

Principal's Message

As I begin my first school year as Principal of Nebinger Elementary, I am energized and deeply committed to making a positive difference in the lives of your children. We will accomplish this by setting high academic expectations for ALL children and providing supportive systems to assure they are met. By addressing school culture, setting high standards for teacher performance, increased academic expectations for ALL students and engaging the community, it is our goal at Nebinger Elementary that all students are prepared for high school and ultimately, ready for college or career.

We understand the many challenges student face today. However, student achievement must be sustainable, consistent, and demonstrated amongst all ethnic groups and both genders. Although the collective work of parents, community and all school staff have given us great reason to celebrate, we must continue to work arduously until every student has learned to the best of his or her potential.

With that in mind, you are invited to be an active participant at Nebinger Elementary. Whether you are a classroom volunteer, a member of Home and School Parent Association or School Advisory Council, special event participant, or member of one of our school committee, you are encouraged to be involved! Research clearly demonstrates that there is a direct correlation between a child's academic success and parent participation.

I look forward to having a long and rewarding partnership with you and your family as we work toward an academically successful school year.

Mrs. Anh Brown, Principal

We must see that every child has equal opportunity, not to become equal, but to become different – to realize the unique potential he or she possesses. John Fischer

George W. Nebinger School

601 Carpenter Street
Philadelphia, PA 19147

Student & Caregiver Handbook 2013 - 2014

Mrs. Anh Brown
Principal

Translated versions of this document are available at:
www.philasd.org/translation (search word "**2590Hbook**")

Vision of Learning Statement

At Nebinger Elementary School we will prepare our students to meet the challenges of the 21st century by providing them with a high quality education and skills required for college and career. We envision young men and women with active and creative minds who are lifelong learners and contributing members of society.

We can only accomplish our vision by establishing a school culture that embraces and promotes high expectations for learning for ALL students that is rigorous, measurable and observable. We believe that we have the responsibility to insure that all students optimize their full potential. We believe that student centered instruction across the curriculum is the cornerstone upon which our students will meet and exceed the highest standards for excellence.

We will provide a clean, safe and nurturing environment by cultivating respectful and productive relationships with students, stakeholders and staff. We will model and teach our students to respect, recognize and understand that community includes, family, neighbors and school and that in our fast changing and electronically interconnected society, the world is their community.

Nebinger is a school where diversity is valued and is a cause for celebration. It is a learning organization that welcomes and pursues collaboration and collegial dialogue among students, staff and stakeholders that promote critical reflection, shared accountability and continuous improvement.

In summary...

- **We believe all children can learn at high levels.**
- **We believe all children can reach their potential and that the achievement gap can be eliminated.**
- **We believe that each staff member has an enormous impact on childrens' lives.**
- **We believe that Nebinger School maintains a clean, safe and orderly environment.**
- **We believe that Nebinger School is a place where diversity is valued and celebrated.**

Nebinger's Mission Statement

The mission of Nebinger School is to provide a high quality instruction that prepares, ensures, and empowers all Nebinger students to achieve their full intellectual and social potential in order to become lifelong learners and productive members of society.

**THIS DOCUMENT IS NOT COMPREHENSIVE.
THE ADMINISTRATON RESERVES THE RIGHT
TO MAKE CHANGES TO POLICIES WHEN THE
NEED ARISES**

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Important Phone Numbers

Main Office	215-952-6202
Bully Hotline	215-400-SAFE (7233)
Philadelphia School District's Parent Helpline	215-400-4000

Important Websites

Nebinger's Site	www.phila.k12.pa.us/schools/nebinger
The School District of Philadelphia	www.phila.k12.pa.us

This Parent Link site helps you to track your child's progress. It requires you to know the student's school I.D. and a valid email address. They offer a link for a free email service.

Parent Link	www.phila.k12.pa.us/parents/familynet
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SCHOOL HOURS

Start of the School Day	8:30 A.M.
End of the School Day	3:09 P.M.

Students should not be sent to school prior to 8:15 A.M. as there is no adult supervision until 8:15

School Uniform and Dress Code

SCHOOL UNIFORM

BOTTOMS: Tan (Khaki) Long Pants, Skirts, or Slacks. NO JEANS. Also, shorts are to be no less than three (3) inches above the knee. No jeans under the skirts. Black belts must be worn with all pants, slacks, and shorts. **NO Gym Shorts. Only shorts with pockets.**

TOPS: Green collared shirt with the Nebinger School Logo. No Pictures
T-shirts are not acceptable

SHOES: Black simple tie or buckle shoes, loafers or basic sneakers. No sandals, flip-flops or shoes that expose students' feet.

NEBINGER LOGO: Official Nebinger School Logo shirts or sweatpants are acceptable.

GYM DAY: Green Nebinger Sweat Suits or school uniform and sneakers. Sneakers are required to be worn to participate in gym. You child will bring home a schedule that shows gym days

ITEMS THAT ARE NOT ACCEPTABLE AT SCHOOL

- Hats, caps, coats, bandannas, scarves, and sunglasses are not permitted to be worn inside the school.
- Tops with pictures of logos; tops without sleeves, low cut tops.
- Baggy pants or unbelted shorts worn below the waistline.
- For safety reasons, no clogs, slip-ons, slippers, or shoes with slippery soles.
- Students are not permitted to carry their uniforms to school and dress in school nor are they permitted to change out of uniform at dismissal.
- Backpacks and coats may not be carried throughout the building during the school day.
- Earrings larger than a quarter may not be worn to school

School Uniform and Dress Code Policy Enforcement:

All students are required to adhere to the School uniform and dress code. A caregiver will be contacted immediately to bring a student's uniform to school if they arrive without the proper uniform. A student will be offered a loaner uniform. Privileges such as trips, recess, access to computers, and other activities may be restricted for failure to comply with the dress code.

Caregiver Involvement

Caregivers play a vital role in the education of their children. You are encouraged to participate in all school activities, workshops, conferences, and meetings. Your cooperation is an important part of your child's progress. We encourage and expect you to support, promote, and work with your child in the following areas:

- ATTENDANCE:** Please send your child to school and on time daily

Safety and Security

The school takes all possible precautions to ensure the safety of every student. Exterior doors are locked during the day. No one has permission to be in the building without permission of the office. Each classroom has posted fire and safety procedures in the event of an emergency. We routinely will practice fire and "Shelter in Place" drills. A safety team is designated to address such issues.

During Shelter in Place drills, the building will be locked down and only emergency services personnel (Police, Fire, etc.) will be permitted to enter or leave the building. In this event, caregivers should remain away from the school until emergency services personnel publicly announce "ALL CLEAR."

It is expected that all students follow teacher's directions and remain in line and silent during all drills.

Emergency School Closings

When the school is closed due to extreme weather conditions, an announcement will be made over the local radio and television stations (Official Site - KYW 1060 AM radio). Listen for "All Philadelphia Public Schools..." The School District of Philadelphia will also post it on the main page of their website.

When it is necessary to close during the day, local radio and television stations will make announcements. In the event of an emergency closing of Nebinger, caregivers will be notified. **It is important to have your emergency information, contact numbers and home information updated.**

In cases where out of school suspension is warranted, a mandatory caregiver conference must take place immediately upon the student's return to school.

Detention Policy

No students will receive an after-school detention on the day it was given. Caregivers will be given a written 24-hour notice. Students who receive after-school detentions will be given a form to be signed by the parent allowing them to remain after school and also informing the parents the reason as to why the detention was assigned.

Act 26

Legislation, enacted by the Pennsylvania General Assembly, requires all public schools to take a mandatory course of action in dealing with students who are found to be in possession of weapons.

Child Abuse

Any person who, in the course of their employment, occupation or practice of their profession, comes into contact with children shall report or cause a report to be made when they have reason to believe, on the basis of their medical, professional or other training experience, that a child coming before them in their professional or official capacity is an abused child. ***All school personnel, because of their sustained contact with school-age children, are mandated reporters under the law and must report suspected cases of child abuse.***

- BASIC SKILLS:** Communication, computation and reading
- DISCIPLINE:** Strict code of discipline, exercising self control
- READ:** Please read to your child or listen to your child read nightly for a minimum of 30 minutes
- CAREGIVER SUPPORT:**
You can participate in your child's education by:
 - ✓ Attending report card conferences and caregiver workshops
 - ✓ Signing homework assignments to verify your involvement
 - ✓ Responding to both written and telephone communications
 - ✓ Setting appointments to meet with your child's teacher
 - ✓ Volunteering
- DRESS CODE:** Be certain that your child is dressed in uniform daily.

Home and School Association

Please join the Home and School Association as a way to get more involved in the Nebinger Community. The Association meeting dates will be provided in a letter home to caregivers in the beginning of the school year. Please contact the following individuals for details at 215-952-6202 if you have any questions.

President- Maureen Fratantoni
Vice President
Treasurer

Please volunteer to help our school by being a homeroom parent or coming in to help out in the classrooms.

NEBINGER PROCEDURES AND POLICIES

Parking

The school parking lot is for staff only. Caregivers will have to park in public parking along the surrounding streets.

Daily Entrance

Students should wait quietly and orderly in their assigned lines in the schoolyard at **8:28 A.M.** In cases of inclement weather, students will be directed to the auditorium where they will have assigned seats by class.

School begins promptly at 8:30 A.M.

Morning Breakfast

From 8:30A.M. - 8:45 A.M., all students participate in a universal breakfast in their classrooms. Instruction begins promptly at 8:45 A.M.

Late Students

Any student that arrives to school after 8:30 A.M. is required to come to the office and sign the late book. Lateness is a permanent part of the students' record. Students that are frequently late may be referred to the School District of Philadelphia Student Services.

Discipline & The Code of Conduct

It is the responsibility of the school to provide a safe, secure, and nurturing environment. Discipline is a key element to ensure the safety of all children. Discipline holds students accountable through active engagement and interventions.

All students are expected to behave in a respectable manner while in school, on the way to school, on the way home from school, and on field trips. Positive behavior, courtesy and cooperation are key ingredients to learning.

The School District of Philadelphia has adopted a Code of Conduct. Each student will receive a copy of the code early in September. It is requested that caregivers review the contents of the code with their child especially the types of offenses and consequences. The Code of Conduct will be referred to when addressing discipline issues. If you do not receive one, additional copies will be in the main office.

The following behaviors will not be tolerated and will result in disciplinary action:

- Possession of weapons and dangerous instruments
- Possession of Narcotics, Alcohol and Drugs
- Conduct which may physical or emotionally harm (i.e. BULLYING) another individual
- Offensive Language
- Graffiti
- A student present in a part of the building where he/she does not belong

NOTE: Caregivers please notify the office if your child is a victim (particularly of bullying). A prompt notification will ensure a fair and thorough investigation and a prompt end to any problems.

Home – School Communication

The Nebinger staff is committed to communicating with caregivers through the use of a communication folder which will be sent home weekly on Thursdays. Please have your child share it with you and discuss the messages with him or her. If you have any questions, please contact the teacher.

Note: Dates for Testing, Picture Day, Back to School Night, Report Card Conferences and other important events will follow in monthly calendars sent home with students.

School-wide Student Expectations

To encourage positive behaviors, the following students will be expected to:

- Keep hands, feet, and objects to yourself.
- Follow direction from all teachers and staff members the first time they are given.
- Speak in soft voices.
- Speak respectfully to others at all times.

All students will also be expected to follow Nebinger’s 5 Star Expectation Plan

- Be Respectful
- Be Responsible
- Be Peaceful
- Be Safe
- Be Kind

Lunch Schedule

10:45- 11:30- Grades 3-5

11:30- 12:15- Grades K-2 and Autistic Support

12:15- 1:00- Grades 6-8

On Inclement weather days, students will have a shortened 30-minute lunch.

Lunch Room Procedures

- Walk in
- Sit at your assigned table and at your assigned seat
- Listen to announcements
- Line up and get your lunch
- Sit and eat your lunch
- Throw away your trash
- Return to your seat
- Wait to be dismissed for recess
- Use the restroom prior to going out to recess
- When alerted, line up in the yard and go to class

Lunch & Snacks

Students are permitted to bring lunch, but the following food and beverage items are **not permitted** in the building:

Sodas, candy, gum, sunflower seeds, and NO junk food.

Glass bottles are not permitted on school premises.

Fast food such as McDonalds, Wendy’s, and Pizza Hut is not permitted. Please do not bring it for your child.

Since lunch is an essential meal, students should consume foods that are healthy, including fruits, vegetables, milk, and juice. Food or drinks may not leave the lunchroom.

Recess/ Schoolyard Use Policy

Recess will not begin until your table is clean and the group is sitting quietly.

The last fifteen (15) minutes of lunch are for recess and socialization. Students may lose this time if they act contrary to student behavioral expectations (i.e. horse-playing, disrespecting staff or classmates, etc.). Caregivers will be notified.

Additional academic support may be provided to students at this time. The staff and administration will determine if additional supports are needed. Caregivers will receive notice if their child is required to attend an enrichment program.

Dismissal

The school day ends at 3:09 P.M. Students will exit through the schoolyard exits.

School will close promptly at this time. It is important caregivers pick up their children at this time. This time will change when after school enrichment programs begin. You will be notified of dismissal times for those programs.

It is important for you to review with your child what to do in the event that you are not home when he or she arrives home from school.

Early Dismissals

All students are expected to attend school for the entire day. When students leave early, they miss vital information that is necessary for their academic success. When it is absolutely necessary to pick up a

Special Needs Community

The Nebinger Community is proud of its demonstration special needs program for autistic and learning support. If you have questions about special education, please contact the school counselor (215-952-6202).

Kindergarten

Kindergarten classes begin at **8:28 A.M.** Students should be in their lines at this time. Kindergarten children will be met by their teacher in the schoolyard at **8:30 A.M.** They are dismissed from the auditorium and must be promptly picked up by their escort at the schoolyard entrance to the auditorium at 3:09 A.M.

In order to ensure the protection of all children, it is required that all kindergarten children be picked up by a caregiver or authorized adult or designated older brother or sister. Please be sure that the teacher has a list of authorized adults who are permitted to pick up your child. Escorts will sign for kindergarten children at dismissal.

At the 3:09 P.M. bell, older brothers and sisters picking up kindergarten children will be dismissed to the yard and will re-enter at the auditorium at the east breezeway door in order to pick up their siblings.

Student - Caregiver Compact

You will receive a student - caregiver school compact that details student expectations that will ensure the success of your child this school year. Please read it carefully with your child, sign it, and return it to the teacher the day after you receive it.

Support Programs

Students who are at risk either academically and/or behaviorally will be referred to the Response to Instruction and Intervention (RTII) Process. Caregivers will be notified of the process and will be invited to be active participants.

Extra Curricular Activities

Designated teachers will be sponsors for various clubs and programs. After school clubs and programs are for academic reinforcement and enrichment. Your child may be invited to attend certain programs as an avenue to improve their literacy and math skills. Information about clubs and participation will be made available to your child shortly after the school year begins.

Gifted Support Program

Many children consistently perform above grade level (i.e. advanced in many years in reading). In these cases, teachers or parents may refer them for evaluation for our mentally gifted program. Students in this program are pulled out of their regular classes for enrichment at higher instructional levels. Please contact the school counselor (215-952-6202) regarding the program and referral process.

Technology Education

Our Technology Education Program involves weekly computer science classes for all students. Each classroom is equipped with a mini computer lab. Technology class will provide multidisciplinary learning through use of the latest technology programs.

child due to medical reasons, students must be officially signed out from the Main Office. Please consider the following reminders for Early Dismissals:

- ✓ Students may not be picked up from their classrooms. The Secretary will contact the classroom teacher informing them of the dismissal.
- ✓ No children may be retrieved from the schoolyard.
- ✓ Telephone calls for early dismissals will not be honored.
- ✓ Students who leave school early must be signed out in the Early Dismissal Log Book located in the Main Office.
- ✓ PROPER IDENTIFICATION MUST BE GIVEN (STATE ID)
- ✓ Students are required to make up any missed assignments.

Student Attendance

PERFECT ATTENDANCE WILL BE REWARDED AND CELEBRATED!

If your child must be absent due to illness of family emergency, please notify the school and send a note to his or her teacher on the next attendance day. Without an appropriate note from a caregiver or doctor, absences will be recorded on the computer network as unexcused.

When writing an absence note, please write the **DATE(S)** of the absence(s) on a note along with the **REASON** for the absence. This will assist us in entering the absence properly on the computer network.

Research shows that students must come to school every day to learn and achieve at high levels. Most of our honor students have perfect attendance. Absences make it difficult for children to make up missed work. As a result, any absences can be detrimental to your child's success in school. Our computerized system will call home each day your child is absent.

Truancy

Students who have frequent unexcused absences will be considered truant. Legal notices regarding students will go out after **three (3)** absences. The School District of Philadelphia will contact you if absences continue. It is recommended that you stay in contact with your child's teacher regularly to clarify attendance issues.

Visitors

Caregivers, relatives, and friends interested in the welfare of our students are always welcome. It is Open House day every day at Nebinger. However, unnecessary interruptions interfere with instructional time. All visitors are reminded to report to the Main Office to receive a visitor's pass and instructions from the secretary. Please keep your visitor's pass with you at all times. The administration reserves the right to limit the number of visitors at one time.

Telephone Calls

Students are not permitted to use school phones except in cases of extreme emergencies.

To avoid interruptions to our instructional program, messages for students will only be taken in cases of extreme emergencies.

Student Emergency Contacts

You will receive a form that asks you to update caregiver contacts and emergency contacts for your child. It is important that this form is completed and returned to the school as soon as possible. If any of this information changes during the school year, please contact the main office so we may update your information. **It is important that we contact you immediately if an emergency occurs.**

Textbooks

Textbooks are the property of the School District of Philadelphia and Nebinger School students assume full responsibility for the care of these materials on loan. Caregivers and students must sign a book contract. Books will be issued by classroom teachers and must be returned to the same teacher at the conclusion of the school year or if a student withdraws from Nebinger School. In the event of lost and/or stolen books, students will be fined at a cost of \$30.00 for used books and at a cost of \$50.00 for new books. A fine of \$25.00 for will be assessed for excessively worn books.

Lost books due to theft or other circumstances will not be accepted as an excuse for non-payment or for not completing class assignments. If a textbook is lost, you will be required to pay for that book before another one will be issued. Also, you will be required to pay for the cost of a new book if a textbook is damaged. Students are permitted to cover all textbooks and replace the covers if they become worn during the school year. Report cards will be held if books are not paid for in a timely manner. **Students are expected to take their textbooks and essential materials home EVERY NIGHT, including weekends.**

Report Cards

Report cards are issued four times a year. Caregiver conferences will be held during the first, second, and third report card periods. A copy of the report card is kept in the student's official school pocket. During mid-marking periods, teachers will provide interim reports for students in danger of failing. Caregivers are encouraged to stay in contact with teachers. A caregiver may request a conference at any time with adequate notice.

The marking guidelines set by the School District of Philadelphia are as follows:

A = 90-100	(EXCELLENT)	D = 65-69	(PASSING)
B = 80-89	(GOOD)	F = 64 and below	(FAILING)
C = 70-79	(FAIR)		

Class Preparation

Each student is expected to report to class with the required supplies. The teacher determines the required supplies for individual classrooms. Teachers will issue school textbooks within the first two weeks of school. Students are responsible for the care of issued materials.

Below is a list of some basic supplies that your child may need for the 2013-2014 school year:

- ❖ *Notebook, spiral binders, 3 composition books*
- ❖ *Loose leaf paper*
- ❖ *Writing Utensils (pens – blue or black only, pencils)*
- ❖ *Folders*

Please see your child's classroom teacher for a complete list of supplies needed for this academic year.

Test Taking Strategies

- Relax and ignore any distractions.
- Read the directions carefully and then follow them.
- Review the entire test FIRST to see what is asked, then plan your time accordingly.
- Read each question twice before answering.
- Think before you write.
- Be certain to answer the question that is asked. Check your paper for spelling and grammar before you turn it in.
- Make every effort to complete the test.
- Always answer the easier questions first, and then return to the more difficult ones.

Cell Phone and Other Electronic Devices

Cell phones, digital cameras, pagers, radios, headphones, I-Pods, games and other electronic devices are not permitted in the building.

Any of the above items confiscated will require a parent to pick them up from the school. If there is a second confiscation for a student, the item will not be returned.

First Confiscation

If a staff member sees them in the building, they will be confiscated. Caregivers will be required to pick up the device from the office.

Second Confiscation

If a student has the same electrical device or another device confiscated, **it will not be returned.**

School Nurse

The school nurse is presently scheduled to be on premise one day a week. If this schedule changes, parents will be contacted.

Medication

If your child has a preexisting condition that requires medication, the school nurse must approve it. Caregivers must bring the medication to school in order for it to be approved. Do not give your child the medication to bring to school. Teachers are not permitted to issue aspirin or any other medications to students.

Emergencies

In cases of emergencies, caregivers will be contacted immediately. When the nurse is not in the building, the emergency will be referred to the main office. We will make every effort to make you child comfortable while they wait for your arrival.

Immunization

It is Pennsylvania Law that requires all students enrolled in Pennsylvania Schools be completely immunized before admission to school.

Trips

Many educational trips will be scheduled for our students. Without a ratio of 1 adult for every 10 teachers, trips will be cancelled. Caregivers are encouraged to act as chaperones. Caregivers will sign a “walking trip” slip for each child that covers local trips for the entire school year.

On these trips students represent themselves and Nebinger School. Nebinger procedures and expectations regarding trips are:

- All students will participate. If there are costs concerns, please contact the teacher sponsoring the trip.
- All students will have a signed permission slip to participate on the trip. Oral permission will not be accepted.
- Any student who demonstrates poor behavior in school may lose trip privileges.
- Any student who demonstrates poor behavior on a trip may lose trip privileges and be subject to further discipline.

8th Grade Closing Exercise (Moving Up Day) and Class Trip

Each year we celebrate the promotion of our 8th Grade students who are moving up to high school. Students must meet strict promotion criteria to participate in closing exercises. These criteria include passing all major subjects and standardized Test Scores.

Students who are continually late or absent or who have disciplinary problems will be excluded from closing exercises and the class trip. Caregivers will be contacted to participate in planning both the class trip and closing exercises.

The Academic Program

Our academic program is rigorous and delivered at the proficient level. Proficient is defined as “on grade level.” We implement the School District of Philadelphia’s Core Curriculum with enthusiasm and fidelity. Our instructional plan includes: hands on science, string ensemble (Performance Outreach Model), dance, a multi media library (Cybrary), multidisciplinary service learning projects, business and university partnerships, instruction that engages real world experiences and higher level thinking, a VH-1 keyboard lab and curriculum based trips. We integrate advanced technology in the classrooms including interactive boards and projection systems.

Homework Policy

Homework is assigned to reinforce or strengthen the skills learned that were covered in class. Homework will be provided to students Monday-Thursday. Many teachers will assign homework on long-term project work on Fridays. Students are required to complete all homework assignments, as they are an important part of their grade.

Suggested lengths of time provided to teachers for homework assignments are:

Kindergarten	20 minutes
Grades 1 & 2	30 minutes
Grades 3 & 4	45 minutes
Grades 5 & 6	60 minutes
Grades 7 & 8	75 minutes

Promotion Policy

The School District of Philadelphia’s Promotion Guidelines will be sent home in the weekly communications folder.