

THE SCHOOL DISTRICT OF PHILADLEPHIA

*Martha Washington Academic
Plus School*

**766 North 44th Street
Philadelphia, Pennsylvania 19104
(215) 823-8203; Fax (215) 823-8292**

“Work Hard and Work Together”

**STUDENT/PARENT
HANDBOOK
2019-2020 SCHOOL YEAR**



Principal

Lakeisha Patrick

Acknowledgement of Receipt

I _____ (parent's name)
acknowledge that I have read the contents of
Martha Washington's Student Handbook in its
entirety.

Name:

Student Name:

Parent Signature:

Student Signature:

Date:

Mission Statement

The mission of the Martha Washington School is to create a safe and challenging educational environment that fosters academic and social achievement.

The Martha Washington Pledge

We are lovable and capable
We come to school to learn.
We can learn. We will learn.
We will treat everyone the way we want to be treated

Motto

“Together We Can Make It Happen!”

IMPORTANT SCHOOL TELEPHONE NUMBERS

<i>Lakeisha Patrick</i>	(215) 823-8203
Principal	
Marcus Fulton	(215) 823-8203
Climate Manager	
Main Office	(215) 823-8203
Fax Number	(215) 823-8292
Conswella Harvey	(215) 823-8271
Ashley Diggs	
Counselor	(215) 823-8203
Niffari Poorman	(215) 823-8203
Special Education Liaison	

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)
September 30, 2019	Rosh Hashanah – Schools Closed and Administrative Offices Closed
October 9, 2019	Yom Kippur – 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)
December 24, 2019	Winter Recess – Schools Closed
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

Daily Admissions

Regular Bell Schedule

School Starts:	8:30 a.m.	Admission Signal
Dismissal:	3: 09 p.m.	Dismissal Signal

Early Dismissal Bell Schedule

Lunch #1	Grades K - 4	10:30 – 11:00
Lunch #2	Grades 5 – 8	11:05 – 11:35
Dismissal:	12:09 P.M.	

Morning Admission

ALL students are to enter in through the main door ready and prepared for learning. Students are to report to the auditorium for our school wide Morning Meeting upon arrival.

Parents should not drive into the staff parking lot to deliver their child in the morning. Students are at risk of being seriously injured when drivers do not see them running or cannot stop in time.

In order to avoid traffic jams when entering and/or dismissing, please follow the movement patterns described below:

Breakfast

Breakfast will be available from 8:00 to 8:20. Students not having breakfast will go to the auditorium.

Once teachers have picked up classes, they will exit the auditorium in a quiet and orderly fashion. Classes should be as quiet as possible when in route to their classroom. Please remind students to arrive as close to 8:30 a.m. as possible and not before 8:30 in inclement weather, unless they are having breakfast.

Late Procedures for Children

Children arriving after classes have begun, miss important instructional time and interrupt the instruction that has begun in the classrooms. **All children who report to school after classes have entered their classrooms considered late at Martha Washington. Parents are not permitted to escort their child to the classroom. We will see to it that their child gets to class. Instruction begins immediately after students enter the classroom.** Those students who arrive to class after **8:30 a.m.** will be marked late for the day. Late times are recorded. You may get a call from the School District on each day your child is late. These times are documented and noted if you are summoned to Truancy Court. Children must obtain a late pass from a staff member seated at the front desk. If excessive lateness patterns continue, the student will be referred to the counselor. At the request of the teacher, a parental conference may be held or detentions assigned to correct the behavior. Unexcused lateness which causes a student to miss all or a substantial part of the day's instructional time may be coded as an unexcused absence in accordance with District policy.

Attendance and Punctuality of Pupils

The policy of the School District of Philadelphia requires that school-aged students enrolled in the schools of this District attend school regularly, on time, and for the whole school day in accordance with the laws of the State of Pennsylvania.

A note signed by the parent/caregiver must be brought to school after each absence, indicating the dates and reason for the absence. Absences will be coded "unexcused" if a note is not provided by the parent or caregiver.

When a pupil is absent for three days due to illness, a written doctor's note documenting the medical necessity for the absence must be brought to school. When possible, a parent is to notify the school if a pupil is to be absent for several days.

Every effort should be made to make up missed work as a result of the absence. Work missed because of an absence can lower academic marks. Students are responsible for making up work missed as a result of a suspension or other disciplinary action.

Early Dismissals (NEW)

In efforts to provide a safe and orderly dismissal, early dismissal STOPS at 2:30 unless a student COMES TO SCHOOL with a note. NO EXCEPTIONS! As teachers get students prepared to go home, it is a distraction to constantly release students after the 2:30 deadline.

Cell Phones: (NEW)

ALL cell phones will be locked up by the teacher first thing in the morning. Students are NOT allowed to have cell phones during the school day. Students will get their phone back at the end of the school day. If a student is seen with a cell phone it will be confiscated and will be given back with a parent conference. If a student is seen with a cell phone again, it will be confiscated and given back at the end of the school year.

Breakfast and Lunch Programs

Breakfast Procedures

National statistics confirm that eating a full breakfast contributes to greater alertness, fewer absences and high energy levels. According to the National School Lunch Program, breakfast contributes to one fourth of the Recommended Daily Allowances. Students at Martha Washington are entitled to a cost-free breakfast. No child will be refused a breakfast, however, the following schedule will be strictly enforced to ensure that students are fed and ready for school on time.

The breakfast program will begin promptly at 8:00 a.m. and end at 8:20 a.m. Children must adhere to the established rules in the breakfast area at all times. Once children are finished their breakfast, they will report to their designated area for morning admission.

Only Kindergarten students will be served breakfast in their classrooms.

Lunchroom Procedures

All Philadelphia schools participate in the National School Lunch Program. According to the National School Lunch Program, lunch contributes to one third of the Recommended Daily Allowances. Students at Martha Washington are entitled to a cost-free lunch. Students will be escorted to the lunchroom by their teachers at their assigned lunchtime. Children must adhere to the established rules in the lunchroom at all times. When lunch has ended and weather permitting, the lunchroom staff will escort and supervise the students while they play in the recess areas. At the end of the lunchtime, classes will line up as per the assignments in the schoolyard and teachers will promptly meet students and escort them to the classrooms.

Inclement Lunchroom Procedures

The children will remain in the lunchroom for 30 minutes during inclement weather. They will be provided with activities for the duration of the lunch period.

Dismissal

For the protection of our students, dismissal will be staggered. Kindergarten students will be dismissed at 2:50 p.m. Students in grades 1 – 4 will be dismissed at 3:00p.m. Students in 5 – 8 will be dismissed at 3:09. Parents of Kindergarten students will pick their children up in the yard. Kindergarten students must be picked up by someone 18 years or older. Also, the names of persons permitted to pick up Kindergarten students must be given to the teachers to place on file.

End of Day Dismissal

Students will be escorted by their teacher, to the yard gate on Brown Street at dismissal. Parents will meet their children by the gate. In order to prevent injury to students, we ask that parents do not drive into the staff parking lot. Also, please do not pull students from their lines and do not go to classrooms to remove students. Kindergarten parents will meet their children in the schoolyard with their teacher.

End of Day Dismissal – Inclement Weather

At dismissal, students will be escorted to the gate in the schoolyard by their teacher and dismissed. If there is snow in the schoolyard, students will be dismissed from the front door. Kindergarten parents will pick-up their children from the auditorium.

End of Day Dismissal - Extended Day Programs

All students will be escorted by their teacher to the front door and dismissed.

Extra Curricular Activity Dismissal

Staff with EC Clubs will meet their students in the yard immediately following dismissal. At the conclusion of the club activity, **ALL** students will be escorted to the front door for dismissal.

Early Dismissal Request

We want all students to achieve at high levels. Therefore, we urge parents to schedule medical appointments outside school hours whenever possible.

Emergency Closing of Schools

If the Superintendent gives reason in advance not to open schools, every attempt will be made to have information regarding the citywide closing of schools on the air by 5:00 AM. The broadcast number for all day schools of the School District of Philadelphia is 100, although most radio and television stations will refer to the Philadelphia public schools. If schools cannot open at their regular time, they will remain closed for the day. Listen to KYW radio 1060 AM for all emergency school closing information.

If inclement weather or any other emergency leads to a decision to close a school prior to the regular dismissal time, every effort will be made to broadcast the information on KYW radio and television by 11:00 AM. If the decision is made to close the schools during the afternoon, but before the regular dismissal time, every effort will be made to have the information broadcast by 1:00 PM.

Academic Program

Core Curriculum

The School District of Philadelphia adopted a Core Curriculum, based on the Pennsylvania State Standards, that describes what a student should know and be able to do in order to be promoted and ultimately, to graduate. A curriculum based on standards gives teachers and their students a clear picture of what constitutes proficient work in all schools.

The Core Curriculum includes Everyday Math, Math in Context, Science, Social Studies and a comprehensive literacy program using Trophies and Elements Of Literature. The Core Curriculum document also includes strategies that teachers can use to engage all students, including those with special learning needs, and those who are advanced learners. Included in the document are strategies and activities to ensure that the rich cultural heritages of our students are reflected in daily lessons, as well as activities to extend learning into the home and community. The curriculum may also serve as a guide to assist parents and members of the community to support student achievement.

Study Island

Study Island is a web-based mastery program that provides skill practice and assessment in all major subject areas in both tested and untested grade levels. The program provides immediate feedback and opportunities for remediation and further learning. Motivation tools such as gaming and student-controllable instructional sequences both to engage students and provide them with autonomy over their learning environment. The web-based platform of the program creates a learning environment that is accessible from any computer connected to the internet, allowing students to practice skills both at school and at home.

Corrective Reading

Corrective Reading is a comprehensive reading intervention program. It offers three distinct elements to ensure student success:

1. Thoroughly developed and tested program design structured so students learn how to learn as they master increasingly complex skills and strategies
2. Teachers present a scripted lesson that uses a brisk pace, with carefully chosen exercises, examples, and other special presentation techniques to engage even reluctant learners
3. Complete learning materials including student books, workbooks,

teacher presentation books, guides, and supplemental materials that provide everything from placement tests to a management system that reinforces hard work, helping to *change student attitudes about reading*

Enhanced Assessment Program– 3rd Grade through 8th Grade

Parents in grades 1 through 8 can expect that student progress will be monitored throughout the school year using interim assessments. These short tests give teachers a tool to gauge how well students have mastered lessons taught in the weeks prior to the benchmark assessment. Student performance on these assessments is not used to calculate report card grades, and is only used by teachers to guide what should be re-taught or enriched. Results of these assessments are sent home to parents, and should be used as a guide for helping parents support what students are learning in school.

Dibels/DRA

Students in grades kindergarten will be assessed three times per year (prior to each report card period) using the DIBELS reading assessment. This assessment is a diagnostic test that will assist the classroom teacher to identify students at risk, help individualize instruction, evaluate student progress, demonstrate Adequate Yearly Progress, and serve as an accountability and communication tool for system improvement.

Classroom Supplies

Classroom supply lists will be sent home in the beginning of the school year. Please replenish your child's supplies regularly during the year.

Interim Reports/Letters Sent Home

Probably the most important part of any partnership is communication. Though it is not always possible to talk personally with each parent, the staff of Martha Washington will endeavor to keep the line of communication open through letters of information, monthly calendars, flyers, interim reports, etc. which will be sent home with your child. Some items will require the signature of the parent and should be returned promptly to your child's teacher. This ensures that the parent will have adequate notice of upcoming events and of any potential problems. It also gives parents an avenue to communicate with the school.

Report Cards/Promotion

Report Card Conferences

Report cards will be issued three times during the school year. Parent conferences are scheduled for the first and second report card conferences. It is strongly suggested that you attend these conferences so that you can meet with the teacher and become informed of your child's progress.

Grades K-3

The report card is intended to provide a complete look at your child's growth and development in the K-3 Core Curriculum. The behaviors, skills and strategies listed on this report card are specific to your child's individual progress towards mastery of the Pennsylvania State Academic Standards and Performance Indicators.

Promotion Guidelines – K-2

Students determined to be performing below grade level may be retained if they do not attend, or complete satisfactorily, a mandatory summer program.

Promotion Guidelines – Grade Three

Grade three students will be promoted generally if

1. They have passed reading, mathematics, science and social studies;
2. They have completed a multidisciplinary project or service learning project successfully; and
3. Students have met all of these additional requirements:
 - Reading Level of P or better and a math mark of 3 or better

- Evidence of passing scores on school-based reading and math tests
- Attendance rate of 90% or better
- No major conduct concerns
- Consistent completion of homework assignments

Students in grade 3 who do not meet the promotion policy must attend summer school. The district’s comprehensive summer program provides the kind of supports that struggling students need in order to ensure that they are performing at grade level. If they do not attend, or they do not complete the summer program satisfactorily, they will not be promoted.

Grades 4-6

The report card for grades 4-6 has been designed to give you, the parents, and a complete look at your child’s academic development in school. The Achievement Marks, teacher Comments and Standardized test Scores (on final report only) will indicate your child’s progress toward meeting the Pennsylvania Standards. All marks are stand alone for each marking period. However, the fourth column contains an end-of-the-year cumulative mark for each subject except Reading. The final reading grade reflects the highest instructional reading level that your child has achieved. Students will receive additional supports in school to help meet the standards.

The 4-6 Report Card will use letter grades (A, B, C, D and F) to show student progress in achieving the standards. In the future, the district will move to performance levels for each mark.

A (90-100)	substantially exceeds the standard = Advanced
B (80-89)	Meets the standard = Proficient
C (70-89)	Making progress towards the standard = Basic
D (65-69)	Less than acceptable progress towards the standard = Below Basic
F (55-59)	Does not meet the standard = Failure

Promotion Guidelines Grades 4-6

Students who receive F’s in reading and/or math may be retained if they do not attend, or complete satisfactorily, a mandatory summer program. The decision for promotion to the next grade will be made at the completion of summer school.

Homework Policy

Homework is a regular part of school, and you can help your child do well. Every classroom teacher will require regularly assigned homework based upon classroom instruction no less than four times a week. The principal will require that homework assignments be clearly identified in lesson plans. Parents should expect their child to receive homework and should see that it is complete and on time.

Purpose

In planning homework, emphasis is placed on the value of the assignment. Homework may be assigned in order to:

- Strengthen basic skills
- Reinforce study habits
- Extend classroom learning
- Develop initiative, responsibility, and self-direction
- Stimulate independent thinking

Homework Tips

As a parent, you can help your child learn at home in the following ways:

- Set up a regular time and a quiet place for your child to work away from distractions such as television and other loud noises.

- Have your child get all of the materials needed for homework – pencils, pens, erasers, calculator, paper, and books – all in one spot instead of searching for things.
- Review your child’s homework assignments. Make a homework calendar. Have your child list all homework due.
- Talk to the teacher, if your child is having trouble with homework.
- Each student should read every night.
- Encourage your child to have telephone numbers of students in the class who can be contacted for homework help or to get homework when absent from school

Textbook Policy

RESOLVED, That the Board of Education Policy #224 be revised and amended to read as follows:

2.1 The Board charges each student with responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his / her use.

Students are responsible for the care, maintenance and timely return of all textbooks. Schools shall require students and / or parents to sign a compact acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school.

Students and / or their parents will be assessed penalties for lost or damaged textbooks. Imposition of one or more of the following penalties is permitted: a charge for replacement of the textbook; requiring the student to perform a prescribed number of hours of school service; withholding of a report card; and / or loss of privileges such as participation in sports or other extra-curricular activities, proms and other special events or graduation-related activities.

Future editions of the Student and Family Handbook shall contain language notifying students and parents of the amended policy.

FURTHER RESOLVED, That the Board acknowledges the advice and recommendations of the Textbook Taskforce, this proposed the above amendment.

Parents will be required to sign and return the textbook policy. Students will be held accountable for the care and return of all books used throughout the year.

Extra Curricular Activities

Martha Washington offers extracurricular activities. If eligible, students will be able to select an extra curricular activity. If your child is below basic in math and/or reading, he / she will be invited to attend the extended day program. Students must understand that participation in school-sponsored extracurricular activities is a privilege and can be revoked any time if the student is experiencing academic difficulty and/or has violated the School District of Philadelphia Student Code of Conduct.

After School Program/Activities

ACE After School Program

The Beacon program provides students with activities to instill the importance of education, cultural awareness and family unity which is the core of the community. One to one relationships between participant and mentor allows for a system in which staff track student progress over time. Children are exposed to a variety of multicultural activities to increase their awareness of an integrated society.

Student Support Services

Health Room Services

We have a fulltime nurse available Monday to Friday. The health office is located in room 106A. In cases of emergency or serious incidents, every effort will be made to reach a parent, guardian or close relative. Students are urged to have parent or guardian complete the emergency contact forms and return them to their classroom teachers. **Please keep all contact information up to date.**

The goals of Health Room services are to detect specific health problems at an early stage and to facilitate their resolution. Programs include growth, vision, hearing, scoliosis, and dental screenings. Chronic medical conditions such as asthma, diabetes, and behavior disorders must be reported to the nurse.

Please do not give students medication to carry to school. The medicine could be lost, stolen or misused by the student or his/her peers. All medication should be kept in the health room with Ms. Kelley our school nurse. Parents may drop off the medicine to the nurse with a signed medical School District release form completed by your child's attending physician. Ms. Kelley will dispense the medication as prescribed. Ms. Kelley looks forward to working together with parents to promote the very best health for our students. In an effort to improve the quality of health of our students, health room hours are followed. Health room hours are the specified times during the school day when minor illnesses and/or injuries can be addressed by the nurse. Students will be permitted to visit the Health Room at this time, but only with the permission of the teacher. The student must have a written note from the teacher in order for them to learn that going to the health room on demand, for non-emergency problems, is not an acceptable reason to be excused from class. Emergencies, as defined in the Field Operation Manual will be seen in the Health Room at anytime.

Counseling

A full time professional counselor is available to all students to address any difficulties that they may experience. Students are seen individually and in small groups and can be referred by teachers and/or parents. Students wishing to see the counselor should inform his/her teacher who will arrange for an appointment. The counselor is also available by appointment to help parents with issues regarding student academic progress and behavior. The counselor is trained to assist pupils in many important areas. Some of these areas include:

- Adjusting to new school situations
- Motivating students toward higher scholastic achievement
- Helping students to establish realistic goals for themselves
- Acquainting students with educational and career opportunities
- Helping with personal, social and emotional problems.

Response to Instruction and Intervention RtII

RtII is an early intervening support process where the goal is to improve student achievement using research based interventions matched to the instructional need and level of the student. The core of RtII is the premise that ALL children can learn.

In Pennsylvania, RtII carries dual meaning: first, it is a comprehensive, multi-tiered, standards aligned strategy to enable early identification and intervention for students at academic or behavioral risk. Second, RtII is an alternative to the aptitude achievement discrepancy model for the identification of students. This strategy allows education professionals to identify and address academic and behavioral difficulties prior to student failure. Monitoring student response to a series of increasingly intense interventions assists in guiding instruction to prevent academic failure and provides data that may guide eligibility decisions for learning disabilities.

Parental and Community Support

At Martha Washington School, we will nurture the existing relationship with our parents and surrounding community based organizations. Effective schools boast positive relationships with these groups. The job of educating the "whole" child is one that cannot be undertaken by the school alone. As a result, existing

initiatives will be enhanced while others will be created so that parents and the community can come together and become an integral part of Martha Washington’s vision for our children.

School Visitors

Parents are encouraged to visit Martha Washington. You are required to make an appointment to meet with your child’s teacher. Appointments with the principal or counselor can be made by calling the school office. We **CAN NOT** allow interruptions in the teaching and learning process. **All visitors are REQUIRED to get a pass** from the parent registration desk across from the main office prior to visiting any location in the building. Former students of Martha Washington are not permitted to visit or interrupt any class to visit former teachers. Trespassers who refuse to leave the building or return after being asked to leave are subject to arrest.

Martha Washington Behavioral Expectations

“Educating Students for Success”

Preface to the Non-negotiable Rules and Regulations

RESPECT YOURSELF: Do only those things that will help you achieve a successful and healthful future.

RESPECT OTHERS: Treat others with courtesy, justice and truthfulness.

RESPECT PROPERTY: Take care of your things and don’t tamper with things that don’t belong to you or destroy the things we share.

The Non-Negotiable Rules and Regulations of Martha Washington

1. Attend school daily, come on time and behave.
2. Leave coats and book bags in your classroom
3. Move quickly from class to class. Enter the room quietly, take your assigned seat and begin work immediately.
4. Be prepared to work every day. Bring pens, pencils, notebooks and what equipment that is required for learning.
5. Complete all assignments including homework.
6. Do not bring food out of the lunchroom, gum chewing is not allowed.
7. Do not bring iPods, video games, or cell phones to school.
8. Keep your desk area and classroom clean.
9. Fighting is not allowed. Do not engage in physical or verbal violence, shouting or hollering in classrooms or halls. No profanity.
10. Respect the building. Do not throw any objects or destroy, deface any part of the building.
- 11. Uniforms are to be worn daily.** Hats are not to be worn in the building.

Consequences

1. Conference with teacher, detention and or phone call to parent
2. Out of school suspension.
3. Transfer to another school

Mandatory Dress Code

Appropriate attire, grooming and personal appearance is essential to a positive learning experience. Students are required to wear the mandated uniform every day, whether in school or on a class trip. **In accordance with the District’s Code of Student Conduct, students who are not in uniform everyday will be eliminated from various activities throughout the school year.** The student attire is as follows:

Uniforms:

Uniform Policy **WILL** Be Enforced!

Uniform Policy:

Kindergarten thru Sixth Grade Students:

Light blue collared shirt, blouse or polo

Navy blue pants with a belt, skirt or jumper that **reaches the knee**

Navy Blue or **Light blue** sweater

Closed toed shoes

7th and 8th Grade Students

Red or **Navy Blue** collared shirt, blouse or polo

Navy blue or **Black** pants with a belt, skirt or jumper that **reaches the knee**

Navy blue or **Black** sweater

Close toed shoes

Gym Attire – Navy blue sweat pants. Light blue, red, or navy blue blouse with collar and sneakers

Jewelry - Young ladies are allowed to wear small earrings to school. We discourage students from wearing large earrings for safety reasons. Boys who choose to wear earrings should wear small earrings for safety reasons as well.

Jeans are not permitted to be worn at any time. Pants are not to be worn below the waist. Underwear or midriff exposure is not allowed. Martha Washington families have been very responsive in the area of appropriate dress, and we continue to have confidence in their good judgment. Parents will be contacted to bring a change of clothes if their child is improperly dressed.

Student Responsibilities

Every Student:

- Will be responsible for his/her own behavior at all times
- Will listen and follow directions the first time they are given
- Will not fight or use profanity
- Will walk quietly in the hallways, respecting that classes are in session

Hallway Rules

- **H**ands at your side
- **A**ll eyes forward
- **L**ips zipped.
- **L**ow speed

Auditorium Rules

- **S**it every other seat in your assigned row
- **T**uck hands in your lap and keep feet below
- **A**ctively listen to each part of the show
- **G**ive guests the respect we're sure that you know
- **E**nter and exit quickly to maintain the flow

During outside lunch / recess, all students must follow these rules:

Students are expected to refrain from hitting, wrestling, touching or play fighting. These activities may result in a fight. No one is to leave the yard to go to the store or talk to strangers. When signaled to do so, all students will immediately line up on their spot and wait to be escorted into the building by their teacher or specialist teacher. All students are responsible for their own coats, jackets, sweaters and personal items.

Recess Rules

- **R**eady to play safely
- **E**veryone will be respectful
- **C**ooperation is the key
- **E**veryone should use the bathroom
- **S**top when the whistle blows
- **S**ilence when in line

Lunchroom procedures are established to insure that each student can eat in an orderly fashion. Each student must obey the rules and regulations of the lunchroom. Students are not to run into or inside the lunchroom. Proper table manners and etiquette are required of students while in the cafeteria. Students are expected to clean up after themselves. Food is never taken from the lunchroom. All eating is confined to the lunchroom.

Lunch Rules

- **L**et's walk in quietly and take a seat
- **U**se proper manners and inside voices
- **N**eatness counts
- **C**lean up after yourself in an orderly manner
- **H**ands up if you need help

Bathroom Rules

- **B**e considerate of others
- **A**lways flush when finished
- **T**ravel to and from quietly
- **H**ands should always be washed
- **R**eturn directly to class
- **O**nly travel with a pass
- **O**thers need to take a turn
- **M**ake it back quickly so you can **LEARN**

Fire drills are conducted monthly and must be taken seriously at all times. Specific information and directions are located in each classroom. It is imperative that all students, teachers, staff and visitors evacuate our building following the designated routes in a quick and orderly manner. Students must stop talking and remain quiet, so that they are able to listen to directions from their teacher. All windows and doors must be closed. Everyone should walk quickly but not run. Students should stay with their class and line up on their designated spot away from the building. No one may re-enter the building until the teacher receives the signal from the principal.

Fire Drill Rules

- **S**ilence
- **O**rders
- **S**peed

YARD

- **Y**ou need to be in line on time
- **A**lways 8:30
- **R**ecite the school pledge, nice and loud
- **D**o your best and make us proud

Additional Recognition Programs

Students will be recognized for a variety of reasons at Martha Washington. After each marking period, those students who have excelled academically and socially will be highlighted during an awards assembly program.

The School District of Philadelphia Code of Student Conduct

Purpose

The School District of Philadelphia has adopted this Code of Student Conduct in order to inform students, parents, and school personnel of the behavior that is expected from all students to ensure a safe and focused learning environment. The School District expects each student to work to the best of his/her ability and to cooperate with other students and school staff in maintaining a safe, healthy and orderly learning environment. A proper learning environment must be free from disruptive, threatening and dangerous behaviors that interfere with the excitement and challenges of teaching and learning. These rules are intended to promote self-respect, respect for others and respect for property.

Individual schools may make additional rules so long as they are necessary, reasonable, and not inconsistent with this Code.

Student Responsibilities

Attendance

Be punctual and attend every class.

Present a written excuse when absent or tardy.

Dress and Grooming: Mandatory Uniform Policy

The School District of Philadelphia has a mandatory uniform policy for all students.

All students are required to dress in the manner adopted by their school.

Students who persistently fail to dress for school as required by the schools' uniform programs may be subject to disciplinary sanctions.

Students will observe the basic standards of cleanliness, modesty, and good grooming.

Students will dress in a manner that neither disrupts the educational program nor poses a safety hazard.

Citizenship

Do not take or damage property of other students, school personnel, or the Philadelphia Public Schools.

Return in the best condition possible books, equipment, and other school materials.

Return all found property to the Lost and Found or to the school main office.

Behave in a manner that is consistent with the Code of Student Conduct; know and follow school rules and procedures.

Have pride in your school.

Be honest and courteous.

Refrain from drug use, alcohol use, and possession, concealment, or use of illegal weapons.

Respect the rights of fellow students, school personnel, and others, while setting good examples.

Seek assistance from school personnel to prevent or resolve conflicts.

Report incidents or activities that may threaten or disrupt the school environment.

Behave in an exemplary manner.

Academics

Do your best to achieve excellence in personal conduct and academics.

Make every effort to graduate on time.

Contribute to a good learning environment.

Improve your performance upon notice through conferences of unsatisfactory progress.

Rules of Conduct

General Statement

No student may engage in any conduct or encourage any other person to engage in conduct that jeopardizes the health, safety or welfare of any member of the school community, or in any conduct that disrupts or undermines the basic educational mission of Martha Washington or of the School District of Philadelphia.

Weapons Are Prohibited

Pennsylvania law requires that any student, regardless of age or grade level, found to be possessing a weapon on school property, at a school program or event, or while traveling to or from school, or school program or event (including school busses and public transportation) be arrested and expelled from the school district for one year. **The law defines a weapon as “any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument or implement or implement capable of inflicting serious bodily injury.”** The law does not require that the student use or try to use the weapon prior to arrest and expulsion. Furthermore, weapons carried for self defense are not exempt from the provisions of the law. Possession includes weapons found on the person as well as in school bags, or desks.

Scope of the Rules of Discipline

These rules shall apply to any conduct:

- on school grounds during the school day or immediately before or after school hours;
- on school grounds at any other time when the school is being used by a school group;
- off school grounds, at any school activity, function or event;
- traveling to and from school, including actions on any school bus, van or public conveyance;
- off school grounds when the conduct may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, or disruption within the school.

Vandalism and Graffiti

Destruction of any part of the school by this means will be dealt with most severely on an individual basis in relation to the level of the offense and the destruction caused. Violators may also be required to provide financial restitution. Permanent magic markers, spray paint and paint sticks are not permitted on school grounds and will be confiscated. The staff and students of Martha Washington take pride in their environment.

Leaving School Grounds

Leaving the school grounds during the day or once the student is in the schoolyard in the morning is prohibited and will result in disciplinary action.

MP3 Players/Video Games

Video games, MP3 players, I Pods etc. are not to be brought to school. Students found in possession of these items will have them taken. It is the responsibility of the student to make arrangements for the return of any confiscated item. They will only be returned to a parent.

Cell Phones, Telephonic Devices, and Laser Pointers

It is the policy of the School District of Philadelphia that students may not possess cell phones or other telephonic devices in school. When a telephonic device is discovered, it will be removed from the student's possession. The item will be turned over to an administrator. The administrator will maintain a record identifying the item confiscated and the student it was taken from. The cell phone is not to be brought to school or used during the school day.

School Safety

Parent Emergency Contact Information

At the beginning of the school year, parents are asked to update Parent Emergency Forms. This form will be given to your child by his teacher in September and should be returned to your child's teacher as soon as possible. The up-to-date information allows school personnel to contact parents regarding school matters, mail important school notices such as student Benchmark Assessment results, and contact parents in the event of an emergency which requires parent notification and assistance. In the event of an emergency, it is imperative to have accurate contact information. An emergency closing form must be on file in the office for each student. It is the responsibility of the parent to notify your child's teacher of any changes in address, telephone number or emergency contact information during the school year.

Community

Students walking home are reminded that they are to use the sidewalks, to cross at the corners for safety and to follow the directions of crossing-guards. For the safety of all students, make certain that your child knows the rules about talking to strangers. We expect our students to respect the property of neighboring residents and businesses. Students are not to litter the neighborhood.

Safety Action Plan

The school maintains a Safety Action Plan to insure the safety of students and staff at all times. The plan addresses a number of situations that may arise during the normal operation of the school day and after school hours.

School District Leadership



William R. Hite Jr.
Superintendent

Naomi Wyatt Chief of Staff

Cheryl Logan Chief of Academic Support

Karyn T. Lynch Chief of Student Support Services

Shawn Bird, Ed.D. Chief Schools Officer

Uri Monson Chief Financial Officer

Danielle Floyd Chief Operating Officer

Kevin Geary Chief of External Relations

Tonya Wolford Chief of Evaluation, Research, and
Accountability

Melanie S. Harris Chief Information Officer

Louis Bellardine Chief Talent Officer

Lynn Rosner Rauch General Counsel

DawnLynne Kacer Executive Director of Charter
Schools