

School District of Philadelphia

Thurgood Marshall Elementary School

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Parent & Scholar Handbook

Academic Year

2018 - 2019

Mr. Keith W. Arrington, Sr., Principal

Ms. Glenda Darby, Assistant Principal

Dear Parents and Scholars,

Hello and welcome to the 2018 – 2019 academic school year at Thurgood Marshall Elementary School. We are looking forward to working with you and your child. The school is providing you with a handbook to help facilitate communication between the school and home. This handbook can be used as a reference. Please read it carefully and refer to it frequently.

The School District of Philadelphia has many programs, policies, and procedures by which schools are governed. This handbook contains useful information, which will be important to you and your family.

Please feel free to contact the school should you have any questions, comments, or concerns.

Sincerely,

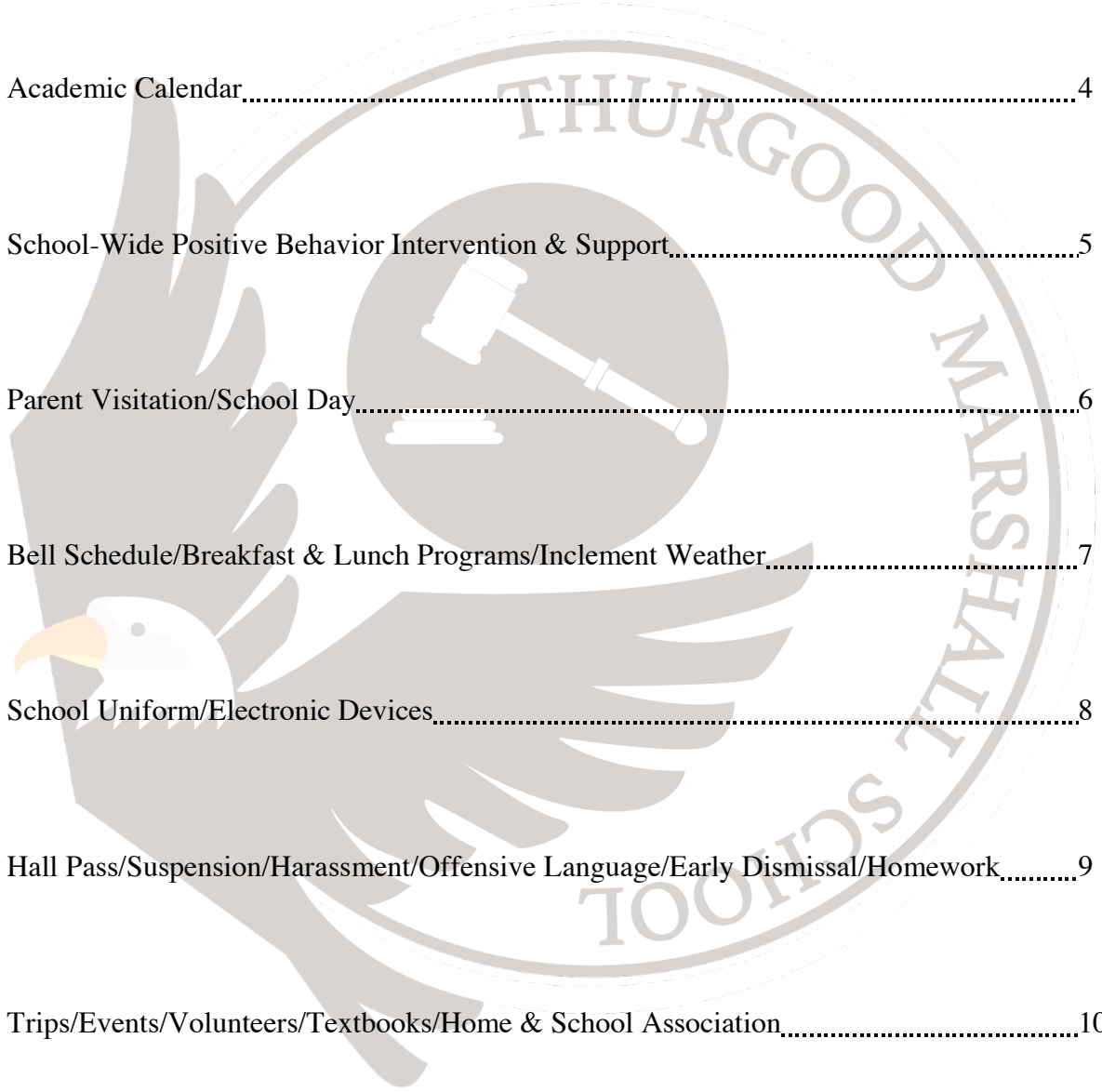


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Mission Statement

The Thurgood Marshall School Mission is to provide a safe environment where children can become technologically creative life long learners developing the needed academic and social skills to think critically and independently.

Vision

The vision of the Thurgood Marshall School is for every child to become proficient in all academic areas. At Thurgood Marshall, this will be an ongoing process that is based on feedback from formative, summative and classroom teacher assessments. Our vision can be sustained and quality professional development practices will be modified and monitored to provide the best education possible for every scholar in the Thurgood Marshall Elementary School. The vision is clear to all stakeholders including scholars, parents, teachers, administrators and the community as a whole.

Thurgood Marshall School Pledge

I will always do my best.

I will treat others the way I want to be treated.

I will show kindness and respect.

I will not say hurtful things.

I will settle problems without fighting.

I will be responsible for my actions.

I will take pride in myself and my school.

I am smart and I will show it.

I WILL LEARN TODAY!

School Profile

Thurgood Marshall School is a K-8 school. The scholar population consists of 60% African American, 24% Latino, 4% Asian, and 13% other. The School provides a breakfast and lunch program for all scholars. Programs offered to scholars include a comprehensive curriculum based on Pennsylvania State standards. Multicultural education is addressed throughout all aspects of the curriculum. Programs for scholars with special needs are provided across all service levels. The school also includes a wireless network computer lab where scholars receive instruction in computer technology that includes research and presentation models.

For electives, we offer Art, Music, Physical Education and Health, Computer Technology, and Language Arts. The school has two full-time counselors. Additionally, scholars receive guidance during homeroom. The school also has two Lead Teachers, one for K – 4 and one for 5 – 8, who support teachers in the implementation of quality teaching and learning. CORA Services supports the school with after school programming and City Year Philadelphia provides support throughout the day.

ACADEMIC CALENDAR

August 20 – August 24, 2018	Professional Development – Staff Only
August 20 – August 23, 2018	Kindergarten Parent/Teacher Interviews
August 27, 2018	First day for All Scholars
August 31, 2018	PD Half Day (Early Dismissal) – 12:09 PM
September 3, 2018	Labor Day – Administrative Offices and Schools Closed
September 10, 2018	Rosh Hashanah – Administrative Offices and Schools Closed
September 19, 2018	Yom Kippur – Administrative Offices and Schools Closed
September 21, 2018	2019-2020 School Selection Process Begins
October 2 – 4, 2018	Interim Reports
October 5, 2018	PD Half Day (Early Dismissal) – 12:09 PM
November 2, 2018	2019-2020 School Selection Process Ends
November 7, 2018	Election Day – Professional Development – Staff Only
November 7 – 9, 2018	Report Card Conferences (Evening Conference on 11/7/18)
November 12, 2018	Veterans' Day – Administrative Offices and Schools Closed
November 22 – 23, 2018	Thanksgiving Holiday - Administrative Offices and Schools Closed
December 11 – 13, 2018	Interim Reports
December 24, 2018 – January 1, 2019	Winter Recess – Schools Closed
January 2, 2019	Scholars Return from Winter Recess
January 18, 2019	Staff Only – Professional Development Day
January 21, 2019	Dr. Martin Luther King, Jr. Day - Administrative Offices and Schools Closed
January 30, 2019 – February 1, 2019	Report Card Conferences
February 18, 2019	Presidents' Day – Administrative Offices and Schools Closed
February 26 – 28, 2019	Interim Reports
March 1, 2019	PD Half Day (Early Dismissal) – 12:09 PM
April 3 – 5, 2019	Report Card Conferences
April 12, 2019	PD Half Day (Early Dismissal) – 12:09 PM
April 18 – April 22, 2019	Spring Recess
April 23, 2019	Schools Reopen from Spring Recess
May 7 – 9, 2019	Interim Reports
May 14, 2019	Pennsylvania Primary Election Day – Schools Closed
May 27, 2019	Memorial Day – Administrative Offices and Schools Closed
June 4, 2019	Last Day for Scholars
June 5, 2019	Last Day for Staff

School-Wide Positive Behavior Intervention & Support

Thurgood Marshall Elementary School has established a School-Wide Positive Intervention & Support (SWPBIS) plan. The plan emphasizes three key expectations that all scholars are to uphold at all times, now entitled The Marshall Mantra: *Be Respectful, Be Responsible, and Be Ready to Learn*. The below chart indicates how scholars can uphold those expectations in the various areas of the school. Teachers will routinely spend time teaching these expectations to the scholars and giving the scholars opportunities to practice. Key to the success of this program is the positive reinforcement offered to our scholars as a result of them simply doing the right thing. This year, we will be recognizing our scholars through the use of the PBIS Rewards system.

PBIS Rewards- A key aspect of PBIS is focusing on more positive behaviors and less on negative behaviors. PBIS Rewards provides an automated schoolwide PBIS management system. With PBIS Rewards, school administration can clearly see how teachers are utilizing PBIS and how PBIS is improving school culture. PBIS Rewards is easy-to-use, fun for both scholars and staff and provides accountability for everyone in the school. The system also includes a Parent App that gives parents a view into how their child is doing with respect to the PBIS program.

SWPBIS Matrix

Setting	Auditorium	Restroom	Cafeteria	Classroom	School Yard	Hallway
Expectations						
Be Respectful	<ul style="list-style-type: none"> ▪ Use inside voices ▪ Use polite language ▪ Keep hands, feet and objects to yourself 	<ul style="list-style-type: none"> ▪ Keep stall doors closed ▪ Quietly wait your turn to enter the restroom 	<ul style="list-style-type: none"> ▪ Keep hands to yourself ▪ Stay in single file line when getting lunch 	<ul style="list-style-type: none"> ▪ Follow directions first time given ▪ Raise your hand to speak 	<ul style="list-style-type: none"> ▪ Play nicely ▪ honor personal space of others ▪ follow all directions the first time ▪ Use polite language 	<ul style="list-style-type: none"> ▪ Use a whisper voice ▪ Keep hands at your side & feet on the floor ▪ Hold on to all materials
Be Responsible	<ul style="list-style-type: none"> ▪ Place trash in the trash cans ▪ Sit in assigned class row 	<ul style="list-style-type: none"> ▪ Wash hands/use hand sanitizer ▪ Flush toilet when finished ▪ Put all trash in the trash cans 	<ul style="list-style-type: none"> ▪ finish all food in the café ▪ clean up when you are done ▪ remain with class at all times 	<ul style="list-style-type: none"> ▪ Always try your best ▪ Take responsibility for your actions ▪ Keep the classroom clean 	<ul style="list-style-type: none"> ▪ Use equipment appropriately and return after use ▪ Put all trash in trashcans ▪ Get in line when signaled 	<ul style="list-style-type: none"> ▪ Carry a hall pass ▪ Use the main stairs when I am not with my teacher ▪ Walk in single boy/girl line
Be Ready to Learn	<ul style="list-style-type: none"> ▪ Follow adult directions ▪ Gather all belongings 	<ul style="list-style-type: none"> ▪ Report and graffiti or vandalism ▪ Exit orderly and promptly 	<ul style="list-style-type: none"> ▪ Gather all belongings ▪ Exit orderly and promptly 	<ul style="list-style-type: none"> ▪ Come to school on time ▪ Come prepared with all materials ▪ Make sure all your work is completed and turned in on time 	<ul style="list-style-type: none"> ▪ Gather all belongings ▪ Enter orderly and promptly 	<ul style="list-style-type: none"> ▪ Face forward

Parent Visitation

Parent visitation is encouraged at Thurgood Marshall School. By District policy, classroom visits for the purpose of observing your scholar's learning environment must be pre-arranged. In order to expedite and enhance your visit, please follow these guidelines before visiting:

1. Send a note to your child's teacher requesting a time for your appointment.
2. Report directly to the Main Office to receive a visitor's pass. No parent or guest is permitted to go directly to the classroom.

In the interest of securing a safe school environment for everyone, we must insist that ALL visitors to the building adhere to the following procedures:

1. Sign in at the front desk in the main lobby.
2. Report directly to the Main Office.
3. If given a visitor's pass, please only visit the requested and approved area.

Though parents are allowed to stay with their children in the schoolyard while awaiting the start of the school day at 8:30 AM, once the teacher begins to escort his/her scholars, parents should begin to exit the school grounds.

SCHOOL DAY

The school day begins promptly at 8:30 AM. Scholars should not report to school **before 8:20 AM.** Classroom teachers will come to escort classes to the classroom. Dismissal time for all scholars is **3:09 PM.** At dismissal, scholars are **NOT** allowed to loiter anywhere around the school. The policy at Marshall is for all scholars to go straight home once dismissed.

Attendance and Lateness

Scholars need to be at school, and in class on time. **Scholars arriving after 8:35 AM are considered late.** Late scholars must report to the late desk and must have a slip to be admitted to class. If absent, a scholar needs to bring a written excuse note from his/her parent/guardian the next day the scholar attends school. Common reasons an absence note would not be accepted are the following

- Notes must be submitted within three days of the child's return from absence.
- The parent/guardian signature is missing.
- An official doctor's note is required after three consecutive days of absence due to illness.
- Inclement weather is not excusable.
- Court appointments require documentation from the court.
- Funerals require an obituary.
- A sibling's illness does not excuse his/her siblings from attending school.
- Not having a clean uniform is not excusable.
- Waking up late is not excusable.
- Going away for a holiday or special trip is not excusable without prior approval of the principal.
- Hospitalization requires discharge papers from the hospital.

IMPORTANT:

- *Scholars who arrive after 10:00 AM or leave before 1:00 PM will be marked for a half-day absence. The absence can be excused with proper documentation.*
- *No more than nine handwritten notes will be accepted for excused absences. Any additional notes must be formal notes, such as a doctor's note or a note from a funeral director.*

Bell Schedule

Regular (K – 1)

8:30 – 9:09 Homeroom
11:39 –12:24 Lunch
Dismissal- 3:09 PM

Regular (4 – 6)

8:30 – 9:09 Homeroom
11:09 –11:54 Lunch
Dismissal- 3:09 pm

Regular (6 – 8)

8:30 – 9:09 Homeroom
1:09 – 1:54 Lunch
Dismissal- 3:09 pm

Regular (2 – 3)

8:30 – 9:09 Homeroom
12:24 –1:09 Lunch
Dismissal- 3:09 PM

Early Dismissal

1st Period-8:30 9:15
2nd Period- 9:15 – 10:00
3rd Period- 10:00 – 10:45
4th Period- 10:45 – 11:30
5th Period- 11:30 – 12:09

4 – 6 Lunch- 10:00 – 10:30
K – 1 Lunch- 10:30 – 11:00
2 – 3 Lunch- 11:00 –11:30
6 – 8 Lunch- 11:30 – 12:00
Dismissal- 12:09 pm

Breakfast Program

For grades K – 5, breakfast will be served daily in the classrooms during Homeroom, beginning at 8:30 AM. For grades 6 – 8, breakfast will be served daily in the cafeteria, from 8:20 AM – 8:30 AM. Please make sure your child arrives on time to participate.

Lunch Program

There are three lunch periods, 45 minutes each (see bell schedule). Scholars are expected to follow rules and demonstrate respect for each other and for the adults in charge. This is encouraged while eating lunch and during recess in the yard. **CANS or BOTTLES OF SODA ARE NOT PERMITTED!**

Inclement Weather

During inclement weather, scholars in Pre K, Kindergarten, and First Grade report to the gymnasium, Grades 2 – 5 report to the auditorium, and Grades 6 – 8 report to the cafeteria. Scholars will be admitted beginning at **8:00 AM**. The teachers will pick up scholars at 8:30 AM from the designated areas and escort the scholars to classrooms. Listen to KYW for announcements on the closings of public school due to weather or other emergency.

School Uniform

All scholars are required to dress in the mandated uniform, as outlined below. Scholars must wear sneakers on gym days, along with the gym uniform (red or blue shirt/sweatshirt, according to grade level, and blue shorts/sweatpants).

Failure to comply with the uniform policy may result in a loss of privileges such as attending trips or participating in certain activities, or may result in a detention.

- **Tops:** **Light blue** uniform tops for scholars in grades **K – 5**. **Red** uniform tops for scholars in grades **6 – 8**. For comfort and warmth, long-sleeve shirts may be worn **UNDER** the uniform shirt. Button-up or zip-up sweaters are also recommended. **Hooded sweatshirts may also be worn but the hood is not to be pulled up onto the head!**
- **Bottoms:** Pants are to be navy blue. **Blue sweatpants are only allowed on scheduled gym days.** Oversized pants are **NOT ACCEPTABLE** as they pose a safety hazard.
- **Shoes:** Closed shoes or sneakers are **ACCEPTABLE**. The following footwear is not permitted: slip-on shoes, slipper-shoes, slippers, clogs, crocks, sandals, flip-flops, platform shoes, shoes that do not have a back on them, any shoes that expose the toes, or shoes with more than a one-inch heel. Again, these types of shoes are a safety hazard.
- **Headwear:** Hoods, hats, scarves, bonnets, chopstick hair accessories, etc. are not permitted.

Dress Code: What's In?

- Uniform shirts and bottoms approved by the school
- Pants worn correctly at waist
- Belts worn with trousers
- Clothing that fits – not too tight, too big, too small, too short, or too long

Dress Code: What's Out?

- Oversized T-shirts
- Exposure of undergarments
- Stocking caps, “do rags,” bandanas, or hats
- Muscle shirts, halter tops, spaghetti straps, or see-through clothing
- **NO BLUE JEANS can be worn under uniform pants or skirts**
- **Big earrings, larger than a quarter, are NOT permitted**
- **“Slipper shoes” and flip-flops are NOT allowed**

Electronic Devices

Cell phones, MP3 players, I-Pods, etc. are not permitted in school. All devices must be stored and not visible during the school day.

- First Offense: Device is taken and returned to scholar at the end of the school day.
- Second Offense: Device will be returned to a parent or legal guardian.
- Third Offense: Scholar is either restricted from bringing the device to school or rather must turn the device into the office each day, to be retrieved at the end of the day.

Hall Pass

Except during unusual circumstance, scholars should not be in hallways during class time. However, if the need presents itself, the scholar must have a hall pass. While scholars are encouraged to use the restroom during their lunch period, restroom use at other times may be needed. Scholars with permission to use the restroom must have a hall pass at all times.

Cause for Suspension

Under most circumstances when scholars fail to observe basic and essential courtesies and school regulations, parents of the scholar are notified to attend a parent-school conference to discuss the behavior and mutually seek a positive solution. However, when the situation is of a very serious nature, suspension from school for a brief time may be necessary as outlined in the Scholar Code of Conduct. All scholars are expected to follow the Scholar Code of Conduct. Please review the Code of Conduct with your child and become familiar with the guidelines and definitions.

Prohibition of Harassment

Scholars shall not violate the Anti-Harassment Policy of the District. A scholar is considered in violation of this policy when he/she demands sexual favors, threatens, intimidates, or otherwise creates a hostile environment because of someone's age, gender, race, color, sexual orientation, national origin, religion, disability, socioeconomic status, and/or political beliefs.

Offensive Language

Everyone in school (scholars, staff, and visitors) should use polite and courteous language. Everyone should listen to each other's ideas and beliefs, and respond politely. Threatening or intimidating language is not permitted. Foul, and offensive language is never appropriate on school grounds, or while traveling to and from school. Obscene and/or offensive writing or images are not permitted in schools.

Early Dismissal

Parents must report to the Marshall Main Office before picking up a child. Scholars will only be released to parents/guardians who have the proper authorization to sign a scholar out. ID is required. Early dismissals after 2:30 PM are strongly discouraged as they are disruptive to the school environment as we prepare for the close of the school day. **Early dismissals ARE NOT permitted on half days. Scholars leaving early will be marked absent for the day.**

Homework

Homework is given to reinforce or strengthen skills taught, as an extension of classroom learning. Projects are never given the night before they are due. Scholars are expected to read and write a minimum of 20 minutes each night. Scholars are expected to complete all homework assignments. Parents or guardians should review each assignment to ensure completion. In general, homework is assigned at least 4 nights a week.

School Trips

Faculty members arrange class trips. Prior to going on any trip, the parent/guardian must sign a consent form allowing his/her child to participate. **No child will be permitted to attend a class trip without a signed permission slip.** Please send all money for the trip in a sealed envelop with your child's name, room number, and teacher's name on it. Parents are encouraged to participate as chaperones (Criminal Background and Child Abuse clearances are required).

School Events

For a scholar to participate in an after-school-hours event, the following criteria is considered:

1. Scholar Attendance Record (especially attending school on the day of the event)
2. Uniform Compliance
3. Homework Completion
4. Class work Completion
5. Behavior (compliance with the school district code of conduct)

Parents can contact the Main Office at 215-400-3770 on the day of an event to confirm eligibility.

Volunteers

We strongly encourage community members to volunteer throughout the school year. We always need parent volunteers to assist with class trips, or with supervision of hallways, yard, and cafeteria. If you would like to volunteer please ask to speak to the school's Community Relations Liaison. Criminal Background and Child Abuse clearances are required.

Textbooks

It is the policy of the School District of Philadelphia to distribute a textbook compact to all parents and scholars. This compact will be sent home during the month of September. Please be sure to review it with your child, as all parties will be responsible for the maintenance and return of all books issued during the school year. Return the signed compact to your child's teacher.

Home & School Association

We value and appreciate the time committed to the academic progress of your child. Parents can show support through our Home & School Association. Our association contributes to various scholar functions throughout the school year and is an excellent source of support for Thurgood Marshall's families. All parents and guardians are asked to be members through the simple act of becoming a dues-paying member. Meetings will be listed in the Marshall monthly newsletter. The yearly membership drive is initiated every year during Back to School Night.