

THE LEA SCHOOL
2018-2019
STUDENT & FAMILY HANDBOOK



#LovingLearning@Lea

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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 to the 2018-2019 School Year!

This year, we are focusing on loving learning at Lea. While we continue to endeavor to provide the safety, supports and rigor our students need to foster academic and personal success, we are focused on engaging students in learning.

Our dedicated teachers and support staff are committed and ready to support the Lea community. Please join us as we strive to provide the best education for your children.

The policies in this handbook were developed to provide a safe, secure and welcoming environment for our students. Please take time to review this Handbook with your Lea Learner and contact us if you have questions.

Sincerely,
The Henry C. Lea Elementary School Team

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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 Lea 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 the main office.

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:

lea.philasd.org

Please check the calendar regularly for events and information.

Arrival

School begins promptly at 8:30 AM. 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 8:40 AM is considered late. If a student is late, he/she must report to the Late Desk located in Cafeteria A 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 or other acceptable 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 10:30 AM or later) without an excuse note or leave school two hours early (as defined as 1:09 PM or earlier) without an excuse note will be marked as an unexcused half day absence. All half day absences will be accrued to equal full day unexcused absences.

Dismissal

Students are dismissed from school at 3:09 p.m. Please arrive promptly at 3:09 PM to pick up your child. On Early Dismissal days, students are dismissed at 12:09 PM.

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 from the stairwell and doors on the corner of 47th and Locust Sts. They should then proceed to the appropriate

place to pick up their siblings or go to the Big Schoolyard to line up for their after-school program.

- ❖ 3-5 Grade: Will be dismissed to the Big Schoolyard through the middle stairwell and door closest to 47th and Spruce Sts. They should meet older siblings in the Big Schoolyard, proceed to the little yard to pick up younger siblings, or line up for their after-school program.
- ❖ K-2 Grade: Will be dismissed to the Little Schoolyard by the Auditorium through the doors closest to the Auditorium or the stairwell closest to 48th and Locust Sts. They should line up with their teachers and wait to be picked up by a sibling, adult or their after-school program. Teachers will remain until students are retrieved.
- ❖ Students in Grades K-5 that aren't picked up on time will be brought by their teachers to the main office for late pick up.

On inclement weather days, grades 4 to 8 are released through their respective doors. K-3 students are dismissed from the Auditorium.

Students in PreK 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 child in grades PreK-2, written permission must be given by the parent/guardian. A student will not be released without written permission to any 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 Release

Students may not be released early except in cases of emergency. If the need for an emergency early release is anticipated, the parent/guardian must send a note to the classroom teacher, who will forward it to the office. If an emergency occurs during the school day, early release is requested in the main office.

In either case, a parent/guardian must first report to the main office and sign the Early Release 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 School District Policy.

Emergency School Procedures

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).

We 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, delayed openings or early dismissals 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, there is a delayed opening, or an early dismissal.**

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 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 the determination of custody.

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 to the teacher and the main office.

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 adhere to the rules set by the School Climate Support Team. Students responsibilities are to:

- Obtain a lunch in an orderly line
- Sit at their assigned seats

- Remain seated at all times
- Speak in a reasonable voice
- 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 School Climate Support Team. They should be prepared to go outside everyday. During inclement weather, students may have recess in the lunchroom or their classrooms. Students will go outside at temperatures above 32 degrees if there is no precipitation.

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, including Cell Phones

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 in the School District of Philadelphia's Student Code of Conduct. Personal Electronics will not be confiscated from students unless school staff are directed by the parent/guardian to do so.

Gender Neutral Dress Code

All Lea students must wear their uniform daily unless an exception to this policy has been approved in writing by the Climate Manager, Counselor, or Principal.

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

Tops: Navy blue

Bottoms: Khaki

Gym: Plain t-Shirt and bottoms, sneakers

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

- Jeans of any color or jeans underneath other clothing
- Undershirts/T-shirts with logos other than Lea logos
- Tank tops, midriff tops, spaghetti straps or see-through clothing
- Head wear other than for religion purposes (no bandanas, scarves, hats, hoods on hoodies may not be up, etc.)
- Sandals, open-backed shoes or other footwear that could cause injury

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.

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 Thursday. Weekend homework assignments are optional. Long-term assignments, reading logs, and projects are examples of possible homework homework.

Each student is responsible for:

- Completing all assignments neatly, correctly and on time. Homework will be reflected in your student's' report card grades. The classroom

teacher may provide extensions at their discretion or per support documents.

- 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 should provide 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. If you can't provide a book bag, we will do so. Please contact the main office.
- Providing supplies requested by the teacher. If you can't provide supplies, we will do so. Please contact the main office.
- Making sure your child reads daily.
- Making sure your child respects staff, fellow students, and materials.

Homework may 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 in grades K-5 on the last attendance day of each week (typically Fridays) and will be posted on the school's website (lea.philasd.org) each Monday. 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.**

Appointments with School Staff

Parents/guardians should make an effort to stay in contact with their child's teacher via ClassDojo, telephone, email and meetings (as necessary). Contact the main office or send an email or note with your child 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 and as part of our Positive Behavior Incentive System (PBIS Trips). When a trip is scheduled, a permission 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 unless in emergency situations.**

Student with serious behavior infractions that cause safety concerns or incomplete assignments may be excluded from a PBIS trip. Trips are for Lea student only; siblings are not permitted to attend. Parents/Guardians are encouraged to chaperone but must comply with the School District of Philadelphia's Volunteer Policy and 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 various questions. The classroom teacher or school

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 tests feels more realistic.
- Make flashcards for information to review.
- Review over several days, rather than overnight.
- Get enough rest. Send your child to bed on time.
- Have a good breakfast on the morning of the test.
- Congratulate your child on how prepared they are!

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. Report cards will contain academic and behavior information 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.

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 of the building. 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 and obtain a visitor's pass if leaving 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 and respect the teacher's scheduling requests.
- When you arrive, check 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)400-7660 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 other school-wide activities.

Parents/guardians wishing to volunteer in a classroom should talk with their 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 follow the School District of Philadelphia's Volunteer Policy:

- Attend a Volunteer Orientation.
- Obtain the appropriate clearances prior to beginning volunteer duties.
- Sign in at the main office to obtain a Visitor's Pass 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. If you need assistance obtaining supplies, please contact the main office at (215)400-7660.

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 address students' academic needs and interests. Students will meet with their activity advisors immediately after dismissal in the applicable 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 after-school activities on that day.

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

Discipline

Philosophy of Discipline

The mission of our school community is to provide students with a safe and respectful learning environment where barriers to academic, social and emotional achievement are 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 Positive Behavior Incentive System (PBIS) to ensure that students are receiving positive reinforcement and consequences as necessary.

Disciplinary Action

Students are subject to consequences based upon the School District of Philadelphia's 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 present challenging behavior, negative consequences are required and progressive. We follow the School District of Philadelphia's Code of Conduct and will consequence students as required.

Fighting, bullying, and elopement will not be tolerated. Students that participated in these behaviors will be face immediate consequences according to the Student Code of Conduct with progressive consequences, including possible suspension and disciplinary transfer, by the Climate Manager and Principal.

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/guardian of the after-school detention.

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 school. Depending on the age of the student and severity of the situation, the student may be arrested.**