

ATTENTION ALL PARENTS
IMPORTANT INFORMATION....

Every Child at School Everyday,
On Time for 180 Days

Students should be in line in the yard at 8:28am

Students in grades 1st to 8th are
dismissed at 3:09pm

Kindergarten students are dismissed
at 3:00pm

School District of Philadelphia

Gilbert Spruance Elementary School
Levick and Horrocks Streets
Philadelphia PA 19149

Kwand T. Lang, Principal

Tel: 215-537-2514
FAX: 215-537-2933

April 24, 2014

Dear Parents / Guardians:

Gilbert Spruance Elementary is a uniformed school. Our uniforms promote a safe and civil school environment that supports an atmosphere of community and learning

Tops	Bottoms	Shoes	Accessories
<p><u>Shirts</u></p> <p>Solid red long or short sleeved collared 3 button golf shirt</p> <p>Sweaters or hoodies must be solid red or solid black</p> <p><u>Gym</u> Solid red t-shirt</p> <p>Writing or graphics are unacceptable</p>	<p><u>Pants</u></p> <p>Solid black Docker style (must be worn at waist and with a belt)</p> <p><u>Skirts</u></p> <p>Solid black (at the kneecap or longer)</p> <p><u>Shorts</u></p> <p>Solid black basketball shorts no shorter than above the knee STARTING MAY 1ST</p> <p><u>Gym</u></p> <p>Black athletic pants or black basketball shorts (no graphics)</p>	<p>Athletic or tennis shoes</p> <p>ALL SHOES MUST HAVE A BACK</p> <p>No open toe shoes No sandals No slippers</p>	<p>Earrings must be no bigger than a quarter</p> <p>No necklaces or bracelets</p> <p>No hair bows or bandannas</p> <p>No baseball caps</p> <p>No purses or fanny packs</p> <p>No make-up</p>

Any article of clothing not listed above will be considered a violation of the dress code. Students who violate the dress code will be subject to **Progressive Disciplinary Action.**

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Kwand T. Lang, Principal

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Dear Parents:

The State of Pennsylvania and the School District of Philadelphia does not allow students to have cell phones in school. Our school prohibits students from using cell phones and other electronic devices in school. As you know cell phones have many other capabilities such as videotaping and picture taking.

As we know cell phones can be helpful or they can be a serious hindrance. Parents who encourage their children to call and "check in" as soon as they arrive or leave school is acceptable as long as it is done before the child comes into the building. Knowing that parents want their children to use cell phones for safety issues, we ask that all students turn off their cell phones when they arrive at school.

We also know some students will use them to call or text friends to create havoc as in the "Flash mob phenomenon". The most intolerable use of cell phones has been secretly videotaping fellow students or teachers and exploiting the victim on the Internet, on such sites as You Tube or Face book. This type of exploitation is the most dangerous, as we have seen with young people who have committed suicide after being secretly videotaped and their pictures placed on the Internet. Technology is designed to make our lives more efficient, but as we have seen technology can be used in the most vile and disturbing ways.

Knowing the power of the cell phone, it is critical that we work together to educate our students on the School District Policy. Please share our policies and concerns with your children. We have communicated cell phone policies, responsibilities and accountability when it comes to technology to our students and will continue to do so throughout the year.

The first time a teacher finds a student using a cell phone, the teacher will take the phone and return it at the end of the day. The second time, the phone will be given to our Dean of Students who will release the phone to a parent only. The third time, the phone will be confiscated and returned to the parent/guardian on the last day of school.

If you have any questions, please feel free to contact us.

The School District of Philadelphia

Gilbert Spruance School

Dear Parents/Guardians:

The use of cell phones during the administration of the PSSA is strictly prohibited. Beginning April 11, 2016, the following prohibitions and consequences will be in effect:

___ Cell phones and other communication devices will not be allowed during the test administration. **Note:** To prevent students from any temptation we are asking students to leave all cell phones home during testing days. Often student are unable to comply with our requests so as a secondary measure, their homeroom teacher will collect all cell phones and store them during testing and phones will be returned to students at the end of the day. Also note that **teachers WILL NOT be held responsible for student cell phones** as they are not to be brought to school.

___ If a student is found in possession of a cell phone or uses it during testing, a "Do Not Score" label will be applied to his/her answer booklet and the student will not receive a score. **NOTE:** This will prove problematic for students in 7th and 8th grades and their potential site selection to special admit schools next year.

___ The phone or communication device will be confiscated until such time that you come to the school. In your presence, the cell phone or other device will be viewed to ensure that it contains no information or material about the assessment.

___ Students that violate the ban on cell phones and other devices will be disciplined with severity depending on whether the test material was compromised. **NOTE:** Consequences will be determined by the school, district, or state depending on the severity of the violations.

___ If items on an assessment are compromised, they will have to be replaced. Parents and students may be responsible for the cost of replacing the items.

Please review the above rules and policies carefully and discuss them with your child. As always, we expect your full cooperation in this important matter. Please contact Mr. Lang, Principal or Mrs. Shafer, Testing Coordinator if you have any questions at 215-537-2514

___ Please initial each of the five bullets above to confirm you have read each statement and reviewed them with your student.

This policy has been discussed with your student by the principal and the testing coordinator. Please review the policy with your child.

Name & Room Number Student

Parent Signature & Phone Number

GILBERT SPRUANCE SCHOOL
Levick and Horrocks Streets
Philadelphia, Pa. 19149

To our Parent/Guardians;

Telephone (215) 537-2514

In an continuing effort to create a climate that is conducive to learning and to maintaining an atmosphere of safety for all our students. I have put into print some general reminders in reference to the responsibilities of our students. **It** is my hope that you will review these guidelines with your students on a regular basis. Many of our students are aware and consistently follow these rules and regulations. As we strive for excellence in our educational goals and activities, I ask again for your continued support and usual fine cooperation in these matters.

SCHOOL RULES AND REGULATIONS

Admissions 8:30A.M.

1. Children will receive breakfast in their classrooms.
2. Students should not arrive at school before 8:00am, there is no adult supervision until that time.
3. At the sound of the first bell, (8:28A.M.), all activity and play should stop. Students are to walk to their line in an orderly fashion.
4. It is the responsibility of the student to be ready for entrance into the building when the teacher arrives. Children will move from the yard into the building when the teacher is sure that all students are in line, quiet and attentive at the direction of the principal or his designee.
5. Students will enter the building in a quiet and orderly fashion, ready to begin the day.

Lunchroom Behavior

1. All students are expected to use good manners and show respect for the adults supervising the lunchroom.
2. Talking should be soft. There should be no loud yelling or calling out to friends.
3. Students are expected to remain seated. Permission to move about must be granted by the adult in charge.
4. There will be no throwing of food, trash or other objects in the lunchroom.
5. All trash and excess food is to be disposed of in the trashcans at the end of each table. Children will not be permitted to leave the lunchroom until their designated area is clean and free of debris.

Recess

1. Following lunch, students will be dismissed to visit the lavatory and exit to the yard. For the safety of each child, students must walk quietly and orderly.
2. When the first bell rings, it is the responsibility of each student to return their equipment and walk to line.
3. Each student should be in line, quiet and attentive, ready for entrance into the building when the teacher arrives at the second bell.

Hall Conduct

1. Students travel through the hall, quietly escorted by teachers or in pairs.
2. Students must have a hall pass and sign out on the class log.
3. Students may only leave the classroom with the permission of the teacher.
4. Movement through the halls during instructional periods must be at a minimum and for emergency purposes only. Students with medical necessities should be referred to the nurse.

Early Dismissal

1. No early dismissal will be done after 2:30pm.
2. The school needs a appointment card if the child is taken out of school for early dismissal

Dismissal 3:09P.M.

1. Students are escorted *to* the exit by the teacher in a quiet, orderly fashion. All students are dismissed *to* side and rear exits, not the main door.
2. Students are not permitted *to* re-enter the building once the class has been dismissed, except for the need *to* call a parent for pickup or an emergency.
3. Children are *to* go directly home once the class has been dismissed. There is no running, playing, or other activity on school grounds at this time.
4. Children waiting *to* be picked up by an adult or older student should wait at the same designated spot each day. Do not climb on the steps or play while waiting. Students should approach an adult on duty in the yard (Safety Leader, Teachers, or Assistant) if they are not picked up. Students will be brought to the office to call their parents.
5. Students should stay on their route while walking home and cross only at corners following the directions of the crossing guards.
6. Students will respect the property of others throughout the neighborhood while traveling to and from school.
7. Students will respect the rights of their fellow students to walk home in a safe and orderly manner. Students should not be made to feel frightened of others.

General School Rules

1. Follow directions the first time given.
2. Keep hands, feet and other objects to yourself.
3. Raise hand and wait to be called on before speaking.
4. Show respect for adults, fellow students and school property.
5. Come to school prepared each day and on time.

Each staff member has individualized consequences and rewards for their students.

Continued disruptions and or serious misbehavior may require time out in the school's (ALC) Room. Parents will be notified of a child's referral. Students will be kept for after school detentions only after parent has received notice.

Spruance is a candy, gum and seed free school in our classrooms. Students will only be permitted candy or other sweet treats under the direction and discretion of the teacher.

Student Birthdays: Teachers must be notified 24 hours in advance of a parent bringing in cupcakes. (Please only cupcakes and maybe box juice - **do not bring in** cakes, candles, knives, balloons, or presents). We understand that you would like to celebrate your child's birthday, but it is still instructional time. Thank you for your understanding.

Serious Student Misconduct

Spruance School students are expected to abide by the School District of Philadelphia's Code of Conduct. The following list of serious offenses may call for referral to the Principal/Assistant Principal.

Disruption of school; Damage, destruction or theft of school or personal property; Assault, physical abuse or threat to an adult or other student; Possession of narcotics, alcoholic beverages, etc.; Possession of a weapon or dangerous object; Possession of phone, or other communication devices; Fighting; Repeated school violations; Disruptive and/or offensive language; Leaving classroom or school without permission

Students referred to the office for the above behavior will receive a warning letter to parents, loss of privileges, parent conference, detention and/or possibly a suspension. If a child is suspended, the parent will receive a letter from the principal/Dean of Students stating the reason for the suspension, the length of the suspension and the date of the conference for parent and student at which time the student will be re-admitted.

Any student found *to* be in possession of a weapon or dangerous object is in violation of Pennsylvania Act 26 which requires a disciplinary referral for possible expulsion from school.

Please note that cell phones and electronic devices are not permitted in school. Students found in possession risk confiscation and other consequences as outlined in the Student Code of Conduct.

We thank you for your review of this document with your children. Your partnership enables us to continue a quality education in a safe atmosphere.

Please keep the rules and regulation reminders in an accessible area for future reference.

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Dear Parents/Guardians:

The School District of Philadelphia requires that all students wear a school uniform every day.

Absence notes **must** be received within 3 days of a child's return to school. Notes sent in after 3 school days will not be accepted.

If your child is out for 3 or more consecutive days, you **must** have a Doctor's note, for the absence to be excused, if you do not have a Doctor's note and return it within 3 days, the absence will not be excused.

The following reasons are not excused and will be marked truant.

1. Doctor, Dentist, Eye Doctor
2. Trips, or family vacations
3. Weather
4. Illness of a family member

The School District of Philadelphia has implemented a new lateness/early dismissal policy.

1. If you bring your child into school after 10:00am your child will be marked $\frac{1}{2}$ day absent.
2. If you take your child out of school before 1:00pm your child will be marked $\frac{1}{2}$ day absent

The School District of Philadelphia requires parents to make all appointments for after school hours or school holidays.

Parent/Guardian signature

Date

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SCHOOL VISITOR POLICY

In order to keep our school safe and secure for your children, we ask that you help us by complying with the following policies and procedures.

1. A security system featuring a video intercom system is operational at the main entrances to each building on our campus. We ask that you use either of these entrances only to enter the building. The entrances are:
Main building – main door located at Horrocks and Levick Streets
Little School House – main door on Hellerman Street
2. Please ring the buzzer system to alert the office staff that you are at the door. The office staff will answer, buzz you in and direct you to the office.
3. All parents and visitors must report to the main office.
4. Staff members unable to meet with parents at that time will advise the office to take information to enable the staff member and parent to make future arrangements.

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Dear Parents:

Parent and Family Portal is the School District of Philadelphia's resource to help you access your child's personal school records from the comfort of your own home. Family Net allows you to access assessment reports, attendance and lateness data, report cards and any other information that is entered into our computer system.

Wherever you can access the Internet, you can access the School District web page and log in. Just follow these easy instructions:

- www.philasd.org
- click on Family Net in the green Parents box in the center of the page.
- Click on Register for an Account in the Green Parents Box
 - To receive your temporary Family Net Username and Password, enter the requested information and click the submit button. All of the fields must be fitted in.

Once you log in, all the information will be available to you. To access your child's ID number, please come into our office or send a note to the teacher. Please do not share your child's ID number and your Username and Password with others.

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. Impositions of one or more of the following penalties is permitted, a prescribed number of hours of school service, withholding of a report cards, 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 student and parents of the amended policy.

FURTHER RESOLVED; that the Board acknowledges the advice and recommendations of the Textbook Taskforce, which proposed the above amendment.

Name of Student

Signature of Parent/Guardian

Date

Spruance School

VISION

With high expectations and in a safe environment
We believe that all Spruance students can achieve and become life-long
learners

MISSION

Spruance Elementary School is dedicated to excellence. Spruance is a teaching and learning community where instruction is child centered and developmentally appropriate. All students are afforded the opportunity to achieve to their full potential in order to become lifelong learners and responsible members of the community.

The School District of Philadelphia

WEAPONS ARE PROHIBITED

Pennsylvania law requires that any students, regardless of age or grade level, found to possess a WEAPON on school program or event, or while traveling to or from a school or school program or event (including school buses and public transportation) be **ARRESTED AND EXPELLED** from the school district for at least one year.

The law defines a WEAPON as "any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument 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, desks, or locker.



Did you hear the BUZZ ?

SPRUANCE is a BULLY-FREE School !

BEE a member of the Spruance Pride Patrol:

BEE Responsible

BEE Respectful

BEE Peaceful

BEE a Problem Solver

And Don't Forget...

BEE Bully – Free