

The School District of Philadelphia

Southwark Elementary School

"A Smile is the Same in Any Language"

1835 South 9th Street
Phone: 215-952-8606

Philadelphia, PA 19148
FAX: 215-952-8670

Mr. Andrew Lukov, Principal

Southwark Elementary School Basic Information

Parent/Guardian Responsibilities

- Review Southwark's rules and regulations with your child.
- Notify Southwark of any change of address or telephone number.
- Provide Southwark with up to date emergency contact information.
- Ensure your child/children attend(s) school and is/are punctual daily.
- If your child is picked up daily, ensure he/she is picked-up on time daily.
- In case of absence, provide an excuse note when your child returns to school within three days.
- Ensure your child/children are in proper school uniform.
- Ensure your child brings schoolbooks and supplies to and from school daily.
- Attend report card conferences and special events.
- Ensure that homework is completed and check daily for teacher's notes or comments.

Cell Phone Policy

- Students who are caught using their cell phones will have their phones confiscated.
- First Offense: Phones will be held until the end of the day and returned to the student.
- Second Offense: The phone will be held by the principal and only released to a parent/guardian.
- Third Offense: Implementation of the *Southwark Cell Phone Contract*.

Volunteers

- Southwark welcomes and encourages community members to volunteer.
- Volunteers need to obtain the required clearances.
- The principal designates assignments.

School Trips

- Parent must sign a consent form.
- Telephone calls or texts are not acceptable consent.
- No child can attend a class trip without a signed permission slip.
- Chaperones cannot transport children in their own vehicle.
- Non-Southwark students are not permitted to participate in the field trip.

School Visits

- Parents must obtain authorization from the main office.
- Parents are not permitted to go directly to the classroom.
- When visiting, parents must sign in and wear a visitor's pass.
- No parent is permitted to approach another person's child for any reason.
- If you have a concern about another person's child tell a Southwark staff member.

Photographs

- Pictures of students are taken throughout the year.
- Parents who do not want their child's picture taken must notify the principal in writing.

Southwark Elementary School Services

Health and Medical Services

- There is a part-time nurse 2 days a week.
- Every student receives a hearing and vision screening.
- The nurse is available for limited first aid emergencies.
- Short-term medication is administered with a note from the parent and the medication is in a prescription labeled bottle.
- Long-term medication is only administered with proper written authorization from a physician.
- Students cannot possess any medications in school.

Counseling Services

- The school counselor counsels students individually or in groups focusing on personal, social or school issues.
- Cases of bullying/harassment are reported to the school counselor.
- The school counselor investigates the bullying/harassment and provides counseling to both the victim and perpetrator of the incident.
- The school counselor mediates problems between children and collaborates with teachers, parents and community partners.
- The counselor also tracks attendance and can be reached for any attendance concerns.
- Bilingual Counseling Assistants are available on various days to support families.
- If at anytime you have any concerns about your child, please contact the counseling staff. The counselor and bilingual counselors are here to support our families and students.

Interpretive Services

- Every staff member has access to telephonic interpretation through Pacific Interpreters.
- Over 200 languages are available for immediate interpretation
- This service may be used in a face-to-face meeting, via a speakerphone, or, through a three-way telephone call to you.

Breakfast/Lunch

- A free, nutritious breakfast and lunch are available for every student.
- Breakfast is served in the lunchroom at 8:00 AM.
- In order to make lunch a pleasant experience for all, students will:
 - Be seated at their assigned table.
 - Remain seated until called for lunch.
 - Leave all tables in satisfactory condition.
 - Place all waste in trashcans.
 - Remain in the lunchroom during the entire lunch period.
 - Wait to be dismissed by individual tables

- ios, headphones, pagers, cell phones, electronic games or toys are not permitted in the lunchroom or anywhere in the building.