

**Albert M.  
Greenfield School**



**Student and Parent Handbook 2017-2018**

**Dear Greenfield Family:**

Welcome to the Albert M. Greenfield School. We are pleased to have your child(ren) and your family share in a great educational experience this year.

At the Greenfield School, we strive to create a safe, secure and welcoming environment in which all students can achieve. The policies in this handbook were developed to that end and will be adhered to for the benefit of all students and staff. Please take time to read through our handbook, familiarize yourself with its contents and share the information with your child.

As a parent or guardian, you are automatically a member of the Greenfield Home and School Association. Your participation in fundraising, community events, and informational meetings all help to enrich the educational experience of Greenfield students. Your child/ren directly benefit from HSA initiatives and your support is critical. We look forward to working together to make this a rewarding school year for all. Should you have any questions, please feel free to contact your child's teacher or the administration at any time.

Sincerely, The Greenfield School Administration and Faculty

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## **Vision and Mission Statement**

Our school fosters rigorous academics and mindful students in an engaged, diverse, environmentally conscious community. With the surrounding city as our schoolyard, teaching and learning at Greenfield takes full advantage of Philadelphia's vibrant culture and rich history.

### **Vision**

The school's educational mission is to maximize the academic and personal competence of all its students to become successful life-long learners and productive citizens in a diverse and highly technological society. A challenging research-based instructional program leads children to mastery of fundamental ideas, skills, and learning strategies, and prepares them to meet the highest academic standards. At the same time, the school strives to develop students' abilities to be independent and self-directed in pursuing high standards of learning. The school is organized into smaller units whose structures and approaches respond to children's changing developmental needs and build community among students and staff. These small communities ensure that all children have ample opportunities to form positive bonds with adults and other students in a climate that models respect for learning, promotes appreciation for the unique qualities and needs of each child, and engages students in active participation and learning. Because it is a community school, the local neighborhood serves as a laboratory and text for learning.

Greenfield students receive appropriate instruction in a variety of educational settings including a growing presence of technology and contemporary instructional strategies. A dedicated staff of teachers and professionals support all students, meeting individual academic, health and emotional needs through the Comprehensive Student Assistance Process, including nursing and counseling. Greenfield's Home and School Association participates in organizational planning and provides on-going financial assistance and volunteer resources.

Greenfield School subscribes to the philosophy of the necessity of a total community effort to bring success to every child. Parents and guardians are encouraged and welcome to participate in all aspects of the instructional program. Corporate, business and institutional 'adopters' also provide a variety of economic and human resource support to the school. Because our school welcomes children from virtually all city neighborhoods, all Philadelphia citizens are stakeholders in this mission. We expect that by meeting the individual needs of all students during their nine-year experience at Greenfield School, each child will be able to perform at his or her best ability in all academic and social areas now, in high school and beyond. We expect each child to have the necessary skills to accept all academic challenges. We expect that each Greenfield graduate will have the social skills to manage conflicts and act as responsible citizens. Above all, we expect that every child will be able to maximize his or her potential in an increasingly global society.

## **Home and School Association**

The Home and School Association of the Albert M Greenfield School provides financial and community support to enrich the academic, personal and neighborhood resources of the School.

The Home and School Mission is "working together to enrich our children's education". That means the Home and School is empowered and encouraged to provide all Greenfield students with the resources to create a rich and deep elementary and middle school education. To achieve this mission Home and School has three basic strategies:

1. Use parent-teacher collaboration to identify how to work together to help our community of learners, provide more support and resources for parents, guardians, and teachers
2. Find ways for all Home and School Members to become involved
3. Engage the larger community for support - volunteer, financial, and cultural resources

The Home and School Association is a 501(c)(3) organization that sponsors community-building events for children and their families, provides information to parents about how to support their children at the School and raises funds to enhance student programs.

General membership meetings of the HSA take place three times during the School year and are organized to offer information and to permit parents and guardians to participate in discussions about current issues.

All parents and guardians are automatically members of the HSA and are encouraged to participate in its many activities throughout the year. There is a Home and School Association mailbox in the Main Office at the School.

## 2017-2018 School District of Philadelphia Calendar

**Note: Calendar is subject to change by the School District of Philadelphia, including early dismissal dates. Please check Wednesday Folders for updates.**

### 2017-2018 Academic Mini-Calendar



THE SCHOOL DISTRICT OF  
PHILADELPHIA

#### SEPTEMBER

S	M	T	W	R	F	S
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#### OCTOBER

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#### NOVEMBER

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#### JANUARY

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#### FEBRUARY

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#### APRIL

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#### JUNE

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- First/Last Day of School
- First Day of Kindergarten
- Half Day for Students
- Schools Closed
- Administrative Offices and Schools Closed
- SRC Action Meeting

## **Arrival and Dismissal**

School begins promptly at 8:21 a.m. and ends at 3:00 p.m.

### **Arrival**

Students may arrive at 8:00 a.m. for breakfast in the cafeteria. Breakfast is served from 8:00-8:15 a.m. Breakfast is free to all students.

Students NOT eating breakfast at school should report to the yard outside and not be in the building.

Students should not report to school earlier than 8:00 a.m. There is no supervision until that time. The school assumes no liability or responsibility for children on school grounds until 8:21 AM.

In the case of inclement weather:

- Kindergarteners and their parents go to the auditorium vestibule.
- First through fourth grade students should report to the cafeteria and sit by class.
- Fifth through eighth grade students should report to the auditorium and sit by class.

Parents, please allow 1-8th grade students to go down alone on inclement weather days. The Cafeteria and Auditorium are crowded and noisy, the less people we have down stairs the better.

### **Late Arrival**

Any student who arrives after 8:21 am is considered late. If a student is late, he/she must report to the main office for a late slip. Late arrivals are recorded on a student's attendance record and can affect a student's chances of acceptance to a high school of their choice. Lateness is disruptive to the instructional day. Punctuality is expected. There is no such "excused lateness" for doctors, dentists, appointments etc.

### **Dismissal**

It is imperative that parents/caregivers pickup their child/ren on time during regular and early dismissal days. The faculty and administrators will not supervise children after school.

Students are dismissed to the schoolyard at 3:00 p.m on regular dismissal and 12:00 on early dismissal. Please arrive promptly to pick up your child.

### **\*STUDENTS WHO ARE NOT SUPERVISED MAY NOT REMAIN ON THE SCHOOL YARD\***

If an older student from the school, or another adult, is picking up a younger child, written permission must be given by the parent/guardian. A student will not be released without written permission to any other adult other than those who have been designated.

**Students are not the responsibility of the school after 3:00pm.**

**Students may play on the playground during the public hours beginning at 4:15pm. The playground area cannot be used as a waiting area for your child to be picked up. Once the school day ends, this area is unsupervised. The School District of Philadelphia is not responsible for students on the playground once the school day ends at 3:00 pm.**

### **Early Dismissal**

If the need for an early dismissal arises, the parent/guardian must come to the main office to request the dismissal.

- The parent/guardian must report to the main office and sign the "Early Dismissal Book" in order to have a child released from school.
- Parents wait in the main office for their children will be dismissed from the main office.
- **\*ALL PEOPLE ASKING FOR EARLY DISMISSAL WILL BE REQUIRED TO SHOW ID that will be photocopied\* WE MIGHT KNOW YOU BUT WE STILL ASK FOR ID. NO ID, NO CHILD.**
- **THERE WILL BE NO EARLY DISMISSALS AFTER 2:30 PM. PLAN ACCORDINGLY!**

### **Emergency School Closing and Delayed Opening**

In the event of an emergency closing for the school, KYW 1060 AM will broadcast the announcement on the radio and possibly list it on its website ([www.kyw1060.com](http://www.kyw1060.com)) and/or the announcement will appear on the School District of Philadelphia's website ([www.philasd.org](http://www.philasd.org)).

If there is a citywide closing of all public schools, especially during the winter months, KYW 1060 AM will report that all Philadelphia public schools are closed. The announcement will also appear on its website ([www.kyw1060.com](http://www.kyw1060.com)) and/or the School District of Philadelphia's website ([www.philasd.org](http://www.philasd.org)).

The school strongly suggests that parents/guardians listen to KYW 1060 AM each morning, especially during the winter months, to be informed about emergency school closings or delayed opening due to weather.

**Please refrain from calling the school office to find out if school is closed. The phone lines are needed during this time to communicate with the faculty and the School District of Philadelphia.**

### **Bike Lock up and Bike Racks**

We provide a bike lock up for students who would like to lock up their bikes. The bike lock is locked at 8:25 AM and opened again at 2:50 PM. Students can also lock their bikes to the bike



racks provided on the schoolyard on the 22nd st side of the building.

- On inclement weather days the bike lock up will only be locked if a student notifies the principal that they have placed their bike in the lock up and it needs to be locked.

- **\*\*\*THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN BIKES OR SCOOTERS.\*\*\***

## **Legal Custody and Release of a Child**

### **Legal Custody**

Parents/guardians are asked to inform the main office and the child's teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child (e.g., permission to pick up a child from school) based on official legal documents. It is important for the school to have a copy of the custody decree. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.

### **Release of a Child**

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file.

### **Attendance**

It is important that children come to school every day, prepared to learn. Regular attendance is critical to academic success. An attendance officer will visit the home of students who are absent three or more times. Continued absences will result in a truancy court hearing. We aim to have every child attend at least 95% of school days each year.

### **Absences**

A child who has been absent from school is required to bring a written note to the teacher upon returning to school. If a child is absent, an automated voice message from the School District of Philadelphia will alert the parent of the absence.

For absences extending beyond two days, a doctor's note is required. If an absence note is not received when the child returns to school, the absence will be recorded as an unexcused absence and coded Parental Neglect. At this point, an attendance officer will visit the home.

### **Excessive Absences/Lateness**

When students are chronically truant/tardy (more than 10 absences or latenesses) they can be referred to truancy court. For students who live outside neighborhood boundaries who accrue more than 20 Absences or 20 tardies in a year can and will be sent back to their neighborhood school. Students who are out of school or regularly late miss instruction which has been linked to decreased academic progress.

### **Vacation**

Taking family vacations when school is in session is strongly discouraged. The School District of Philadelphia does not consider vacations during the school year as excused absences. If you

have scheduled a vacation while school is in session understand that the absences will be marked as unexcused or illegal. Parents/guardians should contact the principal directly if there is a need for a child to be away on vacation when school is in session. In the event that a child goes on vacation, assignments must be completed upon returning to school.

### **Emergency Contact Information**

It is important that the school maintains a current, accurate address and telephone numbers (home, office, cell, etc.) for every child at all times. Should there ever be a change in address or telephone number, it is the parents'/guardians' responsibility to make sure the teacher receives that information immediately. The teacher will forward any changes to the main office. This will enable the school to reach parents/guardians quickly in case of an emergency, such as illness or school closure due to inclement weather.

On this form, indicate names and telephone numbers of three people who may be called in case of an emergency. A form will be sent home at the beginning of the school year requesting this information. These emergency contacts will only be called after an attempt to reach the parents/guardians has been unsuccessful. They will be called in the order indicated by the parents/guardians on the Emergency Contact Form.

There is a copy of the form online at [www.greenfieldschool.org](http://www.greenfieldschool.org)

### **Dress Code – K-8th Grade**

The School District of Philadelphia mandates that all students wear school uniforms every day that school is in session. Exceptions to this policy must be approved in writing by the administration and/or teaching staff.

Parents will be immediately notified if student is in violation of the dress code and failure to wear the acceptable school uniform will result in loss of recess and/or other privileges determined by the administration. Further disciplinary action will be taken if a student continues to violate this policy.

Clothes must fit. They may not be too tight, too big, too small, too short or too long. There should be no exposure of undergarments or bare skin.

# Albert M. Greenfield School Uniform Policy

## Tops

Shirts must have a collar (pointed, round, polo, or turtleneck), reach the waist, and be one of the following solid colors:

**Navy      Light Blue      White**

\*patterns, stripes or other designs are not permitted.

\*sweatshirts and sweaters must be a designated solid color  
Greenfield logo shirts and t-shirts are permitted at any time.

## Bottoms

Pants must be at the waist and stay there. Shorts and skirts must be knee-length and made of the same material as uniform pants. They must be one of the following colors:

**Navy or Khaki**

\*Denim of any color is NOT permitted except on Dress Down Days.

Sweatpants or gym shorts with school logo are permitted at any time.

## Shoes

Must be closed-toed and closed-back and worn at all times.

## Outerwear

Students may not wear hoodies, jackets, coats, hats (or sweatshirts/sweaters that do not meet uniform standards) inside the building during the school day.

### Never Permitted(Not even on Dress Down Days)

Sleeveless tops of any type	Spandex or other skin-tight clothing	Hoodies
Revealing or torn clothing	Tights or leggings without skirts	Slippers or Sandals

## **Lost and Found**

The Lost and Found is located outside the Nurse's office on the 1st floor. Lost and/or unclaimed items are placed in the Lost and Found on a daily basis. Upon request, students may go to the Lost and Found to look for misplaced items.

Parents/guardians are asked to clearly mark children's clothing and personal property. The school will accept no responsibility for lost articles and money.

Students, as well as parents/guardians, are encouraged to check the Lost and Found on a regular basis. At the end of each marking period, all unclaimed Lost and Found items are donated to a charitable organization.

## **Care of Materials and Belongings**

Students are expected to take care of their belongings, including their books and learning materials. Every student must carry his/her own books and supplies to and from school in a suitable school bag. All notebooks should be clearly labeled with the student's name, grade and room number.

The student must pay for all lost or damaged books that belong to the school, in full. This includes library books, textbooks, workbooks, and independent reading books. A charge will be made at the rate at which the books were purchased by the school. Students will not receive final report cards unless payment or return of books are made.

## **Supplies**

Students are given a school supply list prior to the start of the school year or on the first day. All students are expected to obtain the appropriate supplies to be kept in the classroom for use during the school day. In addition, students must have appropriate supplies at home with which to complete all homework.

If additional supplies are needed throughout the school year, lower school classroom teachers will send a notice home. Upper school students should replenish supplies at the close of each marking period as necessary.

## Cell Phone and Electronics Policy

It is Greenfield's policy that students should not have cell phones and electronics on their person during the school day.

1. **All** cell phones and electronic devices should be turned in to the homeroom teacher or secured in a locked locker upon arrival.
2. If a student is found in possession of or using a cell phone or electronic device during the school day, it will be confiscated immediately by the teacher or staff member.
3. Any confiscated item will be taken to the main office.
4. **1st Infraction:** The principal will return the item to a parent or guardian at their earliest convenience. A parent or guardian will be required to come to school to claim the item.
5. **2nd Infraction:** The principal will return the item to a parent or guardian at the end of the school year. The parent or will be required to come to school to claim the item.

It is the student's responsibility to let his or her parent/guardian know that a cell phone or electronic device has been confiscated.

**\*\*\*\*\*Not complying with this Policy is a direct violation of The School District of Philadelphia Code of Student Conduct as well as Albert M Greenfield School's rules.\*\*\*\*\***

## Homework

The purpose of homework is to encourage student self-discipline, independence, and responsibility; increase student achievement; and expand the curriculum. The type of homework assigned is determined by the grade level and teacher, and by the students' needs.

Homework is assigned Monday through Friday. Weekend homework assignments may occur in the middle school grades at the Greenfield School, and may be assigned in the lower grades as needed. Long term assignments, reading logs, and projects are examples of possible weekend homework.

Homework is to be completed on time. Completion of homework assignments will be reflected in student's report card grades. The classroom teacher, on an individual basis, may provide extensions for homework assignments in case of extenuating circumstances.

Greenfield School students are expected to read, or be read to, daily in addition to assigned homework. Following is the minimum amount of time students at each grade level should be reading, or be read to, for homework:

- Kindergarten: No Homework
- First and Second Grades: 20-30 minutes a night
- Third through Eighth grades: 30+ minutes a night

**\*\*\*HOMEWORK IS NOT OPTIONAL IT IS A REQUIREMENT OF THE SCHOOL DISTRICT OF PHILADELPHIA\*\*\***

## Science Fair Projects

All students in grades 4-8 are expected to complete a science fair project. The science fair project will be explained by the Greenfield science teachers and students will be given ample time to complete their projects.

## School to Home Communication ("Monday Folder")

Monday Folders will be sent home with each child on Monday each week. This year we will continue the electronic Monday Folder. In the Monday Folder, parents/guardians will receive notices of school events, scheduled school closings, and other pertinent information, as well as communication from the teacher. Middle school parents are strongly encouraged to ask their child(ren) for the Monday Folder each week.

Parents/guardians are asked to review the contents of the envelope with their children and return the envelope to school the following day.

All flyers can also be found online at [www.greenfieldschool.org](http://www.greenfieldschool.org)

## After-School Activities

After-school activities will include, but not be limited to, those that address students' academic needs and interests. Students will meet with their activity advisors immediately after school in the room in which the activity will take place. Parents/guardians must pick up their children immediately following activities at 4:00 p.m. in the designated area. Students absent from school the day of their activity may not attend on that day. Students who do not exhibit positive behavior will not be included in these activities.

**Students enrolled in after-school activities should not exit the building at dismissal.**

They should report to lobby to meet their activity leader. Once a student leaves the school building, he/she will not be permitted to re-enter the school building. Participating in after-school activities is a privilege; an advisor may remove any student not adhering to school procedures. In addition, students who are picked up late on a regular basis will be removed from afterschool programs.

Home and School provides partial tuition assistance for a child who demonstrates need based on qualifying for the lunch program. One tuition per year, per child will be granted. All behavior and attendance requirements must be met.

**Trips**

Trips will be taken during the school year to enhance the educational experience of Greenfield School students. **Trips are right not a privilege; students can be excluded from trips if they are not meeting school expectations. In addition parent/guardian may be asked to accompany a child on a trip.** When a trip is scheduled, teachers will generate a trip slip providing details such as the purpose of the trip, destination, departure time, mode of transportation, lunch needs, approximate return time to school, and cost.

The following is a list of general policies regarding trips:

- All money and signed permission slips are due by the deadline given by the teacher.
- Verbal permission is not acceptable.
- No trip slip will be accepted the day of the trip.
- Trip money (cash only) and the signed permission slip are to be returned to the child's teacher in an envelope clearly marked with the child's name.
- Checks will not be accepted; cash only.
- No trip money will be accepted in the schoolyard.
- Students with poor behavior may be excluded from a trip.
- Trips are for Greenfield School students only.
- Siblings are not permitted to attend trips.



- Chaperones must be adults.
- Parents/Guardians who are chaperoning a trip must return to school with the class.
- Trip fees will not be returned due to absence or exclusion for disciplinary reasons because tickets are purchased in advance of the trip.

## **Standardized Testing**

Standardized tests mandated by the Commonwealth of Pennsylvania and the School District of Philadelphia will be administered at every grade level, beginning with 3rd grade, at the Greenfield School. Students will respond to open-ended questions in math, reading, writing, and complete multiple-choice questions. PSSA science testing is conducted in grades 4 and 8. The classroom teacher will provide additional information to students and parents/guardians prior to the test being administered.

The PSSA testing window will open in April and will close in the first week of May for all 3-8th grade students.

To help your child prepare for these tests, you can:

- Encourage your child to review class notes, handouts, or textbooks.
- Brainstorm possible test topics.
- Take a practice test. Write out questions using your child's notes and textbooks. Have your child answer each one. Go over the responses with your child.
- Set a timer so that the test feels more realistic.
- Make flash cards with information to review. Using index cards, write down questions with the answers on the back.
- Review over several days rather than all in one night.
- Get enough rest. Go to bed on time.
- Have a good breakfast on the morning of the test.
- Congratulate your child on how prepared he/she is!

## **Report Cards**

The report card is a way of documenting student progress throughout the school year. All students in kindergarten through grade 8 receive a report card for each marking period. Report cards provide marks for all of the major subject areas, specialty areas, behavior, and effort, as

well as an attendance report. No report cards will be given directly to students.

### **Middle School Progress Reports**

Middle school progress reports will be distributed periodically during each marking period. The middle school progress reports is the school's way of keeping parents informed of their child's progress before the marking period ends. Parents can request a conference after each progress report to determine strategies for improvement. Progress reports must be signed by the parent/guardian and returned to the homeroom teacher the next day. Failure to return the signed progress report will result in disciplinary action.

### **Parent-Teacher Conferences**

Communication among parents/guardians, teachers, and school personnel is essential to a successful educational program. Conferences are of prime importance in sharing information about a child's progress during the school year. They provide opportunities for the exchange of information between parents/guardians and a child's teacher regarding academic and emotional growth.

Report card conferences, involving the parents/guardians and teacher, are held at the end of the first and second marking periods, at which time report cards are distributed. These conferences are usually scheduled for 10- minute blocks of time. If parents/guardians are unable to attend the conference at the scheduled time, the teacher must be notified at least 24 hours prior to the conference. If a longer conference is needed to address particular issues, a separate appointment should be made with the teacher.

In addition to the above regularly scheduled conferences, a parent/guardian may arrange a conference at any time during the school year. Appointments can be made either by sending a note to the teacher or leaving a phone message for the teacher. The teacher will return the call so that a mutually convenient time can be arranged.

### **Parent/Guardian Volunteers**

Parent/Guardian volunteers are welcome at the Greenfield School. Volunteers may be needed to assist the teacher in many different ways, including working with children or providing help with preparation of learning materials.

Parents/Guardians wishing to volunteer in a classroom should talk with the teacher to determine a mutually convenient time and discuss what the volunteer will do in the classroom. If it is

necessary to cancel a scheduled volunteer visit, this should be done by the beginning of the school day.

Parents/Guardian volunteers who will be working in classrooms with students for a sustained amount of time will be required to have a current Child Abuse and Criminal Check on file in the main office. Blank forms are available in the main office.

It is important to remember that all adults serve as role models for our students. Therefore, appropriate dress and speech will be expected of all volunteers when working at the school.

In the interest of safety and security, volunteers will be permitted in the classroom only when the classroom teacher is present. Parents/Guardians must go to the front office, show their ID, get a volunteer pass (which you must wear while in the building) and sign in the volunteer log book prior to entering the classroom. Please allow a few minutes for this in advance of your scheduled visit time.

## **Classroom Visits**

Parents/Guardians are welcome to visit their children's classroom at the Greenfield School. However, to limit interruption of instructional time, parents/guardians who wish to schedule a visit need to contact the teacher to make sure this is ok.

Parents/Guardians must go to the front office, show their ID, get a visitor pass (which you must wear while in the building) and sign in the visitor log book prior to entering the classroom. Please allow a few minutes for this in advance of your scheduled visit time. For safety and security reasons, visitors are only permitted in the classroom when the classroom teacher is present.

## **Support Services**

The Greenfield School provides support services to students and their families so that everyone may gain the greatest benefit from their educational experience. Please feel free to call on any of the staff listed below with questions or concerns. They may be reached by calling the main office.

School Nurse Services:

- Prevent, detect, and correct health problems that may affect school performance.
- Manage acute and chronic illness in children.
- Collaborate with teachers and parents/guardians.
- Teach strategies that promote optimal health throughout life.

- Screen for vision, hearing and growth.
- Educate children regarding personal health practices.
- Provide first aid for injured or ill students.
- Assist parents/guardians with follow-up care.

#### School Counselor Services:

- Consult with teachers, parents/guardians, administrators and others.
- Listen, in an effort to resolve conflicts.
- Help parents/guardians understand how to help their children.
- Refer students and families to outside agencies when appropriate.
- Develop and present classroom guidance sessions for all grades.
- Explain test results to help students and parents/guardians understand and use the information appropriately.
- Help students learn responsibility by becoming aware of the consequences of their behavior.
- Counsel students individually and in groups.
- Consult with parents/guardians about student transition to middle school.
- Monitor attendance.
- Coordinate Special Education services.
- Coordinate Comprehensive Student Assistance Process (CSAP).
- Applications to High School

### **School District of Philadelphia Acceptable Use of Technology**

The Internet is a rich source of information, and provides opportunities for research, skill development and communication. At the Greenfield School, all students have access to the Internet in their classrooms and in the instructional media center.

Parents should monitor their child/ren's use of the home computer. Parents should periodically check the sites visited such as Facebook, Instagram and Twitter. This recommendation is suggested to protect the safety of your child.

At the beginning of each school year, each parent and child will be given an Acceptable Use of Technology Policy. The contents are summarized below.

Cyber-bullying occurs by use of electronic or communication devices through means of email, instant messaging, text messaging, blogs, photo and video sharing, chat rooms, bash boards, or

websites and is prohibited per School District of Philadelphia policy. Should cyber bullying effect the function of school, the school will take disciplinary action.

1. Acceptable Use At school, students may use the Internet for research, to learn, and to communicate with others. Students agree to trail the rules of appropriate behavior while on the Internet.

- Students will not copy material and say that they wrote it themselves.
- Students will cite all URLs that they use.
- Students will use web sites that are suitable for children.
- Students will not download any music or plug ins that take up valuable bandwidth and slow down the system.
- The use of file sharing and media streaming services, such as downloading and listening to music on the Internet is wasteful, disruptive, and is **STRICTLY PROHIBITED** on all District computers and networks.

2. Privileges Being able to use the Internet is a privilege, and teachers, staff and administrators are the decision- makers when it comes to whether a student uses the Internet. If a student does not use the Internet appropriately, then Internet privileges will be eliminated.

3. Etiquette Students are expected to follow rules for appropriate behavior on the Internet. These include, but are not limited to, the following.

- Students will be polite when writing a message.
- Students will use appropriate language.
- Students will remember that email is not private.
- Students will remember that others can see what they write.
- Information that a student retrieves from the Internet is for the student's use. The student does not own it and did not write it. A student must identify where it was found by citing the URL.

4. Online Safety and Cyber-bullying Prevention

- Students will not give their last name, address, telephone number, or parents'/ guardians' work address or work telephone number to any one on the Internet.
- Students will not give out an email address without permission.
- If something is found on the Internet that makes a student uncomfortable or nervous, the student will get an adult to help immediately.
- If a student gets a message that is mean or frightening, the student will tell a responsible adult.
- If a student finds him/herself on an inappropriate site, the student will click the Back or Home

button to leave that site within 5 seconds. The student will then tell an adult.

- Students can be disciplined for off-campus cyber-bullying that can have an adverse effect on the safety and well-being of other students.

5. Truthfulness Students understand that not all information on the Internet is true. The School District of Philadelphia is not responsible for the truth or the quality of the information found on the Internet.

#### 6. Security

Many students will use the Internet and it is important to have adults in charge of the system. Students will not connect to the Internet without permission. Passwords are important and students will keep their passwords secret. Students will not ask other students for their passwords.

7. Vandalism Students will lose the privilege to use the Internet, and the computers themselves, if they are responsible for any intentional damage to the computers, or files that belong to others.

## **Instructional Materials Center (Library)**

It is the mission of the Greenfield Instructional Materials Center (IMC) to empower our students to become independent readers, thinkers, and researchers. To help our IMC provide for the needs of all students, there is an acceptable use policy in place.

### **IMC Acceptable Use Policy**

- All students in the IMC will exhibit acceptable behavior conducive to a learning, studious, and investigative environment. Behavior not acceptable will result in notification to the parent and the eventual loss of student privilege to use the IMC without the accompaniment of a teacher.
- Use of the Internet will be approved for topics under investigation assigned by a teacher or approved by the librarian. A student found viewing any inappropriate site on the Internet will lose Internet use until a meeting is held with the student and the parent/guardian regarding this matter.
- Students must first sign in; then report to the librarian when entering the library for individual use.
- A student may check out one (1) item at a time, which must be returned before checking out any new items.
- Books will be checked out for a period of two (2) weeks with the option of one renewal.
- Videos or other audio visual media as it becomes available will be checked out for a period of

seven days.

- A fee based on book cost will be charged to a student who loses or damages beyond repair any hardcover library book. A fee will also be charged for the loss or damage beyond repair for any library paperback book.
- A fee will be charged to any child who recklessly destroys or damages any video cassette or other audio visual media.
- Any student who owes a damaged book fee, a lost book fee, or a damaged audio visual media fee will lose privileges to borrow IMC materials until the fee is paid.
- Reckless damage to electronic equipment or library furnishings will result in a meeting with the student, parent/guardian, school administration, and library administration.
- If a student owes a book or fee to the library from the previous year, library privileges will be eliminated until the book is returned or the fee is paid.

## **Discipline**

### **Philosophy of Discipline**

The mission of the Greenfield School is to provide students with a strong academic foundation for lifelong learning, and guide them in developing a sense of respect, responsibility and self-discipline. One of the school's most important goals is to establish an atmosphere in which students feel safe and welcome, and have the greatest opportunity to learn and grow to their fullest potential. At the Greenfield School, it is understood that the successful, nurturing, high-achieving school to which the faculty and staff are committed cannot exist without discipline.

At the heart of the Greenfield School discipline plan is the expectation of respect and responsibility for others, our surroundings, and ourselves. A community school holds a unique position in the life of a child, moving from home into a greater role in the wider community. Helping students learn respect and responsibility takes a partnership that includes the student, family, teachers, administration and community. With the cooperation and support of home, school and community, students will grow in their understanding of what effect their actions have on the school community, and will hold increasing responsibility for their own self-discipline.

It is helpful for parents/guardians to review the following expectations with their children at home, and to speak with the teacher for any clarification.

### **Disciplinary Action**

Students committing any of the offenses listed below while in school or on school trips shall be subject to appropriate disciplinary action. A detailed explanation of the offense and consequence

will be sent home separately. Repeated offenses will be reflected in a student's report card behavior grade. This list is not exhaustive, these are just some examples.

Offenses:

- Lateness
- Uniform violation
- Running or making excessive noise in the school, cafeteria, hallways
- Eating in class without permission
- Smoking on school property
- Loitering
- Disruption of class, study, or instruction
- Showing disrespect to a teacher or other adult
- Showing disrespect to peers
- Possession of personal electronic (beepers, pagers, cell phones, etc.)
- Fighting, hitting or being physical
- Stealing
- Spitting
- Abuse of computer or Internet
- Forging signatures
- Defacing school property or other people's property
- Cheating
- Touching peers in inappropriate ways
- Use of abusive, profane language or gestures
- Bullying, harassment, threats
- Leaving the classroom without the teacher's permission
- Refusing to follow directions of a teacher or any other staff member
- Exhibiting defiant behavior

Consequences:

- Loss of recess
- Parental notification



- Loss of trip privileges
- Suspension or removal from after-school activities
- Ineligibility for participation in extracurricular organizations (e.g., drama club middle school sports)
- Suspension or removal from special in-school activities (e.g., performances)
- Loss of privilege to attend special extracurricular activities (e.g., sporting events, special programs)
- After-school detention
- Suspension from school

### **Fighting**

Fighting will result in suspension for any individuals involved. Length of suspension will depend on who started the fight. It is our policy that there are adults available throughout the day to help students mediate conflict. Fighting will not be tolerated at Greenfield.

Being Respectful to All Adults in the Building All adults in the school building are to be treated with respect. At no point in time should any student speak in a disrespectful manner to an adult in our building. That means any adult whether teacher, classroom assistant, cafeteria manager, building engineer, parent or volunteer. Disrespectful behavior will not be tolerated.

Act 26 - Possession of a Weapon The Pennsylvania General Assembly has enacted legislation (Act 26), which requires all public schools to take a mandatory course of action in dealing with a student found to be in possession of a weapon. There is no requirement that the student use or try to use the weapon. No one may carry a weapon for protection. A weapon is defined as a gun, knife, sharp object or any other object that can be used as a weapon. Act 26 is designed as a safeguard to ensure that all public schools are safe havens in which all students may interact in an environment and climate that fosters learning and strongly discourages potential acts of violence. Any student found with a weapon will be subject to automatic suspension and transfer to another Philadelphia public school or disciplinary school. Depending upon the age of the student and severity of the situation, the student may be arrested.

**Any student who repeatedly violates the School District of Philadelphia's Code of Student Conduct, is chronically truant or chronically tardy can and will be excluded from privileges that include and are not limited to School Field**

**Trips, School Events (i.e. Spring Fair, Special Events). For 8th Graders these include but are not limited to 8th grade field trips, 8th grade end of year trip, 8th Grade Dinner Dance, 8th grade promotion ceremony. It is not our goal to exclude student, and we also acknowledge that these activities are a reward for the expression of positive behavior and will be withheld from those who exhibit behaviors in violation of the school district and school rules.**