THE SCHOOL DISTRICT OF

PHILADELPHIA

**EDWIN M. STANTON SCHOOL**

STUDENT AND PARENT HANDBOOK

2017-2018 SCHOOL YEAR



**SCHOOL SLOGAN**

**E.M. Stanton**

**Where everyone is a star! Academics+Arts=Excellence**

**School Colors**

**BLUE AND GOLD**

Mrs. Stacey Burnley

Principal

Message To Parents and Caregivers:

We are pleased to welcome you to the Edwin M. Stanton School where each child will be given the opportunity to develop academically, socially, artistically and physically. Our students are indeed fortunate to have their educational experience at Stanton where their program is guided by academic standards, instructed by a dedicated professional staff, supported by involved Parent Engagement Council and nurtured by loving families.

At Stanton your child will be instructed in all major academic areas on a daily basis. All of our teachers strive to make learning as interesting and rewarding as possible. You can help your child succeed by providing a quiet time each day when he or she can finish assignments.

Please read this handbook carefully because several procedures, systems and school rules have changed.

Thank you for your continued support.

Sincerely,

Mrs. Stacey Burnley, Principal

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**School Advisory Council**

The E. M. Stanton SCHOOL ADVISORY COUNSEL is a group of parents, community and staff who assist the school in achieving its educational goals through advocacy, planning and fundraising. It sponsors various events throughout the year to encourage cooperation among parents, teachers and students to raise funds for equipment, books and other materials needed to enrich our students’ education.

If you are interested in attending a meeting please call the main office for information. Dates and times of these meetings can be found on our school calendar.

**School Hours**

For students in grades kindergarten to eight, school begins at 8:30 a.m. and ***dismissed at 3:09 p.m.*** Parents will be notified in writing of any early dismissals. Parents will also receive a monthly school calendar indicating school closings and other important events. Please be mindful to keep the most current contact information in our system. You are also welcome to register for weekly updates via email. Please see the main office for information.

**School District Dress Code**

The dress code may be modified by the School District. As you are aware there is a mandated School District of Philadelphia uniform policy. One warning will be given before a suspension.

Dear Stanton Families:

We are excited to be in the planning stages for the 2016-17 school year. GO STANTON!

Please read the below information carefully. ON THE BACK IS THE SEPTEMBER CALENDAR☺

* **Tuesday,** **September 8, 2016**is the first day for students in grades 1st -8th.
* *The following* Thursda**y, September 17, 2016** will be the **first full day for Bright Futures and Kindergarten.** *(parents conferences will be from the 8th – 12th )*
* The DISMISSAL time for grades Kindergarten – 8th grade 2016-2017 school year will be at **3:09p.m.**
* The start time will remain at 8:30am.
* Students interested in participating in the Breakfast Program can do so between 8:10am and 8:25am.
* Bright Futures Start time will remain at 8:15am.
* Bright Futures Dismissal time will remain at 3:09 p.m..
* Absolutely **NO CELL PHONES WILL BE ALLOWED**! THEY HAVE BEEN A MAJOR DISTRACTION TO OUR SCHOOL AND INTERFER WITH OUR INSTRUCTIONAL PROGRAM. THANK YOU FOR YOUR SUPPORT. IF A CELL PHONE IS OBSERVED. IT WILL BE TAKEN**. IT WILL NOT BE GIVEN BACK UNTIL THE LAST DAY OF SCHOOL.**
* Our vendor for our school uniforms will be *Triple Play Sports located at 827 South 9th Street.* It is directly on the corner of 9th and Christian Streets. The items listed below are the **ONLY** items that will be considered for Stanton Uniforms for the 2016-2017 school year. Students who do not conform to the uniform policy will be issued an after school detention for each day they are not in uniform.

**Boys Daily Uniform** ALL SCHOOL TOPS have the Stanton Logo embroidery.

|  |  |  |
| --- | --- | --- |
| **Uniform Shirt** (NAVY) | **Type** | **Cost** |
|  | Short Sleeve | $14.00 |
|  | Long Sleeve | $15.00 |
| **Pants** (TAN) |  | $15.00 |
| **Uniform Shorts**(TAN) | ***Sept. until Oct. 10th ONLY & May and June ONLY*** | $15.00 |
| **Physical Education Uniform** |  |  |
|  | Sweat Pants (NAVY) | $15.00 |
|  | Sweat shirt (NAVY) | $10.00 |
|  | T-Shirt (NAVY) | $6.00 |
|  | Gym mesh shorts | $10.00 |
| Socks | Navy or Tan | Can be purchased anywhere |
| Shoes | Black or navy | Can be purchased anywhere |

**Girls Daily Uniform**

ALL items except the skort and jumper have the Stanton Logo embroidery.

|  |  |  |
| --- | --- | --- |
| **Uniform Shirt** (NAVY) | **Type** | **Cost** |
|  | Short Sleeve | $14.00 |
|  | Long Sleeve | $15.00 |
| **Pants** (TAN) |  |  |
| **Uniform Shorts**(TAN) | ***Sept. until Oct. 10th ONLY & May and June ONLY*** | $15.00 |
| **Uniform**  | Jumper(TAN) | $21.00 |
|  | Skort(TAN) | $17.00 |
| **Physical Education Uniform** |  |  |
|  | Sweat Pants (NAVY) | $15.00 |
|  | Sweat shirt (NAVY) | $10.00 |
|  | T-Shirt (NAVY) | $6.00 |
|  | Gym mesh shorts | $10.00 |
| Tights and socks | Navy or Tan | Can be purchased anywhere |
| Shoes | Black or navy | Can be purchased anywhere |

**School District Policy on Uniforms RESOLVED,** That the School District of Philadelphia approve a mandatory school uniform policy for all students effective September 2000. That uniform shall be defined as clothing of the same style and or color. That each school will be responsible for determining its uniform program within the guidelines of the district wide uniform policy. That disciplinary measures for lack of compliance shall not go into effect for students or schools until 9/2001. That schools cannot require parents/students to purchase uniforms from one vendor or store, and that schools select uniforms that are easy to find and inexpensive. That the Facilities/Purchasing and EEO Committee of the Board will develop guidelines that define the appropriate relationship between school uniform suppliers and schools. That a committee of stakeholders, including parents, students, teachers and principals will be established to develop recommendations for the consideration by the Board in the following areas: Parameters for acceptable uniforms, including specific recommendations that will provide maximum flexibility for high school students. Voting/selection process to be used at individual schools. Guidelines for student exceptions from policy. School uniform awareness and recognition activities. Positive incentives to help implement the policy for students/parents/schools. School reporting requirements. School monitoring requirements. Disciplinary measures for schools/students who fail to comply. Other implementation concerns.

**Parents Visitations**

Parents are encouraged to visit E. M. Stanton School; however, please follow these suggestions before visiting:

1. Send a note to your child’s teacher requesting a time for an appointment.
2. Report directly to the school office to receive a Visitor’s Pass.
3. **No parent or guest is permitted to go directly to any classroom at anytime.**
4. Appointments can also be made by contacting the school office at

(215) 875-3185.

**Morning Admission**

Students are expected to be at their classroom table in the cafeteria at 8:30 a.m. Supervised lines will enter the building in an orderly fashion. If you would like to volunteer to support our admission office please see the Main Office.

**NEW THIS YEAR:**

**STUDENTS WILL BE EXITING AND ENTERING THROUGHT THE SCHOOL YARD GATE ON THE MONTROSE STREET SIDE.**

**THERE WILL BE NO PARKING, DROP OFF AND PICK UPS ON 17TH STREET.**

**THIS IS TO ENSURE THE SAFETY FOR ALL STUDENTS.**

**DROP OFF AND PICK UPS MUST BE DONE ON MONTROSE STREET.**

**Parents are not permitted to escort their child to the classroom**.

Any students who enters the school after the teacher has escorted they class into the building will be marked late.

**Inclement Weather**

On rainy, snowy or very cold days, parents are advised not to send their children to school until a few minutes before admission time. Students arriving early will report as follows:

In case of severe weather conditions, which may necessitate the closing of schools, please listen to radio or television alerts concerning “All Philadelphia Public Schools.”.

In the event of an early closing of schools, we must know where your child can go if you are not home. A contact form will be sent home at the beginning of each year for both this as well as email and additional contact information. It is VITAL that all contact information be kept current.

**Closure Information Due to Weather**

**Snow Hotline: 215-400-INFO (4636)**

This hotline will provide regular updates on the status of school and office closures, and is a very efficient way, in partnership with the District's Web site, to check the status of closures. **The Snow Hotline can be reached at 215-400-INFO (4636).**

**Administrative Office / School Closure:**

In the event that schools are closed on a school day due to inclement weather, a decision will be made in each instance as to whether administrative offices, including Regional Offices, will be open or closed. Unless it is announced that administrative offices are closed assume they will be open. **KYW Radio (1060 AM)** will be used to announce school closings. Employees who work in Administrative Offices, including Regional Offices, should contact **215-400-INFO** or visit the District’s web site ([www.philasd.org](http://www.phila.k12.pa.us/)).

You can also get updates via Facebook and Twitter! Follow us on [Twitter](http://twitter.com/PhillyEducation%22%20%5Ct%20%22_blank), @PhillyEducation and "like" us on [Facebook](http://www.facebook.com/PhillyEducation%22%20%5Ct%20%22_blank) where we'll be posting updates there as well in the event schools are closed or if they open on a delay.

**Dismissal**

All students are dismissed into the schoolyard starting at 3:09 p.m. Supervised lines will exit the building in an orderly fashion starting at 3:09p.m. Students are to remain in their line until the designated family members arrive to escort their child home. The ending time for dismissal is 3:09 pm **ALL students MUST be picked up from the school yard by3:15p.m..**

**Kindergarten students remain in their classroom for dismissal.**

**Only designated adults will be allowed to pick up students. EVERYONE must have photo ID to pick up a student**.

**We encourage ALL families to make arrangement to have their student(s) picked up daily to ensure a safe dismissal process. Students are not to run around the school yard after they are picked up. They are to go DIRECTLY home.**

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**Request For Early Dismissal Of Students**

Requests by parents for an early dismissal during school hours may be made in case of emergency. However, early dismissals for private instruction in activities such as music or dance are not granted. Routine dental and medical appointments should be made after school hours. Please send your early dismissal requests in writing to the school office, and plan to have an adult meet your child in the school office. **Parent or person picking up student must sign student out in the early dismissal sign-out book. Calling ahead can not be supported.**

**Bus Student**

When buses arrive in the morning, students are expected to go directly into the cafteria where adult supervision is available at 8:10 a.m.

Student who ride the school bus are dismissed into the schoolyard. They are expected to immediately report to the front of the school building and wait in an orderly fashion.

When a school bus arrives for student pick up, all students who ride the bus must board. **Any parent who is making other arrangements for student pick up must inform the office in writing.**

**Students who do not follow the bus procedure as well as the bus rules can and will be suspended from the bus.**

**School Calendar**

Your child will receive the entire school calendar during the first week of school. Any changes throughout the year will be announced through Patent Link and updated calendars when necessary. This calendar will highlight special activities that are of interest to parents**. Thursday’s students will be sent home with a Yellow follow. Please check this folder on Thursdays and send it back on Friday mornings.**

**Emergencies**

Each year the school distributes a Parent Location Card, which indicates where parents can be located in case of an emergency. It is very important that the school has this information*.* ***If there is a change in emergency numbers, the school office must be notified.***

**School Notices**

Our only way to contact all of our parents is through notices sent home with the students. Notices are frequently sent by the school and the School Advisory Council. Please impress upon your child the importance of bringing all notices home. Check your child’s belongings for these notices.

**Breakfast Program/Lunch Program**

Breakfast is served between 8:10 am - 8:30 am every morning in the lunchroom. There are forty-five minute lunch periods.

Students are expected to follow rules and demonstrate respect for each other and for the adults in charge during the lunch and recess period.

1. Sit in assigned seat at assigned table.
2. Keep hands and feet to themselves.
3. Clean up their mess with one trip to the trash can.
4. Raise their hands for staff support.

**Classroom Celebrations**

To ensure a solid instructional and Arts Program **NO parties** can be celebrated during school hours. We have several students with allergies therefore we want to ensure their health and safety. Thank you in advance for your support.

**Pupil Progress Reports**

The reporting system for pupils provides for an individual conference with your child’s teacher. Students will be dismissed early on these conference days. If you want to speak to your child’s teacher at any other time, please feel free to call the office for an appointment. See calendar.

**Code of Student Conduct**

The School District’s Code of Student Conduct ensures appropriate behavior by all students at all times. Each family will receive a copy of the Code of Student Conduct. Please review this code with your child and help us enforce all rules. Every student and parent are to sign a letter indicating their agreement to follow the Code of Student Conduct.

Under most circumstances when students fail to observe basic essential courtesies and school regulations, parent will be notified. Students need to know what they did wrong and be able to identify and implement appropriate solutions to their problems. Students will be instructed on how they should resolve problems without breaking school rules. The revised edition will be sent home with students during the month of September. Please read through this document carefully.

**Act 26**

The Pennsylvania General Assembly has enacted legislation (Act 26) that requires all public schools to take a mandatory course of action in dealing with students who are found to be in possession of weapons.

The law requires the arrest and expulsion, for at least one year, of any student found in possession of a weapon on school property, in a school program, or while traveling to or from a school program, including time on public transportation.

**The law defines a weapon to include, but not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any 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.**

The law requires that violations become part of a student’s permanent disciplinary record, and will be available to any school in which the student may later enroll. **Parents will be required to sign an affidavit prior to enrolling their child in any public school to disclose the existence of any weapons violations or other serious violations.**

These measures, required by Act 26, are designed as a safeguard to ensure that all public schools are safe havens in which all students may interact in an environment and climate that fosters learning, and strongly discourages potential acts of violence.

**Personal Property**

**NO CELLPHONES… *NO HEAD PHONES…* NO ELECTRONIC DEVICES**

**NO FOOTBALLs… BASKETBALLS OR TOYS…No exceptions**

**IF ANY OF THESE ITEMS ARE SEEN THEY WILL BE TAKEN AND NOT RETURNED UNTIL THE LAST DAY OF THE SCHOOL YEAR. NO exceptions. Students and parents/guardians will be required to sign a student contract that they are aware of this policy the first week of school.**

Cell Phones, Beepers, walkmans, radios, electronic games, tape players, footballs, bats, basketballs, skateboard, trading cards and large sums of money should NOT be brought to school. Any item, which disrupts normal school activities, will be confiscated for parents to pick-up. Under appropriate requests and circumstances students will be permitted to use a landline in the Main Office when appropriate.

If parents are concerned about arrival to school and dismissal from school please see the Main Office

**The school is not responsible for any personal property including the above as well as textbooks, school supplies and clothing.**

**Messages**

To ensure the safety of students, messages from home *cannot and will not* be relayed to children since such action interrupts both a teacher and class. If there is an emergency, contact principal.

**Measures to Enforce the Dress Code**

Measures to enforce the dress code are spelled out in the Student Code of Conduct. In addition students who do not attend school in uniform may be subject to the following consequences: not participating on class trips, not participating on school assemblies, detentions after or during school.

**Volunteer Guidelines**

Parents who volunteer are an outstanding resource for Edwin M. Stanton School. They bring a diversity of interests and skills into our classrooms. However, in an instructional setting the teacher is responsible for all instruction. The volunteer may monitor, support and reinforce the skills taught. In a non-instructional setting, the volunteer carries out the duties as prescribed by the person to whom he/she is assigned. The Principal will generate an appropriate schedule for ALL volunteers prior to approval of the volunteering. When accepting the position of volunteer, you must adhere to the following:

• Schedule a time to share your service with the teacher or principal

* Every volunteer will have a schedule to follow that is designed by the principal

• Maintain confidentiality

Information that is seen, heard or read in the school setting is not to be discussed or relayed to any other person except the principal. This includes any academic and non-academic issues involving parents, students or staff. Failure to follow these guidelines will be cause to terminate volunteer service

   

**PARENTAL SUGGESTIONS, COMPLAINTS &CONCERNS**

Any suggestions, complaints or concerns are greatly appreciated. Please feel free to contact the principal or teacher.