

THE LEA SCHOOL
2017-2018
STUDENT & FAMILY HANDBOOK



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Philadelphia, PA 19139
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The Lea Learners' Pledge

We Respect ourselves and others
We take Responsibility for our learning
We Care about each other's right to learn
Lea School is the place that loves you back!

Our Vision

The Lea School Community is dedicated to building creative spaces where critical citizens are inspired and empowered to change the world. We believe all students can learn.

Our Mission

The Lea School Community endeavors to remove barriers to academic success by supporting the holistic needs of our students and their families to improve academic outcomes for all students.

Welcome!

Parents and Guardians,

We are excited to have your child(ren) and your family join us this year. At The Henry C. Lea Elementary School, we endeavor to provide the safety, supports and rigor our students need to foster academic and personal success.

Our dedicated faculty and staff are committed and ready to support both our students and our families as we continue to build and strengthen The Lea Community. Our doors are always open and you are invited to join us as we strive to provide the best education for your children.

The policies in this handbook were developed to support the safe, secure and welcoming environment in which our students can achieve. Please take time to review our Handbook, thoroughly familiarize yourself with its contents and share this information with your child(ren).

We look forward to serving your children and this wonderful community. Should you have any questions, please feel free to contact your child's or children's teacher or the administration at anytime.

Sincerely,
The Henry C. Lea Elementary School
Faculty, Staff & Administration

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School Pride

Lea's Motto: "The place that loves you back!"

Lea's Colors: Red and White

Lea's Mascot: The Bulldog

School Advisory Council

The Henry C. Lea Elementary School Advisory Council (SAC) is an advisory body designed to support parent/guardian and community involvement in visioning the advancement of student achievement.

Home and School Association

The Home and School Association (HSA) of The Henry C. Lea Elementary School provides support to enrich the resources of the School. It is a vehicle for families to partner with the school and be involved in school day activities.

For more information regarding the SAC or the HSA, please contact the Parent/Guardian and Community Engagement Coordinator, Mr. Brown in Room 124.

The Lea Elementary School and School District Calendars

Both the Lea Elementary School and School District of Philadelphia Calendars are located on the school's website:

<http://webgui.phila.k12.pa.us/schools/l/henry-c.-lea/news--events>.

Please check the calendar regularly for events and information.

Arrival

School begins promptly at 8:30 AM and ends at 3:09 PM. On School District of Philadelphia delayed openings days for inclement weather, school starts at 10:30 AM (subject to change).

Breakfast will be served from 8:00–8:20 AM. Students may enter the cafeteria from the doorway in the Schoolyard closest to 47th and Locust Sts. After breakfast, students will assemble in the Schoolyard to greet their teachers and line up.

Any student not eating breakfast should report to the Schoolyard at 8:20 AM to greet their teacher and line up. There is no supervision in the Schoolyard until

8:20 AM. The School assumes no liability or responsibility for children on school grounds until supervision begins.

In case of inclement weather, student in grades K-3 should go directly to the auditorium and sit in the assigned areas. Students in grades 4-5 should go directly to Cafeteria A and grades 6-8 should go directly to Cafeteria B.

Late Arrival

Any student who arrives after 8:31 is considered late. If a student is late, he/she must report to the school visitor's desk located near the main entrance for a late slip. Late arrivals are recorded on a student's attendance record. Lateness is disruptive to the instructional day. Punctuality is expected.

If your child has an early morning appointment, please go to the appointment first before reporting to school. You must have a doctor's note for the lateness to be excused. Please make every effort to schedule appointments before or after school hours.

In accordance with School District of Philadelphia lateness policy, students who arrive two hours late (as defined as 10:00 AM or later) without an excuse note or leave school two hours early (as defined as 1 PM or earlier) without an excuse not will be marked as an unexcused half date absence. All half day absences will be accrued to equal full day unexcused absences.

Dismissal

Students are dismissed from the schoolyard at 3:09 p.m. Please arrive promptly at 3:09 p.m. to pick up your child. **It is imperative that parents/guardians/caregivers pickup children on time during regular and early dismissal days. The faculty, staff and administration have other obligations once the school day ends.**

Students are dismissed as follows:

- ❖ 6-8 Grade: Will be dismissed through the stairwell on the corner of 47th and Locust. They should exit directly outside and proceed to the appropriate place to pick up their siblings or to the Schoolyard or the little yard on Locust St. to line up for OST programs.
- ❖ 3-5 Grade: Will be dismissed to the Schoolyard through the middle stairwell closest to 47th and Spruce. They should meet older siblings in the Schoolyard, proceed to the little yard to pick up younger siblings, or line up for their OST program.
- ❖ K-2 Grade: Will be dismissed to the little yard through the doors closest to the auditorium or the stairwell closest to 48th and Locust. They should line up with their teachers and wait to be picked up by a sibling, adult or their OST program.

Teachers will remain until students are retrieved.

On inclement weather days, grades 3 to 8 are released through their respective doors. K-2 students are dismissed from the auditorium.

Students in Headstart and Kindergarten are not permitted to walk home alone. It is strongly advised that students in grades 1 and 2 have walking buddies as well. If an older student from the school, or another adult is picking up a younger child, written permission must be given by the parent/guardian. A student will not be released without written permission to any other adult other than those who have been designated.

On school days, the playground is unsupervised after school. The School District of Philadelphia is not responsible for students on the playground once the school day ends at 3:09/12:09 PM.

Early Dismissal

Students may not be excused early except in cases of emergency. If the need for an emergency early dismissal is anticipated, the parent/guardian must send a note to the classroom teacher who will forward it to the office. If the emergency occurs during the school day, early dismissal is requested in the main office. **In either case, a parent/guardian must first report to the main office and sign the Early Dismissal Book in order to have a child released from school. Children will be dismissed from the main office, not the classroom. Children are not permitted to leave the school alone during the school day. Requests for early dismissals after 2:30 p.m. will NOT be honored due to safety concerns at dismissal.**

Emergency School Closing

The School District of Philadelphia has assigned The Lea School location code #134.

In the event of an emergency closing of school, KYW 1060 AM will broadcast the announcement on the radio and possibly list it on its website (www.kyw1060.com) and the announcement will appear on the School District of Philadelphia's website (www.philasd.org).

If there is a citywide closing of all public schools or delayed opening, especially during the winter months, KYW 1060 AM will report that all Philadelphia public schools are closed. The announcement will also appear on its website (www.kyw1060.com) and the School District of Philadelphia's website (www.philasd.org).

The school strongly suggests parents/guardians listen to KYW 1060 AM each morning, or check the Schools District Website especially during winter months, to be informed about emergency school closings or delayed openings due to weather.

Late arrival due to a snow day will be announced by the School District of Philadelphia. Please understand that during these times, Lea's main office phones will be extremely busy and that phone lines are needed to communicate with staff and the School District of Philadelphia. **Please follow the procedure above to determine whether school is closed or there is a delayed opening.**

Legal Custody and Release of a Child

Legal Custody

Parents/guardians are asked to inform the main office and the child's teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child based on official legal documents. It is important for the school to have a copy of the custody decree. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.

Release of a Child

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file in the Principal's office.

Attendance

Daily attendance is vital to academic success. Poor attendance and tardiness will result in attendance and truancy proceedings.

Parents and guardians are required by law to send a written explanation of the reason for the absence upon the student's return to school from the absence.

**A child who has been absent from school is required to bring a written note to the teacher within 3 days of returning to school.
For absences extending past 3 days, a doctor's note is required.**

If a parent fails to send a note to the student's teacher after the 3 day grace period, the absence is coded "unexcused." Continued unexcused absences will result in truancy proceedings. Students are responsible for completing all missed assignments.

Emergency Contact Information

The school must maintain current, accurate addresses, telephone numbers, and email addresses for every child at all times. It is the parents'/guardians' responsibility to make sure the teacher and the main office receive updated information as soon as it changes. This will enable the school to reach parents/guardians quickly in case of an emergency.

The school must also have the names and telephone numbers for three additional people who may be called in case of an emergency. These emergency contacts will only be called after attempts to reach the parents/guardians have been unsuccessful. They will be called in the order listed on the Emergency Contact Form.

Nursing Services

Students who become ill during school hours will be sent to the school nurse. In her absence, the student will be sent to the principal or her designee. The parent/guardian or the listed emergency contact person will be contacted when necessary. Parents/guardians are responsible for forwarding updated emergency contact information.

The parent/guardian or emergency contact person of a student who is ill or injured and must be transported to the hospital will be contacted immediately. If there is no one available, the nurse, the principal or her designee will accompany the child to the hospital. Parents/guardians are required to contact the school nurse if the child needs to take medication or needs additional medical treatment.

School District Policy follows strict guidelines and procedures when students must bring medication to school. Please do not send medication to school in an unlabeled bottle or tissue for the children to administer themselves. Parents/Guardians must bring a doctor's note and labeled medication for the nurse or principal to provide the medication to the child. School District procedures must be followed.

The principal and teachers are not permitted to administer aspirin, Tylenol products or cough medicine. If your child must take prescribed medication,

contact the school nurse immediately. If your child has a serious health concern, you must contact the school nurse.

Breakfast and Lunch

Students may arrive at 8:00 a.m. for breakfast in the cafeteria. Breakfast is served from 8:00 a.m. – 8:20 a.m.

Lunch is provided for all students. Students may bring their own lunch. Glass bottles, glass thermoses and soda cans are strictly prohibited for safety reasons.

Lunchroom Rules

Students must obey the noontime aides. Students responsibilities are to:

- Obtain a lunch in an orderly line
- Sit at their assigned seats
- Remain seated at all times
- Raise a hand if help is needed
- Practice good table manners
- Throw trash into the receptacles
- Clean up their lunch area
- Leave the lunchroom in an orderly manner
- Seek adult assistance when there is a problem

Recess

Recess is conducted outside weather permitting with the support of Lea's Playwork's coach. They should be prepared to go outside everyday. During inclement weather, students may have recess in their classrooms. Students will go outside at temperatures above 32 degrees.

Recess Rules:

- Play safely
- No fighting
- Follow directions of the supervising adults
- Show respect for all adults AND children in the yard
- Line up when directed
- Wait for teachers quietly
- Enter the building quietly

Personal Electronics/Uniform Policies

Failing to adhere to the Uniform Policy and Personal Electronics Policy has consequences.

Uniform

The School District of Philadelphia has adopted a mandatory uniform policy for all students in kindergarten through grade twelve. All Lea students must wear their uniform daily unless an exception to this policy has been approved in writing by the Climate Manager, Counselor, Principal or Assistant Principal.

Please note that clothes must fit and there should be no exposure of undergarments or bare skin.

Tops: Navy blue collared shirts, Navy blue sweater or hoodless sweatshirt

Bottoms: Khaki pants, knee length shorts/skirts/dresses/jumpers

Shoes: black (rubber soled)

Gym: Red or White shirts (no print unless a Lea Shirt); navy sweat pants or knee-length shorts; navy hoodless sweatshirt, black sneakers

The following are **not acceptable** as part of the school uniform:

- Jeans of any color or jeans underneath skirts, dresses or pants
- Undershirts/T-shirts with logos other than Lea logos
- Tank tops
- Midriff tops, spaghetti straps or see-through clothing
- Hoodies
- Large or dangling earrings and novelty jewelry
- Make-up, cosmetics, nail polish, body glitter
- Hard sole shoes
- Head wear other than for religion purposes (no bandanas, scarves, hats, etc)
- Sandals
- Open-backed shoes
- Sports jerseys

Students not wearing an acceptable uniform will be assigned an appropriate consequence as set forth below AND will be provided with alternate clothing for the day.

Personal Electronics Policy

Personal Electronics (such as iPads, cellphones, lasers, handheld video games, radios, etc.) are not permitted in school. These items are disruptive and can be easily lost, misplaced, or stolen. **The staff assumes no responsibility for lost, misplaced or stolen items.**

Students are prohibited from using their cellphones during the school day unless in case of an extreme emergency and with permission of a teacher, the Climate Manager, Counselor or Principal. Violation of this policy will result in consequences as set forth below.

Consequences of Not Following the School Uniform/Personal Electronics Policy

Students who violate the School Uniform or Personal Electronics Policies will be disciplined according to the guidelines below:

Electronic Devices* and Uniform Violation (Except in Emergency Situations)

First Offense	<ul style="list-style-type: none">★ Detention will be issued★ Parent/Guardian Contact
Second Offense	<ul style="list-style-type: none">★ Detention will be issued★ Community Service will be assigned★ Parent/Guardian Contact
Third Offense	<ul style="list-style-type: none">★ Detention will be issued★ Student will receive an EH-42★ Community Service will be assigned★ Letter to Parent/Guardian

*Student use of cellphones is prohibited unless in an emergency and with faculty or staff permission.

Parents will be immediately notified if student is in violation of either policy.

Homework

The purpose of homework is to encourage student self-discipline, independence, and responsibility, as well as increase student achievement, and expand the curriculum. The type of homework assigned is determined by the grade level the teacher, and by the student's needs.

Homework should be assigned Monday through Friday. Weekend homework assignments are encouraged at The Lea School for Middle School students.

Long-term assignments, reading logs, and projects are examples of possible weekend homework.

Each student is responsible for:

- Completing all assignments neatly, correctly and on time. Homework completion may be reflected in your student's' report card grades. The classroom teacher may provide extensions at his or her discretion.
- Understanding the assignment before leaving school.
- Taking proper care of instructional materials.
- Being prepared.
- Bringing all required materials in a bookbag daily.
- Reading assigned books.
- Studying and completing all assigned work.
- Reading or being read to as part of their homework time.

Parents/Guardians can support by:

- Providing a definite time and quiet study place at home to complete assignments.
- Encouraging their child to do their best.
- Checking all assignments for neatness and accuracy.
- Contacting the teacher if your child states he/she has no homework.
- Signing all homework and assessments.
- Providing a book bag for books and supplies.
- Providing supplies requested by the teacher.
- Making sure your child reads and studies daily.
- Making sure your child respects staff, fellow students, and supplies.

Homework should be provided such that homework time is cumulative across subjects, as follows:

Grade	Amount of Homework (Minutes): Up to...
K	10
1	15
2-3	20+
4-5	30+
6-8	45+

The minutes of homework will be cumulative for all subjects in the grade (e.g., an 8th grade student may receive 15 minutes of homework for each subject

(ELA, Math, Science, Social Studies)).

Family/School Communication

The Lea Express

The Lea Express will be sent home with each child on the last attendance day of each week (typically Fridays). Parent/guardians will receive notification of school events, changes to the calendar, and other information, as well as communications from the teacher. **Parents are encouraged to ask their child(ren) for the Lea Express every week.**

Parents/guardians should remove and review the contents of the envelope every week **and return the envelope to the school the next school day.**

Appointments with School Staff

Parents/guardians should make an effort to stay in contact with their child's teacher via telephone, email and meetings (as necessary). Contact the school by telephone or send a note to make an appointment to discuss your child's progress if you'd like a meeting. The teacher will contact you to set an appointment time.

We cannot contact your child's teacher during instructional periods. Please do not ask the secretary to transfer calls or to put your child on the telephone to speak to you.

Trips

Trips will be taken during the school year to enhance your child's educational experience. When a trip is scheduled, a trip slip and details of the slip will be sent home. All money and signed permission slips will be due to the teacher at the detailed time. **Verbal permission is not acceptable.**

Student with poor behavior or incomplete assignments may be excluded from a trip. Trips are for Lea student only; siblings are not permitted to attend. Parents/Guardians are encouraged to chaperone but must return to the school with the class.

Standardized Testing

Standardized tests mandated by the Commonwealth of Pennsylvania and the School District of Philadelphia will be administered at every grade level. Students will respond to open-ended questions in writing, and complete

multiple-choice questions. The classroom teacher will provide additional information to students and parents/guardians prior to test administration.

To help your child prepare for these tests, you can:

- Encourage your child to review class notes, handouts, or textbooks.
- Brainstorm possible test topics.
- Take a practice test. Write out questions using your child's notes and textbooks. Have your child answer each one. Review responses.
- Set a timer so test feels more realistic.
- Make flashcards for information to review.
- Review over several days, rather than overnight.
- Get enough rest. Go to bed on time.
- Have a good breakfast on the morning of the test.
- Congratulate your child on how prepared she/he is!

Report Card Conferences

The report card is a way of documenting student progress throughout the school year. Report cards are issued four times per year, once for each quarter: November, February, April and June. Report card will contain academic and behavior grades and progress notes.

Parents should make every effort to attend the conferences at the end of the 1st, 2nd and 3rd Quarters. If you are unable to keep your scheduled appointment, notify your child's teacher and arrange to meet at another time. **Report cards will not be given directly to students.**

Entering the School

For safety reasons, everyone entering the school is required to show ID before entering the building. The doorbell is located on the Locust street side. Please ring the bell and the secretary will ask you to show your ID before you are admitted to the building. Once in the building all visitors and volunteers must sign the visitor's book in the main office. This is for the safety of everyone in the building.

Parent Visitations/Volunteers

Visitations

Parents are encouraged to visit at any time. Please follow these safety precautions before and upon entering the building:

- Send a note to your child's teacher requesting a time to visit. Please provide at least 24 hour notice.
- When you arrive, sign-in at the main office to receive a visitor's pass. The secretary will notify the teacher of your arrival. For the safety of your child and the other students in the building, please do not report to any other sections in the building.
- Call the school office at (215) 471-2915 if you would like to make an appointment with the Principal. You may also make an appointment with your child's teacher the same way.

Volunteers

Parent/Guardian volunteers are welcome at the school and assist in a number of ways. Volunteers may be needed to assist the teacher in providing help with the preparation of materials, chaperoning trips, and assisting with the Lea Express.

Parents/guardians wishing to volunteer in a classroom should talk with a teacher to determine a convenient time and discuss what the volunteer will do in the classroom. If it is necessary to cancel a scheduled volunteer visit, this should be done by the beginning of the school day.

It is important to remember all adults serve as school role models for our students; therefore appropriate dress and speech will be expected of all volunteers when working at the school.

In the interest of security, all volunteers must:

- Obtain child abuse and criminal record check clearances prior to beginning volunteer duties.
- Sign in at the front desk and Main Office (Volunteer Log) before going to the classroom
- Assist in a classroom only with a teacher present. Volunteers must not attend to children alone.

Care of Materials and Belongings

Students are expected to take care of their belongings, including their books and learning materials. Every student must carry his/her own books and supplies to and from school in a suitable schoolbag. All notebooks should be clearly labeled with the student's name, grade and room number.

The student must pay all lost or damaged books, which belong to the school, in full. This includes textbooks, workbooks, independent reading books and all electronic equipment. A charge will be made at the cost of a new item. Students

will not receive final report cards unless payment is made or the item is returned.

Supplies

Students are given a supply list in September. All students are expected to obtain the appropriate supplies to be kept in the classroom for use during the school day. In addition, students must have appropriate supplies at home with which to complete their homework.

If additional supplies are needed throughout the school year, lower school classroom teachers will send a notice home. Upper school students should replenish supplies at the close of each marking period as necessary.

Lost and Found

The Lost and Found is located in the main hallway. Lost/unclaimed items are placed there on a daily basis and students may retrieve misplaced items. Unclaimed items are donated at the end of each month.

Parents/guardians are asked to clearly mark children's clothing and personal property. The school accepts no responsibility for lost articles and money.

Students, as well as parents/guardians, are encouraged to check the lost and found on a regular basis.

After-School Programming/Activities

After-School Activities

After school activities will include, but will not be limited to, those that address students' academic needs and interests. Students will meet with their activity advisors immediately after dismissal in the school yard.

Parents/guardians must pick up their children immediately following activities in the designated area. Students absent from the school day of their activity may not attend the after-school program on that day.

Because participating in afterschool activities is a privilege, an advisor may remove any student not adhering to school policies and procedures.

Discipline

Philosophy of Discipline

The mission of The Lea School is to provide students with a safe and respectful learning environment where barriers to academic, social and emotional achievement have been removed. Helping students learn respect and responsibility takes a partnership of school, community and families.

One of our most important goals is to establish an atmosphere in which students feel safe and welcome, and have the greatest opportunity to learn and grow to their fullest potential.

Lea's discipline system works with its School Wide Positive Behavior Intervention Support Program (PBIS) to ensure that students are receiving positive reinforcement and consequences as necessary.

Disciplinary Action

In addition to the use of our School-Wide Positive Behavior Intervention and Support Program (PBIS), students are subject to discipline based upon the Student Code of Conduct. PBIS is used to promote and incentivize positive behaviors. **Students will not be penalized using PBIS, but will instead face consequences according to the Student Code of Conduct.**

Teachers are in control of the learning environment at all times and reward students for positive behavior under PBIS. Conversely, when students misbehave, negative consequences are levied and get progressively more intense as students repeat undesired behaviors. The Lea School follows the School District of Philadelphia's Code of Conduct and will consequence students for infractions therein.

The chart below identifies appropriate and specific consequences for student misbehavior in a classroom setting.

Disciplinary Infraction	Negative Consequences
First Offense	Verbal Warning or Re-direction
Second Offense	Verbal Warning or Re-direction and Teacher-Student Conference
Third Offense	Teacher-Student Conference and Parent/Guardian Contact

Fourth Offense	Teacher-Climate Manager-Student Conference, Parent/Guardian Contact and Detention
Fifth Offense	Teacher-Climate Manager-Student Conference, Parent/Guardian Conference and Detention; Possible EH-42
Sixth Offense	Teacher-Principal-Student Conference, Parent/Guardian Conference and Referral for Tier 2 Supports; Suspension at the Principal's Discretion

The charts below identify appropriate and specific consequences for students who misbehave in the following ways:

Bullying and Harassment

Disciplinary Infraction	Negative Consequences
First Offense	<ul style="list-style-type: none"> ★ Possible Community Service, Detention, EH-42, ISS, or OSS (dependent upon severity of offense) <li style="padding-left: 40px;">★ Parent/Guardian Contact <li style="padding-left: 40px;">★ Student's Name added to a bully watch list ★ Student is required to participate in an anti-violence seminar <li style="padding-left: 40px;">★ Student will be required to participate in a peer mediation session.
Second Offense	<ul style="list-style-type: none"> <li style="text-align: center;">★ Letter sent to parent ★ Possible Community Service, Detention, EH-42, ISS, or OSS (dependent upon severity of offense) ★ Student will not be allowed to participate in school activities for two weeks <li style="padding-left: 40px;">★ Student will be required to meet with Climate Manager or Counselor
Third Offense	<ul style="list-style-type: none"> ★ Possible Community Service, Detention, EH-42, ISS, or OSS (dependent upon severity of offense) ★ Student will not be allowed to participate in school activities for a month <li style="padding-left: 40px;">★ Student will be required to meet with Climate Manager or Counselor ★ Referral for Tier 2 Supports and Parent/Guardian Conference

Fourth Offense	<ul style="list-style-type: none"> ★ Possible Community Service, Detention, EH-42, ISS, or OSS (dependent upon severity of offense) ★ Student may not be allowed to participate in school activities for the remainder of the quarter ★ Student will be required to meet with Climate Manager or Counselor ★ Referral for Tier 3 Supports and Parent/Guardian Conference
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Fighting

Disciplinary Infraction	Negative Consequences
First Offense	<ul style="list-style-type: none"> ★ Student will receive one day of out of school suspension ★ Student will be required to attend an anti-violence seminar ★ Student will be required to participate in a peer mediation session ★ Student will not be allowed to participate in any school activities for the month
Second Offense	<ul style="list-style-type: none"> ★ Student will receive two (2) days of out of school suspension ★ Student will be required to have a 10-minute mentoring session with a mentor daily ★ Student will be required to participate in a peer mediation session ★ Student will not be allowed to participate in any school activities for the month ★ Referral for Tier 2 Supports and Parent/Guardian Conference
Third Offense	<ul style="list-style-type: none"> ★ Student will receive three (3) days of out of school suspension. ★ Student will be required to participate in a peer mediation session ★ Referral for Tier 3 Supports and Parent/Guardian Conference ★ Student will not be allowed to participate in any school activities for the month
Fourth	<ul style="list-style-type: none"> ★ Student will receive five (5) days of out of school

Offense	<p style="text-align: center;">suspension</p> <ul style="list-style-type: none"> ★ Student will be required to participate in a peer mediation session ★ Referral for Tier 3 Supports and Parent/Guardian Conference ★ Student will not be allowed to participate in any school activities for the remainder of the quarter ★ Student will be recommended for a disciplinary transfer
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Walking Out of Class/Elopement/Skipping Class

First Offense	<ul style="list-style-type: none"> ★ Student will be escorted back to class ★ Student will be assigned a detention
Second Offense	<ul style="list-style-type: none"> ★ Student will be escorted back to class ★ Student will be issued a detention and an EH-42
Third Offense	<ul style="list-style-type: none"> ★ Student will be assigned one day of in-school suspension ★ Referral for Tier 2 Supports and Parent/Guardian Conference
Fourth Offense	<ul style="list-style-type: none"> ★ Student will be assigned one day of in-school suspension ★ Referral for Tier 3 Supports and Parent/Guardian Conference

Detentions

No student is to be kept after school for detention unless the parent/guardian has been notified at least twenty-four (24) hours in advance. The teacher is responsible for contacting the parent or guardian of the after-school detention.

If a lunch/recess detention is given, the teacher or adult that assigned the detention is responsible for providing proper supervision. Recess should not be taken away as a consequence.

Act 26-Possession of a Weapon

The PA General assembly has enacted legislation ACT 26, which requires all public schools to take mandatory course of action in dealing with a student found to be **in possession of a weapon. There is no requirement that the student use or try to use the weapon.** No one may carry a weapon for protection. A weapon is defined as a gun, knife, sharp object or any other object

that can be used as a weapon. Act 26 was designed as a safeguard to ensure all public schools are safe havens in which all students may interact in an environment and climate, which fosters learning and strongly discourages potential acts of violence. **Any student found with a weapon will be subject to automatic suspension and transfer to another Philadelphia Public School or disciplinary school. Depending on the age of the student and severity of the situation, the student may be arrested.**