Message to Parents and Caregivers:

We are pleased to issue the Chester A. Arthur School Handbook to all of our families. We hope that this will be a valuable resource to help guide your pursuit of school excellence. It is our goal to provide a safe, nurturing, and academically challenging program for all children. We aim to foster a school environment where every student can develop to his/her maximum potential, learn the importance of responsibility and cooperation, develop self-esteem and treat everyone with respect and dignity.

You are invited to read about our unique school in this handbook. Feel free to ask questions of teachers, staff and administration. We welcome your involvement. Please visit us, volunteer, and become active in our learning community.

Fondly,

Ms. Kimberly Newman, Principal

School Hours
School begins promptly at 8:30AM and ends at 3:16PM; on Wednesdays we dismiss students at 2:16pm. It is school policy to provide supervision in the schoolyard only after 8:20AM. All children should be picked up promptly at dismissal.

Absences
A note to the teacher explaining the absence is required in order for the child to be excused. Send the note upon the child’s return to school. If your child does not submit a note, then the absence will be marked as unexcused on his/her report card. It is important to contact the teacher or another student to find out what class work or homework has been missed.

Lateness Policy
Classroom instruction begins as soon as school starts so it is important for children to arrive on time. When a student is not able to arrive on time, the student must report to the office to fill out a late slip, and then go to the classroom. Excessive lateness will result in disciplinary and/or truancy action. Any student arriving after the daily morning entrance into the building is considered late.

School District Dress Code
The dress code may be modified by the School District. As you are aware there is a mandated School District of Philadelphia uniform policy.

School Uniform Policy
Shirts: Blue or white with a collar, long or short sleeves. An Arthur t-shirt is also considered a uniform shirt. Navy or white turtleneck, navy sweater, sweatshirt, or vest is acceptable in cold weather.
**Bottoms:** Tan or navy pants or shorts. Girls may wear khaki (tan) or navy skirt, jumper, pants, Capri pants, and walking shorts. Jeans may not be worn under skirts. Leg wear should be navy or white.

The District has a mandatory uniform policy. All students MUST be in uniform all days including the last week of school unless the school grants permission for a special occasion or event.

**Parents Visitations**
Parents are encouraged to visit Arthur School; however, please follow these suggestions before visiting:

1. Send a note to your child’s teacher requesting a time for an appointment.
2. Report directly to the school office to receive a Visitor’s Pass.
3. **No parent or guest is permitted to go directly to any classroom at any time.**
4. Appointments can also be made by contacting the school office at (215) 875-5774.

**Morning Admission**
Students are expected to be in their classroom line at 8:30 a.m. Supervised lines will enter the building in an orderly fashion.

**Parents are not permitted to escort their child to the classroom.**
Any student who enters the school after the teacher has escorted the class into the building will be marked late.

**Inclement Weather**
On rainy, snowy or very cold days, parents are advised not to send their children to school until a few minutes before admission time. Students arriving early will report as follows:

In case of severe weather conditions, which may necessitate the closing of schools, please listen to radio or television alerts concerning “All Philadelphia Public Schools.”

In the event of an early closing of schools, we must know where your child can go if you are not home. A contact form will be sent home at the beginning of each year for both these as well as email and additional contact information. It is VITAL that all contact information be kept current.

**Closure Information Due to Weather**
**Snow Hotline: 215-400-INFO (4636)**
This hotline will provide regular updates on the status of school and office closures, and is a very efficient way, in partnership with the District’s Web site, to check the status of closures. **The Snow Hotline can be reached at 215-400-INFO (4636).**
Dismissal
All students in grades 2-8 are dismissed into the schoolyard starting at 3:16 p.m.

Kindergarten and 1st grade students remain in their classrooms for dismissal. Only designated adults will be allowed to pick up students. EVERYONE must have photo ID to pick up a student.

Request for Early Dismissal Of Students
Requests by parents for an early dismissal during school hours may be made in case of emergency. However, early dismissals for private instruction in activities such as music or dance are not granted. Routine dental and medical appointments should be made after school hours. Please send your early dismissal requests in writing to the school office, and plan to have an adult meet your child in the school office. Parent or person picking up student must sign student out in the early dismissal sign-out book. Calling ahead cannot be supported.

Emergencies
Each year the school distributes a Parent Location Card, which indicates where parents can be located in case of an emergency. It is very important that the school has this information. If there is a change in emergency numbers, the school office must be notified.

School Notices
Our only way to contact all of our parents is through notices sent home with the students. Please impress upon your child the importance of bringing all notices home. Check your child’s belongings for these notices.

Breakfast Program/Lunch Program
Breakfast is served between 8:00 am - 8:20 am every morning in the lunchroom. There are four thirty-minute lunch periods followed by a 15-minute recess.

Students are expected to follow rules and demonstrate respect for each other and for the adults in charge during the lunch and recess period.
1. Sit in assigned seat at assigned table.
2. Keep hands and feet to themselves.
3. Clean up their mess with one trip to the trashcan.
4. Raise their hands for staff support.

Pupil Progress Reports
The reporting system for pupils provides for an individual conference with your child’s teacher. Students will be dismissed early on these conference days. If you want to speak to your child’s teacher at any other time, please feel free to call the office for an appointment. See calendar.
**Code of Student Conduct**
The School District’s Code of Student Conduct ensures appropriate behavior by all students at all times. Each family will receive a copy of the Code of Student Conduct. Please review this code with your child and help us enforce all rules.

Under most circumstances when students fail to observe basic essential courtesies and school regulations, parent will be notified. Students need to know what they did wrong and be able to identify and implement appropriate solutions to their problems. Students will be instructed on how they should resolve problems without breaking school rules. The revised edition will be sent home with students during the month of September. Please read through this document carefully.

**Cell Phones**
Please remember that cell phones must be off during school!! *If a phone is seen or heard it will be taken from the student and a parent or guardian will be contacted.*

The school is not responsible for any personal property including the above as well as textbooks, school supplies and clothing.

**Measures to Enforce the Dress Code**
Measures to enforce the dress code are spelled out in the Student Code of Conduct. Students who do not attend school in uniform may be subject to the following consequences: not participating on class trips, not participating on school assemblies, detentions after or during school.

**Parental Concerns**
Any suggestions, complaints or concerns are greatly appreciated. Please feel free to contact the principal or teacher.