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ISAAC SHEPPARD SCHOOL
120 W. Cambria Street
Philadelphia, PA 19133

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PARENT/STUDENT HANDBOOK

2014 – 2015

Dear Sheppard Family,

Welcome back to Sheppard for a new and exciting school year. I would like to take this opportunity to introduce myself to you. My name is Mr. John Piniat and I am Sheppard's new principal. I am truly excited to join the Sheppard family and am eager to begin what will certainly be a rewarding and academically rich school year.

At Sheppard, we believe that when expectations are set high, children will rise to the challenge. Your children will receive the highest quality education delivered by a passionate, talented, and caring staff that wants to see each child reach their full potential.

We put an emphasis on utilizing sound instructional strategies that implement the Common Core State Standards in a way that provides meaningful and memorable learning experiences for your children. Each day, your children will develop the skills necessary to become critical thinkers so that they can gain a deep understanding of the curriculum.

Our school also puts an emphasis on showcasing the various skills and talents that your children possess. We will hold numerous events throughout the year to display these talents and I hope to see you there to support the children of our school.

I expect this to be a phenomenal year for the entire Sheppard family. Our doors are always open and I encourage you to visit, share your ideas and concerns, and play an active role in all of the great accomplishments that your children will achieve this year.

Sincerely,

John Piniat

Principal

Our Vision:

At Sheppard Elementary School, we believe that all children **CAN** and **WILL** learn. To ensure that all children will reach their potential. We will maintain high expectations and promote academic excellence for all students. We will create and support a school environment in which all children and adults feel welcomed, respected, trusted, and an important part of the school. We will create an environment where we can learn together and support each other. We will foster a positive school climate of a caring community which respects and values diversity and nurtures everyone's self-esteem.

Our Mission:

Sheppard Elementary School will provide a safe and secure environment that motivates and empowers ALL students to achieve high academic goals. In partnership with our school community, the Sheppard staff will develop lifelong learners who show integrity and can cooperatively and independently succeed in the 21st Century. Together as highly qualified educators, we will develop students who are prepared for successful futures.

In order to be successful at Sheppard you must make sure to:

Get a good night's sleep	Obey School Rules	Arrive to school on time
Come prepared with homework and supplies	Have a good breakfast served at school at 8:30	Behave in a respectful manner to both students and staff

DAILY SCHEDULE:

School starts every day at 8:30 a.m. The children form their lines in the school yard: Kindergarten on the Waterloo Street side, Grades 1-2 in the front of the building, and Grades 3-4 in the rear school yard. When it is too cold or too wet to remain outside, the children are brought into school: Grades K-1-2 in the Auditorium and Grades 3-4 into the Cafeteria.

BREAKFAST:

Breakfast is available every day. Students will enter the building at 8:30am.

- Students in Grades K-1-2 will eat their breakfast in their classroom while beginning their daily warm-up with their teacher.
- Students in Grades 3 and 4 will have breakfast in the cafeteria with their teacher supervising. All children also will receive free lunch every day.

DISMISSAL TIME:

- Kindergarten children are dismissed at 3:00 p.m. from the side doors on Waterloo Street.
- Children in Grades 1-4 are dismissed every day at 3:09
- Grades 1-2 from the front door and Grades 3-4 from the rear door.

NO EARLY DISMISSALS ARE PERMITTED FOR ANY STUDENT AFTER 2:00 P.M.

**Early dismissals will be recorded and counted towards attendance.
If a child has a doctor's appointment, please obtain a note from the doctor.**

ATTENDANCE:

Our school's goal is to surpass **95% Student Attendance** this year. Make it your goal to make sure your child misses no more than 3 schools days during the year. All parents must make every effort to have their children come to school every day. Lets all strive for **perfect attendance!**

ABSENT NOTES:

If a student must be absent, they must present a note to the teacher giving the reason for the absence. Without a legitimate absent note, each absence is coded as "Unexcused". The absence note must include the reason for the absence, the dates of the absence, any medical attention that was received, and the parent's signature. Once a **legitimate** absence note is received, the absence may be coded as "Excused".

LATENESS:

The Sheppard School has a very high Average Daily Attendance. That shows that our parents value education, and that our children want to go to school. Some of our children are arriving late to school. For every day that they are late, they are missing out on classroom time. Please make sure that your children are at school and in the schoolyard on time each day.

Students who show a repeated pattern of lateness will be referred to truancy officials and may not be eligible for voluntary after-school activities. Students arriving after 8:35 in the morning will be marked as late.

CODE OF STUDENT CONDUCT:

Our goal is to provide the highest quality education in every classroom with no disruptive behavior!

Every student has the right to a good education, and every student at Sheppard has the right to good instruction in a place that is safe and secure. The Sheppard School faculty and staff work very hard to handle problems as they occur. No student will be permitted to harm another, threaten another, or **behave in such a manner as to disrupt class. Students who are disrupting class will be removed and will be treated according to the School District of Philadelphia Code of Student Conduct.**

Students who insist on threatening or harming others, disrupting classes, or acting in a disrespectful manner, will be given the chance to change their behavior, or they may be suspended. Bullying and any form of physical or verbal harassment will not be tolerated at Sheppard, and will be treated as a serious offense.

The Sheppard School supports and enforces **THE CODE OF STUDENT CONDUCT of The School District of Philadelphia.** The booklet states that:

Students are expected to act in a courteous and peaceful manner toward staff, visitors, and each other.

A student may not act in any way that disrupts or disturbs an educational or school-related program. Violations of this rule include, but are not limited to:

- *Failure to obey directions from school staff
- *Behaving in a disruptive or disrespectful manner
- *Disruption of a classroom or other school function by failing to behave in an appropriate, safe and respectful manner
- *Running and/or making excessive noise in the hall or building etc.

All expectations and policies for behavior closely adhere to the School District of Philadelphia's Student Code of Conduct. To download a copy, please visit <http://www.phila.k12.pa.us/offices/administration/policies/118.html>

DETENTION:

It may become necessary to issue afterschool detentions for violations of the student code of conduct. Parents will be given one days notice prior to the detention, which will be held after school for up to an hour.

SUSPENSIONS:

It may become necessary to place a student on temporary suspension for serious or repeated violations of school policies and procedures. The intent is to have both pupil and parent recognize that the pupil was involved in serious, disruptive and unacceptable behavior.

An out-of-school suspension results in the exclusion of a pupil from school and all school-related activities because of serious misconduct. Before a student is suspended, the principal and/or discipline coordinator will meet with the student and discuss the reason for the suspension. Suspended students will be reinstated only after a parent or guardian meets with appropriate staff members as per a pre-arranged appointment. Students returning without a parent or guardian will be treated as a trespasser.

SCHOOL UNIFORM:

The school uniform continues to be **white shirts with collars** and **navy blue** slacks or shorts for boys and **white blouses with collars** and **navy blue** skirts, jumpers, pants, or shorts for girls.

Cooperation with the School Uniform Policy at Sheppard is always high, thanks to the support of our parents. In order to continue to support the School District of Philadelphia's "School Uniform Policy", the Sheppard School will enforce the following policy:

- Students not wearing the approved "school uniform" may not participate in any after-school activity that is not required by the School District of Philadelphia. This includes all voluntary clubs.
- Students not wearing the approved "school uniform" are not eligible to participate in class trips, which are not required by the School District or are not part of the Core Curriculum.
- Students who do not comply with the School District of Philadelphia's "School Uniform Policy", may be referred to the Principal for disciplinary action as per: "Disruption of School".
- Students who do not comply with the School District of Philadelphia's "School Uniform Policy" can be removed from extracurricular activities. Questions should be relayed directly to the Principal.
- Headgear, including hats, and jewelry are not part of the school uniform, and are not to be worn. Chains must be worn under the shirt or must be removed. **Girls may not wear large hoop earrings or dangling earrings, they must be removed. Girls' fingernails may not extend beyond the end of the finger. Fake fingernails must be removed.** These rules are to ensure the safety of all of our children.

SUMMER UNIFORM:

When the weather is warm, we realize that it is hot in the classrooms. We want our children to be as comfortable as possible, and safe. **Children must still wear the School Uniform:** White tops with a collar and navy blue pants, shorts, dresses, skirts, or jumpers. Students must still wear a white top with a collar. Shorts must reach the knees of the children.

Students must wear shoes or sneakers to school. They may wear sandals that have straps over the top and in the back, and must be worn with socks. “Flip-flops”, “jellies”, “Crocs” and open-back sandals are not permitted; this is for the students’ protection.

The use of shoes or sneakers with wheels attached to them, is strictly forbidden! These items create a serious concern for the health and safety of the wearers, and for other students. Students wearing these shoes to school will have the opportunity to call home and have a family member bring a replacement pair of shoes.

ELECTRONICS:

The use of cell phones and other electronic devices is extremely disruptive of the educational environment. The use of these devices during school hours also reduces the safety of everyone in the school building.

The School District of Philadelphia’s Code of Student Conduct¹ was adopted to support a safe learning environment for the entire school community. The District’s policy regarding the use of cell phones reads as follows:

If a student brings a cell phone or telephonic device to school it will be confiscated and returned only to the parent or guardian of the student. ...upon a second violation or if the device is used during the commission of a crime the school will confiscate the device and it will not be returned. The Principal may donate the item to charity or sell items with proceeds going to a school use.

CLASS TRIPS/SCHOOL CLUBS:

It is the policy of the Sheppard School that a school sponsored activity, such as after school clubs or class trips, is a privilege that is to be reserved for those students who comply with School District of Philadelphia and Sheppard School policies regarding attendance, lateness, behavior, and school uniform. Students may be excluded from any non-mandated or non-curricular event or activity if they refuse to comply with such rules.

TEXTBOOK POLICY:

The children of the Sheppard School are being provided with all materials necessary to support the Core Curriculum. The School Reform Commission has adopted an expanded textbook policy charging that each student is responsible for the proper care of school property including textbooks, supplies, and equipment entrusted to his/her use. The policy also states that students should return books and school property on time. **Students and their parents will be asked to pay for lost and damaged books.**

TEACHER CONFERENCES:

¹ The Code of Student Conduct is available at the main office and online at <http://.pa.us/students/>.

Conferences with parents/guardians are an important part of maintaining open communication with the primary care givers of our children. Parents are welcome to speak with their child's teacher by phone, in the schoolyard before the entry of lines into the building in the morning, or in the schoolyard at the end of the day.

Parent conferences are to be conducted outside of instructional time. Please arrange with a teacher to meet with you at a time during the day when he/she is available. Parent conferences are very important, but they are not to be conducted during class time.

INSTRUCTIONAL TIME:

Begins at 8:30 A.M. when students enter the building and ends at 3:09 when they are dismissed. **Visitors are not permitted to go directly to classrooms at any time**, and must report to the Main Office. Visitors with appointments must also report to the office for a visitor's pass. Teachers will be called over the House Phone to verify the appointment or to get a teacher's permission for a parent to go to another location.

Visitors with approval will be given a Visitor's Pass to go elsewhere in the building. Visitors without passes should be referred to the office or are considered as Trespassing. These regulations are part of the School Safety Plan, and are created for the protection of our children and staff.

HOMEWORK:

Homework is to be assigned on a regular basis; please see that your child has some place to do homework, sufficient school supplies, and that someone is there to help.

FOOD SERVICE:

We want to encourage every child to eat a healthy breakfast and lunch every day. The Sheppard School provides a healthy breakfast for children who arrive on time in the morning, and a healthy lunch. Breakfast is served at 8:30 every morning. Students are not permitted to bring bottles and cans of soda to school; other flavored drinks are also not permitted. Please encourage your children to drink milk, water, and natural juices, and to eat fresh fruit.

BELL SCHEDULE:

Morning Admission	8:30am
First Lunch (Kindergarten)	10:15-11:00
Second Lunch (1st Grade)	11:00-11:45
Third Lunch (2nd Grade)	11:45-12:30
Fourth Lunch (3rd & 4th Grade)	12:30-1:15
Dismissal (Kindergarten)	2:50-2:55
Dismissal (Grades 1-4)	3:09

INCLEMENT WEATHER:

In weather emergencies, schools may close early or not open at all. Announcements will be made between 6:00 am and 9:00 AM on KYW 1060 and other radio stations. The number for all Philadelphia public schools is 100. For early dismissals, students must have a listed emergency destination and a current phone number.

EMERGENCY EVACUATIONS/FIRE DRILLS:

Fire drills are held in preparation for an emergency. Fire drill directions are posted in all rooms.

Students must walk quickly and quietly as directed by their teachers. Everyone must leave the building for fire drills. The route is displayed in each room. **Silence** is to be observed during the fire drill. Students who are not in the classroom when the alarm is sounded will leave by the nearest exit and report to their homeroom teacher at the location specified for his/her homeroom. Noncompliance with these regulations will warrant disciplinary action.

RESPONSIBILITIES OF PARENTS:

- Notify the school of any change of address or telephone number.
- Provide the school with an up-to-date emergency contact.
- Ensure that students attend school regularly and arrive on time. In case of absence, provide a written excuse note upon the student's return to school.
- Check to see that students are properly dressed for school in full uniform.
- Ensure that students bring their textbooks, notebooks and school supplies to and from school everyday.
- Attend report card conferences with child's teacher.
- While the student should assume the major responsibility for completing all homework assignments, parents are encouraged to take an active role by:
 1. Promoting a positive attitude toward homework assignments.
 2. Providing time and a quiet place at home for study.
 3. Assisting with preparation for tests.
 4. Checking student's work for neatness.
 5. Ensuring that all assignments are completed on time.
 6. Check student's work for teacher's notes or comments.

BOOKS AND SUPPLIES:

Every student is required to have the following:

- Pencils, pens, rulers, etc.
- Notebooks, as required by teachers
- All textbooks issued by teachers for use in class and at home. (Students are required to cover textbooks issued by teachers.) Students are required to pay for lost, stolen or damaged books.
- All other materials that is necessary to complete the day's assignments.
- It is recommended that every student have a book bag for carrying textbooks and supplies to school.

HOW PARENTS CAN HELP THEIR CHILDREN:

At the end of each school day ask these questions:

1. How was your day? (Tell me about your day)
2. What did you do first, second, next, last, etc.?
3. What did you learn that you didn't know this morning?
4. What did you like best?
5. Did you have any trouble with anyone today?

Then ask to see their homework book, and review all long term and short-term assignments for understanding.

- Provide a special place to do homework free from distraction.
- Check homework daily. Discuss it. See if it is done correctly and sign it.
- Help your child keep their notebook and school bag organized. Encourage neatness in

everything that they do and hand in to the teacher.

- Insist that all letters, fliers, notes, etc. be placed in a special place so that you see them.
- Read with your child. Read to your child and have him/her read to you every day.

Parents can monitor academic progress through the parent portal on the school district's website at <http://www.philasd.org/parents/>

HONOR ROLL AND RECOGNITION:

Students must have all A's and B's in basic subjects in order to be placed on the school Honor Roll. Students may not have any 3's in behavior to qualify for Honor Roll placement. Students with outstanding records of attendance and punctuality for each report period will receive special recognition.

PHOTOGRAPHS:

Photographs of students are taken in classes and at special events for the yearbook, bulletin board displays, and promotions. Parents who do not want their child's picture taken must notify the principal in writing.

APPOINTMENTS WITH PRINCIPAL/ASSISTANT PRINCIPAL:

The principal and assistant principal are available before or during the school day to meet with parents who request an appointment. Please call the school secretary to make an appointment. If there is an emergency situation, the principal or assistant principal will make every effort to accommodate you.

RIGHT TO AMEND:

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

**Sheppard Students Are Always:
Respectful, Responsible, and Doing Our Best!**

Attention Parents!

For more information regarding your child's Education in Spanish

Please visit District Spanish website at:

www.philasd.org/language/spanish



Distrito Escolar de Filadelfia
¡Visite nuestro sitio web en español!
www.philasd.org/language/spanish

Important Dates

September

2	New Principal Meet & Greet: 3:00-5:00
8	First Day Of School For Grades 1-4
8-12	Kindergarten Interview Week
15	First Day Of Kindergarten
17	Professional Development: 3Hr Early Dismissal
19	Student Picture Day
23	Back To School Night: 3:00-5:00
24	Parent Workshop: 8:30-12:00
25-26	Rosh Hashanah—School Closed

Parent Classes: Friday, September 19 (8:30-10:30)

October

8	Professional Development: 3Hr Early Dismissal
13	Columbus Day—School Closed
29	Parent Workshop: 8:30-12:00
31	Halloween Parade

Parent Classes: Friday, October 3,10,17,24,31 (8:30-10:30)

November

2	Daylight Savings Time Ends
3	Professional Development—Staff Only
4	Election Day—Staff Only
11	Veteran's Day—Schools Closed
19	Professional Development: 3Hr Early Dismissal
19	Parent Workshop: 8:30-12:00
21	Parents' Café: 11:00am
26	Dress Down Day For \$1.00
27-28	Thanksgiving Holiday—School Closed

Parent Classes: Friday, November 7, 14, 21 (8:30-10:30)

December

3-4	Marking Period 1 Report Card Conferences
10	Professional Development: 3Hr Early Dismissal
17	Parent Workshop: 8:30-12:00
22	Winter Concert
23	Dress Down Day For \$1.00
24-31	Winter Recess—Schools Closed

Parent Classes: Friday, December 5, 12, 19 (8:30-10:30)

January

1-4	Winter Recess—Schools Closed
19	Dr. Martin Luther King Day—Schools Closed
21	Professional Development: 3Hr Early Dismissal
28	Parent Workshop: 8:30-12:00
30	Dress Down Day For \$1.00

Parent Classes: Friday, January 9, 16, 23, 30 (8:30-10:30)

February

11-13	Marking Period 2 Report Card Conferences
16	President's Day—Schools Closed
18	Professional Development: 3Hr Early Dismissal
25	Parent Workshop: 8:30-12:00
26	Dress Down Day For \$1.00
27	Professional Development—Schools Closed

Parent Classes: Friday, February 6, 13, 20, 27 (8:30-10:30)

March

8	Daylight Savings Time Begins
18	Professional Development: 3Hr Early Dismissal
25	Parent Workshop: 8:30-12:00
27	Parents' Café: 11:00am
27	Dress Down Day For \$1.00

Parent Classes: Friday, March 6, 13, 20, 27 (8:30-10:30)

April

1-3	Spring Recess—Schools Closed
8	Professional Development: 3Hr Early Dismissal
13	PSSA Pep Rally
13-24	PSSA Reading & Math: Grades 3 and 4
27-30	PSSA Science: Grade 4
29	Parent Workshop: 8:30-12:00
30	Dress Down Day For \$1.00
29-30	Marking Period 3 Report Card Conferences

Parent Classes: Friday, April 10, 17, 24 (8:30-10:30)

May

1	Marking Period 3 Report Card Conferences
1	PSSA Science: Grade 4
6	Professional Development: 3Hr Early Dismissal
19	Election Day—Staff Only
25	Memorial Day—Schools Closed
27	Parent Workshop: 8:30-12:00
29	Dress Down Day For \$1.00

Parent Classes: Friday, May 8, 15, 22, 29 (8:30-10:30)

June

3	Spring Concert
3	Professional Development: 3Hr Early Dismissal
10	Parents' Café: 11:00am
11	End Of The Year Celebration / Fun Day
11	Dress Down Day For \$1.00
17	Last Day For Students
17	Marking Period 4 Report Cards Distributed
18	Staff Only

Parent Classes: Friday, June 6, 12, 19 (8:30-10:30)

