

**THE SCHOOL DISTRICT OF**  
**PHILADELPHIA**

**R. BLANKENBURG**  
**ELEMENTARY SCHOOL**  
**TURNAROUND NETWORK**

4600 WEST GIRARD AVENUE  
PHILADELPHIA, PA 19131

**PARENT/STUDENT HANDBOOK**  
**2017-2018**

*“Phoenix Rising”*

“A world-class education is the single most important factor in determining not just whether our kids can compete for the best jobs, but whether America can out-compete countries around the world.”

*-President Barack Obama, July 18, 2011*



**LEANDREA HAGAN, PRINCIPAL**

**TORRENCE ROTHMILLER, ASSISTANT  
PRINCIPAL**

**MELINDA CARSON**  
**K-4 ACADEMY LEADER**

**JENNIFER YOST**  
**5-8 ACADEMY LEADER**

**Dr. William Hite**  
**Superintendent of Schools**

THE SCHOOL DISTRICT OF PHILADELPHIA  
**R. BLANKENBURG ELEMENTARY SCHOOL**  
4600 GIRARD AVE  
PHILADELPHIA, PENNSYLVANIA 19131

*Delivering on the promise that all students will receive an excellent education in the school close to where they live and that all students will graduate from high school ready to succeed.*

Dear Parents/Guardians:

My name is LeAndrea Hagan and I am so excited to introduce myself as the new principal of Blankenburg Elementary School. I am honored to have been selected to join the Blankenburg Elementary School in the Turnaround Network this year. Over the past 14 years, I have worked as a teacher, teacher leader and administrator, but I consider my most important job to be that of a child advocate. My goal for every student at our school is to leave reading on or above grade levels and ensure that every student masters grade level mathematics standards. I will spend a lot of time with your children, getting to know their personalities, learning styles and interests. I will celebrate their successes, small and large. I will encourage them every day and let them know they are valued and have a special place in our school community. Not only am I excited to begin working with your children, but I look forward to the work we will do together.

Blankenburg Elementary School was recently named one of three new schools entering the Turnaround Network. The goal of the network is to provide high quality instruction, build a strong school culture and to connect with parents and the community. I've spent the last four months with our leadership team recruiting, interviewing and hiring the best teachers for our students. I am pleased to announce that our school will have additional resources to ensure that we meet our academic, climate and community goals. Blankenburg is gaining an Assistant Principal, Climate Manager, Parent Liaison, Behavior Specialist, two academic coaches, and a Children's Literacy Initiative (C.L.I.) coach to help support our Turnaround goals.

My goal is to also ensure that all children are healthy, happy and safe, so they can leave reading and writing on grade level and mastering grade level mathematics standards. This has been my philosophy since I began my career teaching in the School District of Philadelphia over 14 years ago. I taught at Barratt Middle School for three years, I taught and led at Morton Elementary for ten years, served as the Assistant Principal at Bryant Promise Academy last year. In addition to teaching I've coached cheerleading, coached a student to win the School District of Philadelphia Spelling Bee, mentored new teachers, supervised professional scorers who rated potential teacher portfolios, coordinated school wide positive behavior supports plans, earned an award as Assistant Principal for Early Literacy work so much more! My greatest achievement comes not professionally, but personally, as I am a mother of two beautiful girls: Myrlandria (Kuks) 7 years old and Alaynah (Raj)-3 years old. I also have a wonderful supportive husband. My goal is to work tirelessly to ensure all of your children have the best education as I expect from my own child's school.

I am so thankful to have the opportunity to bring all that I have experienced and learned with me to your wonderful community. I look forward to getting to know you and your children. I will be working most days this summer to ensure for a smooth transition and opening in September. We will also have a Principal and staff Barbeque on Saturday, August 26, 2017 from 11AM-2PM. Please spread the word to everyone in the Blankenburg family. I look forward to meeting you very soon.

Sincerely,

**LeAndrea Hagan**  
***Principal***

# THE BLANKENBURG PAGES



This handbook is a communication tool to assist you and your family in gaining a better understanding of the policies and procedures regarding R. Blankenburg Elementary School and the School District of Philadelphia. Inside of this handbook, you will find valuable information regarding admission and dismissal procedures, our promise pledges, code of conduct policies, uniform policies, and important dates to remember. Additionally, we have included pertinent school district information that will be useful to you as we progress through the school year.

Please read and keep this handbook in your home so that it is readily available throughout the year. Please review the handbook with your child thoroughly in the first days of school and then periodically throughout the school year. We encourage you to think of this document as your manual for success for the 2017-2018 school year.

## **Our Vision**

We will meet our students with excellence where they are socially, emotionally, and academically in a safe, supportive and nurturing environment. We will build on their strengths in order to empower them to be successful in high school and beyond. We pledge to carry the torch for education and be positive and productive citizens in the community.

## **Our Mission**

To dramatically increase student academic achievement while developing social and emotional skills by investing in teacher leadership, coaching, professional development, school culture and climate.

## **Our Philosophy**

At Blankenburg Elementary School, we believe that effective instruction is standards driven, differentiated and rigorous, provided by highly qualified and dedicated educators is necessary for the success of all of our students. The strategic integration of research-based strategies and resources as outlined in the SDP Core Curriculum is the key to academic achievement. We believe that students must value self, value others and value the school in order to maintain an educational environment that is conducive to learning. It is the obligation of the staff members of Blankenburg Elementary School to meet the academic, social, and emotional needs of our students and their families by any means necessary.

The Blankenburg Elementary School Pledge

*WE were born with  
**GREATNESS**, We  
were born with  
**WINGS**, We were not  
meant for crawling so  
don't, **WE** have  
**WINGS**, Learn to use  
them and **FLY.**”  
– Rumi (via Teri)*

# **Climate and Culture**

## *Building a Sense of Community*

**At Blankenburg Elementary School, we strive for 100% attendance from every child. The simple truth is that students who are not in the building cannot learn. Of course, medical and family emergencies occur. However, we are committed to ensuring that all of our students attend our Promise Academies on a daily basis.**

### **Unexcused Absences**

The consequences for unexcused absences within the Promise Academies include:

- |                                    |  |
|------------------------------------|--|
| 1 <sup>st</sup> Unexcused Absence: | Parent/Teacher Conference  |
| 2 <sup>nd</sup> Unexcused Absence: | Parent/Teacher Conference with Counselor to create a Strategic Action Plan |
| 3 <sup>rd</sup> Unexcused Absence: | Referral Process to Truancy Begins   |

### **Tardiness**

In the Blankenburg Elementary School, we believe that our day must begin promptly. Every moment of the school day is important and students must be ready to learn the ringing of the first bell. As such, in the Promise Academies timeliness is expected and rewarded.

For those students who are tardy, the consequences are as follows:

If a student arrives to school after 10:00 a.m., the student will be marked half-day unexcused absence.

### **Early Dismissals**

Early dismissals before between 10:00 a.m. and 2:00 p.m. will be considered a half-day unexcused absence.

Please note, early dismissals will not be granted after 2:00 p.m.

Students arriving after 8:30 a.m. must report to the late desk and receive a late slip.

**See the revised policy for early dismissals and attendance.**

# Academic Calendar 2017-2018

First Day for Students (1st-12th) – September 5th, 2017

First Day for Kindergarten – September 12th, 2017

8:10a.m.-2:30p.m.-Kindergarten students

8:10 a.m.- 2:49p.m.-1<sup>st</sup>-5<sup>th</sup> grade students

8:10a.m.-2:34p.m.-6<sup>th</sup>-8<sup>th</sup> grade students

Date	Activity
August 28, 2017	First Day for Staff
August 28, 2017	School-based Professional Development
August 31, 2017	District-wide Professional Development
September 1, 2017	Reorganization – <i>Academic Year Preparation</i>
September 4, 2017	Labor Day – <i>Schools and Administrative Offices Closed</i>
September 5, 2017	First Day for Grades 1-12 – <i>Student Attendance</i>
September 5, 2017	First Day for Pre-Kindergarten, Head Start and Bright Futures – <i>Student Attendance</i>
September 5-11, 2017	Early Childhood Experiences Interviews – <i>Kindergarten Parent/Teacher Interviews</i>
September 12, 2017	First Day for Kindergarten – <i>Student Attendance</i>
September 21-22, 2017	Rosh Hashanah – <i>Schools and Administrative Offices Closed</i>

September 29, 2017	2018-2019 School Selection Process Begins
October 9 – 11, 2017	Interim Reports
October 27, 2017	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
November 7, 2017	Election Day – <i>Schools Closed</i>
November 10, 2017	Veterans' Day Observed – <i>Schools and Administrative Offices Closed</i>
November 13, 2017	2018-2019 School Selection Process Ends
November 20 – 22, 2017	Report Card Conferences
November 23 – 24, 2017	Thanksgiving Holiday – <i>Schools and Administrative Offices Closed</i>
December 8, 2017	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
December 25, 2017	Winter Recess – <i>Schools and Administrative Offices Closed</i>
December 26 – 29, 2017	Winter Recess – <i>Schools Closed</i>
January 1, 2018	New Year's Day – <i>Schools Closed and Administrative Offices Closed</i>
January 2, 2018	Staff Only – <i>Professional Development</i>
January 3 – 5, 2018	Interim Reports
January 15, 2018	Dr. Martin Luther King Day – <i>Schools and Administrative Offices Closed</i>
February 14 – 16, 2018	Report Card Conferences
February 19, 2018	Presidents' Day – <i>Schools and Administrative Offices Closed</i>



<b>March 14 – 16, 2018</b>	<b>Interim Reports</b>
<b>March 16, 2018</b>	<b>Professional Development Half Day – 3 Hour Early Dismissal</b>
<b>March 29, 2018</b>	<b>Spring Recess – Schools Closed</b>
<b>March 30, 2018</b>	<b>Good Friday – Schools and Administrative Offices Closed</b>
<b>April 2, 2018</b>	<b>Spring Recess – Schools Closed</b>
<b>April 27, 2018</b>	<b>Professional Development Half Day – 3 Hour Early Dismissal</b>
<b>May 2 – 4, 2018</b>	<b>Report Card Conferences</b>
<b>May 15, 2018</b>	<b>Pennsylvania Primary Election Day – Schools Closed</b>
<b>May 9 – 11, 2018</b>	<b>Interim Reports</b>
<b>May 18, 2018</b>	<b>Professional Development Half Day – 3 Hour Early Dismissal</b>
<b>May 28, 2018</b>	<b>Memorial Day – Schools and Administrative Offices Closed</b>
<b>June 8 – 12, 2018</b>	<b>Graduation Window</b>
<b>June 12, 2018</b>	<b>Last Day for Students</b>
<b>June 13, 2018</b>	<b>Last Day for Staff</b>

# 2017-2018 Bell Schedule

Attendance is very important for success. Attend school on time, everyday, 180 days!

Start time is 8:10 a.m. Gates open at 8:00 a.m.

<b>Regular Schedule</b>	
<b>Breakfast/Intervention</b>	<b>8:10-8:30</b>
<b>1<sup>st</sup> Period</b>	<b>8:30-9:15</b>
<b>2<sup>nd</sup> Period</b>	<b>9:15-10:00</b>
<b>3<sup>rd</sup> Period</b>	<b>10:00-10:45</b>
<b>4<sup>th</sup> Period</b>	<b>10:45-11:30</b>
<b>5<sup>th</sup> Period</b>	<b>11:30-12:15</b>
<b>6<sup>th</sup> Period</b>	<b>12:15-1:00</b>
<b>7<sup>th</sup> Period</b>	<b>1:00-1:45</b>
<b>8<sup>th</sup> Period</b>	<b>1:45-2:49</b>

<b>Half-Day Schedule</b>	
<b>1<sup>st</sup> Period</b>	<b>8:10-9:15</b>
<b>2<sup>nd</sup> Period</b>	<b>9:15-10:00</b>
<b>3<sup>rd</sup> Period</b>	<b>10:00-10:45</b>
<b>4<sup>th</sup> Period</b>	<b>10:45-11:49</b>

## Literacy Intervention Period

The Reading/Literacy Intervention period will be held every morning from 10:45a.m.-11:15a.m.. It is of utmost importance that students are on-time and in place during advisor to take part in this opportunity.

The intent of this period is to have a structured session so that students make reading a habit and then are encouraged to read more often for recreation. Researchers such as Fountas and Pinnell propose using literacy intervention periods to help build students' confidence in selecting appropriate level books, hone self-monitoring techniques and reflective thinking on readings through journaling, and encourage a willingness on the part of the student to facilitate group sharing on various reading topics.

During this time, teachers model reading behavior by sharing their own reading experiences with students. Additionally, the other students in the classroom support each other through sharing and feedback. In this way, all students are held accountable for having some level of productivity as well as having the opportunity to share new and exciting stories that they are learning with each other.

# POLICIES AND PROCEDURES

## 1. ATTENDANCE AND PUNCTUALITY OF PUPILS

### State and District Attendance Policy:

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

In order for students to be academically successful they must be in attendance at school every day and on time.

### Excused Absences:

If a student is ill and cannot attend school a note signed by the parent/caregiver must be brought to school after an absence. Please indicate the dates and reasons for the absence. **Absences will be coded “unexcused” if a note is not provided** by the parent or caregiver. Absences for vacations, waking up late, and illnesses or appointments of a sibling will be considered unexcused. When a pupil is absent for three days due to illness, a written doctor’s note documenting the medical necessity for the absence must be brought to school and given to the home based teacher. Please notify the school if a pupil is to be absent for several days.

### Missed School Work:

Every effort should be made to make up work missed as a result of illness or other excused absence. Furthermore, students are responsible for making up work that is missed as a result of suspension or any other disciplinary actions. Work missed because of absence, including suspension, will lower academic marks.

Students who have 3 or more unexcused absences will be referred to the appropriate counselor for a Truancy Elimination Plan.

**Please be advised that all cases of truancy will be referred to Truancy Court. Refer to the Code of Student Conduct Handbook for further information and policies regarding Attendance and Truancy.**

### Early Dismissals:

Under ordinary circumstances, no pupil is permitted to leave the building during school hours. Parents are asked to make every effort to request early dismissals for emergency reasons only. All doctor’s visits should be planned after regular school hours.

**Students will not be dismissed after 2:30 p.m.**

Early dismissal can be arranged as follows:

\*The parent/guardian must report to the main office in person.

\*Parent/Guardian must have proper identification and be listed as a contact or an emergency contact on the student information sheet.

### **EARLY DISMISSALS WILL NOT BE GRANTED AFTER 2:30 P.M.**

#### **School Opening**

Students must report to school each day by 8:10 A.M. The gates will be opened at 8:05 A.M. Students arriving after 8:45 A.M. must report to the late desk and will receive a late slip. Please prepare students appropriately in inclement weather. Students will enter the building at regular times during inclement weather. Students will report to the cafeteria according to their section.

#### **Lateness to Class:**

Regular and prompt attendance to class is expected of all students. Students who are late to class or who are absent from class without authorization (cut) place themselves and others in danger. Students must be monitored by staff at all times. Violation of this policy will result in swift disciplinary action.

**Students with ongoing lateness can be excluded from extracurricular school activities and will be given detentions.**

## **2. UNIFORM POLICY**

Uniforms are required by District Policy. The uniform is the following for all Blankenburg Elementary School students:

- Cell-phones and electronic devices are not permitted
- All Clothing should be appropriate for learning.
- No hoodies may be worn during the school day
- No open-toed shoes allowed.
  - All Clothing should be appropriate for learning.
  - No hoodies may be worn during the school day.
  - No open-toed shoes, shoes with wheelies, nor high heels allowed
    - Grades K-2: Dark Blue pants or skirts and Yellow shirts
    - Grades 3-4: Khaki pants or skirts & Navy blue shirts shirts
    - Grade 5-8: Black pants or skirts & Red shirts

*Blankenburg Elementary School Uniform Logo Apparel will be available to purchase on Back to School Night on September 20, 2017.*

Students out of uniform are subject to detention and exclusion from school related activities such as: assemblies, trips and sporting events and possibly the Moving-Up Ceremony for 8<sup>th</sup> graders. We thank you for your cooperation in implementing this policy

The following **are not** appropriate attire or additions to the uniform

- No spiked or big buckle belts are permitted.
- No sandals or flip-flops (this is for the safety of the students)

- No mini skirts, shorts or jeans
- No Stocking caps, “doo rags,” bandanas, or unauthorized headgear
- No Head coverings (except for medical or religious purposes)
- Undergarments should be completely covered with outer clothing
- Make-up

### 3. **ACADEMIC PROGRAMS**

- **Corrective Reading, Corrective Math and Junior Great Books:**

These instructional programs will provide students in all grades with reading and math interventions or enrichment to improve skills in reading and math.

- **Mentally Gifted**

The mission of the Mentally Gifted Program is, “To promote the number of ... minority students entering special select High Schools, through promoting the growth and interest of students in Science, Technology, Engineering and Math (STEM) disciplines. We are focused on increasing the number of students receiving a degree in engineering.”

In the Mentally Gifted Advanced Robotics Program, students will learn how to design their own robot parts using a computer aided design (CAD) program. Students will also be able to develop advanced programming skills using the Vex and LEGO NXT robotics kits. Trips will be coordinated with Drexel University where students will have the opportunity to visit engineering labs and participate in hands on workshops. As a member of the Mentally Gifted Advanced Robotics Program, students will also have the opportunity to participate in any or all of the following robotics competitions: Philadelphia’s BEST (Boosting Engineering Science and Technology), FIRST LEGO League and MATE (Marine Advanced Technology Education).

- **SCHOOL TRIPS**

As a Blankenburg Elementary student your child will participate in trips during school days.

Class trips are approved if they are coordinated with daily instruction and if they enhance students’ learning and understanding of concepts. The educational value of a school trip and the safety of pupils are overriding considerations in approving a school trip. All school trips must be approved by the Principal and Regional Superintendent. The written consent of a parent or guardian, prior to the trip, on Form EH-80, Parental Permission, is required. In some instances, transportation costs for school trips may need to be paid by parents.

To assist in supervision, one adult for every ten pupils is required on school trips. Parents and other adults may volunteer to assist school personnel on school trips when needed.

### 4. **TEXTBOOKS AND MATERIALS**

In order to assure that all students are receiving the same high-quality instruction, the District has mandated that the same textbooks and materials be used in all schools for Reading/English, Mathematics, science, and Social Science. If students must move to a new school during the course of a school year, parents can feel certain that learning will not be

interrupted, since all schools will be using the same books and the Core Curriculum for the major subjects.

Students are responsible for the care, maintenance and timely return of all textbooks. All students and parents are required to sign a compact acknowledging their responsibility for the care and prompt return of textbooks provided to them by the school.

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

## 5. GRADING SYSTEM

Grades are issued four times during the school year and averaged for a final grade in June. Student's grades are based upon student classroom performance, tests, demonstrations, projects, homework and exhibitions related to the curriculum. Students are expected to maintain an average of "C" or better in order to be considered for promotion to the next grade. We will continue to emphasize content standards, performance standards, student exhibitions, problem solving and critical thinking in all curricular areas.

### Grading Scale:

<b>Students Earn a Letter Grade of :</b>	<b>Averages:</b>	<b>General Assignments:</b>	<b>Assignment Scale:</b>
A	90-100	• Tests and Projects	50% of Grade
B	80-89	• Quizzes	25 % of Grade
C	70-79	• Classwork	15% of Grade
D	65-69	• Homework	10% of Grade
F	60-64		

### Interim Reports

Interim reports will be issued every six weeks. This report will inform parents of students who are in danger of failing, performing successfully, misbehaving and/or having attendance/lateness problems. Interim reports are mailed to parents for review. The home-based teacher will keep a copy.

### National Junior Honor Society:

Blankenburg Elementary School will be a part of the National Junior Honor Society. All fifth and sixth grade students who maintain an average of 85 or better are eligible to participate in the National Junior Honor Society. Seventh and Eighth grade students who maintain a grade point average of 85 or better may become members of the National Junior Honor Society.

Student's receiving A's and B's will be recognized during the Honor Roll Assemblies held at the end of each report card period.

## **6. HOMEWORK TIPS**

Meaningful homework is assigned to help students become more self-reliant and to improve the skills that have been taught throughout the day. Homework will be assigned five days a week. Students will also be assigned short-term and long-term projects. Homework must be returned when it is due. Length and difficulty of assignments are expected to increase with grade level.

Homework is a regular part of school, and you can help your child do well. Teachers give homework for many good reasons: to practice and review class lessons, to get students ready for the next lesson, to teach them how to work on their own and to teach them to use resources. As a parent, you can help your child learn at home in the following ways:

- Have your child record all homework and assignments on his/her agenda
- Set up a regular time and a quiet place for your child to work.
  
- Try to make it away from distractions such as television, radio and other loud noises.
  
- Have your child get all of the materials needed for homework-pens, pencils, erasers, calculator, paper, books, and highlighters-all in one spot instead of searching for things.
  
- Check your child's work for neatness and completion. The quality of achievement is related to being well prepared for school.
  
- If your child is having trouble with homework, talk to each teacher about the homework. The school may be able to offer tutoring or extra help.

## **7. PROMOTION AND GRADUATION**

The Board of Education wishes to acknowledge each student's successful completion of a School District approved instructional program by an award of a diploma or certificate at closing exercises. The guidelines for promotion are the following:

1. A student who has completed the requirements for graduation may not be denied a certificate of completion for disciplinary purposes but may be denied participation in move-up day ceremonies upon the decision of the principal.
2. All students in grades 5-8 are required to pass Reading, Mathematics, Science and Social Studies.
3. Students in grade eight are also required to complete a multidisciplinary project or a service-learning project successfully.
4. Attendance rate of 90% or better
5. No major conduct concerns

## **8. COMPUTER AND INTERNET – ACCEPTABLE USE POLICY**

Blankenburg Elementary School offers students an opportunity to use the Internet in school. Students are expected to use the Internet for purposes approved by the school. This is a privilege and not a right. Students will not be allowed to use the Internet if this privilege is misused. Misconduct on the Internet will be subject to district disciplinary procedures.

The School District of Philadelphia provides its students (“users”) with access to computing equipment, systems and local network functions such as the Internet. This access has a limited education purpose for students. It is highly recommended that parents/caregivers review with their children the District’s AUP in its entirety (<http://www.phila.k12.pa.us/aup/>).

1. The School District has the right to place reasonable restrictions on the use of equipment, resources and material students and employee’s access or post through the system. Students are also expected to follow the rules set forth in the District’s rules and regulations governing conduct, disciplinary code and the law in their use of the District’s equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District, and users should expect no privacy rights.
2. Students will have access to the Internet through the District’s private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.
3. No student will be given or have access to District-provided Internet e-mail.

## **9. SCHOOL HEALTH SERVICES**

At Blankenburg, we have one full time nurse in the building during regular school hours five days a week. If a student becomes ill during class, the teacher will provide a written pass to the health room. The nurse will determine if the student has a fever or other symptoms that require sending them home. The parent/guardian will be contacted and he/she will pick the student up at school. No student will be sent home unless the appropriate contact has been made, and in no case will a student be sent home alone. In the case of serious illness or injury, parents will be contacted when a student is transported to a medical facility.

School Health Services personnel will perform/conduct vision screenings on all children every year, growth screenings every other year and hearing screenings in kindergarten and grades 1, 2, 3, 6 and 9: and scoliosis screenings in grades 6 and 7.

Physical examinations and health histories are required upon entry to school and again in grades 6 and 9. Parents are expected to have these examinations performed by their primary health care providers. Your family doctor is the best person to perform this checkup and provide all necessary health care. If you would like help in finding a family doctor, clinic or specialist, or if you have other concerns about your child’s health, please call the school nurse.

Dental examinations are required for kindergarten and grades 3 and 7. Parents are expected to have these examinations completed by their family dentist.



## **Immunization of Pupils**

All pupils must be completely immunized or exempted before admission to any public, parochial or private school in Pennsylvania. This is required by the Pennsylvania Department of Health, the Philadelphia County Board of Health and the School District of Philadelphia.

The reason for requiring immunization is to protect pupils from preventable communicable diseases and their medical and educational complications. The nurse monitors required immunization.

## **Prescription and Non-prescription Medication in School**

Parents who wish to have prescription medication dispensed to their child during school hours must complete a "Request for Administration of Medication" (Form MED-1) form. The form must be filled out and signed by the child's doctor and the parent. When the school nurse is not in the building other School District staff members that have been trained by the nurse, may give the medication under the guidelines established by the School District of Philadelphia.

If your child has any health problems or is taking prescription medication for any reason, even if the medication is not taken in school, it is important for you inform the school's nurse. Several medications have side effects that school staff should know about. Over-the-counter or short-term medications may not be sent to school with your child without a physician's prescription and a note from the parent.

Possession of medication without authorization by the school nurse will result in disciplinary action. The sharing of medication with another student will be deemed an aggravated offense under the Code of Student Conduct (see Section 3).

10.

## **GUIDANCE**

Our school has the services of a full-time guidance counselor to assist students and families with adjustments to the middle school environment, issues of student emotional development, and processing applications for high school selection. We also have partnerships with several outside agencies that help support the special needs of our students and families.

Students can obtain a pass from their home based teacher or any staff member to meet with their assigned counselor. Additionally, Blankenburg has added the support of a Parent Liaison. In the event a parent requires assistance with a home or school related issue, an appointment can be scheduled by calling the main office.

## **MTSS/RtII**

To make sure that every child has a successful school experience, the School District of Philadelphia provides a process to help students experiencing barriers to learning. It is called the RtII. RtII is available in every Philadelphia public school and creates a system of support for students and families within the school community.

Tier I of the RtII process focuses on issues that face groups of students experiencing similar barriers to learning. Teachers meet weekly to discuss academic or behavioral concerns and develop a plan to help these students.

In Tier II of RtII, the focus is on individual student support. Team meetings are held with parents/guardians and may include your child's teacher, school counselor, nurse, and others who would be helpful in problem solving for your child. Together, the team develops a plan of action to assist your child and monitor his/her progress. School and community supports may include tutoring, after-school activities, mentoring and other school and neighborhood programs.

The school will offer you the option of coming together again in 30 days to evaluate progress. If you are satisfied with the progress made a discussion should be conducted about the need for continuation of the evaluation process. Parents/guardians are encouraged to take advantage of, and to fully participate in, the RtII process.

### **Child Abuse and Neglect**

It is policy of the School Reform Commission of the School District of Philadelphia that all of its employees are to be aware of, and comply with, the Child Protective Services law of the Commonwealth of Pennsylvania. This law makes it mandatory for School District employees to report suspected cases of child abuse and/or neglect to the principal or building administrator, who must file a report with the Department of Human Services. Compliance with the laws of Pennsylvania and the policies of the School District will serve to protect everyone concerned.

## **11. MIGRANT EDUCATION**

In accordance with federal, state and local mandates, the school district is responsible for assess a student's eligibility for participation in the Migrant Education Program. The Migrant Education Program is a federally funded organization through the U.S. Department of Education and is administered by the PA Department of Education and the Chester County Intermediate Unit. A student is eligible for Migrant Education Services based on a Certificate of Eligibility (COE), which indicates a move across school district lines within the past 36 months and intent to seek temporary or seasonal agricultural employment. Eligible students can receive supplemental education services for up to 3 years of the qualifying arrival date.

### **Homeless, Shelter, and Emergency Services**

Homeless children have the right to go to school. The School District's Homeless Children's Initiative works to remove any barriers that prevent homeless children from being successful in school. A child whose family becomes homeless may remain in their current school or transfer to another school if it is closer to the shelter. The receiving school should not prevent or delay the enrollment of a homeless child by requiring proof of residency, immunization or medical records. The Office of Specialized Services will also provide uniform and clothing assistant to these students.

## **12. FOOD SERVICES FOR STUDENTS**

The Division of Food Services is proud to be a part of the education process. National statistics confirm that eating a full breakfast contributes to greater alertness, fewer absences and higher energy

levels. According to the National School Lunch Program, breakfast contributes to one fourth of the Recommended Daily Allowances and lunch contributes one third of the Recommended Daily Allowances. The Division of Food Services believes that by participating in the school meal program, students are better prepared to learn.

Blankenburg 's cafeteria is located in the Portal outside and all students are eligible for free breakfast and lunch. Breakfast will be served in the classroom during the advisor period. Students must be on time to receive their breakfast. Specific tables will be assigned at lunch and students are to remain seated until their table is called. When called that table will get their food and return to their table. All students are to:

- Pass through the cafeteria in a safe and orderly manner.
- Deposit all lunch litter in wastebaskets.
- Leave the table and floor in your area clean.
- No food may be taken from the cafeteria.
- Follow all directions given by adults.

Students who wish to bring lunches from home may do so. Beverages, sandwiches and other foods are also sold in the cafeteria daily. **No glass containers or soda bottles are permitted on school grounds.**

All food and beverage items are restricted to the cafeteria area during your lunch period. If your child has medically necessary dietary concerns, please notify the school's nurse.

### 13. **SCHOOL ADVISORY COUNCIL AND PARENT ASSOCIATION**

The primary purpose of the school Advisory Council is to form a group where all stakeholders, School, Parents and Community are engaged in the decision making body of the school for the benefit of the school and it's students. Parents work together with members of the school and the community to provide a quality education for all our children. Parents volunteer in many ways to effectively support the total school program. Funding raising, mentoring and tutoring are some of the school activities in which parents are involved.

Parents are urged to become an active member of the Blankenburg Elementary School Advisory Council. If you are interested, please contact the School and Community Liaison. Volunteers are encouraged but must have approval by the office.

Additionally, there is a Parent Resource Room that serves as a meeting room for parent activities and parent workshops. The School Council conducts an election among parents to determine the parents who will serve on the Blankenburg 's school council.

Parents/Guardians play an important role in the education of their children. You will be expected to participate in orientation, workshops, conferences and meetings. Your cooperation is an integral part of your child's progress. We encourage and invite you to support, promote and work with your child.

#### **Parent Community Service**

All Blankenburg parents and guardians are mandated to complete 20 hours of community service.

## **14. EMERGENCY CLOSING OF SCHOOLS**

### **Citywide School Closings for a Full Day**

If the District Superintendent is given reasons in advance not to open schools, every attempt will be made to have information regarding the citywide closing on the air by 5:00 A.M. The broadcast number for all day schools of the School District of Philadelphia is 100. When public schools are closed citywide, no transportation will be provided for Philadelphia pupils attending non-public schools.

### **School Closings During the Day**

If inclement weather or any other emergency leads to a decision to close a school prior to regular dismissal time, every effort will be made to broadcast the information on KYW (AM – 1060) radio and television by 11 A.M. If the decision is made to close the schools during the afternoon, but before the regular dismissal time, every effort will be made to have the information broadcast by 1:00 P.M. Emergency messages will be sent via our ParentLink telephone system. You may also check for closings on the School District of Philadelphia’s website at [www.philasd.org](http://www.philasd.org).

## **15. EXTRACURRICULAR ACTIVITIES AND SPORTS – ELIGIBILITY STANDARDS for K – 8 ATHLETICS**

Students at Blankenburg have the opportunity to participate in a wide variety of extracurricular activities. These programs take place during the school day for K-6 students.

Extracurricular programs include academic groups, skill groups, sports programs, service organizations and performing groups. Participation in these activities is based upon good academic performance, attendance and behavior.

Students failing two or more major subjects cannot participate in extracurricular activities. These students are required to participate in tutoring. Pupils will be excluded for poor behavior, lateness to class and/or lateness to school or excessive absences.

Students who elect to participate in these programs are subject to school regulations regarding appropriate behavior and building entrance and exit procedures.

Signed parent/guardian slips are required for student participation in before and after school activities.

For students (grades 5 through 8), the academic requirement is that any student who fails two or more subjects which meets five (5) periods a week is ineligible for participation in sports or extracurricular activities.

### **Attendance Standards**

1. Absence from school on the day of an extracurricular activity will result in the student’s ineligibility to participate in that event or activity.

2. Three or more unexcused absences during a report card period make a student ineligible for extracurricular activities for the remainder of that report period and the next report card period.
3. Cuts are deemed to be absences from school for the purposes of athletic and extracurricular eligibility.
4. The terms “sports” and “extracurricular activities” shall include all interscholastic sports in after-school athletic program, dramatic (including school shows and stage crews), school bands (including All-City Band), school orchestra (including All-City Orchestra), school chorus (including All-City Chorus), art competitions, student government, yearbook and school newspaper, chess, debating and other teams, and all school clubs.

## **16. SCHOOL DISTRICT POLICIES ON NON-DISCRIMINATION**

The School District of Philadelphia is committed to the principle and practice of equal employment opportunity for all persons without regard to race, color, religion, age, sex, sexual orientation, ancestry, national origin, handicap, disabled or Vietnam era veteran status, consistent with job qualifications and safe performance of work requirements.

Ethnic, racist or sexist slurs or other personal derogation not related to legitimate factors concerning work are offensive and unacceptable employee behavior. Sexual harassment is also a form of unlawful and unacceptable sex discrimination and includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

## **17. SAFETY TIPS –HELP KEEP YOUR CHILD SAFE EACH DAY**

### **(1) Know your child’s School contact information**

Main Office Number (215)\_400-7280\_\_\_\_\_

Nurse’s Name and Number \_\_\_\_\_ Jeanine Dunmore 215-400-7280\_\_\_\_\_

Principal’s Name and Number \_\_\_ Mrs. LeAndrea Hagan 215-400-7280\_\_\_\_\_

### **(2) Remember to update the school with your child’s contact information**

Present Address and Phone Number

Emergency Contact Person’s Name and Number

Medical Information

### **(3) To and From School**

Develop a buddy system to ensure safe travel

Always warn children to stay away from strangers

Always take a route known to the parents

Teach children to go straight to school and to after-school destinations

Do not write your child’s name on the outside of backpacks and accessories

(You do not want a stranger to know your child’s name)

### **(4) Kids Facts**

Make sure child knows their full name and telephone number

Teach you child his/her teacher’s name and room number

Encourage children to listen to all school staff in emergencies

(5) **Lock Down & Stay Down / Shelter in Place (No one in, No one out)**

In case of extreme school and community emergencies ALL children will remain in school until further notice is given by school officials, Philadelphia Police, and/or Fire Department

No one is allowed in and no one is allowed out for safety measures!  
Please watch local news and listen to KYW 1060 for further details.  
*PROPER PHOTO I.D.* is required to pick-up your child.

- (6) Report all concerns to our 24-hour hotline (215) 400-SAFE. Operators are available 24 hours /7 days a week to respond to your concerns. You can also E-mail concerns to [Safetynet@phila.k12.pa.us](mailto:Safetynet@phila.k12.pa.us).

18. **STUDENT PLACEMENT- EDUCATIONAL OPPORTUNITIES**

The Office of Student Placement supports the provisions of the School District of Philadelphia's Educational Options Program by offering parents and students a wide array of educational opportunities that support academic achievement. All students, including ESOL/English Language Learners (ELL) and/or students with disabilities may request transfers from their neighborhood school via the No Child Left behind Act of 2001 (NCLB) School Choice program or the School District's regular Pupil Transfer program. Educational options include the Desegregation Program schools, other elementary, middle or high schools/programs of choice outside of the neighborhood attendance area, and Special Admission (middle and high) schools.

**School Choice Program**

Parents of students enrolled in School Improvement and/or Persistently Dangerous schools may apply for a transfer under the NCLB School Choice Process. To apply for a transfer under NCLB, students must be eligible to participate. The School District will notify parents of each student and provide a list of School District Public Schools that are *not in School Improvement and/or identified as Persistently Dangerous*. The School District of Philadelphia will announce the School Choice Application timeline in the fall of the school year. To apply to School District Public Schools *not in School Improvement*, parents must apply within the appropriate time frame and use the **School Choice Request for Transfer (Form EH-35C)**. Students selected in the School Choice transfer process will be placed in schools the following September. To apply for a transfer out of a school identified as persistently dangerous, use **Pupil Transfer Request for Extenuating Circumstances (FormEH-36E)**. The EH-36E application may be submitted throughout the school year and if approved, the transfer will occur within the current year.

**Voluntary Transfer Programs**

Parents may file transfer applications for children to attend schools of choice in the voluntary Desegregation Program, other elementary, middle or high schools/programs outside of the neighborhood attendance area, and special admission (middle and high) schools. Parents must apply within the appropriate time frame: between the first day of October and the third Friday of November of the current school year, for placement in schools the following September. All applications must be received by the application deadline.

## Elementary/Middle Schools Transfer Application Process

- **Use *Pupil Transfer Request Form (EH-36)*** to apply to schools in the voluntary Desegregation Program or other elementary/middle schools within the School District. Selection of students for admission is completed by a computerized student assignment lottery process.
- **Use the *Application for Admission Form (EH-38)*** to apply to special admission middle schools/programs: Conwell Middle School, Girard Academic Music Program (G.A.M.P.), Grover Washington Music Magnet Program, or Masterman Middle School. Selection is based on the student's ability to meet each school's admissions criteria related to attendance, punctuality, behavior, grades and standardized test scores. Admission decisions are made by a selection committee from each special admission middle school.
- **High School Admission Transfer Application Process**  
**Use the *High School Admission Form and Pupil Data Transcript*** to apply to Neighborhood High Schools/Program, Criteria-Based High School Programs, Criteria-Based Area Vocational Technical Schools, and Special Admission High Schools. Selection of students for admission:
  - **Open High Admission High Schools** – students are selected randomly by a computerized lottery process;
  - **Criteria-based High Schools/Programs** – students meeting standardized admissions criteria related to attendance, punctuality, behavior and grades are placed in the lottery and selected randomly by a computerized process;
  - **Special Admission High Schools** – Selection is based on the student's ability to meet each school's own set of admissions criteria related to attendance, punctuality, behavior, grades, and standardized test scores. Admission decisions are made by a selection committee from each Special Admission High School.

**FOR ADDITIONAL INFORMATION:** Call the Office of Student Placement at: **(215) 400-4290**

## 19. STUDENT RIGHTS AND RESPONSIBILITIES

### A. Freedom of Expression

Students have the right to express themselves unless the expression interferes with the education program, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, takes away another individual's lawful rights or undermines the school's basis educational mission.

**B. School Newspapers and Publication** Students may use publications, flyers, announcements, assemblies, group meetings, buttons, armbands and other means of common communication, provided that the use of school communications facilities shall be the responsibility of the staff in charge of those facilities. Identification of the individual student or at least one responsible person in a student group is required on posted or distributed materials. School newspapers and publications shall comply with the following:

1. Students have a right to report the news and to comment within the provisions of this section and the Review Procedures that follow.

2. School officials should supervise student newspapers published with school equipment, and remove obscene or other material that would cause a disruption of, or interference with, school activities.
- C. **Students have the responsibility to obey laws governing character attack.** Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Students may not engage in harassment, as defined in the Code of Student Conduct, nor may they communicate threats to the safety or welfare of any member of the school community or their property.

## **20. TITLE I PROGRAM**

The No Child Left behind Act of 2001 (NCLB) mandates that schools give information to parents/caregivers regarding:

1. The achievement of their children;
2. The choices they can make about their children's education;
3. The performance of their schools; and
4. Information regarding their children's teachers.

### **Highly Qualified Staff**

NCLB Section III-6 requires principals to notify parents of the parent's rights to request information. Notice will be sent out in September regarding the qualifications of the child's teacher. Parents must be notified, if a child is being taught, for four consecutive weeks, by a teacher who is not highly qualified. These notices will be sent out at the end of September and at regular intervals if students are being taught by a substitute who is not highly qualified.

### **Parent Involvement Policy**

Section III-8 of NCLB requires all schools receiving Title I funds to develop a written parental policy and to involve parents in planning, reviewing and improving parental involvement programs. A copy of the School District of Philadelphia Parental Involvement Policy, as well as the individual School Parental Involvement Policy will be sent out to parents in September. The District Policy will be available in different languages.

### **School Parent Compacts**

NCLB Section III-8 requires that each school have a School Parent Compact. The purpose of the compact is to define the respective responsibilities of school staff, parents and students in the educational process. The compact must describe the school's responsibilities for providing a high quality curriculum in a supportive and effective learning environment and also the ways that parents will support their child's learning. The compact is sent out to parents in September and is available in different languages.

### **School Choice Transfers**

NCLB Section III- 6 requires the School District to send notification to parents of students in School Improvement schools, giving them the option to transfer to another school in our District. The law clearly mandates which students may be eligible to participate in School Choice. Forty meetings are held during the School Choice process to help parents make decisions regarding their transfer choice. A complete parent packet is sent out to all parents of students in schools that have failed to make Adequate Yearly Progress (AYP) for at least 2 years.



## **Supplemental Educational Services**

NCLB Section III- 6 requires that the School District offers Supplemental Educational Services (SES) to parents of students in schools that have failed to make Adequate Yearly Progress for at least three years. Supplemental Educational Services is extra academic help to improve the student's academic performance. A child is eligible for SES if he or she:

- a. Attends a school that is in its second or later year of School Improvement and
- b. The family meets the income eligibility limits under NCLB.

SES packets are sent to all students in schools in the second year School Improvement at the beginning of September and SES letters are available in eleven different languages.

## **21. TRANSPORTATION POLICY**

Free transportation is provided to eligible students based on certain criteria. The mode of transportation (school bus or student tokens via SEPTA) is determined by Transportation Services in conjunction with the school administration. A student must be a resident of Philadelphia, and also fall into one of the following categories:

1. Be designated by the Office of Specialized Services as a participant in a Special Education class, whose participation requires that transportation is needed to enable the student to get to school.
2. Live more than a mile from his/her school and participate in the voluntary school desegregation program of the School District of Philadelphia.
3. Be in grades 1 through 6 and live one and one-half miles or more from the assigned school.
4. Be in grades 1 through 8, whose route to school is determined to be hazardous by the Pennsylvania Department of Transportation.
5. Be assigned by the Office of the Chief Executive Officer to attend a school other than his/her regularly assigned school for reasons of overcrowded conditions, and be in need of transportation as determined by the School District's Transportation Division.
6. By recommendation of the Chief Executive Officer to the School Reform Commission, is one whose extenuating circumstances dictate an extraordinary need for District-provided transportation.

## **22. VISITOR PROCEDURES**

Parents, relatives, and friends interested in the welfare of our students are always welcome although it must be pointed out that unnecessary interruptions interfere with the functions for which the school exists. Whenever possible, schedule an appointment with the home based and/or subject teacher before coming into the building.

**For safety reasons, all visitors must sign in and obtain a visitor's pass at the main office.**

Formal parent conferences will take place at the end of each marking period. All parents are urged to attend to discuss their child's progress.

## 23. TRESPASSING ON SCHOOL DISTRICT PREMISES

The Trespassing Ordinance, Philadelphia Code of Ordinances, Chapter 10-824, was passed by City Council to prevent unauthorized entry on school premises.

The provisions of the ordinance are as follows:

- No one may enter any facility of the School District of Philadelphia without the consent of the person in charge of the facility.
- Failure to obtain consent within fifteen minutes of entering or the creation of a disturbance may be considered a violation of the ordinance.
- Employees and pupils of the School District of Philadelphia may not enter any facility to which they are not regularly assigned without the consent of the person in charge.
- Persons who violate this ordinance are subject to a fine of not more than \$300 and imprisonment for not more than ninety days.
- Persons found in room other than the office or in hallways not located between an authorized entrance and the office will be considered in violation of this ordinance.
- Persons asked to leave the building or who have been given a written notice of exclusion, including students on suspension, transferred from the school or expelled from the District, are subject to arrest and prosecution under the defiant trespass section of the Philadelphia Crime Code.

## 24. ZERO TOLERANCE POLICY

The Districts has a zero tolerance policy for serious infractions which involve incidents of bullying, gang/group violence, or possession of a weapon. This includes toy guns and or any object used as a weapon. Violation of this policy, which is clearly outlined in the Code of Student Conduct, could lead to arrest, suspension, and/or expulsion and transfer to an Alternative school.

### CODE OF STUDENT CONDUCT

The School District of Philadelphia has established a **Code of Student Conduct** to “support the creation of a safe learning environment for all members of the school community.” All students are expected to comply. Serious misconduct is defined by the school district as follows:

Appropriate interventions will be used in response to both Level I and Level II Rules (Please refer to the Code of Student Conduct for all Violations)

#### **In- School Suspensions (ISS)**

The purpose of the ISS is to help maintain safety and order in the school and is an alternative to an out of school suspension. When deemed necessary, students will be given an out of school suspension.

A suspension may be given up to five (5) days by the Climate Manager or Administrative staff for committing an act of serious misconduct. Parents are informed in writing of all suspensions and given a date and time for a conference and for reinstatement of the student.

**Reinstatements will be held daily at 9:00PM p.m. in the Blankenburg conference room.** If for some reasons you cannot attend, please call the Climate Manager's office to schedule an appointment. **Phone reinstatements are not permitted.**

### **CELLULAR PHONES/BEEPERS**

In the **Code of Student Conduct** it clearly states that the School District prohibits the possession and use of **electronic devices** on school grounds, at school sponsored activities, and on buses or other vehicles provided by the School District.

In addition, the District prohibits students from using personal **Cell Phones or iPODS** on school grounds during school hours.

#### **Students who fail to comply will be subjected to the following:**

- **1<sup>st</sup> Violation cell-phone will be confiscated and returned to student at the end of day.**
- **2<sup>nd</sup> Violation cell-phone will be confiscated and returned to parent only.**
- **3<sup>rd</sup> Violation cell-phone will be returned at the end of the school year, with approval of administration.**

#### **25. ACCESS TO AND RELEASE OF PUPIL RECORDS – FAMILY EDUCATION AND PRIVACY ACT (FERPA)**

All students' records and information are confidential. The school will abide by Federal Privacy regulations when it concerns providing information to outside agencies. Records will be released only when required releases are signed by parents and or guardians.