

**SCHOOL DISTRICT OF PHILADELPHIA**

*Bridesburg Elementary School*

2824 Jenks Street (Main campus)

4435 Almond Street (Annex building)

Philadelphia, Pa 19137

Telephone: 215-400-7240  
Annex building (ext. 5)

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**Student/Parent Handbook  
2019-2020**

Dr. Sean Conley, Assistant Superintendent (Learning Network 9)

Principal James Serpiello  
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**Table of Content**

Admission/Dismissal Procedures.....	4
Student Expectations .....	4
Dismissal .....	5
Visitor’s Policy .....	6
Dress Code .....	7
Student Code of Conduct / Act 26.....	7
Homework .....	8
Lunch Program .....	8
Books/Materials/Equipment .....	9
Emergency Information .....	9
Discipline Code .....	9
School/Parent Conference.....	10
School Trips.....	10
School Health Services.....	11
Parking .....	11

**Table of Content  
(Cont.)**

Prohibited Area .....	12
Cell Phones .....	12
Transportation .....	12
Computing/Internet .....	13
Bullying/Harassment .....	13
Search/Seizure .....	14

### ***Admission/Dismissal Procedures***

The school day begins at **8:30 am** and ends at **3:09 pm**. Students who arrive after 8:30 am are considered late.

Students in the main campus will enter through the gymnasium doors on Richmond Street. Doors will open promptly at 8:10 am and will close at 8:30 am. Students arriving after 8:30 am are to enter through the main entrance door on Jenks Street and receive a late pass.

Students in grades 3 to 6 will line up according to their room numbers in the gymnasium. Teachers will pick up their students at 8:30 am and escort them to their classrooms. Grades 7<sup>th</sup> and 8<sup>th</sup> students will report to the cafeteria.

Students in the annex @ PJP building will enter through the gymnasium doors on Almond Street. Doors will open promptly at 8:10 am and will close at 8:30 am. Students arriving after 8:30 am are to enter through the main entrance door in the schoolyard and receive a late pass.

**For the safety of our students, they should not arrive before 8:10 a.m., as staff members are not available to monitor the students.**

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#### ***Student Expectation:***

- Follow all school rules and procedures
- Sit quietly in their assigned area during admission
- Line-up in the designated area promptly at 8:30 am for admission
- Meet parents and/or siblings in the schoolyard at dismissal and exit the schoolyard via Richmond Street gate.

We ask that parents escort students to the gymnasium doors. Parents are not allowed in the gymnasium. We need the cooperation of all parents, as safety and security is of the utmost importance.

#### ***Dismissal***

At dismissal time, teachers will escort their students to the schoolyard and courtyard and line up in their designated area. Please pick up your child promptly at 3:09 pm.

**For safety and security reasons, parents/guardians must wait behind the painted lines or cones. Please do not take your child out of the line until the teacher dismisses the student.**

### ***Early Dismissal***

Please notify the teacher in writing of any anticipated early dismissals. Only adults 18 years and older who are listed on the Emergency Contact Form are allowed to pick up a child during school hours. Please have your photo I.D. ready. **No student will be released without proper Identification.**

### ***Early Dismissals***

To provide a safe and orderly dismissal of students, early Dismissals will not be granted after 2:30 pm. **NO EXCEPTIONS.**

### ***Inclement Weather***

Teachers will escort students to the exit doors at dismissal. In order to provide a safe and orderly dismissal parents/guardians must wait behind the white lines or cones in the schoolyard or courtyard. Parents will not be permitted to enter and wait inside the building during dismissal. **Parents must meet their children outside.**

### ***Emergency School Closing***

In the event of an Emergency School Closing, parents will be notified through school messenger and directions received on the Emergency School Closing Form will be followed. Students in the main building will be dismissed to the schoolyard via the library hallway doors.

#### **1. Citywide School Closings for a Full Day (due to snow)**

When inclement weather makes it necessary to close all Philadelphia Public Schools, every effort will be made to broadcast the information by radio KYW-1060 and television by 6:00 am. Radio and television stations will announce, **“All Philadelphia Public Schools are closed.”** You can also visit the School District Website @ [www.philasd.org](http://www.philasd.org) or 215-400-INFO (4636).

#### **2. School Closings During the Day (due to snow)**

Please check the School District’s website at [www.philasd.org](http://www.philasd.org) or tune in to KYW-1060 for the latest information. If a developing storm leads to a decision to close all schools during instructional hours, every effort will be made to broadcast the information by radio and television. We will also send out an automated message through the school messenger and directions received on the Emergency School Closing Form will be followed. Please make sure the main office has updated phone number for your child.

**Problems in a school related to heating, plumbing, vandalism, fire, etc. may also lead to a decision to close the school during the day.**

## *Visitor's Policy*

All visitors **MUST** enter through the main entrance and report to the main office. Visitors must present proper identification before obtaining a visitor's pass to go anywhere in the building. Visitors must report back to the main office prior to leaving the building.

**Main Campus:** Main entrance is on Jenks Street.

**Annex at PJP:** Main Entrance is in the schoolyard via Thompson Street.

### *Trespassing Ordinance*

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 ten minutes of entering any facility is 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 administrator.

### *School Property and Environment*

School officials desire to maintain a clean, safe, sanitary environment in which children can learn. In lieu of maintaining an environment that meets these standards, students and parents/guardians are expected to follow district policy on school property. In the incident in which parent/guardian or student damages school property, parents/guardian will be subjected to the cost of that property. In the case where the damage is intentional, disciplinary actions will be taken on the student and parents/guardians, if applicable.

In order to maintain the health and safety of students and staff, smoking and animals are prohibited on school grounds. In addition, bicycles, skateboards, segways and hover boards are not permitted on school grounds. Individuals are not permitted to smoke on school grounds at any time, and will be asked to vacate the premises by a school official or staff member. Animals will not be allowed on school property at any time, except in the case of a service animal accompanying a student or other individual with a disability, in which proper medical paperwork must be provided. This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided that the animal is:

- a) Appropriately housed/caged
- b) Humanely cared for
- c) Properly handled

**Students will not be exposed to a dangerous animal or an unhealthy environment.** Any student and/or parent/guardian who have a concern with the following should contact the Building Administer.

## *Student code of conduct and Act 26*

At the beginning of the school year, all students will receive a copy of the School District of Philadelphia student code of conduct. This document is extremely important. It outlines the appropriate behaviors required of all students and the consequences for violations of the code.

Please spend time to review this document with your child, as they are held accountable for following its guidelines.

Pennsylvania Law Act 26 of 995 prohibits the possession of any weapon on school property. Students may be arrested by Philadelphia Police and expelled for a period of 1(one) year from any public school. The related incident also remains on the student's permanent school record.

"Weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. Remember that **laser pointers are also prohibited**.

### ***Dress Code:***

The Board of education adopted a resolution that requires all schools to implement a uniform policy. We believe that this policy will assist in creating a positive climate where students can focus on learning. The Bridesburg School uniform is as follows:

#### **Elementary School (For K through 5<sup>th</sup> - grade students only)**

- Plain black button collared shirt (Golf Type). Shirts can also be purchased at the school.
- Khaki pants, shorts, skirts, or jumpers. **Shorts, skirts etc. must be knee length.**
- Black shoes or sneakers

#### **Middle School (For 6<sup>th</sup> through 8<sup>th</sup> - grade students only)**

- White button down shirts.
- Solid black tie
- Navy blue slacks or jeans
- Black shoes / Black or White sneakers
- **Gym uniform:** Black shorts or sweatpants with yellow tee shirt. Gym uniforms can also be purchased at the school. **Gym uniforms are to be worn ONLY on gym days**
- **NO OPEN TOE shoes or sandals are permitted at any time.**

The following items **MAY NOT** be brought to school:

- No Hoodies, hats and other headwear (**Except for religious reasons**)
- **Black stretch pants cannot replace the uniform pants**
- No Large earrings that dangle. It can be dangerous when playing during recess or participating in physical education classes.

Students who repeatedly violate the uniform policy will be subject to other sanctions, including but not limited to loss of trip privileges and exclusion from other special school activities. A parent will be contacted to bring in a change of clothes. If the parent is unreachable or unable to come, the student will be issued a school uniform from our donation bank. Uniforms are to be washed and return the following school day.

### ***Lunch Program***

We are pleased to announce that breakfast and lunch are FREE to all students at Bridesburg. You may prefer to pack a lunch for your child but please refrain from sending in any soda or glass bottles. Also, please speak to your child about NOT sharing their food with other students due to food allergies. We do ask that you help your child learn their student ID number, as they will have to enter it in order to receive food.

### ***Lunchroom Rules***

1. Follow directions given by lunchroom assistants/school personnel at all times
2. Obtain a lunch in an orderly line
3. Sit at your class table and engage in **quiet conversation**
4. Practice good table manners, **no name-calling**, teasing or any form of bullying
5. Clean up your area

### ***Organized Recess***

1. Play cooperatively
2. Stay in assigned area
3. Follow direction
4. Take care of all materials and equipment and put them away properly
5. Line up promptly at the sound of the whistle

**Failure to obey these rules will result in the loss of recess privilege**

### ***Homework***

Homework is given daily Monday through Friday. The homework assignments are follow-up of class lessons and must be completed. Special projects may be assigned over the weekend.

### **Students Expectations:**

1. Completing the work by themselves
2. Completing the work neatly and re-copying if necessary
3. Taking proper care of books and school supplies

### **Parents are encouraged to take interest by:**

1. Providing a definite time and quiet place for study at home
2. Encouraging your child to do his/her best work
3. Checking and assisting
4. Signing the homework as requested by teachers

***Books/Materials/Equipment***

Each child is assigned books in various subjects. Any damage or loss of books, materials or equipment will be charged to the parent.

***Parent-Teacher Communication***

Parents should make every effort to be in contact with your child's teacher on an ongoing basis. Parents may call the school and leave a message requesting a call back from the teacher. Notes attached to homework papers are an easy way to send a message. Please make sure the school has an emergency contact form for your child. It is the responsibility of the parent/guardian to notify the school in a timely manner of all changes of address or phone numbers.

***Emergency Contact Forms***

At the beginning of the school year every student was given an Emergency Contact Form. These form are extremely important and a source of getting in contact with parents/guardians in the event of an emergency. Only the adults on the Emergency Contact Forms can pick up a student. Information on this card should be updated throughout the school year.

***Discipline Code*****Student Expectations:**

1. Arrives at school on time every day
2. Attends school daily
3. Bring a note if late or absent
4. Comes prepared with book bag, book and school supplies
5. Give teacher your full attention every class
6. Carry hall pass when excused from the room by teacher/school personnel
7. Walk in a quiet orderly manner in the building
8. Use good manners everyday while at school
9. Keeps our school clean inside and outside
10. Talk proudly about our school

All staff members are eager to help students solve their problems in appropriate ways. Discipline is a learning process. If students do not follow a rule, they must accept the consequences for their behavior, and we expect that rules to be followed in the future. Daily reports will be used with the agreements of the parent, teacher and the principal. Conflict resolution and peer mediation, under the supervision and direction of the Counselor, Dean of Students and Climate Manager are conducted to help children realize that they always have positive choices when attempting to solve problems.

**"We're here to help children succeed. It's that simple!"  
-Collins**

### *School-Parent Conferences*

During school hour, parents who need to meet with an administrator or school staff member must call to make an appointment.

<b>School Office</b>	<b>(215)-400-7240</b>
<b>Main Building</b>	<b>Press 0</b>
<b>Annex Building</b>	<b>Press 5</b>
<b>Food Services</b>	<b>Press 4</b>
<b>Dean of Students</b>	<b>Press 3</b>
<b>Counselor</b>	<b>Press 2</b>
<b>Nurse</b>	<b>Press 1</b>

To minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student without the approval of the administrator during school hours.

The administrator has the authority to exclude any visitor who is considered to be disruptive or will cause disruption to the education program, disturbing of students or staff, or intent on committing an illegal act. Wherever possible, the administrator shall specifically indicate the circumstances under which a parent/guardian may return.

### *Absences/Attendance*

**One of the most important things a parent or guardian can do is to make sure his or her child attends school regularly.** While some absences for illness are unavoidable, nothing can replace the educational, cultural and social contacts students experience in class.

Students are required by law to attend school every day.

Students who have been absent must bring a note from their parent or guardian explaining the absence within (3) days of the absence. If the teacher does not receive such a note, the absence is recorded as unexcused. Excessive absences will be reported to truancy court and school officials. Students who arrive to school after 10:00 am will be coded half day absent in the AM. Students who leave before 1:00 pm will be coded half-day early dismissal in the PM. **Our goal is 95% of attendance for every child.**

### *School Trips*

The principal approves all scheduled trips. Students attending a trip must have a permission slip entirely filled out. To assist with supervision, one adult for every ten pupils is required on school trips. Parents/guardians who would like to be considered as a chaperone must have their clearances. Please visit [www.philasd.org/face/volunteer](http://www.philasd.org/face/volunteer) for more information in obtaining your clearances. Parents/guardians must follow the rules/procedures established by the school district and teacher. **Smoking is strictly forbidden during trips.**

**SCHOOL UNIFORMS ARE WORN ON ALL CLASS TRIPS** unless otherwise specified. Students may be removed from class trips for inappropriate behavior and will be assigned to another class for the day.

### ***School Health Services***

The school nurse provides service to Bridesburg School on specific days during the school week. If your child has a **special medical need** or health condition, **please notify the school's nurse immediately** so that the health record can be updated and current. The school's nurse and the parent will determine if a school health/emergency plan is indicated.

The policy for medication use in school states that all medications, prescriptions and over the counter, must be approved by the certified school nurse before any medication may be administered. **A physician's order is required for all medications.** Forms may be obtained from the school nurse. All medication received in school must have the pharmacy label with the child's name, name of medication, dose, instructions for administration and a current date. Please contact the school nurse at 215-400-7240 (option #1) if you have any questions.

### ***Accommodating Individuals with Disabilities***

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs or activities as required by law. Individuals with disabilities should notify the Building Principal if they require special accommodations. This notification should occur as far in advance as possible of the school-sponsored function, program or meeting so that school officials have adequate time to provide individuals with those accommodations.

### ***Residency Affidavits***

Resident Affidavits expired after a year. Parents who used a residency affidavit must provide the school with recently dated proof of address in the parent/guardians name. Your child will not receive a classroom assignment until all paperwork is completed and submitted. At least two unannounced visits by school personnel will be made in the school year to the household to assure that students live within the boundaries of the school.

**We make home visits periodically** to assure that students live within the boundaries of the school. Providing false information will result in immediate assignment to the appropriate neighborhood school.

### ***Parking***

**Main Campus:** Parking on sidewalks, designated school bus area, staff parking lots or double parking is **NOT permitted**. The Philadelphia Police Department will be notified and cars will be towed and/or ticketed.

**Annex building @ PJP:** Parents may park in the parking lot on Almond and Wilmot Street. Please **DO NOT** park on the sidewalks or double-park on Almond or Thompson Streets. The Philadelphia Police Department will be notified and cars will be ticketed and/or towed.

***Prohibited Area***

- **Smoking is prohibited** in and around school premises.
- **Pets are not permitted** inside or outside the school premises
- Bicycles and skateboards are not permitted in the schoolyard.

***Cell Phones***

The use of cell phones by students on school premises is **prohibited**. **Students are not permitted to carry on their person or use cell phones in school**. Cell phones will be confiscated and returned to the parent on the second offense. On the third offense, the cell phone will not be returned and the student will be subject to disciplinary action. The school denies any liability for the replacement of lost and damaged items. Please note that parents are responsible for monitoring what items are brought to school.

***Transportation: (Students who take the school bus to and from school)***

- Students must live 1.5 miles in order to be eligible to ride the school bus. See the secretaries for more information
- Please remind children of the importance of proper conduct when riding on the school bus
- Bus privileges will be revoked for students who continue to be disruptive

Withdrawal of bus riding privileges does not relieve the child or the parents of responsibility under school attendance laws. Children must continue to attend school. The parents are required to provide their own transportation while the bus privileges are withdrawn.

The School District of Philadelphia provides transpasses for students in grades 7<sup>th</sup> & 8<sup>th</sup> that live more than 1.5 miles away from the school. They are not permitted to take the yellow school bus. **Lost transpasses will not be replaced.**

In the event of a delay of pick up and/or drop off times of the school bus due to inclement weather, traffic or an accident a message through school messenger will be sent as soon as we are aware of the situation. The number for transportation is **(215)-400-4350**.

Students will be subject to disciplinary action in accordance with the code of conduct when they:

1. Engage in disorderly conduct
2. Engage in conduct on the school bus that is insubordinate
3. Engage in conduct that is violent
4. Engage in conduct that endangers the safety, morals and health of themselves and others.

### ***Bullying, Harassment and Cyber Bullying***

- Bullying occurs when someone repeatedly and purposefully says or does mean or hurtful things to another person who has a hard time defending him or herself.
- Harassment is defined as unwelcome verbal, written, graphic and/or physical conduct that is related to one's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status or political beliefs.

Online bullying, called cyber bullying, happens when young people use the Internet, cell phones, or other device to send or post text or images intended to hurt or embarrass another person. Cyber bullying is a problem that affects almost half of all American teens. Whether you've been a victim of cyber bullying, know someone who has been cyber bullied, or have even cyber bullied yourself, there are steps you and your friends can take to stop cyber bullying and stay cyber-safe. You should report any form of bullying to a staff member immediately. For more information on this topic go to [www.philasd.org/bullying/](http://www.philasd.org/bullying/)

**Students may face disciplinary action for cyber bullying and harassment.**

### ***Computing and Internet Acceptable Use Policy***

#### **1. Purpose**

1. The School District of Philadelphia is providing its employees and students ("users") with access to computing equipment, systems and local network functions such as School District e-mail and the Internet.
2. This access has a limited education purpose for students and is to facilitate employees' work productivity.

#### **2. Access rights and privileges.**

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 and employees 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.

## **Search and Seizure**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, students, and student's personal effects when a reasonable suspicion exists that the student has violated or is violating the local ordinances, or Philadelphia School District Policy.

1. School Property (Any property owned or controlled by the school)
  - a) Desks
  - b) Schoolyard and Parking Lots
  - c) Personal effects left in these places or areas by a student, without notice to or the consent of the student.
  
2. Student Property (Included but not limited to)
  - a) Wallets
  - b) Knapsacks/ Book bags
  - c) Lunch Boxes
  - d) Notebooks
  - e) Outer Clothing where this is reasonable suspicion that a particular student is not in accordance with the law, local ordinance or School District Policy.
  
3. Seizure of Property
  - a) If a search produces evidence that the student has violated or is violating either the law, local ordinance or School District Policy, the evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, the evidence may be transferred to law enforcement authorities.

*“Make each day a great day or not; the choice is yours”*

*- Principal J. Serpiello*