

ROBERT B. POLLOCK ELEMENTARY SCHOOL

2016 – 2017 PARENT HANDBOOK

**“Preparing Students To Become Global Citizens, Critical Thinkers, And
Ethical Leaders In A Connected Society”**



**P Prepared and on time
A Aspire to excellence
N Nice to others
T Thoughtful and kind
H Have a positive attitude
E Eager to learn
R Respect for self and
others**

**Dr. William Hite
Superintendent Of Philadelphia Public Schools**

**Richard Rhodes
Assistant Superintendent of Neighborhood Network 9**

**Dontae Wilson
Principal**

Topics Included

Letter To Parents

School Vision And Mission

District Academic Calendar

General Information

- **Parking**
- **School Office Hours**
- **Arrival To School**
- **Inclement Weather**
- **Early School Closing**
- **Emergency Procedures**
- **Attendance**
- **Lateness Procedures**
- **End Of School Day**
- **Scheduled Early Dismissals**
- **Early Dismissals**

School - Parent Communication

- **Communication**
- **Good News Notes**
- **Communication From School**
- **Pollock Panther**
- **Interim Progress Reports**
- **School Advisory Council**

School-wide Expectations

Student Incentive Programs

- **Attendance**
- **Honor Roll**
- **Strategies To Promote Positive Behavior Intervention And Supports (PBIS) At Pollock School**
- **Student Of The Month**

Caught Being Good

School Services

Meal Program

Parent Visitations

Preparation for School

- **Homework**
- **Textbooks**
- **Personal Property**
- **Dress Code - Mandatory Uniform**

School Safety

- **Visitor's Policy**
- **School Bus Safety**

School Rules, Regulations And Procedures

- **Acceptable Use Policy**

- **After School Detentions**
- **Anti-discrimination & Anti-harassment Policy**
- **Birthday Celebrations**
- **Bullying Policy**
- **Care Of School Books/textbook Policy**
- **Cell Phones**
- **Destruction Of School Property**
- **Drugs**
- **School Vandalism**
- **Smoking, Profanity, And Gambling On School Premises**
- **Use Of Restrooms**
- **Custody And Other Legal Papers**

Pollock School Programs

- **Supportive Services**
- **Kindergarten**
- **Gifted Youth Program**
- **Speech Program**
- **Counseling Program**
- **School Health Services**
- **Library Program**
- **Extra Curricular Activities**
- **Response To Instruction Instruction And Intervention**
- **Code Of Discipline**
- **Philosophy**
- **Responsibilities**
- **Discipline Of Students**
- **Suspension Of Students**
- **Code Of Conduct**
- **Student Statements**
- **Student Behavior Logs**
- **Detentions**
- **In-school Suspension**
- **Act 26 Weapons**

Dear Parents and Students,

This booklet contains an overview of policies and procedures at Robert B. Pollock School. It addresses the issues of greatest importance to students and parents, and serves as a convenient reference. Please feel free to contact the school at any time if you need more information. We value your interest and your inquiries. All students will sign for acceptance of this handbook and it will be their responsibility for bringing it home. Failure to read this document will not exempt students from consequences stated within.

We are “Preparing Students To Become Global Citizens, Critical Thinkers, And Ethical Leaders In A Connected Society”. Therefore, we require students to be Prepared and on time; Aspire to excellence; Nice to others; Thoughtful and kind; Have a positive attitude; Eager to learn; Respect for self and others. Our school is focused on integrating Stephen Covey’s 7 Habits of Highly Effective People and our Be a P.A.N.T.H.E.R. motto.

Each student should expect a comprehensive instructional program in a safe and supportive environment. Parents and students will be treated with respect, and parents' inquiries will receive a timely response.

I welcome everyone to the 2016-2017 school year, and I encourage parents to become actively involved in school functions. Please become a volunteer, and become active in our learning community. Thank you for your strong involvement and continued support.

Sincerely,

Dontae Wilson, Principal

Robert B. Pollock Elementary School



Our Vision

Robert B. Pollock Elementary School is a community where students develop and expand the academic and social skills necessary to excel in a 21st century society.

Our Mission

The mission of Robert B. Pollock School is to prepare students to become global citizens, critical thinkers, and ethical leaders in a connected society.

Our Pledge

I belong, I show respect, and I contribute.

I think deeply, I investigate, and I give solutions to important problems.

I work hard. I help others grow. I do what is right.

I am a global citizen. I am a critical thinker. I am an ethical leader.

I am a Pollock Panther. Hear me roar! Roar!

**The School District of Philadelphia
Academic Calendar (2016-17)
Total Number of Days in Attendance: 181**

2016	Days of Attendance	2017	Days of Attendance
September	17	January	19
October	18	February	19
November	18	March	23
December	17	April	15
		May	21
		June	14

September 5, 2016	Labor Day- SCHOOL CLOSED
September 6, 2016	Staff Only-Organization Days/Classroom Setup
September 7, 2016	First Day of Grades 1-12 Pupil Attendance & Bright Futures
September 7-13, 2016	Kindergarten Parent Conferences
September 14, 2016	First Day of Kindergarten Pupil Attendance
September 30, 2016	Professional Development- SCHOOL CLOSED
October 3 & 4, 2016	Rosh Hashanah-SCHOOL CLOSED
October 12, 2016	Yom Kippur- SCHOOL CLOSED
November 8, 2016	Staff Only- Election Day Professional Development Day
November 11, 2016	Veteran's Day Observed - SCHOOL CLOSED
November 24-25, 2016	Thanksgiving Holiday-SCHOOL CLOSED
December 24-31, 2016	Winter Recess- SCHOOL CLOSED
January 1, 2017	New Year's Day- SCHOOL CLOSED
January 3, 2016	Staff only-Professional Development-SCHOOL CLOSED
January 16, 2017	Dr Martin Luther King's Day- SCHOOL CLOSED
February 20, 2017	President's Day- SCHOOL CLOSED
April 10-14, 2017	Spring Recess- SCHOOL CLOSED
May 16, 2017	Election Day-SCHOOL CLOSED
May 29, 2017	Memorial Day- SCHOOL CLOSED
June 20, 2017	Last day for Pupils
June 21, 2017	Last day for Staff- Re-organization Day
June 28, 2017	Last day for Principals

Staff Only- No School for students	Half Day- Early Dismissal 12:14pm
Fri, September 2 & Tues Sept. 6, 2016	Monday, March 6, 2017
Friday, September 30, 2016	Friday, March 31, 2017
Tuesday, November 8, 2016	
Tuesday, January 3, 2017	

Report Card Conference Schedule	
1st Report Card- November 21-23, 2016 (11/22-evening)	3rd Report Card –April 19-21, 2017
2nd Report Card- February 15-17, 2017	4th Report Card –June 20, 2017 Sent home with students

GENERAL INFORMATION

PARKING

Parents who drive their children to school are expected to either enter the parking lot and follow the loop around the perimeter of the parking lot or drop students off on the school-side of Welsh Road. Under no circumstances, should parents drop students off on the side of Welsh furthest away from the school. This is dangerous and requires students and parents to walk in between cars. Also, parents should never park in front of the driveways of our neighbors. This causes negative interactions between the school and its neighbors. Please remember that many of the neighboring residents have to leave for work or other appointments each morning. Please allow them to leave or enter their driveway without delay. Many of the residents “look out” for our students as they travel to and from school. They are a great resource in helping our students remain safe. We want to promote positive relationships.

SCHOOL OFFICE HOURS

8:00 a.m. Students can enter the cafeteria for breakfast
8:30 a.m. Breakfast ends
8:35 a.m. School day begins

The school is open from 8:35 A.M. to 3:14 P.M. on regular days. The office telephone number is (215) 961-2004. The fax number is (215) 961-2597.

1. Use of Telephones

Students may not use the telephone in the main office. Students are not permitted to receive calls from home and only under extreme emergencies will any messages be relayed to students. After school arrangements should be made between parents and students **before** the student comes to school.

2. Lost and Found

A Lost-and-Found Box is located in the cafeteria. Parents are asked to mark all children’s clothing and personal property with their child’s name. **The school will not accept responsibility for lost articles or money.**

ARRIVAL TO SCHOOL

Instruction for students begins at 8:35 A.M. However, students may have breakfast starting at

8:00. All students enter through the cafeteria. Parents who bring their children to school may escort them to the cafeteria doors by 8:00 A.M. and must then move behind the doors for other children to enter. At 8:15 students in grades 4-6 exits from the cafeteria to the auditorium. Teachers of grades k-3 pick students up from the cafeteria at 8:35 while teachers in grades 4-6 meet their classes in the auditorium. Students are to silently enter the halls in line with their teacher. **Parents may not bring their children into the school using the front doors as an entrance.** No child is permitted to use the front doors for entrance into the school. The breakfast room entrance is supervised beginning at 8:00 A.M. **Children should not come to school before that time.**

Students or students with their parents should not enter the building using doors other than those designated for the regular admission to the building. Parents who need to report to the office should do so using the main entrance. Parents wanting to confer with a teacher must enter school using the main door and then proceed to the office to make a request. **No parents or visitors are permitted to go directly to a classroom or other area of the school.**

INCLEMENT WEATHER

During inclement weather, please do not send your child to school early. **On snowy or icy mornings, listen to KYW (1060 AM)** for weather-related school closing information. **Please do not call the school office for this information.** Listen to the radio or watch the 6:00 -7:00 A.M. local news on the television for school closing information. Also, please call 215-400-INFO (the School District's Information Line). **PLEASE DO NOT CALL THE SCHOOL.**

EARLY SCHOOL CLOSING

In the event of an early school closing due to weather or any other emergency, students will be dismissed to their homes or to a location designated in advance by the parent. The school will try to make telephone contact to a responsible adult. Please understand that the school may have little advance notice of the emergency closing and that there are a limited number of staff and phone lines available. **It is imperative that an emergency contact telephone number be on file and up to date in the main office.** A form for this purpose will be sent home. Keep the emergency contact information up to date by notifying the teacher and office of changes. Parents should be sure their children know what to do if they are dismissed early or if they arrive home at a time when the usual person is not there.

EMERGENCY PROCEDURES

Each year the school distributes an Emergency Contact Card that indicates where parents can be located in case of emergency. **IT IS VERY IMPORTANT THAT PARENTS PROVIDE ALL OF THE INFORMATION NEEDED.** If there is a change in emergency numbers, the school office should be notified. In case of serious injury, police will take a child to the nearest hospital. In addition, you are asked to complete an emergency early dismissal form. Please be sure to complete and return this form to the school. We must have your directions/emergency contacts on file.

Messages from home cannot be relayed to children since such action interrupts both a teacher and a class. Messages can only be taken in a real emergency and then only when serious enough to be personally delivered to the child by the Principal. No students will be called to the phone.

ATTENDANCE

Regular attendance insures the continuity of the educational program essential for growth. If your child is absent or sent to school late, it is the responsibility of the parent to notify the teacher in writing of the reason for the absence or lateness. If we have no note, the absence is coded unexcused. The names of students who have excessive absence or lateness will be sent to truancy court. Fines/removal of child from the home due to neglect may result.

Medical, dental, or other business appointments should not be scheduled during the school day except in the case of an extreme emergency. If a student must have such an appointment, the student should be brought back to school on that same day by his/her parent if the appointment concludes before the end of the school day. **There are no early dismissals for appointments or other reasons between 2:30 and 3:14 P.M.**

Attendance Policy Changes

A. Excused Absence Policy:

- i. Families may submit 9 (nine) handwritten illness notes per school year. After 9 absences, the family must provide proper documentation from a medical professional to have any absences for illness excused.

B. Lateness Policy:

- i. Any student coming to school after 10:00am and/or leaving school before 1:00 pm without an acceptable excuse note will be coded as **half a day unexcused**. Two half day unexcused absences will add up to 1 full day of an unexcused absence.

The attendance policy for the School District of Philadelphia indicates a truancy referral once unexcused absences reach ten or more. As a reminder, absent notes need to be submitted to the school, no more than three days after the student returns, in order for the absence to be marked as excused. Each classroom is acknowledged daily for making 95% attendance.

LATENESS PROCEDURES

Students are considered late if they arrive after **8:35 A.M.** Children who arrive after 8:35 A.M. must first report to the main lobby area for a late note before they will be admitted to class. If there is no one on duty in the **lobby area**, the late student should come into the main office for a late note. **Excessive lateness will result in an after school detention and referral to truancy court.**

END OF SCHOOL DAY

Dismissal is at **3:14 P.M.** each day by the rear doors. Upon dismissal, all students are to leave the school building. **No student is permitted to leave the building through the front**

doors. Students staying for after school activities should report immediately to their assigned location in the schoolyard. They may not go home and then return for extracurricular programs. **No parent is permitted to wait in the school halls for their child/children,** as this is unsafe and disruptive to the instructional program.

At dismissal, all students must leave the school grounds immediately. No one may remain in the schoolyard after school unless accompanied by a parent or designated adult. **Students must obey crossing guards and cross streets at corners.**

In the event you are late picking up your child, Philadelphia Police Department will be notified at 3:45pm (or 30 minutes after dismissal).

SCHEDULED EARLY DISMISSALS

Scheduled early dismissals are announced in advance in the monthly newsletter, Pollock Highlights. Parents must make the necessary arrangements for childcare. Sometimes emergency early dismissals are necessary. Parents should take advantage of half-day dismissals to schedule doctor, dentist, and other appointments.

EARLY DISMISSALS

When it is necessary for a parent to request an early dismissal of his/her child, the parent or a responsible adult (defined as 21 years or over with valid picture i.d.) must come to the school to sign out the child. **The adult picking up the child must show a photo ID in order to sign a student out of school early.** No child will be released to another student or by a phone call. This is the only way we can excuse a child during the school day. **We cannot honor Early Dismissals beyond 2:30 daily.**

SCHOOL –PARENT COMMUNICATION

COMMUNICATION

Parents are considered full partners in the educational process at Pollock. Please proceed to the Main Office anytime you enter the school. In order to insure meaningful communications please follow the steps listed below.

1. Advising School of Problems

It is essential that we know about problems as they arise. All students are directed to report issues to the following authorities:

- a. **The adult closest to the situation.** This would be the teacher, yard aide, crossing guard or bus driver, etc. **and/or**
- b. Principal or Designee **and/or**
- c. Parent(s). **Parents are asked to complete a Parent Concern Form** making the school aware of the problem and allowing the school to investigate and develop a plan to resolve the problem or concern.

2. General Questions

Contact the office for proper referral, 215-961-2004. Office personnel will be glad to help you and direct your call.

3. Teacher Questions - Three Ways to Contact a Teacher

- E-mail
- Call the school office (215-961-2004)
- Written note

For 2016-2017, all parent inquiries are to be responded to within 24-48 hours. If you fail to get a response within this time frame, please contact the main office to follow up.

GOOD NEWS NOTES

Staff members are encouraged to send good news notes to parents. The notes may be sent home with the student or sent by U.S. mail.

COMMUNICATION FROM SCHOOL

Each teacher will ensure there is a centralized way to communicate with parents. Many may use large envelopes, while others may use communication folders. Whatever the method used to communicate from your child's teacher, please ensure you check your child's bookbag each night for communication from school.

POLLOCK NEWSLETTER

This monthly newsletter for students and parents is distributed for students to take home to parents. Articles from each class, club, team, and staff member are requested so the school community can be kept informed.

INTERIM PROGRESS REPORTS

Interim reports are available to keep parents informed of student progress between report card conferences. Teachers are encouraged to use this report as a vehicle to communicate both student concerns and improvements to parents. Whenever a student is in danger of retention, an interim report will be sent to parents as early as possible.

SCHOOL ADVISORY COUNCIL

The Pollock School Advisory Council is a vital component to the school community. Please contact the main office at 215-961-2004 if you are interested in becoming a member.

SCHOOL-WIDE EXPECTATIONS

These are the School-wide Rules or Positive Behavior Strategies. No other class rules should be posted.

- P Prepared and on time
- A Aspire to excellence
- N Nice to others
- T Thoughtful and kind
- H Have a positive attitude
- E Eager to learn

R Respect for self and others

Students should be reminded on a daily basis the below criteria to “Be A PANTHER!” It should be a part of the daily language used by all adults and students throughout the school building.

BE A PANTHER IN THE CAFETERIA

P	Prepared and on time... Wait patiently in line, know your ID number
A	Aspire to excellence... Stay seated at your assigned table
N	Nice to others... Keep your hands and feet to yourself
T	Thoughtful and kind... Walk at all times
H	Have a positive attitude... Wait until the trashcan comes to you
E	Eager to learn... Stay seated until dismissed
R	Respect for self and others... Use quiet voices

In the cafeteria, students will have the opportunity to earn “caught being good” tickets for being the best PANTHER table, as well as, the table who maintains the best overall cleanliness.

All staff members, should remind students of the positive ways they can be rewarded and encourage students to do the right thing by rewarding student for just that

All members of the Pollock School Community need to model these expectations for students. Students will need your assistance learning how these expectations are respected in the various venues of the school:

1. Recess
2. Auditorium
3. Bathroom
4. Lunchroom
5. Schoolyard
6. Bus
7. Classroom
8. Hallway
9. Main Office

STUDENT INCENTIVE PROGRAMS

ATTENDANCE

A student’s daily attendance is one of the most important ways to ensure success. It is important for students to arrive to school on time and ready to learn. To encourage students to meet the attendance expectations Pollock has an incentive program to recognize their achievement.

Individual:

Students with perfect attendance each quarter are given a certificate of recognition during an assembly. Students who have perfect attendance for the

year are given a certificate of recognition during assembly.

Class:

The class with the best attendance record for the month is recognized each month.

HONOR ROLL –CRITERIA

Kindergarten Honor Roll: Defined All O's and S's in all subject areas and behaviors. Absolutely no N's in any area.

Honor Roll: Defined All A's or B's with only 1 C, Absolutely no 3's
All A's or B's in Reading, Math, Science and Social Studies. Only 1 C, in Writing, Oral Communication, Physical Education, Health, Music, or Visual Arts. Absolutely no 3's in effort or behavior!

Distinguished Honor Roll: Defined All A's, absolutely no C's and no 3's
All A's in Reading, Math, Science and Social Studies. Absolutely no C's (May have B's) in Writing, Oral Communication, Physical Education, Health, Music, or Visual Arts. Absolutely no 3's in effort or behavior!

STRATEGIES TO PROMOTE POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS) at Pollock School

Rationale:

Positive Behavior Interventions and Supports are important because problem behavior is the single most common reason why students are removed from regular classrooms. Even though students with extreme problem behavior represent only a small portion of our school enrollment, these students can account for most of the behavioral incidents. At a time when stress for students and teachers is escalating, having a system of supports like PBIS in place can help reduce disruptions and remove barriers to learning.

Student of the Month

The awarded student of the month will be teacher selected each month. The student will be awarded the honor because he/she is one of the best students in the class who has excellent attendance; puts forth a good effort during class work, exhibits a positive attitude with adults as well as peers; has leadership potential, completes home assignments, and upholds the Pollock School "PANTHER" slogan.

CAUGHT BEING GOOD

Students can be acknowledged each school day for being a "PANTHER". Each staff member has the ability to select the students who lead the pack of panthers in their classroom to promote positive behavior models. It is expected that each staff member will award a minimum of 1 caught being good ticket weekly to continue to promote PBIS.

All staff members, should remind students of the positive ways they can be rewarded and encourage students to do the right thing by rewarding student for just that.

SCHOOL SERVICES

MEAL PROGRAM

Breakfast

For all District schools, daily breakfast and lunch meals will be provided to all students at NO charge. **All students enrolled in the school can eat at no cost and there is no application required!** Parents will no longer be required to complete the Meal Application form and blank applications will no longer be delivered to your school location. These improvements are the result of the District's successful transition to a new school meals program option to offer school breakfast and lunch every day to all students at no charge. When all students are eligible for meals it reduces the stigma associated with the meal program and students are more likely to eat. Our goal is to provide students with a nutritious meal to help them concentrate and learn more in school.

Breakfast is served daily from 8:00 to 8:30. Students who finish breakfast after 8:35 (because their bus was late) should walk quickly and quietly through the hallways to their classrooms. Only the yard bathrooms may be used before school. These bathrooms are entered using the outside doors from the yard.

Lunch

All students eat in the cafeteria and are not permitted to leave the school grounds at any time during the school day. The Pollock School is part of the federally funded lunch program; **all students are eligible to receive free meals.** A monthly school menu is provided on the school's website. If the cafeteria is serving something your child does not eat for whatever reason, we recommend that you send lunch on that day. Remember, the free beverage comes with the lunch and is provided only when the lunch is taken.

If, in an emergency, you must bring your child's lunch to school, please bring the lunch to the office. Be sure the lunch is clearly marked on the outside with the child's name and room number and inform your child before he/she leaves home in the morning to stop in the office at lunch time for his/her lunch. Do not bring the lunch to the classroom or the cafeteria. If a situation requires that a student must leave school during a lunch period, the parent must come to school and sign out the student. **The parent may not go directly to the cafeteria.**

No food items other than the occasional bake sale or soft pretzel are sold during the school day. **Soda, sunflower seeds, candy and gum may not be brought to school. No bottles, cans or glass containers are permitted in school and will be confiscated.** To maintain sanitary conditions in and around the building, cellphone packaged snacks are to be eaten in the cafeteria only. Students should bring healthy snacks such as fruits or vegetables. No food may be eaten outside the lunchroom.

In the cafeteria, students should talk in a conversational tone to their neighbors. They must remain in their seats except when getting food in the cafeteria line. Students participate in recess in conjunction with lunch, which is only served in the cafeteria. Each class follows a bathroom schedule before entering the cafeteria. Please remind your child/ren that they should use the bathroom at this time or they will have to wait until the next supervised trip to the bathroom. Students should dress appropriately for the weather since they will be going outside.

PARENT VISITATIONS

Parents are encouraged to visit Pollock School; however, please follow these suggestions before visiting:

1. Send a note to your child's teacher or call the school requesting a time for an appointment. Parents may not visit their child's classroom unannounced. Interruptions to instruction are not permitted. All classroom visits by parents/guardians must be coordinated via the Principal.
2. **Upon entering the building report directly to the school office to receive a visitor's pass. For the safety of all children, no one is permitted to walk through the building without this identification.**
4. Older children should not be sent to school to pick up keys. This disrupts instruction in the classroom. It is the responsibility of the parent to have extra keys made for various members of the family.

PREPARATION FOR SCHOOL

Before your child leaves for school, please check that he/she has used the bathroom, has books, pencils, lunch and homework. Please check and sign your child's homework each evening. Check your child's book bag for toys or games, and electronic devices. These items will be confiscated and will not be returned.

HOMEWORK

Homework is an integral part of the educational program at Pollock School. It provides an opportunity for children to strengthen basic skills, reinforce study habits, stimulate independent thinking and develop initiative, responsibility and self-direction. Homework projects are related to classroom work and are designed to help students learn how to study. Homework should be completed when students are absent. Each student should have the telephone number of several students in the class so he/she can get assignments they missed. Completion of homework assignments becomes a part of a student's achievement and, as such, will be reflected in the student's report card mark.

Parents are encouraged to take an active interest by providing a definite time and a suitable place for study or written work, making resource materials available, and checking to make sure assignments are neat, complete, on time, and signed by a parent.

TEXTBOOKS

It is the responsibility of the student to keep textbooks in good condition. If a textbook is lost, it is the student's and parent's responsibility to pay the cost for replacement of the book. This is also true of library books. All lost or damaged books must be paid for in a timely manner.

PERSONAL PROPERTY

Only materials related to a student's education should be brought to school. Balls and other sports equipment should not be brought to school. These will be provided as part of the "Socialized Recess" program at lunchtime. Toys and toy guns are not permitted. Playing cards, baseball or other collectors' cards are not permitted to be brought to school. Radios, headsets, electronic/computer games, and any other electronic equipment may not be brought to school or carried/used on school buses. Cell phones are illegal in school. Personal care

items such as colognes, hair sprays, brushes, makeup and the like have no place in school. **Parents must claim all confiscated items.** Valuables (expensive jewelry) and large sums of money should not be brought to school. Only money needed for lunch or snack should be brought to school and held by the student. If money is being collected for a trip, school activity, or **fundraiser**, it must be brought to school in a labeled envelope and turned in at the beginning of the day. Students are responsible for their own money in school.

DRESS CODE -- MANDATORY UNIFORM

All students must be well groomed and appropriately dressed at all times. “Appropriately dressed” **means in the school uniform, navy blue top and khaki bottoms.** Clothing should be clean and neat, should not be hazardous to the health and safety of the pupil or to others, and should not be capable of causing any disruption to the school’s educational program. Students who wear clothing that is not appropriate for a school setting i.e. tight clothing will be required to contact a parent or guardian who will need to bring them a change of clothing.

Boys are expected to wear khaki pants and navy blue shirts with a collar. Tee shirts are not permitted. They may be dress shirts or golf type knit shirts with either long or short sleeves. Girls are expected to wear khaki skirts, jumpers or trousers and navy blue blouses with a collar. A navy blue cardigan sweater may be worn over the school uniform on cold days. **Jeans are not acceptable.** Students may not wear head wear/hats/sunglasses of any kind in the building. On days the students have gym, they may wear the navy sweat pants and a plain navy blue shirt (free of slogans).

The dress code for our students reflects the importance of school as a place for work and not play. We would prefer that no child wear shorts. If you feel your child must wear shorts the length must reach the knees. We are striving for excellence in every aspect of school life, and we appreciate your cooperation. **There is a definite correlation between students’ appearance and their performance.**

For students not in uniform, the uniform exchange program will be implemented (or parents will be contacted and required to bring the student’s uniform to the school). Failure to follow the school uniform policy will result in, but is not limited to, the following consequences.

- Parent notification of the violation of School District policy
- Exclusion from clubs
- Exclusion from Student of the Month Award program
- Exclusion from school activities such as trips, etc.
- Exclusion from classroom helper, messenger responsibilities
- After school or Saturday detentions

We feel that children should develop pride in how they present themselves. One important expression of that pride is in grooming and appropriate dress. We appreciate your support of our efforts to help your child become the kind of mature person who displays pride in self.

SCHOOL SAFETY

VISITOR’S POLICY

In order to maintain a safe and orderly environment, it is the School District’s Policy that any

parent, guardian or visitor entering the school **must first report to the school office**. With the exception of prearranged report card conferences on the designated days, no one may go to any area of the building without the express permission of the principal or her designee. No person may go to a classroom without an appointment and without the office first calling the teacher in that classroom. Failure to adhere to this policy is in direct violation of the Trespass Ordinance and will be dealt with accordingly.

The Pollock School staff takes all possible precautions to insure the safety of every student. Exterior doors are locked during the school day. After 8:35, entrance to the building is only through the main door at the front of the building. No one is permitted access to any part of the building without permission from the office and the issuance of a visitor's pass. Any parent or visitor who does not have a pass will be referred to the office. School staff are assigned to supervise students in the yard. All students are counseled by staff members in ways to avoid contact with strangers. There are assemblies to reinforce all areas of safety.

SCHOOL BUS SAFETY

Some of our children spend long hours each day traveling on buses; and it is our endeavor, with your help, to make this experience safe, efficient and pleasant. The telephone number of **transportation services is (215) 400-4350**. Call this number if there is a problem.

- Students must be at the bus stop ten minutes before pickup time.
- While waiting to board the bus, students must stay on the sidewalk in an orderly fashion until the bus stops and red lights are flashing.
- Students **must remain seated at all times during the ride**. Do not stand, change seats or leave until the bus has stopped.
- There is to be no loud noise, shouting, or screaming on the bus. Students may talk quietly.
- Students may not open bus windows without permission.
- Students must keep all parts of their bodies inside the bus windows.
- Students are not to eat, drink or throw objects on or off the bus.
- Students must obey the bus driver/aide at all times.
- At dismissal, students go to their designated location for boarding the bus. Proper behavior is required while waiting to board the bus just as it is on the school bus.
- Just as radios, headsets, and electronic games are not allowed in school, they are not allowed on the school bus.

Please understand that students who **violate these rules will be prohibited from riding the bus** for a period of time. (In the event that a student is removed from a bus, it will be the responsibility of the parents to make provision for transportation for the student to and from school. School bus safety procedures apply not only to students using school bus transportation to and from the school, but also to students riding a school bus for any reason, such as trips. Parents are also reminded that under Pennsylvania State Statute (The Act of July 27, 1967, P.L. 186, 11P.S. 2001 et seq.) they may be fined up to \$300 for any damage or vandalism caused by their children.

Consequences for disciplinary referrals from bus drivers:

First Offense: Parent notification,
Second Offense: Parent notification, one-hour detention
Third offense: One-day suspension from the bus
Fourth offense: Five-day suspension from the bus
Fifth Offense: Permanent removal from bus

SCHOOL RULES, REGULATIONS AND PROCEDURES

ACCEPTABLE USE POLICY

The School District of Philadelphia has committed to ensuring our students use technology in an appropriate manner. Guidelines for responsible use thwart unlawful plagiarism, copyright violations and network criminal behavior. The Acceptable Use Policy (AUP) governs student, employee and guest usage and behavior, tempered by legal, institutional and practical management concerns. Use is defined as a privilege, not a right. AUP rules define proper use of the district network. Unacceptable use, its penalties, and liabilities forewarn users that Internet privileges can, and will, be revoked. The AUP also addresses safety concerns and risks of inappropriate use. Parents have an important role in the implementation of the AUP. It is not enough that guidelines and responsibilities of School District personnel and students control Internet usage. Parental authorization is required for student SchoolNet use. Parents may deny student's access to SchoolNet or revoke SchoolNet privileges upon request. Students given written parental permission to use SchoolNet must also sign an acceptable use agreement. This agreement incorporates the terms and conditions of the AUP.

AFTER SCHOOL DETENTIONS

After school detentions run from 3:14 – 3:44 or 3:14 – 4:14 PM. A Detention notice will be sent home **before** the detention is to be served. Failure to return the notice signed will not exempt the student from serving the detention.

ANTI-DISCRIMINATION & ANTI-HARASSMENT POLICY

The School District of Philadelphia maintains a firm policy prohibiting all forms of discrimination and harassment. Below is brief summary of the Code. The complete policy can be found at www.philasd.org.

Students have a right to learn in an environment free from harassment and discrimination. Harassment is defined as a demand for sexual favor or any conduct which harasses, threatens, intimidates or otherwise creates a hostile school environment because of someone's gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, socioeconomic status and/or political beliefs. Discrimination is defined as treating an individual differently because of someone's gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, socioeconomic status and/or political beliefs. This list is in itself not all-inclusive.

If a student feels as though he or she is a victim of discrimination or harassment, he or she shall report such conduct as described in the "Code of Student Conduct" handbook.

Upon such complaint, the District shall investigate the complaint thoroughly and completely. To the extent possible and allowed by law, the District will maintain confidentiality within the confines of the investigation or the alleged prohibited behavior. All parties will be treated with dignity and the District will not retaliate against anyone making a report.

Nothing contained in this policy prevents a student from contacting the police if the matter involves an alleged criminal offense.

BIRTHDAY CELEBRATIONS

Birthday celebrations involving cupcake, donut, and/or cake deliveries to classrooms are **not permitted**. Children may sing or celebrate in other ways during their lunch recess; however, birthday food items will not be allowed in school. Students are also not permitted to bring birthday balloons or other paraphernalia to school. Parents wishing to drop items off may do so at dismissal. Items must be hand held and individually wrapped for each **student in the classroom**. **Students will be given items at dismissal to take home, in lieu of eating in the classroom.**

BULLYING POLICY

Bullying is characterized by the following three (3) criteria:

- It is aggressive behavior or intentional harm doing.
- It is carried out repeatedly over time.
- It occurs within an interpersonal relationship where there is an imbalance of power (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful).

Bullying, may be direct or indirect action, which may include but is not limited to:

- Physical: hitting, kicking, pushing, shoving, and getting another person to hurt someone
- Verbal: racial slurs, name-calling, teasing, taunting, verbal or sexual harassment, gossiping, spreading rumors
- Non-Verbal: threatening or obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by use of electronic or communication devices through means of email, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, websites, etc.)

Bullying can be report by a student or adult and we ask that a Parent Concern Form or Incident Statement be filled out so an investigation may be performed.

Consequences for Violations:

Students who violate the bullying policy will be subject to the following disciplinary procedures:

- First Offense: Documented warning and parent notification
- Second Offense: Parent conference, loss of school privileges, exclusion from school-sponsored activities, detention, and/or counseling within the school

- Third Offense: Suspension or transfer to another classroom, school building or school bus.

*** If the first offense is notably severe, a student may immediately be disciplined in accordance to the Code of Student Conduct. This could result in a long-term suspension (4-10 days); a lateral transfer to another school, referral for placement in an alternative education program, and/or expulsion.**

CARE OF SCHOOL BOOKS/TEXTBOOK POLICY

Students are responsible for the care, maintenance and timely return of all textbooks and borrowed library books. Students and/or their parents will be assessed penalties for lost or damaged books. Imposition of one or more of the following penalties is permitted:

- a charge for replacement of the textbook or library book
- requiring the student to perform a prescribed number of hours of school service
- delayed receipt of a report card
- loss of privileges such as participation in sports or other extra curricular activities, school dances and other special events or commencement-related activities

CELL PHONES

Cell Phones are not permitted in school. Cell phones will be confiscated and returned by the following school day upon a first offense. Repeat offenders will have their cell phones returned to their parents and/or may have their phones returned at the end of the school year.

DESTRUCTION OF SCHOOL PROPERTY

Any student who defaces or vandalizes school property will be disciplined, possibly arrested, and charged the full price for repair or replacement of damaged items. It should be understood that even small areas of graffiti is a costly expense. Parents are required to reimburse the School District for damages.

DRUGS

Students who possess, sell, or distribute any drugs, including alcohol, will be referred for a disciplinary transfer and turned over to the police. All schools are "Drug Free" Zones.

SCHOOL VANDALISM

It is important that the Robert B. Pollock Pollock School continues to be a building that is attractive and offers an excellent educational program for all students in a safe and healthy environment. Graffiti on any school property (inside or outside the school) is **NOT** permitted. Violators of this rule are subject to legal prosecution as well as school suspension. This includes marking in/defacing textbooks. Pupils and/or parents will be directly responsible for any type of vandalism to school property, injury to a person, or theft. All incidents will be fully investigated. All graffiti must be removed. The School District's Office of Legal Services will be contacted for prosecution of all unsettled claims.

SMOKING, PROFANITY, AND GAMBLING ON SCHOOL PREMISES

Smoking, profanity and gambling are prohibited in the school and on school grounds including the schoolyard. Students are not permitted to have cigarettes, lighters, or matches

in school. These items may not be carried by a student or in book bags. School/city police will be called for noncompliant persons.

USE OF RESTROOMS

For the safety of all students, there are scheduled times for bathroom use. At these times the restrooms have adult supervision. Students should use the restrooms in the morning, during the designated class time for lunch and when taken as a class. These are the only times the restrooms are supervised. If a student has a medical problem, we must have a note from the student's physician. Students are not permitted to use the restroom past 2:00 p.m. unless it is one of the times designated for the whole class or an emergency.

CUSTODY AND OTHER LEGAL PAPERS

A copy of relevant, current legal papers should be brought to the office where they will be safely filed. Legally it is assumed that both parents listed on the record card and school application in the office has custody of the student. The school in special situations requires legal papers, not verbal information. Legal papers are binding in the event of any custody case. Notify the principal of unique situations.

POLLOCK SCHOOL PROGRAMS

SUPPORTIVE SERVICES

In addition to classroom teachers, Pollock School is also served by art, computer science, music, physical education and language arts teachers. Speech, hearing, physical therapy, instrumental music and reading reinforcement provide services for small groups of children. Programs for special needs students as well as a program for gifted youth are also available.

KINDERGARTEN

Pollock School has full-day kindergarten classes. Children must be five years old before September 1 of that school year to be eligible. The program is designed to provide each child with readiness skills, math and language arts experiences, a love of learning, an ability to follow directions and the ability to work independently. The development of strong minds and life skills can contribute to the development of a positive attitude and self-image in each child that should lead to successful school experiences.

Parents must have their children to school by 8:35 A.M. and meet them at the classroom door at 3:05 P.M. All kindergarten parents must sign students out and be prepared to show identification. Kindergarten students must wear the school uniform.

GIFTED YOUTH PROGRAM

Eligibility for this program is determined through standardized testing scores and individual testing. The program provides enrichment experiences using a variety of materials and activities.

SPEECH PROGRAM

The Speech Teacher works with individual students or small groups of students identified through a screening process as needing these services. This program is aimed at correcting

students' speech defects.

COUNSELING PROGRAM

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. Parents can reach our counselor at (215) 961-2004. Students wishing to see the counselor must write a note and give it to the teacher at the beginning of the school day. The request will be sent to the office and the counselor will contact the student. If there is a crisis situation when the student has an urgent need to see the counselor, the student should ask the teacher for special permission. At no time should the student stop to see the counselor without permission.

The school counselor's role is to work with children, parents, and other school personnel and with community agencies around school-centered problems. Some children require the additional support of a one-to-one relationship. School problems may center on learning difficulties, home and neighborhood problems, personality or emotions, behavior, recreation or attendance; which may require referral to outside agencies. In addition, the counselor provides lessons in conflict resolution and conducts group counseling.

SCHOOL HEALTH SERVICES

The goals of Health Services are to detect specific health problems at an early stage and to facilitate their resolution. Programs include growth, vision, hearing, scoliosis, dental screenings, physical examinations of all students upon admission and periodic tuberculin testing. This year nursing services are provided 3 days per week.

If your child complains of illness or injury at home, please do not send him/her to school expecting the nurse to administer to his/her needs. Our health room is not a treatment center. Emergency care is provided for illness or injury. Further care/treatment is the responsibility of the parent. If a child becomes ill in school, it is the parent's responsibility to come for the child and to follow through with medical care at home.

Chronic medical conditions such as asthma, diabetes, and behavior disorders must be reported to the nurse. When medically recommended, students with such conditions may receive long-term medications in school provided the parents comply with the School Health Services policy. Short-term medications are not normally dispensed in school. The parent must fill out the necessary forms if a medication needs to be taken at any time during the year even if this is only in sporadic situations. The school nurse can be reached at (215) 961-2004. Call her regarding any medical matter involving a student. Parents must submit Health Insurance information (provider and policy numbers) to the nurse indicating coverage. The nurse will assist in getting coverage for uninsured children. Contact her for help.

LIBRARY PROGRAM

The Robert B. Pollock Pollock School has a well-equipped library. In order to maintain or improve our library, it is important that all library books be returned on time. Parents will be required to pay for lost or damaged books. Any book lost or damaged must be paid for in a

timely manner so as not to interfere with a student's borrowing privilege.

EXTRA CURRICULAR ACTIVITIES

Students may participate in extracurricular activities that are held during lunch periods and after school. A list of these activities will be sent home with additional information.

SCHOOL ADVISORY COUNCIL

The School Advisory Council is an integral part of our school. Many worthwhile activities are sponsored by this organization. All parents are urged not only to join the School Advisory Council but also to participate in its activities and meetings. The Pollock newsletter gives the date and time of the School Advisory Council monthly meetings. In addition, monthly memos are sent home which provide information about events, activities and fundraisers. Please remind your child of the importance of giving you all communications sent home.

All students benefit from funds raised by the School Advisory Council, so we urge all parents to actively support and attend all School Advisory Council functions and meetings.

RESPONSE TO INSTRUCTION INTERVENTION (RTII)

The Response to Instruction Intervention is a multidisciplinary team of School district personnel working together to diagnose and assist students experiencing difficulty in their educational program. Academic, behavioral and attendance problems of students are referred to them. The RtII makes recommendations for remediation and, if deemed appropriate, formal evaluations of all referred students. The RtII Team may include, among others, the principal or designee, nurse, school psychologist, teacher(s), counselor (where available), therapist(s), parents and others who have been invited by the parent or principal. If you have any questions or concerns, please contact your child's teacher.

CODE OF CONDUCT

PHILOSOPHY

The Robert B. Pollock School recognizes its responsibility to create an atmosphere of learning that will contribute to the development of academic skills as well as teaching our children to become reliable, respectful and responsible citizens of their classroom, school and community. A code of rules is required to inform the entire Pollock family (staff, students, and parents) of their individual and joint responsibilities in creating such an atmosphere.

Discipline or self-control is a necessary ingredient of life. While schools must accept their share of responsibility for citizenship training, it must be recognized that schools cannot do the job alone. The influence of the family, community and preschool training of the children in our school cannot be minimized. Parents cannot evade the important role they play in the development of proper behavior in their children. **THE PARENT IS THE CHILD'S FIRST TEACHER AND REMAINS THE MOST IMPORTANT TEACHER THROUGHOUT THE FORMATIVE YEARS.**

RESPONSIBILITIES

1. Home Responsibility

Parents will be expected to support the school's disciplinary policy and to guide their children towards patterns of conduct, which encourage cooperation and effective learning for all.

Parents can expect to have communications from the school when a student is having academic, adjustment and/or attendance problems. The school expects parental involvement in homework assignments and follows up on reports of misbehavior, academic problems, adjustment problems and/or attendance problems.

The staff of Robert B. Pollock Pollock School welcomes contacts from the parents. Please call or write a note requesting a conference. The teacher will set up an appointment time to discuss your concern.

2. Student Responsibility

Students will be expected to show respect and concern for the individual rights and responsibilities of staff members and other students. Good manners and respect for others will be expected of all students.

3. Staff Responsibility

The classroom teacher is the key element in setting and maintaining the proper learning atmosphere in the school. It is recognized that sound principles of classroom management are the basis for creating the proper classroom climate. The teachers will be primarily responsible for control of students in the classroom.

The teacher will handle most discipline cases. However, other members of the staff may be called upon to lend their support and guidance. Be aware, no teacher is to engage in corporal punishment of any student for any reason. According to the Pennsylvania Code, Title 22; Chapter 12 paragraph 5:

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

4. Administration's Responsibility

The principal assumes a leadership role in the development of an acceptable level of discipline in the school. An administrator will deal with single serious incidents and/or cumulative pattern of unacceptable behavior, which has not improved despite multiple interventions initiated by the classroom teacher. Students will be called in for conferences in the above cases. Records will be kept of all conferences and follow-up made to determine the

degree of adjustment. Parents will be contacted for their support. Conferences will be held with parents to discuss the problems and to arrive at workable solutions. The Principal will make the final decision on school suspensions.

DISCIPLINE OF STUDENTS

Students' misbehavior or violations of school policies will be judged on an individual basis taking the following issues into account: type of offense, circumstances leading to the offense, and past history of the offender.

The penalties in these cases may range from a verbal reprimand to a suspension. Penalties may include: parent conferences, detention, in-house suspension, Saturday School, out of-school suspension, transfer to another school, etc. The Teacher, Counselor where available, and Principal determine the degree of consequence and will keep records. (Repeated offenses will be treated more seriously.)

Students involved in violence against other students perpetrated by groups of students or violence against a staff member may receive at minimum a 5-day suspension and will be recommended for transfer to an alternative educational environment.

SUSPENSION OF STUDENTS

A temporary suspension is exclusion from school and all school related activities for a period of from one to three school days by the principal. It may be extended to five school days provided the student and parent are offered the opportunity for an informal hearing by the Principal. Suspension procedure includes:

1. Before a student is suspended, he/she is informed as to the reason for the suspension. The student is given the opportunity to explain his/her side of the story.
2. Notification of suspension shall be in writing to the parent and shall contain the number of days of suspension, the reinstatement date, the reason(s) for suspension and the date of the conference or informal hearing.
3. One purpose of any suspension is to have both student and parents understand that the pupil is involved with disruptive, non-acceptable behavior that cannot be permitted to continue.
4. A parental conference will be held as soon as practical between the principal (or her designee), the parents and the student. The result of this conference should be to have the student reinstated and returned to class with the understanding that the problem and/or behavior causing the suspension are not to be repeated.

CODE OF CONDUCT

The School District of Philadelphia has adopted a Code of Conduct. Each student and teacher will receive a copy of the code as soon as they are available. Teachers are to review the contents of the code especially the Levels of Offenses and recommended interventions.

STUDENT STATEMENTS

In accordance with “best practice”, students are given the opportunity to provide a written account involving disciplinary incidents. The school generally retains student statements until the end of the school year.

STUDENT BEHAVIOR LOGS

Student Behavior Logs must be submitted for student infractions even when an Administrator intervenes. Logs must include factual (objective) information only. Logs must be submitted to the Principal and Counselor on the date of the event. Logs must include interventions on the part of the teacher.

DETENTIONS

Before school, during lunch or recess, or after school may be used as a consequence for misbehavior, lateness or lack of homework. To retain students after school, the following procedures need to be observed:

1. An entire class should not be detained. It is inappropriate to punish all students for the misbehavior of some students. To retain a student whose behavior does not warrant punishment creates resentment in the innocent parties and may encourage them to misbehave in the future.
2. Students cannot be assigned an after-school detention on the day that it was given.
3. Parents/guardians must receive a written 24-hour notice. Students who receive detentions will be given a form to be signed by the parent acknowledging their awareness of the need to remain after school and informing the parents the reason why the detention was assigned. No student can remain after school without parent notification.
4. The teacher will make every attempt to speak with the parent directly and document the conversation in the Parental Contact Logs. The Principal must be notified of any detentions assigned by a teacher or staff member. Be sure you know how the student will get home at the end of an after school detention.
5. When retaining students for detention, will not leave those students unsupervised in the classroom while you escort the remainder of the class to the exits at dismissal time. Those students must accompany the teacher with the class in line and then return with the teacher to the classroom.
6. When dismissed from an after school detention, the teacher will escort the students to the front door.
7. When dismissed from a recess or lunch detention, the student must have a note to go to a different classroom.

Detentions can be given for the following reasons:

1. Disrespectful behavior
2. Use of vulgar/ profane language
3. Repeated offenses
4. Any other reason as determined by the Principal or designee in keeping with the Student Code of Conduct

IN-SCHOOL SUSPENSION

In order that our school goals may be met, the following rules apply to all aspect and spaces of our school campus, including school buses and school activities:

Robert B. Pollock Students will:

- Comply with school rules and climate expectations, including the Student Code of Conduct and the Pollock Student Handbook.
- Respect authority of all school personnel and the rights of other students.
- Comply with School District’s attendance, dress code, zero tolerance, and bullying policies.
- Behave in a manner that focuses on academic success.
- Be responsible and accountable for the school rules.

In-school suspension (ISS) is an in-house program to which a student may be assigned for a short period of time in lieu of out-of – school suspension (OSS). It is designed to counteract many of the negative effects of suspension. Instructional time can continue without interruption and special academic help can be provided as needed. Counseling services for students experiencing personal, academic, or behavioral difficulties can result in behavioral changes such as an improved self-image and greater self-discipline (Gushee, 1984).

DRIVING FORCES BEHIND IN-SCHOOL SUSPENSION

- ISS overcomes the major shortcoming of traditional suspensions because it does not deprive students of an educational experience. Students can still accomplish their assigned work as prescribed by classroom teachers, have the assistance of an adult to insure completion of tasks, and receive additional support for their academic or personal problems.
- ISS is a response to the increasing number of out-of-school suspension, trancies, and the general public’s perception of discipline laxity in schools.
- ISS can reduce the juvenile crime rate, which has been correlated with out-of-school suspension. Students can be isolated from their specific learning environment (which is an effective punitive aspect) but remain in a school setting with adult supervision and work provided (Sheets, 1996).

ACT 26 WEAPONS

The Pennsylvania General Assembly has enacted legislation (Act 26), which requires all public schools to take a mandatory course of action in dealing with students who are found in possession of weapons. The law defines a weapon to include, but not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool or implement capable of inflicting serious bodily injury. There is no requirement that the student use or try to use the weapon; and possession for self-protection is not a defense. Parents are encouraged not to send tools or supplies such as metal or pointed scissors to school with your children unless you receive a written request from the teacher. Students found with weapons of any kind or any article used as a weapon are in violation of the law and subject to arrest and expulsion from the school district for at least one year.