

The School District of Philadelphia

Anna Blakiston Day School



“Preparing Students for Life”

STUDENT AND PARENT HANDBOOK

2019 – 2020

**Dr. William R. Hite, Jr.,
Superintendent**

**Dr. Rikki Hunt-Taylor,
Assistant Superintendent**

**Ms. Karen A. White,
Principal**

**Ms. Yvette R. Benning,
Assistant Principal**

**Anna Blakiston Day School
6324-42 Crittenden Street
Philadelphia, PA 19138
215-400-3520**



“Education is a shared commitment between dedicated teachers, motivated students and enthusiastic parents with high expectations.” – Bob Beauprez

August 2019

Dear Parents and Guardians:

We welcome you and your child to the 2019-2020 school year. We are very aware of the trust you have invested in our school system and we work every day to continue to earn that trust. We believe that well-informed parents promote a positive school environment. The “Student and Parent Handbook” is provided as a resource for you and your child in explaining the policies and procedures of Anna Blakiston Day School. It is hoped that you will find this information useful. If questions arise upon review of the handbook, please do not hesitate to contact the school.

We look forward to you becoming an integral part of our school and together we can provide a positive and exciting experience for your child.

A copy of the student and parent handbook will be posted on our school’s web page (www.philasd.org/schools/day).

Sincerely,

Karen A. White,
Principal

Yvette R. Benning,
Assistant Principal

**ANNA BLAKISTON DAY SCHOOL
FACULTY/STAFF ROSTER 2019 - 2020**

PRINCIPAL – Ms. White
ASSISTANT PRINCIPAL – Ms. Benning
SECRETARY – Mrs. Brooker-Phipps
NURSE- Ms. Harris
COUNSELOR – Mrs. Belton-Pittman
COUNSELOR – Ms. Gross
TEACHER LEADER/SPEC. TEACHER/TESTING COORDINATOR – Mrs. Crombie-Smiley
CLIMATE SUPPORT SPECIALIST – Mr. Clark & Ms. Lee
SCHOOL POLICE OFFICER – Mr. Richardson
BUILDING ENGINEER – Mr. Timms

HEAD START TEACHERS

Ms. Allen – **Rm. 1**
Ms. Jaffe – **Rm. 2**

KINDERGARTEN TEACHERS

Ms. Frank – **Rm. 4**
Dr. Thompson – **Rm. 3**

SECOND GRADE TEACHERS

Mrs. Gomer – **Rm. 12**
Mr. Goodman – **Rm. 9**

FOURTH GRADE TEACHERS

Mrs. Jackson – **Rm. 108**
Ms. Mueller - **Rm. 107**

SIXTH GRADE TEACHERS

Mrs. Mathis- **Rm. 102**
(ELA. & Sci.)
Mr. Warr - **Rm. 101**
(Math & SS)

SPECIAL EDUCATION

Ms. Eugene - **Rm. 5**
Ms. Koz- **Rm. 6**
Ms. Bryant - **Rm. 204**
Ms. Bogdon - **Rm. 210**
Mrs. Gibson - **Rm. 203**

SPED CLASSROOM ASSISTANTS

Mrs. Kong
Mrs. Simmons-Tugwell
Mrs. Wilson

CUSTODIAL STAFF

Ms. Johnson
Ms. Searles
Mr. Corsair
Ms. Carroll-Brown

HEAD START TEACHER ASSISTANTS

Ms. Brevard – **Rm. 2**
Ms. Lee – **Rm. 1**

FIRST GRADE TEACHERS

Mr. Hopkins – **Rm. 7**
Mrs. Marcus – **Rm. 8**

THIRD GRADE TEACHERS

Mrs. Okonski – **Rm. 10**
Dr. Phillips – **Rm. 11**

FIFTH GRADE TEACHERS

Mrs. Berry-Arnold – **Rm. 103**
Ms. Jackson - **Rm. 106**

MIDDLE YEARS TEACHERS

Ms. Hall (Math) - **Rm. 206**
Ms. Keels (ELA) - **Rm. 206**
Mr. Kyle – (Soc. Studies.) **Rm. 205**
Mr. Nicolella (Science) - **Rm. 209**

SPECIALIST TEACHERS

Mrs. Crombie-Smiley - **Rm. 201**
Mr. Guenther – **Gym**
Mrs. Greene- **Drama – Rm. 211**
Ms. McQuade - **Rm. 104**
Mr. Thomas - **Rm. 202**

STUDENT CLIMATE STAFF

Mrs. Mangum
Ms. Richardson
Mr. Moore
Ms. Sloan

FOOD SERVICE MANAGERS

Ms. Parks – **MSH Cafeteria**
Mrs. Brooks – **LSH Cafeteri**

MISSION STATEMENT

The A. B. Day School will provide each student with a diverse education in a safe, supportive environment, which promotes self-discipline, motivation, and excellence in learning. The A. B. Day team will unite with the parents and community, to assist the students in developing skills to become independent and self-sufficient adults, who will succeed and contribute responsibly in a global community

VISION STATEMENT

The A. B. Day School will promote collaboration between students, staff, parents, and community partners. In order to achieve academic excellence, we envision an engaging, challenging and empowering educational environment, to stimulate and support children holistically

A. B. DAY ROARS FOR A BULLY-FREE SCHOOL

EVERYONE IS EXPECTED TO:

1. Be **R**espectful
2. Be **O**bedient
3. Have a positive **A**ttitude
4. Be **R**esponsible

SCHOOL CLIMATE

Day School Community of Learners:

1. Are **RESPECTFUL** to all.
2. Exhibit school pride and spirit.
3. Attend school, on time and every day.
4. Wear the school uniform daily.
5. Complete assignments on time.
6. Always strive for **ACADEMIC EXCELLENCE!**
7. Celebrate the **ACHIEVEMENTS** of its community **Assembly Programs**

Assemblies are planned periodically as special events on the school calendar. Students given the privilege of attending assemblies are expected to exhibit appropriate behavior during the programs. Students must enter quietly, sit in their designated section and remain quiet throughout the assembly unless otherwise directed. After the assembly, students should sit quietly, listen for instructions on exiting in an orderly fashion. Students not behaving appropriately may have their assembly privileges removed.

Attendance

Daily attendance is essential to maintain high academic standards. Both perfect and good attendance will be recognized at the end of each report card period during awards assemblies. Children must be in school and on time to receive the maximum benefit from classroom participation. Failure to attend school on a regular basis hinders a student's ability to meet high academic expectations.

Following an absence, children must submit an excuse written by a parent or guardian. **If the school does not receive a written excuse note within three days of the student's return, the absence may be coded as "illegal." After nine (9) cumulative absences for illness, the parent/guardian must obtain a doctor's note for any future absences for illness.** Ten (10) or more illegal absences will be referred to the Attendance & Truancy Division.

Birthday Parties

Classroom parties are only for students in Head Start – 3rd grade (pending teacher's approval) and must be held at the end of the school day (after 2:15 p.m.).

Breakfast/Lunch Program

All of our students enjoy the special privilege of **Universal Feeding**, which means everyone is eligible to eat breakfast and lunch without cost. ***Breakfast will be served from 8:35 AM - 8:55 AM***

Bullying

A. B. Day School recognizes that bullying is an inappropriate behavior that has destructive and negative effects on individual students in the overall climate of a school. A. B. Day School believes that all students are entitled to a safe and secure learning environment; bullying works against the achievement of that goal. Bullying is a behavior that should never be tolerated. It is important that teachers, students and parents take a stand against all bullying behaviors.

Information regarding the policy on bullying can be found on the School District's website (www.philasd.org).

Cafeteria

Outstanding cafeteria manners are expected from the students attending A. B. Day School to ensure a safe and enjoyable environment for all!

Cafeteria rules include:

- remaining seated at the table during breakfast and lunch periods
- talking quietly with the people at your table
- making sure your area is clean before leaving the lunchroom
- no running or playing ball in the lunchroom
- all cafeteria food **MUST** be eaten in the cafeteria (with the exception of breakfast classroom feeding)
- following the directions of Climate Support Specialist, Student Climate Staff or Food Service Managers

Cell Phones & Electronic Devices & Head Phones/Ear Buds

We realize that students have cell phones. However, if we hear or see the students using their cell phone, accessories (head phones/ear buds) or an electronic device during school hours, the device and accessories will be confiscated. On the first occurrence, the cell phone or electronic device may be returned to the student at the end of the day, with a warning. If that phone should be seen again during the school day, a parent/guardian must come in and retrieve the cell phone or electronic device. At that time, the parent or guardian will be required to complete the confiscated log form and informed that this is a warning. On the second occurrence, the confiscated cell phone or electronic device will be held in the main office for the parent or guardian to pick-up and the confiscated log form will recognize this as another warning. Thereafter, if the cell phone or electronic device is confiscated again, it will be held until the end of the school year. Parents/guardians can pick up the student's cell phone or electronic device in the main office at 8:00 AM to 8:20 AM or 3:15 PM to 3:35 PM

Please understand that if your child brings any electronic devices to school, A. B. Day School is not responsible or liable if the item is lost, damaged or stolen.

Communication with Your Child

Please tell your child in the morning where he/she will be going after school. If a parent or guardian needs to get an emergency message to a student, please call the main office at (215) 400-3520 and a paper message will be delivered. Telephone calls are not transferred to the classrooms during instructional time.

Crisis Plan

In the event of an emergency requiring our evacuation of the building for longer than a few minutes, our plan indicates that students from the main school house will report to Martin Luther King High School (6100 Stenton Avenue) and students from the Little School House will report to Parkway Northwest High School (6200 Crittenden Street).

Detentions

Detentions are generally served after school for durations of 45 – 60 minutes. Students are notified of the infraction and are to serve the detention on a “to be served” date listed on the detention slip. The parents/guardians will receive a copy of the detention slip, which will be sent home with the student for signature and/or phone call will be made.

Dropping Off & Picking Up Students From School

For the safety of all students, parents and staff, please do not use the staff parking lot when dropping off and picking up your child(ren). We need the cooperation of every parent/guardian to help make this work! Our instructions to students are for safety reasons: do not walk in the staff parking lot but use the sidewalk.

Your cooperation is appreciated in our efforts to keep our students safe!

Early Dismissals

Early dismissals are for serious emergencies and should not occur on a daily or regular basis. However, when you are anticipating a need for an early dismissal for your child, please report to the **main school house office with your medical or business appointment documentation and photo I.D. before 2:30 PM.** Students leaving before 1:00 PM, will be marked a half day of absence. The adult requesting the early dismissal must be listed on the student’s emergency contact form. The Attendance & Truancy Division will monitor chronic parental requests for early dismissals.

Emergency Contact Information

It is most important that we know what to do in case of an emergency. Please complete the emergency contact form and return it to your child’s teacher. Please keep the office informed if there is a change in your physician, telephone numbers, address, or any other change pertaining to the welfare of your child.

Extra Curricular Activities

Students participating in extracurricular activities (basketball, chess, step team, track, etc.) must be in school on the day of the activity, receive passing grades in all classes and have not violated the Code of Student Conduct.

Field Trips

A permission form must be signed by the parent or guardian and returned to school before a student is allowed to leave the school on a student trip. All field trips must have adequate adult supervision. No student will be allowed to leave the school on a student trip without properly completed forms. **Students who have not complied with the Student Code of Conduct, will not be allowed to attend the field trip.**

Fire Drills

The purpose of a fire drill is to practice the evacuation of the building as quickly and orderly as possible. Unless otherwise directed, the general rules to follow are: **Speed, Order and Silence (SOS)**.

General Discipline Policy

Anna B. Day School follows the School District of Philadelphia's "Code of Student Conduct." Our schoolwide behavior support program called **ROAR** expects our children to be **Respectful, Obedient, have a positive Attitude and be Responsible**. The purpose of our discipline policy and behavior program is to afford a schoolwide behavior support plan that promotes appropriate behavior, encourages self-control and empowers students to take responsibility for their actions.

Parents, students and staff will work together to provide a safe learning environment for all. This collaborative effort can ensure that high standards of discipline are maintained and student achievement will prevail.

Students are to take charge of their own behavior management. When a problem arises, students are expected to choose from the following options: 1) Talk it out, 2) Walk away and 3) Seek staff support. Failure to select an appropriate option can result in **disciplinary action**.

Health Information

It is very important that the school nurse be informed of all pertinent medical information for each student. This includes allergies, injuries, illnesses and/or any medications.

Home and School Association

A. B. Day is proud of the active role the home and school association takes in supporting our children and their families. Their on-going programs demonstrate the association's genuine commitment to our Day School Community. Meetings are held the third Wednesday of every month. Evening meetings are scheduled so that more parents may participate. Workshops, speakers, and an open forum make these meetings interesting and valuable for all of the A. B. Day School Community. Please become a member of our home and school association!

Homework

Homework is an opportunity for students to extend classroom learning and improve their skills. It is assigned Monday through Thursday and is to be submitted on time. Parents are encouraged to review homework with their children and read together every night.

Interim Progress Reports

Interim progress reports will be sent home with the student or emailed to the parents/guardians at the mid-grading period of each report card cycle. **Parents/guardians should log onto the School District's Parent and Family Portal to view their child's grades.**

Items Not Permitted at School

Students are **not** allowed to bring athletic equipment (basketballs, footballs...), **sunflower seeds and 'slime/play dough'** to school. These items are a distraction to learning and/or a health hazard (unsanitary). Our goal is to maintain a clean and safe environment. If these items are brought to school, they will be confiscated and brought to the school office. Parents will be required to come to the office to claim them and students may be assigned disciplinary consequences. **The school accepts NO responsibility for lost or damaged items.**

Lock Down/Shelter-In-Place

In addition to our fire drills, we also practice lock down and shelter-in-place exercises. During a lock-down or shelter-in-place drill, the school will be locked and closed. No one will be allowed to enter or leave the school buildings until the lock down or shelter-in-place is concluded. A lock down is a practice drill done in an effort to try and protect all from a human threat of violence. A shelter-in-place is a practice drill to protect from an airborne biological or chemical agent.

Lost and Found

- We are not responsible for lost or stolen items.
- All lost and found items will be stored for a period of time in the school.
- If your child is missing any items, please have him/her check the designated area for lost and found in the school.
- Items not claimed in a pre-defined period of time will be donated to charity. Prior to the donation to charity, a phone message will be sent as a reminder for your child to check the lost and found bins.
- Labeling your child's items: book bags, coats, hats, lunch bags, etc., will improve the likelihood that the items will be returned.

Lunch Schedule

11:15 a.m. – first lunch
12:00 p.m. – second lunch
12:45 p.m. – third lunch

Money and Valuables

Please make sure that your child does not come to school with large amounts of money or expensive items. We cannot be responsible for broken, stolen or misplaced items brought from home.

Recess Rules

- **Students will go outside for recess whenever possible. Students are expected to wear appropriate clothing during cold weather and take these items from their classroom to recess. Students cannot leave class or the building to look for belongings left in the yard during recess.**
- **Always stay inside the fenced schoolyard areas.**
- **Line up as soon as the whistle is blown in preparation for the ringing of the bell.**
- **No hitting, pushing, kicking, or use of profanity.**
- **Students are not permitted to open any outside door for students. This is a safety hazard. If a student is caught opening any outside door, disciplinary actions will be given at the administrator's discretion.**

Recognition of Student Achievement

For our monthly “You Take the Cake” contest, teachers will submit the names of two students who have followed the school’s **ROAR** expectations. In addition, students who have displayed significant achievements during each report card period, will be recognized for their accomplishments. Areas that may merit recognition include but are not limited to, academics, most improved, attendance and citizenship.

Registration Procedures

Registration of new students takes place between 9:00 a.m. – 11:30 a.m. You will need to bring – **documented proof of child’s age, child’s immunization record and proof of address and two current (within 2 months) bills required.** Enrollment guidelines are posted on the School District’s webpage.

Report Cards

Report cards are distributed four times a year. Three conferences are held during the school year. Conference slips notify parents of conference dates and times, and are given to students prior to conferences. Parents receive report cards during the conference. The final report card will be given to the student on the last day of school.

School Communication

Every Wednesday, students take home the communication folders. These folders are to be returned to school Thursday. Look for your child to bring home books, completed class work, teacher feedback, school updates and other important information. Contact your child’s teacher by notes and/or phone, internet etc., with questions or concerns. Parental involvement is stressed and valued!

School Day Admission/Dismissal

Students are due promptly at **8:30 a.m.** (formal opening in yard – weather permitting). **No students should arrive earlier than 8:15 a.m., when supervision begins.** Prompt arrival is essential. **Students arriving after 8:40 a.m. must go to the late desk where a late slip will be issued.** Late students will not be admitted to class without a late slip. **Students arriving in school after 10:00 a.m. will be marked half a day absence.**

Head Start and kindergarten teachers will dismiss their students in the gated area near the Little School House. Teachers in grades 1 – 6 will promptly escort students into the schoolyard to their numbered line. Grades 7 & 8 teachers will dismiss students from the Duval Street door at 3:05 p.m. Please make sure your child is picked up no later than 3:09 PM.

School Dress Code

All students are required to wear **yellow, gold, black, navy or light blue collared shirts/blouses and navy blue or black bottoms (no denim).** Girls may choose to wear navy blue or black skirts, jumpers or slacks. Boys may wear dress shirts with navy or black pants. **Flip-flops/slides, open-toed footwear are not permitted due to safety concerns. Hats and hoodies may not be worn in class or during the school day.** On gym days, school colors continue to be a requirement.

Students must wear their uniforms every day. Students who repeatedly fail to dress in accordance with our dress code will be subject to consequences (i.e., after school detention, excluded from attending class trips, excluded from participating in extra-curricular activities, in-school suspension...).

School Supplies

Students are expected to come prepared to learn everyday with the necessary school supplies. Your child's teacher will provide a list of school supplies.

School Visitations

Please come to the **main school house office** to sign in. The classroom or office that you want to visit will be contacted. If this is a scheduled visit or the person you need to see is available, you will be issued a visitor's pass. Please do not proceed to any part of either building without following this procedure. This allows us to maintain a safe and secure environment for all of our children and staff. To keep interruptions to a minimum, please do not come to school to pick up house keys. Make sure your child has homework, lunch, etc. before leaving home.

Tardiness to School

The principal or designated person will deal with excessive tardiness. Parents are not permitted to walk their child to class after classes have entered the building as this creates a disruption to the normal classroom routine. Parents will receive either a phone call or letter warning them when the student has reached their **FIFTH** lateness. If the student continues to arrive at school late, he/she will be referred to truancy. Students will also lose school privileges (i.e., participation on class trips and/or in extra-curricula clubs...) and/or be assigned after school detentions.

Telephone Usage

With over 500 students in the building, the office staff is **unable to deliver** messages. For this reason, please do not call the office requesting message delivery. Of course, if you experience a family emergency, we will gladly assist you.

Due to limited phone access in the offices, we discourage students from using the office phones. Permission to stay after school or to go home with friends should be obtained prior to coming to school. Students will be allowed to call only when there is an emergency.

Textbooks

Each student is responsible for all issued books and supplies, even if they are damaged, lost, or stolen. If a book is damaged or lost, it must be paid for before another will be issued. A payment should be made in the office and a receipt will be issued then the teacher will issue another book.

Title I

A. B. Day is a Title I school. We receive funds from the federal government to help our students improve their performance in school. In past years, money has been used to purchase computerized reading interventions, consumable reading and math books, before, after and Saturday tutoring and other intervention supplies. All parents will receive a copy of the school-parent compact.

Vandalism/Property Damage

Students who destroy or vandalize school property will be required to pay for the losses and damages. Students will receive a consequence for their disruptive behavior (e.g., loss of school privilege). Damage often results from horseplay in the hallways or classrooms and students are liable for either accidental or malicious damage.

Website

Be sure to check out the list of important dates and monthly calendar on the Philadelphia School District's website (www.philasd.org/schools/day).