | Professional Development Half Day – 3-Hour Early Dismissal |
| November 5, 2019 | Election Day – Schools Closed |
| November 11, 2019 | Veterans’ Day – Schools Closed and Administrative Offices Closed |
| November 15, 2019 | Professional Development Half Day – 3-Hour Early Dismissal |
| November 20 – 22, 2019 | Report card conferences |
| November 28 – 29, 2019 | Thanksgiving Holiday – Schools Closed and Administrative Offices Closed |
| December 17 – 19, 2019 | Interim Reports |
| December 23, 2019 | Professional Development Day – Full-Day Professional Development (Staff Only; Schools Closed for Students) |
| December 24, 2019 | Winter Recess – Schools Closed |

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| December 25, 2019 | Winter Recess – Schools Closed and Administrative Offices Closed |
| December 26 – 30, 2019 | Winter Recess – Schools Closed |
| December 31, 2019 | Winter Recess – Schools Closed |
| January 1, 2020 | New Year’s Day – Schools Closed and Administrative Offices Closed |
| January 20, 2020 | Dr. Martin Luther King Day – Schools Closed and Administrative Offices Closed |
| January 24, 2020 | Professional Development Half Day – 3-Hour Early Dismissal |
| February 5 – 7, 2020 | Report Card Conferences |
| February 17, 2020 | Presidents’ Day – Schools Closed and Administrative Offices Closed |
| February 28, 2020 | Professional Development Half Day – 3-Hour Early Dismissal |
| March 10 – 12, 2020 | Interim Reports |
| April 6 - 9, 2020 | Spring Recess – Schools Closed |
| April 10, 2020 | Good Friday |

– Schools Closed and Administrative Offices
Closed

April 15 – 17,
2020 Report Card Conferences

April 24, 2020 Professional Development Half Day
 – 3-Hour Early Dismissal

April 28, 2020 Election Day
 – Schools Closed

May 13 – 15,
2020 Interim Reports

May 22, 2020 Professional Development Half Day
 – 3-Hour Early Dismissal

May 25, 2020 Memorial Day/ Eid-al-Fitr
 – Schools Closed and Administrative Offices
 Closed

June 10 – 12,
2020 Graduation Window

June 12, 2020 Last Day for Students

June 15, 2020 Last Day for Staff- Full-Day PD

The Morrison School General Policies

Arrival and Dismissal

School begins promptly at 8:30 a.m. and ends at 3:09 p.m.

- Kinder students enter/exit through the Kindergarten door.
- 1st-5th grade students enter/exit through the School Yard
- 6th-8th grade students enter/exit through the Fire Tower on Duncannon Ave.

Arrival

Students should not report to school earlier than 8:20 a.m. There is no supervision until that time. The school assumes no liability or responsibility for children on school grounds until supervision begins.

Parents are not permitted to walk their children to their classrooms.

In the case of inclement weather:

- **Kindergarteners** go to the auditorium
- **1st through 5th grade** students report to the auditorium and sit by class.
- **6th through 8th grade** students report to the cafeteria and sit by class.

Late Arrival

Any student who arrives after 8:40 a.m. is considered late. If a student is late, they must sign in at the front desk and get a late slip to class.

After 9:00 a.m. late students must report to the Main Office to sign in and receive a late slip to class. Late arrivals are recorded on a student's attendance record and can affect a student's chances of acceptance to a high school of their choice. Lateness is disruptive to the instructional day. Punctuality is expected.

Dismissal

It is imperative that parents/caregivers pick up their children on time during regular and early dismissal days.

Students are dismissed to the schoolyard at 3:09 p.m. on regular dismissal and 12:09 p.m. on early dismissal. Please arrive promptly to pick up your child. **Kindergarten students are**

dismissed from their classrooms. Parents and caregivers must sign kindergarten students out and may do so as early as 3:00 p.m. (no earlier).

If an older student from the school, or another adult, is picking up a younger child, written permission must be given by the parent/guardian. A student will not be released without written permission to any other adult other than those who have been designated.

Any students left in the yard will be brought into the Main Office at 3:15pm and their caregiver will be called. Contractually, teachers cannot stay with late students and an accommodation must be made to stay with any child whose caregiver does not arrive by 3:15pm. After the 3rd time your child is picked up after 3:15pm, a meeting will be scheduled with you the School Counselor and the Principal or Assistant Principal. When you pick your child up late, you **MUST** come into the Main Office and sign them out.

The playground area cannot be used as a waiting area for your child to be picked up. Once the school day ends, this area is unsupervised. The School District of Philadelphia is not responsible for students on the playground once the school day ends at 3:09 p.m.

Dismissal Times

**3:00 – Kindergarten into small yard;
3:05 – 1st and 2nd into school yard
3:07 – 3rd, 4th, 5th into school yard
3:09 – 6th-8th fire tower to Duncannon Avenue**

Dismissal from After School Activities

All students staying for after school activities will be dismissed from the Main Entrance. Our K-5 after school program starts dismissing students at 5:15pm and dismissal ends at 5:30pm.

6th-8th grade students who participate in sports will dismiss at different times depending on the location of practice and the timing of games. You will receive more information on their permission slip to participate.

Early Dismissal

If the need for an early dismissal arises, the parent/guardian must come to the Main Office to request the dismissal.

The parent/guardian must report to the main office and sign the "Early Dismissal Book" in order to have a child released from school.

Parents must wait in the Main Office for their children.

THERE WILL BE NO EARLY DISMISSALS PERMITTED AFTER 2:30 PM.
PLEASE PLAN ACCORDINGLY!

Emergency School Closing and Delayed Opening

In the event of an emergency closing for the school, KYW 1060 AM will broadcast the announcement on the radio and possibly list it on its website (www.kyw1060.com) and/or the announcement will appear on the School District of Philadelphia's website (www.philasd.org).

If there is a citywide closing of all public schools, especially during the winter months, KYW 1060 AM will report that all Philadelphia public schools are closed. The announcement will also appear on its website (www.kyw1060.com) and/or the School District of Philadelphia's website (www.philasd.org).

The school strongly suggests that parents/guardians listen to KYW 1060 AM each morning, especially during the winter months, to be informed about emergency school closings or delayed opening due to weather.

Whenever possible, please refrain from calling the school office to find out if school is closed. The phone lines are needed during this time to communicate with the faculty and the School District of Philadelphia.

Legal Custody and Release of a Child

Legal Custody

Parents/guardians are asked to inform the main office and the child's teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child (e.g., permission to pick up a child from school) based on official legal documents. It is important for the school to have a copy of the custody decree, or any other relevant court documents. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.

Release of a Child

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file.

Attendance

It is important that children come to school every day prepared to learn. Regular attendance is critical to academic success. Continued absences will result in a truancy court hearing.

When students are absent more than one day a month, research shows, their academic performance is negatively impacted. That is why we strive for 95% attendance for every child! 95% = about 1 day absent a month, 9 in absences in one school year.

Absences

A child who has been absent from school is required to bring a written note to be turned in to their homeroom teacher upon returning to school. This note must be received within 3 days or the absence will be automatically coded as an unexcused absence. An example of an acceptable absent note will be sent home on the first day of school. If a child is absent, an automated voice message from the School District of Philadelphia will alert the parent of the absence.

For absences extending beyond two days, a doctor's note is required. If an absence note is not received when the child returns to school, the absence will be recorded as an unexcused absence and coded Parental Neglect. If you have a discrepancy between your record and the school's, please contact the homeroom teacher and the secretary.

Only requests needing special approval need to be submitted to the principal.

Vacation

Taking family vacations when school is in session is strongly discouraged. These absences are NOT marked as excused. Parents/guardians should contact the principal directly if there is a need for a child to be away on vacation when school is in session. In the event that a child goes on vacation, assignments must be completed upon returning to school.

Emergency Contact Information

It is crucial that the school maintains a current, accurate address and telephone numbers (home, office, cell, etc.) for every child at all times. Should there ever be a change in address or telephone number, it is the parents'/guardians' responsibility to make sure the teacher receives

that information immediately. The teacher will forward any changes to the main office. This will enable the school to reach parents/guardians quickly in case of an emergency, such as illness or school closure due to inclement weather.

On this form, indicate names and telephone numbers of **two** people who may be called in case of an emergency. A form will be sent home at the beginning of the school year requesting this information. These emergency contacts will only be called after an attempt to reach the parents/guardians has been unsuccessful. They will be called in the order indicated by the parents/guardians on the Emergency Contact Form.

Personal Electronics

IPhones, iPods, Cell Phones, SMART Watches, PSP's, Nintendo DS and items like these may not be used during school hours. These items are disruptive to learning and can be easily lost or misplaced. Any electronics brought to school will be collected and secured by the teacher at the beginning of the day and returned prior to dismissal. Any electronics not turned in will be confiscated and held for parents to pick-up the first time. The second time, the item will be held until June.

School District of Philadelphia Acceptable Use of Technology

The Internet is a rich source of information, and provides opportunities for research, skill development and communication. All students have access to the Internet in their classrooms and in the Instructional Media Center.

Parents should monitor their child(ren)'s use of the home computer. Parents should periodically check the sites visited such as Facebook, Instagram, Snapchat and Twitter. This recommendation is suggested to protect the safety of your child.

At the beginning of each school year, each parent and child will be given an Acceptable Use of Technology Policy. The contents are summarized below.

Cyber-bullying occurs by use of electronic or communication devices through means of email, instant messaging, text messaging, blogs, photo and video sharing, chat rooms, bash boards, or websites and is prohibited per School District of Philadelphia policy. Should cyber-bullying affect the function of school, the school will take disciplinary action.

I. Acceptable Use

- At school, students may use the Internet for research, to learn, and to communicate with others. Students agree to trail the rules of appropriate behavior while on the Internet.

- Students will not copy material and say that they wrote it themselves.
- Students will cite all URLs that they use.
- Students will use web sites that are suitable for children.
- Students will not download any music or plug-ins that take up valuable bandwidth and slow down the system.
- The use of file sharing and media streaming services, such as downloading and listening to music on the Internet is wasteful, disruptive, and is **STRICTLY PROHIBITED** on all District computers and networks.

2. Privileges

Being able to use the Internet is a privilege, and teachers, staff and administrators are the decision-makers when it comes to whether a student uses the Internet. If a student does not use the Internet appropriately, then Internet privileges will be eliminated.

3. Etiquette

Students are expected to follow rules for appropriate behavior on the Internet. These include, but are not limited to, the following.

- Students will be polite when writing a message.
- Students will use appropriate language.
- Students will remember that email is not private.
- Students will remember that others can see what they write.
- Information that a student retrieves from the Internet is for the student's use. The student does not own it and did not write it. A student must identify where it was found by citing the URL.

4. Online Safety and Cyberbullying Prevention

- Students will not give their last name, address, telephone number, or parents'/ guardians' work address or work telephone number to anyone on the Internet.
- Students will not give out an email address without permission.
- If something is found on the Internet that makes a student uncomfortable or nervous, the student will get an adult to help immediately.
- If a student gets a message that is mean or frightening, the student will tell a responsible adult.
- If a student finds him/herself on an inappropriate site, the student will click the Back or Home button to leave that site within 5 seconds. The student will then tell an adult.
- Students can be disciplined for off-campus cyber-bullying that can have an adverse affect on the safety and well being of other students.

5. Truthfulness

Students understand that not all information on the Internet is true. The School District of Philadelphia is not responsible for the truth or the quality of the information found on the Internet.

6. Security

Many students will use the Internet and it is important to have adults in charge of the system. Students will not connect to the Internet without permission. Passwords are important and students will keep their passwords secret. Students will not ask other students for their passwords.

7. Vandalism

Students will lose the privilege to use the Internet, and perhaps the computers themselves, if they are responsible for any intentional damage to the computers, the computer setup, or files that belong to others.

Homework Policy

It is the policy of the School District of Philadelphia and The Morrison School to assign homework each evening to every child. Homework is designed to strengthen basic skills, extend classroom learning, reinforce good study skills, develop initiative, responsibility and self direction, increase the range and scope of interest, and foster worthwhile use of leisure time.

Homework should be assigned at least four times per week and should reflect content from the curriculum. Such action does not exclude long-term assignments.

Expected homework times by grade are:

These times **do not include the 20 minutes of independent reading which should happen every night!*

| Grade | Time |
|-------|------------|
| 1 | 10 minutes |
| 2 | 20 minutes |
| 3 | 30 minutes |

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| 4 | 40 minutes |
| 5 | 50 minutes |
| 6 | 60 minutes |
| 7 | 70 minutes |
| 8 | 80 minutes |

Discipline

Philosophy of Discipline

The mission of the Morrison School is to provide a caring and collaborative community where students are empowered to own their educational experience through exploration and innovation. We cultivate reciprocal relationships between families, students, faculty, and staff. We encourage and foster a growth mindset for all members of our learning community. One of the school's most important goals is to establish an atmosphere in which students feel safe and welcome, and have the greatest opportunity to learn and grow to their fullest potential. At The Morrison School, it is understood that the successful, nurturing, high-achieving school to which the faculty and staff are committed cannot exist without discipline.

At the heart of The Morrison School's discipline plan is the expectation of respect and responsibility for others, our surroundings, and ourselves. A community school holds a unique position in the life of a child, moving from home into a greater role in the wider community. Helping students learn respect and responsibility takes a partnership that includes the student, family, teachers, administration and community. With the cooperation and support of home, school and community, students will grow in their understanding of what affect their actions have on the school community, and will hold increasing responsibility for their own self-discipline.

It is helpful for parents/guardians to review the following expectations with their children at home, and to speak with the teacher for any clarification.

Disciplinary Action

Students committing any of the offenses listed below while in school or on school trips shall be subject to appropriate disciplinary action. A detailed explanation of the offense and consequence will be sent home separately. Repeated offenses will be reflected in a student's report card behavior grade. This list is not exhaustive, these are just some examples.

Offenses:

- Lateness
- Uniform violation
- Running or making excessive noise in the school, cafeteria, hallways
- Eating in class without permission
- Smoking on school property
- Loitering
- Disruption of class, study, or instruction
- Showing disrespect to a teacher or other adult
- Showing disrespect to peers
- Possession of personal electronic (beepers, pagers, cell phones, etc.)
- Fighting, hitting or being physical
- Stealing
- Spitting
- Abuse of computer or Internet
- Forging signatures
- Defacing school property or other people's property
- Cheating
- Touching peers in inappropriate ways
- Use of abusive, profane language or gestures
- Bullying, harassment, threats
- Leaving the classroom without the teacher's permission
- Refusing to follow the directions of a teacher or any other staff member
- Exhibiting defiant behavior

Consequences:

- Parental notification
- EH-20 (Pink Slip)
- Loss of trip privileges
- Suspension or removal from after-school activities
- Ineligibility for participation in extracurricular organizations (e.g., drama club middle school sports)
- Suspension or removal from special in-school activities (e.g., performance)
- Loss of privilege to attend special extracurricular activities (e.g., sporting events, special programs)
- After-school detention
- Suspension from school

Fighting

Fighting will result in suspension for any individuals involved. Length of suspension will depend on who started the fight. It is our policy that there are adults available throughout the day to help students mediate conflict. Fighting will not be tolerated at Morrison.

Being Respectful to All Adults in the Building

All adults in the school building are to be treated with respect. At no point in time should any student speak in a disrespectful manner to an adult in our building. That means any adult: teacher, classroom assistant, cafeteria manager, building engineer, parent or volunteer. Disrespectful behavior will not be tolerated.

Cafeteria Norms




- Stay in your seat
- Raise your hand if you need a pass to the bathroom, nurse or Main Office
- Clean up your area of the table and throw away your trash
- Line up inside and outside as directed
- No glass bottles are allowed



Act 26 - Possession of a Weapon

The Pennsylvania General Assembly has enacted legislation (Act 26), which requires all public schools to take a mandatory course of action in dealing with a student found to be in possession of a weapon. There is no requirement that the student use or try to use the weapon. No one may carry a weapon for protection. A weapon is defined as a gun, knife, sharp object or any other object that can be used as a weapon. Act 26 is designed as a safeguard to ensure that all public schools are safe havens in which all students may interact in an environment and climate that fosters learning and strongly discourages potential acts of violence. Any student found with a weapon will be subject to automatic suspension and transfer to another Philadelphia public school or disciplinary school. Depending upon the age of the student and severity of the situation, the student may be arrested.

Uniform Dress Code Policy 2018-2019

| | Uniform Guidelines | Notes |
|----------------|--|---|
| Bottoms | K-5: <u>Shirt:</u> Navy Blue <u>Bottoms:</u> Khaki or Navy Pants, jumpers, skirts and shorts | Shorts/skirts length should not be shorter than fingertip length No ripped or intentionally distressed bottoms |

| | | |
|---|--|--|
|  | <p>(see notes) are allowed.</p> <p>6-8:</p> <p><u>Shirt:</u> Maroon <u>Bottoms:</u> Khaki or Navy</p> <p>Pants, jumpers, skirts and shorts (see notes) are allowed.</p> | <p>Leggings are not acceptable.</p> |
| <p>Tops</p>  | <p>K-5:</p> <p><u>Shirt:</u> Navy Blue Polo shirt, long-sleeved shirt, or turtleneck.</p> <p><i>T-shirts should be reserved for gym, except in emergencies</i></p> <p>6-8:</p> <p><u>Shirt:</u> Maroon Polo shirt, long-sleeved shirt, or turtleneck.</p> <p><i>T-shirts should be reserved for gym, except in emergencies</i></p> | <p>Sleeveless tops, including shirts with straps are not permitted and midriff must be fully covered</p> <p>ALSO any official Morrison school shirts/t-shirts, including shirts from school sponsored events are permitted as uniform shirts.</p> |
| <p>Sweaters/Sweatshirts</p> | <p>Navy or Maroon hoodless sweaters or sweatshirts.</p> | <p>No hoodies permitted</p> <p>ALSO any official Morrison school shirts/t-shirts, including shirts from school sponsored events are permitted as uniform shirts.</p> |
| <p>Shoes</p>  | <p>Closed-toe shoes, sneakers, or boots - toes and heels must be covered</p> | <p>No sandals or high heels of any kind</p> <p>Sneakers MUST be worn for gym</p> |
| <p>Accessories</p> | <p>Earrings are permitted on non-gym days as long as they are no larger than 1 in in length</p> | |

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|  | <p>Religious/cultural headwear and headbands are permitted</p> <p>No hats permitted indoors</p> <p>Makeup, cosmetics, and nail polish are permitted, as long as they are not distracting to others. Products should not be brought to school</p> <p>Smart watches are not permitted in class and must be turned in with cell phones</p> |
| <p>Physical Education Dress Code</p>  | <p>When students have gym they MUST wear sneakers</p> <p>Students may wear grey, navy, or maroon sweatpants, or athletic pants</p> <p>Stripes on athletic pants on gym days are permitted as long as they are black, navy blue, or white</p> <p>Post earrings are allowed</p> |
| <p>Dress Down Days</p> | <p>All tops and dresses must have a sleeve that covers the shoulders and fully covers the midriff</p> <p>No see-through shirts</p> <p>All bottoms must be no shorter than fingertip length</p> <p>No hats</p> <p>No ripped jeans or ripped pants of any kind</p> <p>No inappropriate or derogatory language, images, or messages on any item of clothing</p> <p>Closed-toe shoes, sneakers, or boots- toes and heels must be covered</p> |

What happens if my student is out of uniform?

- 1) Phone call home for a change of clothes
- 2) If parent/guardian cannot be reached- Uniform shirt will be provided by the office
- 3) Note sent home by the teacher or phone call made to caregiver/parent
- 4) If issue persists, meeting with Mr. Ward (K-5) or Ms. Trent (6-8)

Other Important Information for Families

Field Trip Guidelines for Chaperones

We believe that field trips provide a valuable educational experience for students. Field trips increase student knowledge and understanding of a subject and add realism to the topic of study. Without the help of volunteer chaperones, most field trips would not be possible. Thank you very much for giving your time and support.

In order to help ensure that school-sponsored field trips result in safe and rewarding experiences for all participants, we have prepared these guidelines to provide information about volunteering as a field trip chaperone.

Walking Slips

Walking slips will be distributed at the beginning of the year and be returned immediately. This serves as a rolling permission slip for neighborhood trips. These trips will be announced with prior notice by the teachers.

Becoming a Volunteer Field Trip Chaperone

Student safety is our paramount concern. All volunteers must have notified the teacher in advance of the field trip of their desire to chaperone. Not all parent volunteers can always attend a field trip due to space or destination rules. All volunteers must complete a Chaperone Application Form.

Guidelines for Volunteer Chaperones

Before the field trip, the classroom teacher will provide you with information regarding the activities planned for the trip, expectations for supervising students and emergency procedures.

In addition, the following general guidelines will help you be a good chaperone. If you have questions regarding these guidelines, please speak to the teacher or the principal.

1. Chaperones must maintain a positive attitude and tone throughout the trip. We reserve the right to not allow parents to chaperone if they exhibit negative behaviors around the students.
2. All school rules apply on school sponsored field trips. Chaperones are expected to follow school rules, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and serve as a role model for students. The chaperone will follow the trip plan developed by the teacher.
3. Students must be supervised at all times while at a school-sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave well and are safe. Students must stay with you, their chaperone at all times. Check to make sure you know where all students are regularly and before

changing activities. Be sure you know when and where to meet the rest of your group at the end of the visit. **Count, count, count, all day!**

4. Student behavior is your responsibility. School rules related to student behavior apply. Go over the rules and standards of behavior, safety rules, and any site-specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by the teacher. You are responsible for student behavior, but it is the responsibility of the teacher to discipline a student who is misbehaving.
5. Chaperones are responsible for ALL of the children in their assigned group, not just their own children.
6. Chaperones and their assigned students must stay with the large group or on the destination property at all times unless the teacher in charge has stated otherwise.
7. Chaperones:
 - May not use or possess alcohol or drugs.
 - May not use tobacco.
 - May not administer any medications, prescription or nonprescription, to students.
 - May not use a cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.
 - Must adhere to the field trip itinerary and not deviate from it.
 - Must be properly attired and refrain from using foul language. Keep the conversations age-appropriate.
8. For the protection of both the student and the chaperone, chaperones should not be alone with a student at any time— for example in the vehicle, in a restroom, etc.
9. Siblings and family members may not participate in a school-sponsored field trip. Young children can easily distract you from your primary responsibility of supervising your group of students.
10. Be sure you know what to do in an emergency (medical emergency, natural emergency, lost child, serious break of rules, etc.). Know who is First Aid trained, where the First Aid kit is located and where your cell phone is. Keep the cell phone contact number of the teacher and other chaperones available. Contact the teacher immediately in the event of an accident or emergency situation
11. Please follow the directions of the docents and guides even if other groups do not.
12. When transporting students, stay with the group, do not make unauthorized stops unless there is an emergency, do not skip planned stops and make sure that all students have the appropriate safety restraints.

We ask that chaperones acknowledge that their participation is important to the learning experience of the students involved, and that they will follow the above guidelines. Failure to follow any of the above guidelines may result in the chaperone being removed from the chaperone list.

Thank you for your attention to these field trip chaperone guidelines.

Parent-Teacher Conferences

Communication among parents/guardians, teachers, and school personnel is essential to a successful educational program. Conferences are of prime importance in sharing information about a child's progress during the school year. They provide opportunities for the exchange of information between parents/guardians and a child's teacher regarding academic and emotional growth.

Report card conferences, involving the parents/guardians and teacher, are held at the end of the first and second marking periods, at which time report cards are distributed. These conferences are usually scheduled for 10 -15 minute blocks of time. Conferences must be scheduled at least 24 hours in advance. If parents/guardians are unable to attend the conference at the scheduled time, the teacher must be notified at least 24 hours prior to the conference. If a longer conference is needed to address particular issues, a separate appointment should be made with the teacher.

In addition to the above regularly scheduled conferences, a parent/guardian may arrange a conference at any time during the school year. Appointments can be made either by sending a note to the teacher or leaving a phone message for the teacher. The teacher will return the call so that a mutually convenient time can be arranged.

Meeting with the Principal and the Assistant Principal

If you would like to meet with Principal Lowe, you must schedule an appointment with her secretary or through email. You can contact Ms. Lowe at mlope@philasd.org, and Ms. Tocci at btocci@philasd.org. Please allow for a 24 - 48 hour turnaround period regarding e-mail correspondence. Please be reminded that for our school to grow further, a majority of the day is needed for observation in classrooms and common planning meetings with teachers and staff members.

Classroom Visits

Parents/Guardians are welcome to visit their child's classroom at The Morrison School. However, to limit interruption of instructional time, parents/guardians who wish to schedule a visit need to contact the teacher to make sure this is ok.

Parents/Guardians must go to the front office and sign in the visitor log book prior to entering the classroom. A lanyard or volunteer badge must be worn when visiting. Please allow a few minutes for this in advance of your scheduled visit time. For safety and security reasons, visitors are only permitted in the classroom when the classroom teacher is present.

Tips to Keep Up To Date!

- Review the monthly school calendar sent home at the beginning of each month.
- Check out our website: morrison.philasd.org
- Follow us on instagram: @themorrisonsschool_philly
- Download the Remind App, and join our group for families for text message updates!
- Make sure your phone number is up to date with the office so you receive our robo calls.
- Familynet/Family Portal Grade Book: the SDP's grade book allows you to see your child's cumulative grades each marking period. Login in through www.philasd.org