

The School District of Philadelphia Chester A. Arthur School

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Student and Parent Handbook 2019-2020



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Message from the Principal

The Chester A. Arthur School is pleased to present this Parent and Student Handbook to all of our families. 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 explores their limitless potential, learns the importance of responsibility and cooperation, develops self-esteem and treats everyone with respect and dignity.

You are invited to both read about our unique school in this handbook and to ask questions of teachers, staff, and administration. We welcome your involvement and encourage you to visit, volunteer, and become active in our vibrant learning community.

In service,

Dr. Mary Libby, Principal

Chester A. Arthur School Vision

The Arthur School staff will maximize the potential of our students in the many areas of learning and development. Working with families and the community as partners in education, we provide the necessary tools for our students to own their learning, in the modern world. Students at Arthur learn in an inquiry driven, project-based environment where the core values of inquiry, research, collaboration, presentation and reflection are emphasized in every learning opportunity.

Chester A. Arthur School Mission

Chester A. Arthur School serves as a hub of a diverse community connection and as a springboard for academic inquiry and discovery. We are a student-centered environment, where our children are safe and nurtured. At Arthur we equip our students with the habits, tools, and competencies necessary to be productive and engaged citizens. When students thrive, we all thrive.

Chester A. Arthur School Goals (2019-2020)

We strive to create a more inclusive and restorative school climate, while supporting ALL our students toward accelerated academic success.

To this end our 2019-2020 climate goals include:

- 100% of K-8 students will have Zero (0) out-of-school suspensions
- For all student groups, at least 60% of students will attend school 95% of days or more

Further, our 2019-2020 academic goals include:

- For all student groups, at least 75% of students will earn As and Bs in all core courses.
- For all student groups, at least 85% of Kindergarten through 2nd grade students will score at target by the Spring AIMSWeb assessment
- For all student groups, at least 85% of Kindergarten through 2nd grade students will make at least one year's worth of growth, as evidenced by their independent reading levels in Q1 and Q4

- For all student groups, no more than 20% of 3rd - 8th grade students will score Below Basic on the ELA, Math, or Science PSSA

Finally, we strive to ensure our Upper Academy (Middle School) becomes the school of choice for ALL our families.

Chester A. Arthur School Beliefs and Core Values

We believe in the potential of all students, and we are committed to approaching each student in terms of what is possible; their strengths and aspirations are our future.

We value diversity, and we are committed to inclusion and equality.

We believe that respect should be mutual between students, parents, teachers, staff, and members of the school community.

We value collaboration, self-reflection, and an earnest desire to continually improve.

We believe we are more powerful together than we are alone and that through honesty, transparency, and accountability our individual impacts are magnified in partnership.

We believe in our responsibility to remove barriers to students' success and to help students do the same for themselves and others.

We believe that learning should be in a project-based environment, where inquiry, research, collaboration, presentation, and reflection are emphasized in every learning opportunity.

Most importantly, we believe it is our responsibility to ensure all students learn, are respected, and have space to explore their imagination and to realize their limitless potential.

Restorative Practices and Positive Behavioral Interventions and Supports

The Chester A. Arthur school respects ALL of our students, colleagues, and members of our extended community. We believe in their limitless potential and take seriously our responsibility to ensure all students learn, are respected, and have space to explore their imagination. To that end the following Positive Behavioral Interventions and Supports (PBIS) expectations are upheld daily throughout our building:

- Be Respectful
- Be Responsible
- Be a Learner

We endeavour toward a restorative approach to our practice and when conflicts do arise we seek restorative rather than punitive resolutions. We will teach, model and reinforce for our students civil and respectful behavior at all times.

Chester A. Arthur School Calendar (2019-2020)

Date	Activity
August 26 – 29, 2019	Kindergarten Parent/Teacher Interviews
September 3, 2019	First Day for Grades K-12
September 27, 2019	School Closed - Staff Development
September 30, 2019	School Closed - Rosh Hashanah
October 9, 2019	School Closed - Yom Kippur
October 22 – 24, 2019	Interim Reports
October 25, 2019	Early Dismissal - Staff Development (12:16)
November 5, 2019	School Closed - Election Day
November 11, 2019	School Closed - Veterans' Day
November 15, 2019	Early Dismissal - Staff Development (12:16)
November 20 – 22, 2019	Early Dismissal - Report Card Conferences (12:16)
November 28 – 29, 2019	School Closed -Thanksgiving Holiday
December 17 – 19, 2019	Interim Reports
December 23, 2019	School Closed - Staff Development
December 24-31, 2019	School Closed -Winter Recess
January 1, 2020	School Closed -New Year's Day
January 20, 2020	School Closed - Dr. Martin Luther King Day
January 24, 2020	Early Dismissal - Staff Development (12:16)
February 5 – 7, 2020	Early Dismissal - Report Card Conferences (12:16)
February 17, 2020	School Closed - Presidents' Day
February 28, 2020	Early Dismissal - Staff Development (12:16)
March 10 – 12, 2020	Interim Reports
April 6 - 9, 2020	School Closed - Spring Recess
April 10, 2020	Good Friday
April 15 – 17, 2020	Report Card Conferences
April 24, 2020	Early Dismissal - Staff Development (12:16)
April 28, 2020	School Closed - Election Day
May 13 – 15, 2020	Interim Reports
May 22, 2020	Early Dismissal - Staff Development (12:16)
May 25, 2020	School Closed - Memorial Day/ Eid-al-Fitr
June 12, 2020	Last Day for Students

Morning Admission

Morning admission is at 8:30 a.m. ALL Students will be admitted through the school yard doors and are expected to be in their classroom line by 8:30 a.m when teachers will lead their students into the building. Any student who arrives to school after their teacher has escorted the class into the building will enter through the Catharine St entrance and be marked late.

Please Note: parents are NOT permitted to escort their child(ren) to classroom.

Afternoon Dismissal

Afternoon dismissal is at 3:09 p.m. (2:24 p.m. on Wednesdays). All students in grades 2-8 will be dismissed from the schoolyard.

Kindergarten students will be dismissed from the Kindergarten courtyard on Webster Street and 1st grade students will be dismissed from the auditorium on Webster Street. All kindergarten students must be signed out by a designated adult.

Only designated adults will be allowed to pick up students. EVERYONE must have a photo ID to pick up a student.

Please Note: All students must be picked up on time. We will keep a record of late pick ups and will conference with parent(s) and/or guardian(s) if a pattern occurs.

School Closing/Delayed Opening

Due to inclement weather or other emergencies, it may be necessary to cancel school for the day, dismiss school early, or have a delayed opening. All such schedule changes will be communicated through the following media outlets:

- The School District of Philadelphia's website
- The School District of Philadelphia's Information Hotline (215-400-4636)
- The School District of Philadelphia's Facebook and Twitter pages
- Other local media outlets: KYW 1060, CBS 3 Philly, NBC 10 Philadelphia, 6 ABC Action News, Fox 29

On inclement weather days, parents are advised to not send their children to school until a few minutes before admission time. Students arriving early will report to the following locations and wait at their respective location until our 8:30 a.m. admission:

- ALL students report to the cafeteria beginning at 8:00 a.m.
- AFTER 8:15 a.m. students in grades K-4 will report to the auditorium, students in grades 5-8 remain in cafeteria.

Please Note: Each year the school distributes a Parent/Guardian Location Card, which indicates where parents/Guardians can be located in the event of an unplanned early dismissal or other emergencies. It is very important that the school has this information and that parents/guardians notify the school office if the information needs to be updated.

Contingencies for Schedule Changes

Full-Day School Cancellation/Closing: If schools must close for the full day, students should not report to school. School closure notifications and updates will be posted to local media outlets and the School District of Philadelphia's website starting at 5 a.m.

Early Dismissal: If the decision is made to dismiss schools early, parents will be notified using the School Messenger service, local news outlets and the School District of Philadelphia’s website. Where applicable, food service will be made available to students.

Delayed School Opening: In the event of a delayed opening, all schools and early childhood programs will open at 10 a.m. Dismissal time will remain the same. All scheduled school trips will be cancelled. Breakfast, lunch, after school programming and athletics will function as normal. Delayed school opening notifications and updates will be posted to local media outlets and the School District of Philadelphia’s website starting at 5 a.m.

Absence Policy

There is no substitute for the uninterrupted personal contact between teachers and students. Regular school attendance, including arriving to school on time each day and staying until afternoon dismissal, is the joint responsibility of students, parents, guardians, teachers and other school personnel. We emphasize school attendance at Chester A. Arthur. As parents and teachers, we know that there is a clear relationship between student attendance and school achievement.

To be marked present, a student must be in attendance half the school day. Any student coming after 10:00 a.m. and leaving before 1:00 p.m. will be coded as half-day unexcused absence without proper documentation. Two unexcused half-days will add up to one full unexcused day and count toward truancy.

A note to the teacher explaining the absence is required for all absences. When a child returns from an absence, they must provide the school a note (signed by their parent or guardian) explaining the reason and date of the absence. After 3 consecutive absences a student must provide the school a note from a doctor prior to returning to school. If your child does not submit a note, then the absence will be marked as unexcused on their report card. To ensure a continuation in learning, it is important to contact the teacher to find out what class work or homework has been missed.

Valid conditions for an excused absence include:

- Illness of the student
- Emergency medical or dental appointments
- Death in the immediate family
- Court summons
- Quarantine

Absences will be considered unexcused for the following reasons:

- Bad weather
- Missing the bus
- Car trouble
- Lack of heat, water or electricity
- Shopping
- Babysitting
- Lack of clothing or shoes
- Oversleeping

Importantly, after three absences, parent(s)/guardian(s) should expect a call from the school to discuss how we can better work together to improve student attendance.

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.

Please Note: Any student arriving after morning admissions is considered late. School admission begins at 8:30 AM

Request for Early Dismissal

A child will only be released to individuals listed on the child's emergency contact card AND who present the school's office staff with valid photo identification. The child will then be called to the office for early dismissal. As the safety of your child is our primary concern, your cooperation with this policy is appreciated.

Children should only be picked up for an early dismissal for true emergencies. There are no early dismissals after 2:30 p.m., as these are too disruptive to the closing classroom and school procedures. Please try to schedule medical and dental appointments during non-school hours.

Breakfast Program/Lunch Program

Breakfast is served between 8:00 am - 8:20 am every morning in the lunchroom. Lunch is served during three thirty-minute lunch periods. Each lunch is followed by a 15-minute recess.

Students are expected to follow rules and demonstrate respect for themselves and others during all lunch and recess periods.

1. Follow-all procedures and expectations
2. Sit in assigned seat at assigned table.
3. Keep hands and feet to themselves.

Breakfast and lunch are provided to all students by the school. Students are able to bring their lunch from home. In order to create a healthy school community, all food brought from home should be nutritionally rich. Teachers talk with their students frequently about healthy eating, so please be sure to include all food groups in your child's lunch and limit candy, chips, sodas, etc.

Food Delivery

If students choose not to eat the school provided breakfast or lunch they must arrive to school with an alternative. Under no circumstances will the school accept food delivery from parents, relatives, friends, or from private or commercial delivery services for students.

Please Note: Eating of any kind is strictly prohibited except in designated areas during breakfast, lunch, and recess.

Student Code of Conduct

The [School District of Philadelphia Code Of Conduct](#) establishes policies, rules, and expectations for all school community members to learn, teach, and work together. It can be found here:

Consequences for students who endanger school safety or disrupt the educational experience of others are listed in detail. The Code of Student Conduct applies during school and on the way to and from school, including, but not limited to travel on School District vehicles, private transportation, and public transit systems.

Families and guardians are critical to our community. We ask that they please read and understand the Code of Student Conduct and School Student Handbook, and discuss them with their children. We understand that families and guardians know best how to make sure that their children understand the expectations that will lead to a safe and orderly school community.

This Code of Student Conduct provides definitions of disruptive behaviors. Although some definitions include examples, the behaviors include, but are not limited to, the examples given.

Parents, guardians, and caregivers who have any questions or concerns are encouraged to contact the school principal and/or the Office of Student Rights and Responsibilities at phone number 215-400-4830 or <https://www.philasd.org/studentrights/>

School Dress Code and Uniform Policy

As you are aware there is a mandated School District of Philadelphia uniform policy. Unless the school grants permission for a special occasion or event, all students are required to wear a uniform every day-including the last week of school.

Chester A. Arthur School Uniform:

- **Shirts:** Blue or white with a collar, long or short sleeves. Blue or white turtlenecks, navy sweaters, sweatshirts, or vests are acceptable in cold weather. Arthur t-shirts and t-shirts from school sponsored activities are also considered uniform shirts.
- **Bottoms:** Tan or blue pants or shorts. Students may wear tan or blue skirts or jumpers. Leg wear should be blue or white. No jeans

The following specific rules must be followed by ALL students:

1. All tops, shirts or blouses must extend to the waistline. Halter, tank tops, tie-strings or see-through tops are not permitted.
2. Pants should be worn at the waist and no undergarments should be visible.
3. All pants and skirts must be long enough to cover the student's knees. Jeans may not be worn under skirts or shorts.
4. Shoes must be worn at all times. Sneakers are mandatory for P.E. days.
5. For safety reasons, students may not wear flip-flops, high heels, or any other open type of shoe.
6. Clothing or jewelry with suggestive remarks or symbols are not permitted.
7. No hats, hoods, caps, bandanas, or sweatbands may be worn in the building.

8. Students are not to exchange or let other students wear their clothing.
9. Students are not to take jewelry or other items of clothing off to use as toys or exchange with other students.

Students who do not have their school uniform will be required to borrow one from the school. Families who have difficulty purchasing the school uniform should see the counselor for assistance. Students who persistently fail to comply with the uniform policy will be subject to loss of privileges, including: class trips, graduation ceremonies, assembly programs, loss of recess, and other special and extra curricular activities.

Please Note: Measures to enforce the dress code are spelled out in the Student Code of Conduct.

Electronic Device Policy

We understand the importance of students having cell phones to walk safely to and from school. However, the School District of Philadelphia prohibits students from using personal cell phones during school hours on school grounds, school-sponsored activities and on buses or other vehicles provided by the School District. In agreement with district policy Arthur has a no cell phone use policy. We ask parents to do their part by not calling or texting with students between the hours of 8:30 AM and 3:16 PM. The guidelines for cell phones are as follows:

- Cell phones brought to school will be collected by homeroom teachers at the start of school and locked up. They will be distributed to students at the end of the day.
- The school and staff are not responsible for any damaged or lost cell phones, as students bring these to school at their own risk.

If a phone is seen or heard during the school day it will be taken from the student, given to our school police officer, and a parent or guardian will be contacted. If the student should refuse to turn over their phone, a conference with a parent or guardian will take place and further disciplinary actions could occur.

- For a first occurrence, phones are returned at the end of the day.
- A second occurrence results in the phone being taken and only returned when a parent comes into the school to pick it up.
- A third occurrence results in the phone being taken and only returned at the end of the school year. If an item is not claimed it may be donated to charity, sold with proceeds going to school use, or recycled.

Please note: The principal has the authority to address issues that are disruptive to the academic environment that may arise from the improper use of telecommunication devices and measures to enforce the Electronic Device Policy are spelled out in the Student Code of Conduct.

Prohibited Items Policy

A backpack and school supplies are the only items your child will need for school. Non-school items, such as toys, gum, candy, and small videogames are not permitted. (Unless with the permission of the teacher for special occasions.) Parents/guardians are encouraged to talk with their children about the

dangers of bringing tobacco products, lighters, matches , or any kind of weapons, including small knives, to school. Having these items can result in suspension from school. Students are not permitted to bring items to school to sell or take orders for items during the school day.

Please Note: Measures to enforce the Prohibited Items Policy are spelled out in the Student Code of Conduct.

Lost and Found Policy

We are not responsible for any lost clothing or personal items. However, any lost property will be stored in our Lost and Found (located in our school police office).

Please Note: On the last day of each month ALL items in the lost and found will be removed and donated to charity. It is important that lost items are retrieved as soon as possible.

Bullying and Harassment Policy

The Chester A. Arthur School prohibits all forms of bullying. Students or parents/guardians of students who have been bullied or witness bullying should immediately report such incidents to the school principal or to any other member of the school staff, including teachers, school counselors, coaches and administrators. Any staff member who receives such a report shall immediately notify the principal.

If the behavior continues or if the school does not take action, school staff, students or parents/guardians should report the incident to the district's hotline at 215-400-SAFE or the district's online Bullying and Harassment Reporting and Investigation Form

Below are outlined definitions to help distinguish between bullying and harassment.

- Bullying occurs when someone repeatedly and purposefully says or does mean or hurtful things to another person who has a hard time defending him or herself.
- Harassment is defined as unwelcome verbal, written, graphic and/or physical conduct that is related to one's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status or political beliefs.

The District directs that complaints of bullying shall be investigated promptly and thoroughly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. All parties will be treated with dignity and due process.

Below is a link to the School District of Philadelphia policy on harassment:

<https://www.philasd.org/District/wp-content/uploads/sites/80/2018/03/248.pdf>

Below is a link to the School District of Philadelphia policy on Philadelphia School District Policy on Bullying/Cyberbullying:

<https://www.philasd.org/District/wp-content/uploads/sites/80/2017/06/249.pdf>

School Climate and Culture

Chester A. Arthur School is committed to providing a positive and safe learning environment for all students. Our behavior system involves two very important components: Positive Behavior Supports and Interventions and the School District of Philadelphia's Code of Conduct.

To create a safe and inclusive environment for each student, the Arthur community takes a positive, proactive, and restorative approach to discipline. We do this through teaching students how to be effective citizens, in school and out.

The PBIS program at Arthur focuses on establishing and reinforcing school wide expectations and rules, as well as implementing interventions to improve behavior. At Arthur, students are expected to follow the 3 Bs:

Be Respectful

Examples include, but are not limited to: using kind words, actively listening to teachers and peers, being a good friend, displaying good citizenship, playing according to the rules and keeping hands, feet, and other objects to oneself.

Be Responsible

Examples include, but are not limited to: coming to school daily, bringing necessary materials to school, wearing school uniform, completing independent reading and homework each night, keeping track of personal items, admitting mistakes.

Be a Learner

Examples include, but are not limited to: coming to school daily, completing all classwork and homework assignments, staying on task at all times, participating in class discussions, helping classmates when appropriate, and using technology only for learning.

All Arthur teachers are responsible for teaching these expectations to their students and providing examples of what these rules look like in various settings: classroom, lunchroom, yard, bathroom, hallways, and stairs. Each month, our school will focus on a specific way to demonstrate the three Bs. By modeling the three Bs, students will have the opportunity to earn incentives such as Arthur Bucks and prize box tickets or being named Student of the Month.

Parents can support PBIS at Chester A. Arthur School by:

- Communicating with your child's teacher about how you can support their school-based learning.
- Attending meetings and workshops offered at school.
- Donating to class and school incentive programs
- Contacting the school to explore opportunities to be involved in school activities.
- Reading all the letters and papers sent home with students.
- Reviewing your child's homework assignments and use of online programming.
- Reviewing and reinforcing PBIS expectations at home.

Behavioral Preventions and Interventions

It is imperative for the school staff to protect the school day and prevent behavioral interruptions. Students who consistently struggle to exhibit appropriate school behaviors or to respond to the whole-school's positive proactive and restorative approach will be referred to the school's Intervention Team. The purpose of this team is to develop and implement strategies to support the student in improving their behaviors so they can better meet with success in school. The following multi-tiered system of support (MTSS) may be implemented:

- In Tier I, all students are able to receive high quality curriculum and instruction in the general education classroom.
- In Tier II, the school provides supplemental instructional support, usually in small groups, to students who need additional support to what they are receiving from the general curriculum. The school also provides students with intervention-programs designed to help close achievement gaps.
- In Tier III, intense instructional support is provided to students with the greatest needs, with frequent progress monitoring and intense supports.
- The classroom teacher and/or counselor will keep parents/guardians informed as to the progress of their child.

Homework

Homework is given during the week. All students are expected to read or be read to every night during the week. As the year progresses, additional work may be assigned, with the older grades receiving more work than the younger ones. A reasonable amount of homework can reinforce what has been learned in school and helps students learn to plan and manage their time. If a parent/guardian has a question regarding the quantity or quality of the homework a student is receiving please check with the student's teacher.

Field Trips

All grade levels prepare field trips throughout the school year. These trips help to reinforce what is being taught in the classroom. Parents/guardianes may volunteer to be chaperones after securing the appropriate clearances and speaking with the teacher.

Students are required to have signed parental permission to participate in EACH field trip. These permission slips are sent home and MUST be returned to the classroom teacher prior to the field trip.

Please Note: No permission slips will be collected on the day of a field trip and no verbal permission will be granted under any circumstance.

No student will be denied access to a trip for financial reasons. Families who need financial assistance to participate in field trips should speak with the counselor.

Extracurricular Activities

Our students benefit from a range of extra curricular activities. These opportunities allow them to strengthen their minds, broaden their social circles, and expand their imaginations as they explore their interests.

Please Note: To participate in extracurricular activities students must consistently demonstrate the three Bs while maintaining high academic standards, consistent attendance, and no disciplinary infractions. Students absent from school may not participate in any school activity held the day of the absence, including sports or other extra-curricular activities and programs.

Visitor Policy

Parents are encouraged to visit the Arthur School. Please honor our instructional day by requesting personal conferences before or after school and by notifying your child's teacher in advance if you would like to visit the classroom.

All visits must be arranged by following the procedures:

1. Make an appointment directly with the staff member you are visiting or by contacting the school office at (215) 400-7940.
2. Upon entering the building report to the school office where you will receive a Visitor's Pass and to be escorted to your meeting.

Please Note: Visitor passes should be worn at all times while on the school grounds. Parents are not permitted to walk their child to class or to be in any part of the building without obtaining permission from the office. Likewise, no parent or visitor is permitted to go directly to any classroom at any time. Parents should wait outside the school at dismissal to pick up their child(ren). Visitors are not allowed in the lunchroom or schoolyard during recess or lunch.

Volunteer Opportunities

We encourage community engagement and are thankful for the many ways parents/guardians volunteer to support our school community. Opportunities include but are not limited to:

- Facilitating classroom projects and learning centers
- Chaperoning field trips
- Assisting staff with breakfast, lunch, and recess
- Assisting staff with admissions and dismissal
- Supporting school-wide events and celebrations
- Supporting classroom celebrations
- Participating in fundraising activities
- Joining our Home and School Association (HSA) and/or the Friends of Chester Arthur (FOCA)

If a parent/guardian is interested in volunteering, please contact your child's classroom teacher. The classroom teacher will then connect you with the principal.

Parents who volunteer in the school on a regular basis (more than once) will need to obtain the necessary clearances, which a member of the office staff can assist with. Below is a link to the paperwork that must be completed to secure your clearances:

<https://www.philasd.org/face/volunteer/volunteer-packet-translated-documents/>

Interim Reports and Report Card Conferences

The reporting system for your child's academic success provides for progress reports, report cards, and report card conferences with your child's teacher (see school calendar).

Students will be dismissed early on Report Card Conference days.

Report Card Conferences are held to allow you the opportunity to discuss your child's academic success and progress with their teacher. A productive working relationship with your child's teacher helps to ensure your child flourishes both academically and socio emotionally in a trusting and supportive environment. Additionally, both home and school will develop a better understanding of each child's unique strengths, talents, interests and aspirations as learning patterns emerge. We strongly encourage parents to attend every report card conference and take advantage of any opportunity to meet with our teachers.

If you would like to meet with your child's teacher at any other time during the school year, please contact your child's teacher to schedule an appointment.

General School Notices

One of the ways we 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 both your email and your child's belongings for these notices.

Expressive Arts Classes

As part of our core curriculum we offer the following three expressive arts classes to ALL of our students:

- **Art-** Our Art Teacher implements the district's curriculum by facilitating meaningful lessons which focus on the elements of art and art history while promoting creativity, design thinking, and cultural awareness.
- **Health and Physical Education-** Our Health and Physical Education teacher implements the district's curriculum by facilitating meaningful lessons which focus on healthy living practices and positive, lifelong health-related attitudes and behaviors by incorporating physical, emotional, social, and intellectual well-being with various lessons in physical activities and individual and team sports.
- **Music-** Our music teacher implements the district's curriculum by facilitating meaningful lessons which focus on the elements of music and music history while shaping students' musical

interests and voices through vocal and instrumental instruction and ensembles and through exploring the digital music world of composition, recording, and production.

Social-Emotional Support

In addition to strong academic curricula and supports we also offer the following social-emotional support to students

- **Morning Meetings-** The broad purpose of a morning meeting is to transition students between home and school. It's an informal way to reacquaint everyone with each other and with the classroom ecosystem. We start by welcoming students, reviewing the day's activities, discussing changes in the classroom, meeting new students, celebrating the accomplishments of classmates, and anything else that benefits from a whole-group meeting. It is a time to reinforce our school values and resolve any issues that students may be having.
- **Playworks-** Arthur has partnered with Playworks (www.playworks.org) to bring socialized recess to our community. Students have the opportunity to collaborate, problem-solve, and learn how to work together on a daily basis under the guidance of a Playworks Coach. The Playworks Coach will model, teach, practice, and introduce hundreds of recess games and ideas that help students learn the appropriate ways to communicate and problem-solve not just at recess but also in their everyday lives. The skill set that the Coach brings to the school contributes significantly to the climate and safety of our school and community.
- **School Counselor-** Our school counselor implements programs which emphasize developmental guidance, preventive and proactive counseling, which focuses on the academic, personal, social, and career development of all students. Counselors are integral parts of the educational process. Our counselor focuses on programs which deal with decision making skills, conflict resolution, self esteem, positive attitudes, goal setting techniques, and coping strategies. They also serve as school based resources for dealing with crisis prevention/intervention, and child abuse/neglect.
- **SBTL/Dean-** The SBTL/Dean is a teacher who has been released from most teaching duties in order to work with students directly in the areas of personal conduct and decision making, as well as building a sense of community among all students and in order to work with staff directly plan, implement meaningful learning experiences for students. In partnership with school administration, the support an inclusive and restorative environment and, when necessary, both assign consequences for inappropriate student behavior, and communicates with parents and guardians about these behaviors and consequences.

School Nurse Policies

There is a full time nurse on staff to help ensure that all students are safe and well cared for while at school. The nurse is dedicated to the health and well being of all Arthur students, and is available in the main office for consultations with students' parents and guardians.

Please be aware of the following school health policies:

Philadelphia Immunization Requirements for School Entry

Your child will be excluded from school if they are not up-to-date with the following required vaccinations

- Tetanus, diphtheria, pertussis (DTP/Dtap/DT/Td, or Tdap*)

- Polio (OPV/IPV)
- Measles, mumps, rubella (MMR/MMRV)
- Hepatitis B (HBV)
- Chickenpox (Varicella/MMRV)

Confidentiality

- Confidentiality is maintained at all times.
- The Nurse will make teachers and staff aware of the “need to know” medical conditions of the students. Teachers and staff are reminded not to discuss anything about children in common areas such as the office, lunchroom or stairwells, etc.
- Teachers keep pertinent medical information in a roll book or secure place where a guest teacher could refer to it.

Screenings and Medical Records

- Screenings are mandated by the state of Pennsylvania. If there is a concern about a child’s vision or hearing before the scheduled screening, please notify the nurse directly.
- All physicals, vaccination records, and medical forms should be forwarded to the nurse.

Medication Distribution

- An official permission form must be on file in the school office in order for a child to be able to take medication at school.
- The medicine will be kept in the office or by the school nurse and be given to the student at the appropriate time(s).
- Children cannot carry medication in school and parents may not give the teacher medication for their child.
- Parents must come directly to the nurse where appropriate permission forms can be completed. Some medications are narcotics and the nurse and parent must count and sign for them together.
- Only the nurse may dispense medication to students following referral and receipt of approval from School District Health Services.
- Please communicate all medical conditions with the nurse directly.

Lice Policy

- Spot checks may be made to detect head lice by the school nurse. Classroom checks are done on an as needed basis and are best done towards the end of the day so as not to cause undue alarm or embarrassment for the children.
- Lice is not an emergency. However, your child will be sent home if live nits are found. You can protect yourself by not touching your head to a child’s head (such as hugging or leaning too closely).
- If a student is sent home with lice, please do not readmit them to class without sending them to the Nurse first for a recheck. The nurse will send the student back to class with a pass so the teacher will know they have been checked.

Child Abuse Reporting Policy

The Commonwealth of Pennsylvania requires all school staff to report suspected child abuse. When school staff have reasonable cause to suspect that a child is the victim of child abuse, they shall make a

report of suspected child abuse in accordance with applicable law, Act 126 mandated child abuse reporting, District policy, and administrative regulation.

Staff members are required to file a report of suspected abuse to the State Child Abuse Hotline (Childline 800-932-0313 or <https://www.compass.state.pa.us/cwis/public/home>).

Staff members are required to keep information regarding said reports confidential. The staff member(s), including the school counselor and administration, shall discuss such reports only on a need to know basis. The child's safety and the family's right to privacy are of the utmost importance.

Pets Policy

For the safety of our students, no pets are permitted in the school yard or building.

Birthday Celebrations

Classroom teachers make every effort to make each child's birthday feel special and important. Parents and students may not distribute any invitations to private or personal parties at school. The delivery of balloons, gifts, flowers, etc, is not permitted to students during the school day.

Due to food/allergy concerns parents may not bring food, including cupcakes, to celebrate their child's birthday. Parents may arrange with the teacher to bring in a "treat" (not edible) for the class to celebrate a child's birthday.

Examples of "treats" include pencils, "Happy Birthday" poster for children to sign, small toys, stickers, or something not tangible such as singing happy birthday and doing a team builder/community builder game of the child's choice. The birthday child's parent/guardian may want to read or share an appropriate story with the class or you may have special birthday recognition apparel to help the child to feel special. This is a wonderful way to build the home and school connection and strengthen family ties.

These activities should be limited to 15-20 minutes and should be done at the end of the day between 2:40-3:00 p.m.

School Parking Lot

As a school community we are very fortunate to have a small parking lot for use (26 spots with two designated as ADA accessible). This parking lot is available on a first come first served basis to staff and school visitors only. Parking is only allowed in the marked spots (perpendicular to Webster Street and the school yard). Appropriate decals must be visible to use the two ADA accessible spots. No double parking is allowed.

Enrollment Requirements

When a student who resides in Chester Arthur's catchment (boundary lines) it is our responsibility to complete enrollment. If the student does not live within our catchment (boundary lines) we will immediately secure accurate information as to where they should apply.

The following is the COMPLETE Registration Packet needed to enroll a student.

- Enrollment Packet Checklist
- Updated EH-40
- Parental Registration Statement
- Student Medical and Immunization Records
- Request for Administration of Medication
- Report of Physical Examination
- FERPA Directory Opt-Out Form
- FERPA Related Documents (Parent Copy)
- Notice for Directory Information (Parent Copy)

The above documents are available online: <https://www.philasd.org/studentplacement/forms/>

Emergency Contact Information

Parents/Guardians should be sure to provide the office with a current phone number at which they can be contacted during the school day should the need arise. Please notify the school immediately if there is a change in status during the school year to the following:

1. Address
2. Home/Cell Phone Number
3. Any other contact information that could be helpful to the school and your child

Home and School Association (HSA)

Arthur School values strong home and school connections. The HSA is the direct link between our current students and their families to the school regarding student life and works to connect and excite Chester Arthur families, teachers and staff about the activities occurring throughout the year. We urge every family to join the Home and School Association and become actively involved in their child's education. For further information regarding membership, please contact the main office.

Friends of Chester Arthur (FOCA)

Arthur School values community and school connections. We urge every family to join the Friends of Chester Arthur - a volunteer-led 501(c)3 nonprofit organization that is committed to engaging our school, community partners, and families to, among other things, provide tools and resources for the school to improve educational opportunities for Arthur's students and neighborhood children. For further information regarding membership, please contact the main office.

Parental Concerns

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

Student Pledge

As a Chester A. Arthur student, I pledge to follow the School District of Philadelphia’s Code of Student Conduct, to respect others and myself, and to treat everyone in my school community with fairness and consideration. I understand and agree that school must be a positive and cooperative environment so that everyone can learn. I understand that my daily attendance is the key to my success. I understand that violence, disruptive behavior, and abusive language are unacceptable and will not be tolerated. By signing this pledge, I understand and accept the responsibility of being an Arthur student. *(adopted from SDP code of conduct)*

Student’s Signature: _____

Parent/Guardian/Caregiver Pledge

As a member of my child’s school community, I have read and understand the Student and Parent Handbook and agree to support its purpose for as long as I am a member of this school community. I understand that I play a critical role in maintaining an environment where learning is celebrated. I will emphasize to my child the importance of good behavior and the possible consequences if they violate the Code of Student Conduct. I understand the importance of, and expect open communication with, the School District of Philadelphia when my child’s behavior and discipline at school are involved. I pledge to provide positive support for my child, to encourage their daily attendance, and to promote a positive learning environment for all. *(adopted from SDP code of conduct)*

Parent/Guardian/Caregiver’s Signature: _____



Volunteer Form

*“It takes the engagement of the entire community
to ensure the success of our school.”*

Please complete the following survey and return it to your child’s classroom teacher at your earliest convenience. You must have all of the necessary Volunteer Clearances before you begin. Thank you.

Name: _____

Address: _____

Phone Number: _____

Email: _____

Please check which of the following ways you would like to volunteer with us:

- Field Trips
- Fundraising/Grant Writing
- Breakfast, Lunch/Recess, Dismissal
- School Wide Events
- Classroom activities
- Other

If you would like to volunteer in any other way please explain below:

Please indicate if you already have your Volunteer clearances or if you still need to obtain them:

- I have submitted my volunteer clearances to the office
- I still need to obtain my volunteer clearance

If you need support in obtaining your volunteer clearance please reach out to the main office.



Parent Request to Meet with Principal Form

"...parents are our partners."

Today's Date: _____

Dear Dr Libby,

I _____ (parent/guardian's name) would like to meet with you to discuss:

I am available to meet at: (Please list more than date and time)

Date/Time: _____

Date/Time: _____

Date/Time: _____

My phone number is: _____ My email address is: _____

