Handbook for Parents and Students

**2018-2019 School Year**

**James Russell Lowell Elementary School**

**Grades K-4**

**450 West Nedro Avenue**

**Philadelphia, Pennsylvania 19120**

**(215) 400-3740**

**(215) 400-3741 Fax**

**This handbook is designed to inform parents and students about Lowell School policies, school activities, calendar and other useful information to prepare children for a successful school year.**



**“Building a Brighter Future Together”**

Mr. David Lugo Mr. Lawrence King Ms. Tiffani Ellis

Principal Assistant Principal Climate Manager

School District of Philadelphia

440 N. Broad Street

Philadelphia, PA 19130

www.philasd.org

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| **J. R. Lowell School 2018-2019** |

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| ***BACK TO SCHOOL NIGHT – Wednesday, SEPTEMBER 12th***  ***5:00 – 6:30 p.m.*** |

**SCHOOL HOURS: 8:36 a.m. – 3:15 p.m.**

**12:15 Dismissal - Report Card Conferences:**

November 7-9, 2018 February 13-15, 2019 April 15-17, 2019

**12:15 Early Dismissal - Professional Development:**

August 31, 2018, October 5, 2018, March 1, 2019, April 12, 2019

**Schools Closed: Staff Only-Professional Development Days:**

November 6, 2018, January 18, 2019

***SCHOOL CLOSINGS AND DATES TO REMEMBER***

\* Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication. https:// www.philasd.org/calendar/web-calendar/

The following is the calendar for all schools and Pre-Kindergarten Programs for the 2018 – 2019 school year:

Date Activity

August 27, 2018 First Day for Grades K-12 – Student Attendance

August 27, 2018 First Day for Head Start and Bright Futures -Student Attendance

*August 31, 2018 Professional Development Half Day – 3 Hour Early Dismissa*l

**September 3, 2018 Labor Day – Schools Closed and Administrative Offices Closed**

**September 10, 2018 Rosh Hashanah – Schools Closed and Adm. Offices Closed**

**September 19, 2018 Yom Kippur – Schools Closed and Adm. Offices Closed**

September 21, 2018 2019-2020 School Selection Process Begins

*October 5, 2018 Professional Development Half Day – 3 Hour Early Dismissal*

November 2, 2018 School Selection Process Ends

**November 6, 2018 Election Day – Full Day Professional Development (Staff Only)**

November 7 – 9, 2018 Report card conferences

**November 12, 2018 Veterans’ Day Observed – Schools and Adm. Offices Closed**

**November 22 – 23, 2018 Thanksgiving Holiday – Schools and Adm. Offices Closed**

**Dec. 24, 2018 to Jan. 1, 2019 Winter Recess – Schools Closed**

**January 18, 2019 Professional Development Day – Staff Only**

**January 21, 2019 Dr. Martin Luther King Day – Schools and Adm. Offices Closed**

January 30 – February 1, 2019 Report Card Conferences

**February 18, 2019 Presidents’ Day – Schools and Adm. Offices Closed**

*March 1, 2019 Professional Development Half Day – 3 Hour Early Dismissal*

April 3 – 5, 2019 Report Card Conferences

*April 12, 2019 Professional Development Half Day – 3 Hour Early Dismissal*

**April 18-22, 2019 Spring Recess– Schools Closed**

May 14, 2019 Pennsylvania Primary Election Day (Tentative) – Schools Close

**May 27, 2019 Memorial Day – Schools and Adm. Offices Closed**

June 4, 2019 Last Day for Students- Enjoy your Summer break!

\* In the event that schools are closed due to inclement weather or other emergency circumstances, April 18, 2019 (make-up day #1) and April 22, 2019 (make-up day #2), and the required number of days thereafter will be days of pupil and staff attendance to satisfy the requirement of 180 instructional days.



**Message from the Principal**

Dear Parents/Guardians,

It is with great pleasure that I begin my 9th year serving at James R. Lowell Elementary School. Whether you are returning or are new to our Lowell School family, we welcome you and ask you to join us in creating the best possible educational experience for the student in our community.

We want to increase student achievement while providing a safe and learning environment for all. Through daily examples, we want our students to take ownership of their learning and become true representatives of our society.

This year, while continuing to focus on literacy, our goal is for every student to have, at minimum, a year’s growth on their independent reading level. For that reason, we need your support in having your child reading at home daily.

Our school focus will continue to be:

* Reading on grade level by the end of 3rd grade
* Addressing student’s individual needs
* Creating a climate conducive to learning

WE can and must SUCCEED, TOGEHER!

Sincerely,

Mr. David Lugo

Principal

# Mission Statement

The James Russell Lowell Elementary School, being a part of a multicultural community, strives to create a climate of safety, mutual respect and equity. By doing this, we utilize the strengths of our many cultures to enable all of our students to reach their potential. In order to accomplish this goal, we have created and maintain a school climate where teaching and learning are priorities.

It is our goal to prepare each and every student for success in the 21st century.

School Policies and Procedures

**Visitors ** **All visitors must present photo ID at the front door when ringing the bell, sign in at the front desk and report to the main office upon entry into the building**. No one may go directly to any classroom. Class visitations are not allowed during instructional days. In order to maintain the safety of the building, all visitors will be stopped if visitor’s pass is not visible.

**If you wish to speak with your child’s teacher, you must make an appointment.** Instructional time is precious and will not be interrupted. Conferences will be scheduled at such times that they do not interfere with the instruction of students. The secretary will deliver a message, or you can write a note to the teacher requesting a conference that is convenient for both you and the teacher.

**Admissions SCHOLBEL** 

School begins at 8:36 A.M. A warning bell rings at 8:30 for students to line up at designated places near the school doors in order to file into school by class. Students will be instructed as to line up locations. No student will be admitted to school prior to 8:36. For their safety, students are not be dropped off prior to 8:25 a.m. Breakfast is served daily in the cafeteria between 8:05 and 8:25 AM.

**Cold Weather Guideline:** We line up outside and students will go out to recess at 32 degrees or above based on our WeatherBug Station reading. Dress your child appropriately.

**Inclement Weather Admissions:**

In the event of heavy rain, snow or extreme cold weather conditions, children will be admitted to the building via doors on each side of the building; Kindergarten door entrance (5th St. side), Flag Pole Door (5th St.), and Grange St. at 8:30 A.M. However, it is best for students to arrive as close to 8:36 as possible. Students are to line up outside of their classroom until their teacher receives them at 8:36 A.M. At 8:36 teachers will admit children to their classrooms. Parents are not permitted into the building or allowed to escort their child to class. School closings and early dismissals due to weather can be found on KYW1060, TV or radio and the school district website at

[www.philasd.org](http://www.philasd.org) or by calling 215-400-4636

## Breakfast

All students are invited to participate in the free breakfast program which is served daily from 8:05-8:25 A.M. Do not send breakfast items from home or a restaurant as eating is not allowed in the classrooms.

**Lateness:**

Instructional time is precious and every minute counts! Children should leave home with enough time to arrive at school by 8:36 AM. **Students will be marked late if they do not enter with their class.** Any student arriving after their entry door is closed must enter the building at the kindergarten doors.

Latearrivals will enter through the kindergarten doors and proceed to their classroom after receiving their late slip. Do not escort your child to class as this will disrupt instructional time. Parents are not to proceed passed the doors. Excessive absences and lateness will affect participation in class trips, activities and attendance incentives.

**Dismissals:**

**Dismissal is at 3:15.** If you are picking up your child, please meet him/her in the schoolyard. All students are encouraged to leave the schoolyard immediately upon dismissal.

If an older child is picking up a younger sibling, he/she must make arrangements to meet the child at a designated spot in front of the school or in the yard. Please review this with your youngsters. Note that 2nd – 4th graders are allowed to walk home while Kinder and 1st graders must be picked up by an adult or sibling (teacher must be notified). Please have a safe place for your child to have your phone number in the event we need to contact you at dismissal.

If your child is to be picked up and you or the escort is unable meet the child promptly at dismissal, please notify the school. We realize that emergencies happen, however, it is important that you make arrangements for someone to pick up your child when you are unable to. We do not have personnel assigned to after school duty for baby-sitting. Students will have to wait in the school yard. When parents are late, children become quite frightened. Late pick-ups will be referred to after school programs for a fee.

**Early Dismissals**

We urge you to leave your child in school all day (every minute counts). Doctor or other appointments should be scheduled outside of school hours and on school holidays whenever possible. If a child must be dismissed early, he/she must **bring a note to his/her teacher** stating the time and reason.

***NO STUDENT MAY LEAVE THE BUILDING UNESCORTED!***

***You must present picture ID and sign your child out in the school office.*** This is a School District regulation enforced for the safety and security of your child. You may not go to your child’s classroom with the intent of taking them out of school. All students will be dismissed from the office. **Early dismissals will not be given after 2:30 P.M.** Students arriving after 10:00 A.M. and/or leaving prior to 1:15 P.M. will be considered half day absent.

**District Early Dismissals and Emergency Closings:**

Early dismissal days (12:15 PM) will occur for parent conference days and teacher professional development. When students are dismissed early, they will receive lunch. Dates are listed at the start of this handbook and will be listed on our monthly calendar.

Should there be need for an emergency dismissal please follow regular dismissal procedures and meet your child in the school yard at the designated time. Ensure your current phone number is on file should emergency closings occur. These closings will be announced on KYW1060, TV, and radio and also on the school district website at [www.philasd.org](http://www.philasd.org) or by calling 215-400-4636

**C:\Users\SDP Administrator\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\A3YK695H\MC900198606[1].wmfParking:**

We do not have adequate parking and Lowell School is on a busy street. Police will not allow for double parking and your car may be ticketed if you do so. Fifth Street is used exclusively for buses and for before and after-care van pick-ups. Please refrain from parking on this street or on sidewalks.

**Absence Notes**:

Whenever a child is absent, a note from home stating the reason for the absence must accompany the child’s return to school. **Absences without a note within 3 days of the absence will be coded as “illegal” absences.** You will also receive a computerized phone call reminding you of your child’s absence. A note does not constitute the absence is an excused absence. Excessive absences, after 9 cumulative absences, will require a Dr.’s note. Excessive absences will exclude students from participating in class or school activities, incentives and trips.

SCHOOL1

#### POLICIES/PROGRAMS

**Class Placement:**

At the end of the year, the current classroom teacher, principal, assistant principal and other staff members evaluate all student data to determine the best class placement for the following year. Well-balanced classes take into account racial balance, English language learners (ESOL) needs, student abilities, gender, and learning styles. Readjustments may be necessary by the beginning of October. At that time your child may be moved to another room due to size limitations. Special requests cannot be honored.

## Counselors:

Lowell School is fortunate to have a counselor and bilingual counseling assistants. They work with students, parents, and other school personnel and with community agencies to support students and families. They are also key people in the Multi-Tiered System of Support (MTSS). Counseling is one of the services designated to help your child make good decisions, appreciate and act appropriately and respectfully along with classmates and staff members and adjust in a socially acceptable manner. In addition to our experienced counselor, we have bilingual counseling assistants who communicate between home and the school for parents who speak Spanish, Vietnamese, and Cambodian. Other bilingual counseling assistants are available for us upon request.

**CMPTRTCH**

**Dress Code - Uniforms:**

School is where serious learning takes place. All children should be dressed for learning success. It is important to keep in mind that dress and grooming are factors in determining students’ attitudes towards themselves, their school and others. No hoodies are allowed.

**Students are required to wear school uniform everyday!**

**School Uniform:**

1. Shirts- light blue (powder blue) with a collar
2. Bottoms- navy or khaki school uniform type pants or shorts or skirts. Jumpers may be navy or khaki. (no jeans)
3. Shoes-sneakers or closed toe shoes
4. For safety reasons, students out of uniform will not be able to participate in recess, schoolassemblies, or other school activities or incentives.

**Physical Education-Gym Uniforms:**

Shirts-

* Plain navy t-shirt or any Lowell logo t-shirt

Bottoms-

* navy blue shorts or navy blue sweatpants.

Shoes-

* sneakers

Navy sweat suits for gym class in the winter are suggested. A navy sweater may be added to the uniform for warmth when appropriate. Failure to wear appropriate uniform will exclude the student from special activities/programs at the school. Periodically we do have special events at school where alternative clothing is appropriate. Notices will be sent home indicating the special event.

**STUDENTS MUST ALWAYS WEAR A UNIFORM ON TRIPS AND WHEN THEY REPRESENT LOWELL SCHOOL**.

**Parents may be called to bring a change of clothes if a student comes to school dressed inappropriately**.

Sneakers or leather shoes are acceptable, but sandals such as flip-flops pose a safety hazard and must not be worn.

Hats are not to be worn in the building without special permission of the principal or nurse or on special “hat” days.

Extra- Curricular and Enrichment Activities

During the fall, teachers may begin after school activities that run from 3:15 to 4:15 p.m. PLEASE ARRANGE FOR PROMPT PICK-UPS AT THE END OF THE ACTIVITY. Late pick-ups may be cause for exclusion from the after school program.

## Field Trips

Field trips enrich the regular education program. Permission slips stating the place and time go home with the students prior to the trip and must be signed by the parent/guardian before the student can go. For every ten children, there must be an adult chaperone; therefore, parents are encouraged to volunteer. All field trips must meet with the approval of the principal. Safety precautions are required on all trips. Upon returning from a trip, students continue their learning. Being a chaperone is not a reason for early dismissal. To serve as chaperon, parent/guardian must agree to this stipulation. Chaperones must submit their child abuse and criminal background check clearances.

## Safety Drills

Safety and fire drills are held throughout the school year for your child’s safety. Children are expected to remain quiet, orderly, and with the class at all times during the drill. These will include lock-down drills, shelter in place and off-site evacuations.

## Fund-Raising

Lowell School has several fund-raising campaigns throughout the year. Please support all of these efforts whenever possible. Fund-raising supplies many wonderful and additional materials for your child as well as enriching programs.

If a fund-raising project involves selling items, please take the forms to your office, or call your relatives and neighbors. At no time should you allow your child to go around the neighborhood unescorted by a responsible adult in order to sell items for the school.

Items Not Permitted in School

Lowell School forbids the following items to come to school because they are distracting or cause a safety issue. Other items are not permitted by law and may be subject to forced transfer or arrest. If these items are found, they will be confiscated and parents notified.

1. Toys/Spinners/Play cards
2. Drugs and Alcohol \*
3. Real or toy weapons \* (this includes toy guns: cap, BB, water, or any other gun)
4. Pocket knives or sharp objects \*
5. Skateboards/scooters
6. Electronic devices(including cell phones, ipods, gaming systems\*\*)
7. Baseball bats
8. Hardballs
9. Matches, caps, fireworks
10. Other items deemed distracting or hazardous

\* could result in alternate disciplinary actions and/or arrest

\*\* The school or district shall not be liable for the loss, damage or misuse of any electronic device brought to school.

Lost Books: 

If your child has been issued a textbook, or has borrowed a book from the school or classroom library and has either lost or vandalized this book, **he/she is responsible for its replacement**. New textbooks will not be issued to a child until payment for the replacement is made. Students can be asked to provide appropriate service to the school when repayments cannot be made. Failure to return or pay for materials will result in exclusion from special school activities.

Report cards will be withheld pending replacement or restitution.

**APPLE1Lunch Program:**

Children will receive a free lunch, or they may bring their own lunch to school. *No child may leave the school during the scheduled lunch period*.

Lowell School has four lunch periods. Lunch for students is held in our all-purpose room and in an additional overflow room. Lunches are thirty minutes long and may include a recess. School personnel (school climate staff, and supportive service assistants) supervise lunch and recess.

##### Lunch/Recess Schedule

1. 10:45 Fourth grade
2. 11:30 Second Grade & Kindergarten
3. 12:15 First Grade and Kindergarten
4. 1:00 Third Grade

## (subject to change depending on schedule needs)

## C:\Users\SDP Administrator\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\A3YK695H\MC900445196[1].wmfBirthday Celebrations

## Instructional time is precious. Celebrations during instructional time interrupt the learning process. Additionally, due to food allergies, birthday celebrations in the classroom will not be permitted. As a school, we will honor those students who were born during that particular day. No cakes, cupcakes or balloons are to be brought in to school or the classrooms.

## Messages for Children

Messages from home cannot easily be relayed to children. If there is an emergency, call the school office. The main office will have to verify the message by calling the parent/guardian with the information on-file. Please ensure your information is updated in the main office.

**Homework:** TEACHER2

Homework assignments are given daily. Please review assignments and completed work with your child every night. Homework is a good time for you to talk to your child about what he/she is learning. Some teachers may give out a printed sheet indicating homework assignments for the week, while others assign homework tasks daily. It’s a good idea for your child to have the phone number of someone in the classroom in case your child forgot their assignment or needs additional support.

## School Advisory Council

Lowell School needs an active School Advisory Council (SAC). This program is important to our school. Please join!

Meetings are held throughout the year at various times and are informative. Please look for the dates and come often. If you wish to volunteer for committees, call the school so we can give this information to the SAC representative. We need your participation.

## Injury or IllnessMEDBAG1

Each year the school distributes a **Parent Location Card** which indicates where parents can be located in the event of an emergency. It is very important that the school secure all of the information sought**.**

**If there is a change in emergency numbers, the school office as well as the teacher must be notified.** In case of a serious injury, police or fire rescue will take a child to the nearest hospital. Information may also be updated using the Parent Portal at https://www.philasd.org/resources-for-families/

Nurse:

Our school nurse is on duty every day. She is permitted only to administer first aid. If a child complains of illness at home, please do not send him/her to school. If a child becomes ill in school, parents will be contacted to come for the child and to follow through with medical care at home. Note that the nurse will be unable to call for every incident that may happen. A card is sent with the child informing you of treatment or follow-up required. Your understanding and cooperation is appreciated.

**Medications**:

If your child has a condition which requires special consideration or medication such as asthma, diabetes, etc. please notify the nurse so that those who will be with your child during the day will be aware of the situation and be helpful to your child as necessary***. CHILDREN MAY NOT TAKE THEIR OWN MEDICATIONS.***

If your child requires a dosage during school hours, you must send this to school in the original container. Medicine given regularly will require directions from your physician and the container itself from the pharmacy with the prescribed medication. Please contact the nurse if you have any questions.

**Preparation for School:** OPNBOOK2

1. A good night’s rest and breakfast will enhance your child’s achievement.
2. Before your child leaves for school, please check that he/she has all materials.
3. Be sure to check your child’s homework nightly and read, sign and return all notices that require a response. Look for the Tuesday folder which will contain important papers and information.
4. See that your child leaves home on time so that he/she will not be late. Instruction begins immediately upon admission at 8:36 a.m. Those who arrive late disrupt instruction and miss learning important content.
5. Encourage your child to read daily. Read with your child and to your child. Discuss the books your child is reading with him/her.
6. Children should know their current reading level and goals for the marking period and end of year. This information will be shared with them throughout the school year.

**Response to Intervention and Instruction (RtII)& Multi-Tiered Support System (MTSS):**

Response to Instruction and Intervention (RtII) is an early intervening support process where the goal is to improve student achievement using research based interventions matched to the instructional need and level of the student.

Report Card Conferences:

* Conferences will be held three times a year.
* Parents are expected to attend conferences with their children’s teachers.
* Report cards will not be sent home.
* If you are unable to keep the appointment, please call or write the teacher and arrange another.
* Please visit your child’s specialist teachers at this time.

**HONOR ROLL:** RIBNAWRD

There are two levels of Honor Roll.

***Level 1 – DISTINGUISHED***

* All A’s in major subjects – Grade 4
* Level 4 in major subjects – K-3
* Above grade level for reading (see chart for each report card)
* Writing – above grade level (see chart)
* A or B in Behavior – Grade 4
* O, S in Behavior K-3
* A or B in minor subjects only – Grade 4
* 3,4 in minor subjects only K-3

***Level 2 - MERITORIOUS***

* All A’s & B’s in major subjects – Grade 4
* A or B in Behavior – grade 4
* One C in a minor subject – Grade 4
* All 3’s & 4’ in major subjects K-3
* Only one “2” in minor subject
* Reading on grade level or above for report card period (See chart on report card)
* Writing – at or above grade level (See chart)
* O,S in behavior – K-3

We follow the Philadelphia School District Marking Guidelines

http://webgui.phila.k12.pa.us/offices/c/curriculum/marking-guidelines2

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**Grade and Promotion Policy**

Students performing above grade level shall have differentiated opportunities for accelerated learning. This policy does not allow grade level acceleration (skipping grades).

*I. Kindergarten Promotion Standards*

*A. The Kindergarten teacher* shall review all pertinent pre-school records, including the Child Observation Record (COR) or the Adjusting Scales for Preschool Intervention (ASPI) in order to determine each child’s entry level skills.

Kindergarten students may not be retained unless requested by the parent,

and may not be retained more than once. Retention must be supported by the Principal and Regional Superintendent.

*II. General Promotion Standards for Grades 1-4*Grade Specific Promotion Guidelines Policy (as applies to grades 1-8)

• In grades 1 and 2, students must pass reading and math.

• In grades 3 through 7, students must pass reading, math, and science.

STUDENTS

**Volunteers:**

We welcome volunteers at Lowell School. Please inform your child’s teacher if you wish to participate. Volunteers work in a variety of areas including assisting with special programs or fundraising, working in the library and other capacities. They can work in school specific tasks and chaperone field trips. Volunteers will need to obtain the proper clearances. These include child abuse and criminal background check. Contact the school for more information.

**Special Programs:** BRNTSR5

The following specialists are full or part time members of the Lowell School faculty.

1. Reading Specialist
2. Physical Education Teacher
3. Writing Program
4. Music Teachers
5. Bilingual Counseling Assistants

* Nurse

1. ESOL Teachers
2. Psychologist (part time)
3. Speech Therapist
4. Counselor

* Instructional Specialist
* STS-Student Therapeutic Services

**E.S.O.L. - English for**

**Speakers of Other Languages**

Many of the children of Lowell come from families in which English is not the main language spoken at home. Children arrive at school with little fluency in English. In order to succeed in school Lowell provides the services of the English for Speakers of other Languages program.

The teachers work hard to give over two hundred children additional skills in speaking, listening, reading, and writing English.

Bilingual Counseling Assistants and Tutors: We have bilingual counseling assistants who speak many of the languages of our students. This helps to make stronger connections between home and school.

**Special Education -**

Students who have an individualized education plan (IEP) are included in the regular education classes and are supported with additional services.

Lowell also has a K-2 Emotional Support program , a K-2 Autistic Support and a K-2 Life Skills Support program for students.

**Extended Day Programs:**

Lowell School offers a variety of programs for students before and after school. Some of the programs are free; others are at cost with some financial help available.

* Young Achievers
* Tutoring
* Extra Curricular Clubs

For more information contact the school office.



Codes of Ethics and

Student Conduct

Lowell School students with support of the parents are expected to show respect.

**Respect for themselv**es: A child respects him/herself when school is taken seriously. Homework and class work is done to his/her best ability.

The child is on time in the morning and attends school everyday.

The child never does anything dangerous or foolish.

**Respect for other children**: Children show respect toward other children by solving conflicts peacefully, not fighting, not harassing weaker children and not using abusive language. Children also show respect for others when they do not disrupt the class so that others may learn.

**Respect for adults**: Children respect adults when they are willing to take direction from any adult at school, when they take care of school property and when they speak courteously to all adults.

Training for responsible citizenship is a major responsibility of school and home**. Appropriate behavior is expected in and outside of school**. The attitudes and actions that evidence the character of our students include:

1. ***Respect***- always courteous towards teachers, classmates and all others
2. ***Obedience*** - willingly obeys school rules and regulations.
3. ***Honesty*** - responds truthfully in all situations.
4. ***Courage*** - attacks difficulties with confidence; acknowledges mistakes and does the right thing, regardless of the remarks of others.
5. ***Attitude*** – reacts in an appropriate and civilized manner to a direction or suggestion
6. ***Cooperation*** - willing to join in with others in work and all other activities.
7. ***Self Control*** - thinks before acting or speaking and is aware of the consequences of those actions.
8. ***Responsibility*** - is at the right place at the right time; is ready for work and other duties; has class work and homework completed neatly and on time.
9. ***Neatness*** - keeps books and materials in good order; arranges and prepares work neatly.

Expected Pupil Behavior in Various Areas of School

***Hallways:***

All children are expected to pass through the halls in an orderly manner. This means that all children are to walk in the halls quietly without disturbing other classes. Hall passes must be obtained from the teacher should a child need to be out of the class and students must walk with a buddy. Hall passes must be returned to the issuing teacher.

***Computer Lab:***

Students are prohibited from accessing inappropriate materials on any school computer. Computers are for enhancing academic skills. Violation of this policy will result in disciplinary action and loss of use privilege.

###### Yards

Students are assigned to the yard for lines, recreation and recess based upon their grade placement. All students are expected to remain on the school property at all times. When in the yard, students are expected to follow the directions of the teachers and aides. The same rules of respect apply here as well as in the classroom. Students who leave the school yard may face disciplinary action.

***Lunchroom:***

Students are assigned to a specific table at lunch. They are to enter quietly and quickly and go directly to their tables. Tables will be called in an orderly fashion to get lunches. Students who disrupt the lunch decorum will be assigned to sit at a separate table. Students may bring their own lunches. All students are expected to clear their table and floor area after eating lunch. For safety reasons**, NO GLASS BOTTLES ARE ALLOWED**. If they drop and shatter, this can cause a dangerous situation. Students are not permitted to leave the lunchroom for any reason without permission from an adult.

**Discipline**

**Students who choose to break the school rules will be disciplined through the following ways:**

1. Given “time out” within their classroom or in another location
2. Removal of privileges
3. Given time in another room
4. Working detention (i.e., cleaning, picking up trash, etc.)
5. Exclusion from trips/activities
6. Suspended for one to five days
7. Referral to another Philadelphia School or alternative school

All families can review the School District of Philadelphia’s Code of Student Conduct which is available on line at www.philasd.org.

Lowell School has a Discipline Committee which meets on a regular basis to ensure that school rules are fair and just. Members work closely with the principal, assistant principal, climate manager, counselor and support staff.

The goal of all members of the Lowell family is to strive for every student to be able to learn in an environment that is free of distractions. However, it may become necessary to remove a child who is preventing others from learning.

**Parents will be called for any serious infraction.**

**ACT 26:**

The Pennsylvania General Assembly has enacted legislation (Act 26) which requires all public schools to take a mandatory course of action in dealing with students who are found to be in **possession of weapons**. No one may carry a weapon for protection. A weapon is defined as a gun (including any type of toy gun), knife, sharp object or any other object that can be used as a weapon. The purpose of Act 26 is designed as a safeguard to ensure that all public schools are safe havens in which all students may interact in a climate which fosters learning and strongly discourages potential acts of violence.

Students who are found with a weapon or use an object as a weapon are subject to automatic suspension and discipline according to the Code of Student Conduct. Depending upon the age and severity of the situation, a student can be subject to be arrested.

**Our School: BUTRFLY3**

Lowell School is a Pre K-4 elementary school with a diverse school family. (64% African American, 15% Latino, 13% Asian, 8% Other) We have approximately 770 students with 48% of students attending 95% of days or more. All of our students receive free breakfast and lunch.

# Computing and Internet Acceptable Use Policy

There is a detailed computer usage policy available on the School District’s website. Please read and review all expectations. Should you need a hard copy, ask in the main office.



**QUICK GUIDE**

**Early Dismissal due to weather:**

Listen to KYW 1060 on AM radio. They will say Philadelphia Public Schools. Please ensure that we have your current phone number on file.

**No early dismissals after 2:30 p.m.**

**When picking up your child early:**

* Send a note to your child’s teacher
* Know child’s first and last name.
* Know child’s grade, room number and name of teacher.
* Show picture identification.

**Extended Day Pickups**

If you are picking up your child from Young Achievers, or Extended Day Opportunities:

* Drive slowly!
* Please do not cross the school yard in your car. Park by the gate and walk to the school building.

**Indoor Admissions**

* Plan to arrive after 8:25.
* Enter through respective doors on any side of the building.
* Students will not be admitted before 8:30.
* Only students are allowed in the building. No parents are allowed inside.

**How You Can Help Lowell School**

* Follow procedures and policies put in place for everyone’s safety.
* Communicate with your child’s teacher.
* Join the School Advisory Council (SAC)
* Offer to volunteer (Background checks are required for volunteering.)
* Talk with your child about making good choices and resolving conflict peacefully and appropriately.
* Discuss Power of 3 with your child: Take care of yourself, others and the environment
* Make sure you child gets enough sleep.
* Make sure your child has completed all assignments each night.
* Make sure your child has breakfast each day at home or at school (8:05-8:25).
* Have your child wear the school uniform every day. (A uniform sweater or Lowell School sweatshirt can be worn if cold.) No hoodies allowed in the building.
* Have your child to school on time 8:30 am and pick him/her up on time 3:15 pm.

**THE SCHOOL DISTRICT OF PHILADELPHIA**

**SCHOOL-PARENT COMPACT**

**JOINTLY DEVELOPED**

**On April 25, 2018, a parents’ meeting was held to brainstorm and create this School-Parent Compact. The meeting was attended by members of the School Advisory Council, Ms. Merlinda Allahar, Ms. Shawnta Freeman-Bolger, Ms. Carla Wayns, Mr. Tyquan Dorsey; Parents attending: Renois Midelesy, Guerline Rnois, Marcel Rullena, Fasiene Gedee**

**Ms. Carmen Colon FACE Representative, Mr. Lugo-Principal**

To understand how working together can benefit your child, it is first important to understand the district’s and school’s goals for student academic achievement.

**THE SCHOOL DISTRICT OF PHILADELPHIA ANCHOR GOALS:**

1. 100% of students will graduate, ready for college and career.
2. 100% of 8-year-olds will read on grade level.
3. 100% of schools will have great principals and teachers.
4. SDP will have 100% of the funding we need for great schools, and zero deficit.

**Lowell School GOALS:**

1. *At least 60 of K (59%) Students and 75% of 1st (62%) and 2nd grade (70%) students will make at least one year's worth of growth as evidenced by their independent reading level from Q1 to Q4. Baseline: K: 49%, 1st:52%, 2nd: 60%.*
2. *At least 70% of Kindergarten students (87%) and 50% of 1st (53%) and 2nd (56%) grader students will score at target by the Spring AIMSWeb assessment. Baseline: K: 77%, 1st: 53%, 2nd: 46%.*
3. *No more than 25% of 3rd grade (22%) students will score below basic on the 3rd Grade PSSA-ELA assessment, as measured by incremental benchmark assessments. Baseline: 32%.*
4. *At least 50% of students K-40%, 1st-42%, 2nd-52%, 3rd-53%, 4th-68%, will attend 95% of the days or more. (No more than 15% of students will attend less than 85% of days.) Baseline: 40%; Kinder: 30%, 1st: 32%, 2nd: 41%, 3rd: 43%, 4th: 58%.*
5. 100% ({SchoolGoal}) of Kindergarten through 2nd grade students will have 0 out-of-school suspensions.

To help your child meet the district and school goals, the school, you, and your child will work together:

***SCHOOL/TEACHER RESPONSIBILITIES:***

Lowell will:

*The teachers of the Lowell School will implement the Common Core State Standards as identified as the standardized curriculum of the School District of Philadelphia. All students are tested and if necessary, receive interventions such as Lexia Reading, iReady Math, and small group instruction. There may be after school math and/or reading enrichment clubs. Special Education students receive intervention in the form of AIMS Web, Reading Mastery or Corrective Reading/Math. Students who’s primary language is not English will receive language acquisition supports by ESOL teachers. All of our teachers are highly qualified and we have 7 highly qualified SSA’s who support teachers in the classrooms.*

*Parent-teacher conferences will be held during report card time and as requested by the parent/guardian. Each September we hold a Back To School night for parents and guardians where we review Title I information, general expectations and offer appreciation to parents for their support. Teachers meet with the parents of their students in the classrooms and review the curriculum and their classroom management plans for behavior.  
Report Card Conferences will be held* November 7-9, 2018 February 13-15, 2019 April 15-17, 2019

***PARENT RESPONSIBILITIES****:*

We, as parents, will:

* *Monitoring attendance.*
* *Making sure that homework is completed.*
* *Monitoring amount of television my child watches*.
* *Participating, as appropriate, in decisions relating to my child’s education.*
* *Promoting positive use of my child’s extracurricular time.*
* *Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
* *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school’s School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State’s Committee of Practitioners, the School Support Team or other school advisory or policy groups.]*
* *Be responsive to your child’s needs (uniform, breakfast, on-time pickup, etc.)*

***STUDENT RESPONSIBILITIES****:*

We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

* ***Do my homework every day and ask for help when I need it.***
* ***Read at least 30 minutes every day outside of school time.***
* ***Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.]***

**COMMUNICATION ABOUT STUDENT LEARNING:**

Lowell Elementary is committed to frequent two-way communication with families about children’s learning. Some of the ways you can expect us to reach you are:

*Staff will be available to consult with parents through phone conferences and appointments made during, before or after the school day. Though we do not interrupt instruction, parents may ask for an appointment with teachers to discuss child’s progress.  Teachers may be available before and after school and during their prep times. Check with your child’s teacher for availability.*

*Teachers will communicate by phone, email and/or in writing on a daily/weekly basis as needed. Teachers may use mobile apps such as Class Dojo & Remind Apps. Each marking period parents will be notified through progress reports if their child is failing and be given opportunity to address the situation. Parents may also monitor progress via the Parent Portal.  Teachers send home daily behavior reports and copies of test scores and other grades.  Students with IEP’s have progress monitoring which is shared with parents on a regular basis and at the annual IEP meeting.*

**ACTIVITIES TO BUILD PARTNERSHIPS:**

Lowell Elementary offers ongoing events and programs to build partnerships with families.

*Opportunities are advertised through flyers sent home by classroom teachers and the School Advisory Council (SAC) meetings, recruitment at Back to School Night, and other announcements via School Messenger if needed. There will be two Kindergarten open houses to showcase the kindergarten classrooms will happen in March and May of 2019. Parents are welcome to volunteer, with proper clearances, in the school (not classrooms).*

SCHOOL DISTRICT OF PHILADELPHIA

James R. Lowell Elementary School

**Parent and Family Engagement Policy**

***School Year 2018-2019***

***Revision Date: 04-25-2018***

In support of strengthening student academic achievement, **James R. Lowell** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school’s expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school’s plan submitted to the local educational agency (LEA).

The **James R. Lowell** agrees to implement the following requirements as outlined by Section 1116:

* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
* Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
* Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
* If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
* Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

(A) Parents play an integral role in assisting their child’s learning

(B) Parents are encouraged to be actively involved in their child’s education at school

(C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

(D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT**

**REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**Section A: JOINTLY DEVELOPED**

**James R. Lowell** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

* **Winter/Spring Title I parental input meetings.**
* **Student Advisory Council (SAC) meetings.**
* **Parent input on surveys.**
* **During parent conferences.**

**Section B: ANNUAL TITLE I MEETING**

**James R. Lowell** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the parents’ requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

* **During Back to School night, no later than 09-30-2018.**

**Section C: COMMUNICATIONS**

**James R. Lowell** will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

1. **Provide all communication in parents/guardians main language.**
2. **Robo calls.**
3. **Flyers.**
4. **School Monthly Calendars.**
5. **Tuesday Folder.**
6. **Digital Sign.**

**Suggestion(s): School Newsletter**

**Section D: SCHOOL-PARENT COMPACT**

**James R. Lowell** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high standards.

* **Utilizing the Parent Portal.**
* **Through Class Dojo or Remind App**
* **Home activities at least once a month.**
* **Interim Reports.**
* **Parent Workshops.**
* **Working with the Family Engagement Liaison.**

**Section E: RESERVATION OF FUNDS**

**James R. Lowell** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

* **Utilizing the feedback from parents/guardians at the Winter Title I meeting.**
* **Family Capacity Family Engagement Survey.**

**Section F: COORDINATION OF SERVICES**

**James R. Lowell** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

* **Parent Portal.**
* **FACT workshops.**
* **Parent resource room at PSD & Lowell Elementary.**
* **Family Engagement Liaison.**

**Suggestion: Organizations that support the school.**

**Section G: BUILDING CAPACITY OF PARENTS**

**James R. Lowell** will build the parents’ capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
2. Materials and training to help parents to work with their child to improve their child’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
   1. The challenging State’s academic standards
   2. The State and local academic assessments including alternate assessments
   3. The requirements of Title I, Part A
   4. How to monitor their child’s **progress**
   5. How to work with educators to improve the achievement of their child

* **Back to school night.**
* **Parent/guardian workshops.**
* **Usage of Parent Portal.**
* **Intervention programs, that children can utilized at home.**
* **Interim reports.**
* **Class dojo & Remind App.**
* **Summer literacy materials to send home during summer break.**
* **At Parent Conferences.**

**Section H: BUILDING CAPACITY OF SCHOOL STAFF**

**James R. Lowell** will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

* **Grade Group/Prep.**
* **Professional development day for staff and teachers.**
* **During parent conferences.**
* **Class Dojo & Remind App**
* **School Advisory Council (SAC).**
* **Parent Volunteers.**
* **School Calendar.**
* **Robo calls.**
* **Parent workshops.**

**James R. Lowell** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

* **Open communication among teachers and parents/guardians.**
* **Utilized Family Engagement Liaison at school, provided by the PSD.**
* **Involve more community members, parent volunteers and stakeholders within the community.**

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