



THE SCHOOL DISTRICT OF
PHILADELPHIA

Hamilton Disston Elementary School

6801 Cottage Street
Philadelphia, PA 19135

Mrs. Kári D. Hill, Principal
Mrs. Robin J. Jackson, Assistant Principal

Office: (215) 400-3350
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STUDENT, FAMILY & COMMUNITY HANDBOOK



2017-18 Academic Year

Theme: ONE TEAM.... ONE DREAM!!!!



Dear Disston Students and Families,

Welcome to Disston Elementary! As the Proud Principal of this great school, I extend a warm welcome to our Kindergarten through eighth graders and their families. At Disston School, the administrators, teachers and staff are dedicated to providing you with a safe, positive and challenging learning environment. As members of our educational family, we will strive to enhance your knowledge and talents. We are committed to nurturing the “whole child” – academically, emotionally and socially.

We respectfully ask that you promise to follow through on the clear expectations, respect for school property, and mutual respect among staff, parents and children that define the Disston School Philosophy for learning and achieving.

The purpose of this Student and Family Handbook is to share our children and families a clear understanding of the general rules and guidelines for attending and receiving a top-quality education here at our school.

This year, this handbook will also be placed on our school's website. You can access the Disston website by logging onto <http://webgui.phila.k12.pa.us/schools/d/disston>. **All students are required to return the letter in the rear of this handbook, signed by both the student and the parent to confirm that you have reviewed the handbook.**

It is imperative that families and students read and review this handbook carefully. Take special note of attendance, educational trip, drop off/pick up and discipline policies. For the safety and well-being of all students, these policies will be forced with fidelity. If you have a concern, please call me to arrange a time to speak by phone or in person.

If you have any questions, please call the school office for clarification.

Mrs. Kári D. Hill
Principal

Mrs. Robin J. Jackson
Assistant Principal

HAMILTON DISSTON ELEMENTARY SCHOOL

OUR HISTORY

At one time, there were two schools with the Disston name. The first Disston School was built in the 1880's and was named for Henry Disston. It was located on the south side of Longshore Street between Ditman and Glenloch Streets. The Mary Disston School, named for Henry's wife, was later built across the street. The Henry Disston School was used for the lower grades (Kindergarten through Grade 4) and the Mary Disston School was used for the upper grades (Grades 5 through 8).

The current Hamilton Disston School was built in 1923. It was named for one of the sons of Henry Disston who was the owner of the Keystone Saw and File Works. It combined all the grades from Kindergarten through Eighth Grade. The Henry Disston School was torn down and two story row houses were built on its site. The Mary Disston School was sold to St. Josaphat's Ukrainian Catholic School. It still serves today as a parochial school.

The Disston family donated furniture, books and equipment to the school. Members of the Disston family also donated the stained-glass windows in the auditorium. Mrs. Jane Marsden Dixon donated the beautiful wall murals. In 1970, a new Instructional Materials Center was built to replace the "Lehr Memorial" library housed in Room 204.

The tradition of the Home and School Association in Disston Schools began in the 1880's with Mrs. Birney as President of the Henry Disston School. It continued in the 1920's with Thomas Oxley as Hamilton Disston's first Home and School President. The current Home and School Association is continuing this tradition begun in the 1880's.

During its many years, students of Disston School have gone into many fields of business and service in Philadelphia communities and elsewhere. Disston School today serves the educational needs of the Tacony area and has expanded to serve the needs of other Philadelphia communities.

Information extracted from Tacony Then and Now, a booklet produced by the 1987 eighth grade class under the guidance of Mr. Alphonse Zarzecki.



THE SCHOOL DISTRICT OF PHILADELPHIA

The School District of Philadelphia is the eighth largest school district in the nation, by enrollment. Located in a historic and culturally rich setting, we are a racially and ethnically diverse community committed to education. We are students, parents, teachers, staff, and community members; we are the School District of Philadelphia.

Our Mission

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

Our Vision

We believe all children can reach their learning potential and that the achievement gap can be eliminated. The School Reform Commission is responsible for that improvement and is obligated to support the District's mission. The Commission commits itself to raising student achievement through District-wide reforms and restructuring measures. We have done much but we have a long way to go.



Hamilton Disston Elementary School

Our Vision

Our vision is to produce high-functioning, well-rounded individuals that make significant contributions to society.

Our Mission

Disston Elementary School's mission is to provide all children in grades K-8 the educational opportunity, reinforcement, and enrichment resources to reach proficient and above levels in reading, math, and all other subject areas. We pride our success in providing our students with highly qualified educators that are specifically recruited according to educational background, experience, and area of certification through site-based selection to address the needs of our students. We believe that a positive and caring atmosphere helps provide students with the self-confidence necessary to achieve in all academic areas as well as in the community. We strive to create an environment where each child is responsible for his/her work and actions.

This will help provide each student at Disston Elementary with the necessary skills to enable them to embark on their future with pride and determination in addition to becoming a model for their communities. Also, our expectation is to afford students the ability to achieve success and serve as a positive representative of our efforts in future school placements and other encounters.

HAMILTON DISSTON ELEMENTARY SCHOOL

FACULTY & STAFF ORGANIZATIONAL CHART

2017-18 Academic Year

Name	Position	Room
Mrs. Kari King-Hill	Principal	Main Office
Mrs. Robin J. Jackson	Assistant Principal	AP Office
Mr. Charles Sawyer	School Climate Manager	Climate Office
Mrs. Carol Garzone	Secretary / Office Manager	Main Office
Mrs. Jessica Moss	Guidance Counselor	Counselor's Office
Mrs. Mimi Lubbe	Community Relations Liaison	Main Office
Ms. Michele Perloff	School Nurse	Health Room
Mrs. Karen Manley	School Psychologist	
Mrs. Tracy Fagnoli	School Based Teacher Leader	MCR – 1 st floor
Ms. Amy Pfeiffer	Early Literacy Specialist	Auditorium
Mrs. Caryn Debolt	Intervention Prep Teacher	IMC
Mrs. Phyllis Bellman	Kindergarten Teacher	104
Ms. Jeanette Danvers	Kindergarten Teacher	105
Mrs. Cheryl Tobin	Kindergarten Teacher	108
Ms. Samantha Brooks	1 st Grade Teacher	101
Mrs. Caroline Gramlich	1 st Grade Teacher	102
Ms. Jenna Barger	1 st Grade Teacher	103
Ms. Carmella Barbosa	1 st Grade Supplemental Teacher	
Mrs. Angelee Rivera	2 nd Grade Teacher	107
Ms. Jaclyn Boese	2 nd Grade Teacher	106
Ms. Lisa Wismer	2 nd Grade Teacher	204
Ms. Ellen Shour	2 nd Grade Teacher	206
Ms. Tiffany Laird	3 rd Grade Teacher	201
Ms. Janelle Hundley	3 rd Grade Teacher	202
Mrs. Gwen Salamone	3 rd Grade Teacher	203
Mr. Jeffrey Segrest	4 th Grade Teacher	B-4
Ms. Lisa Gillman	4 th Grade Teacher	B-5
Mrs. Roslyn Custis-Williams	4 th Grade Teacher	B-6
Ms. Mary Beth O'Callaghan	4 th Grade Teacher	T-1
Ms. Yolanda Barcus	5 th Grade Teacher	207
Ms. Angela Parsons	5 th Grade Teacher	208
Mr. Harry Haws	5 th Grade Teacher	304
Mrs. Donika Shehu	6 th Grade Teacher - Math	301
Mrs. Donna Hampton	6 th Grade Teacher – Science / SS	302
Ms. Janna Reeves	6 th Grade Teacher – Language Arts	303
Mrs. Carol Senske	7 th Grade Teacher – Science	305

Mrs. Lynne Wake	7 th Grade Teacher – Social Studies	306
Mr. Kevin Tustin	7 th Grade Teacher – Language Arts	307
Ms. Leslie Brockington	7 th Grade Teacher – Mathematics	310
Ms. Bethann (Paz) Beebe-Smull	8 th Grade Teacher – Mathematics	308
Mr. Spencer Waybrant	8 th Grade Teacher – Science	309
Mrs. Crystal Raup	8 th Grade Teacher – Language Arts	311
Mr. Brent McIvor	8 th Grade Teacher – Social Studies	312
Mrs. Kelli Bertolino-Frascatore	Writing Prep Teacher	Auditorium
Mrs. Angela Pirolli	Intervention Math Prep Teacher	Auditorium
Ms. Kandis Moffitt	STEM Teacher	IMC
Ms. Cheryl Ash	Art Teacher	Auditorium
Mr. John Angeny	Physical Education Teacher	Gymnasium
Mr. Paul Allen	Technology Teacher	205
Ms. Ying Chhann Ms. Micki Dion	ESOL Teachers	216
Mrs. Erin Finerghy	Sp. Ed. Liaison – Special Ed. Teacher	301-A
Mr. Gerald Brill	Special Education Inclusion Teacher	IMC – Small Office
Mrs. Grace Scafide	Special Education Inclusion Teacher	313
Mr. James Fiscella	Special Education Inclusion Teacher	315
Ms. Sue DiMoia	Speech Teacher	
Mrs. Kathy Powell, Ms. Jolanta Markowski, Ms. Barbara Farrell, Ms. Rosemarie Murphy-Malcolm, Ms. Marilyn Pomales, Mrs. Gail Grecco, Ms. Lynne Clarke	Supportive Service Assistants	
Ms. Diana Afandour Ms. Krystal Garcia	1:1 Assistants	
Ms. Kim Arthur, Mrs. Deborah Grau Ms. Shyeetha Harris	Noon-Time Aides	Cafeteria
Ms. Stacy Blohm	Cafeteria Manager	Cafeteria
Mr. Kevin McGuire	Building Engineer	Engineer’s Office
Mr. Louis Conde	Custodial Assistant	Engineer’s Office
Mr. Jerome Davis, Ms. Larissa Still	General Cleaners	Engineer’s Office
SPO Jason DiMartino	School Police Officer	Climate Office

**THE SCHOOL DISTRICT OF PHILADELPHIA
2017-18 ACADEMIC CALENDAR**

Total Number of Days in Attendance: 181

2016	Days of Attendance	2017	Days of Attendance
September	17	January	20
October	22	February	19
November	18	March	20
December	16	April	20
		May	21
		June	8

August 28-31, 2017	Optional School-Based Professional Development Day
September 1, 2017	Staff Only – Academic Prep / Classroom Organization Day
September 4, 2017	Labor Day - SCHOOL CLOSED
September 5, 2017	First Day of Grades 1-12 (Pupil Attendance & Bright Futures)
September 5-11, 2017	Kindergarten Parent (ECEI) Conferences
September 12, 2017	First Day of Kindergarten Pupil Attendance
September 21-22, 2017	Rosh Hashanah - SCHOOL CLOSED
November 7, 2017	Staff Only - Election Day Professional Development Day
November 10, 2017	Veteran's Day Observed - SCHOOL CLOSED
November 23-24, 2017	Thanksgiving Holiday - SCHOOL CLOSED
December 25-31, 2017	Winter Recess - SCHOOL CLOSED
January 1, 2017	New Year's Day - SCHOOL CLOSED
January 2, 2018	Staff Only - Professional Development - SCHOOL CLOSED
January 15, 2018	Dr. Martin Luther King's Day - SCHOOL CLOSED
February 19, 2018	Presidents' Day - SCHOOL CLOSED
March 29 – April 2, 2018	Spring Recess - SCHOOL CLOSED
May 15, 2018	Election Day - SCHOOL CLOSED
May 28, 2018	Memorial Day - SCHOOL CLOSED
June 12, 2018	Last Day for Pupils
June 13, 2018	Last Day for Staff - Reorganization Day

Full Day Professional Development *** NO SCHOOL FOR STUDENTS ***	Half Day Professional Development (Early Dismissal)
Monday, August 28 – Thursday, August 31, 2017	October 27, 2017
Tuesday, January 2, 2018	December 8, 2017
	March 16, 2018
	April 27, 2018
	May 18, 2018

Report Card Conference Schedule	
1 st Marking Period: November 20 – 23, 2017 (Evening Conference: TBA)	3 rd Marking Period: May 2-4, 2018
2 nd Marking Period: February 14-16, 2018	4 th Marking Period: June 12, 2018 (Report Cards sent home with students on the last day of school)

SCHOOL ADMINISTRATION: Principal Kári King-Hill is responsible for the daily operation, academic supervision, and safety of all students and staff members at Disston Elementary School. When you have a concern regarding a student or school matter, you can contact the principal at 215-335-5661 or email Mrs. Hill at kdhill@philasd.org. *It is strongly recommended that when an academic or classroom question or concern arises, parents or guardians respectfully consult with the teacher or other appropriate personnel prior to notifying the principal.*

Finally, one of Principal Hill's primary foci is sound instructional practices in every Disston classroom. Therefore, as she has established a set schedule for classroom observations on a daily basis, she may not be able to meet with you immediately. However, please feel free to request a phone call or appointment with the Principal or Assistant Principal, Mrs. Robin Jackson.

ADMISSION & DISMISSAL PROCEDURES

School begins at 8:25 a.m.

School dismisses at 3:04 p.m.

Disston's Arrival & Dismissal Procedures

- All students are expected to arrive at school by 8:25 a.m.
- **STUDENTS AND PARENTS WILL NOT BE PERMITTED INTO THE BUILDING BEFORE 8:00 A.M.**
- Parents / Guardians may not escort their children to their classroom.
- The building will be open for students between 8:25 a.m. and 3:04 p.m. unless they are participating in extra-curricular activities or morning/after-school detentions.

Inclement Weather Procedures

(Doors open at 8:00 a.m.)

Note to Parents: Please do not send your children before 8:00 a.m. as supervision begins promptly on the yard at 8:00 a.m.

- On inclement weather days (rain, snow, low wind-chill factor), the school doors will be open by 8:00 a.m. to receive students.
 - Grades Kindergarten & 1: Cafeteria
 - Grades 2 through 5: Gymnasium
 - Grades 6 through 8: Auditorium
- On these days especially, please see that your child/children are appropriately dressed for the weather. Raincoats, warm outer garments, boots, gloves, hats, etc. are a must on inclement weather days.
- **IMPORTANT NOTE: Please send your children to school as close to 8:25 a.m. as possible.**
- **Staggered Dismissal Schedule:**
 - 2:55 p.m.: Kindergarten – Grade 2
 - 3:00 p.m.: Grades 3-5
 - 3:04 p.m.: Grades 6-8

- STUDENTS ARE NOT TO LOITER IN THE SCHOOL YARD AFTER DISMISSAL.
- If older children are meeting young students, please establish with them a meeting place in the schoolyard. Ensure the younger student knows to wait in this location for the older child. No student will be permitted to pick up a student from a classroom.
- Children who forget to take their personal belongings or schoolbooks home at the end of the day are not permitted to return into the building after 3:04 p.m.

ATTENDANCE AND LATENESS

Regular attendance ensures the continuity of the educational process that is essential for academic growth. It is the responsibility of the student's family to notify the teacher in writing of the reason for the absence or lateness.

The School District of Philadelphia's Attendance Policy states:

- All absences will be treated as unlawful / unexcused until the district (school) receives a written excuse note explaining the reason for the absence.
- **All excuse notes must be provided within three (3) days of the absence.**
- Failure to provide a written excuse within three (3) days will result in the absence being counted as unlawful / unexcused.
- After nine (9) cumulative absences for illness for which a parent writes an excuse note, the 10th absence for illness must be accompanied by a physician's note.
- In addition, **if a student arrives after 10:00 a.m. or leaves before 1:00 p.m. without a valid excuse note, the student will be marked as half day UNEXCUSED.** Two half days will add up to one full day.

The truancy process is initiated after several Unexcused Absences and Tardies are documented.

We urge parents to make certain that all students arrive on time. Excuse Notes are mandatory when children are late or absent.

BREAKFAST AND LUNCH PROGRAM

Proper nutrition is very important for students to be successful in school. Students should eat a balanced breakfast and lunch every day. At Disston, we promote healthy eating habits.

All Disston students are eligible to receive FREE breakfast and lunch at our school.

Students are permitted to bring their own lunches. A few rules regarding packed lunches:

- Glass bottles are prohibited.
- Students will not be permitted to use microwaves to warm their food.
- Students will not be permitted to use refrigerators to store their lunches.

CELL PHONES / ELECTRONIC DEVICES

Electronic devices are not permitted at Disston Elementary: cell phones, cameras, music devices, laser pointers, iPods, tablet devices – iPads/Kindle, handheld game systems (any games, apps, etc.) or any other technological gadget. Please note that these items will be taken from your child if brought to school.

Electronic devices found on students are subject to confiscation, and the student may be suspended. The following steps will be taken when an electronic device is discovered:

- 1st Warning: Device will be returned to student
- 2nd Warning: Device will be returned to the student's parent/guardian
- 3rd Warning: Disciplinary action will be rendered (detention / suspension)

Disston Elementary and The School District of Philadelphia are not responsible for lost, misplaced, broken, shared or stolen items.

CHANGES IN ADDRESS/TELEPHONE NUMBER

We encourage all families to keep your child's school records up to date at all times. If a child or family's address or telephone number has changed, please notify the Main Office immediately so that corrections can be made. Also, please notify Main Office if your child's emergency contact person(s) change. All families must complete all 3 sections of the Emergency Contact Form that your child brings home in September for all enrolled Disston students.

CHILD ABUSE

The findings and purpose of the Child Protective Services law (11 P.S. 2002) are as follows:

"To encourage more complete reporting of suspected child abuse and to establish in each county a child protective service capable of investigating such reports swiftly and competently, providing protection for all children from further abuse and providing rehabilitative services for children and parents involves so as to ensure the child's well-being and to preserve and stabilize family life wherever appropriate."

What / Who Is a Mandated Reporter?

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 in accordance with Section 6 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-aged children, are mandated reporters under the law and must report suspected cases of child abuse.

CODE OF STUDENT CONDUCT & DISCIPLINE

The primary purpose of a school is to educate its students. Successful learning cannot occur when there is disruption and unsafe conditions. In an effort to maintain a positive and safe learning atmosphere, the School District of Philadelphia has established a Code of Student Conduct, setting forth common sense rules, which students must obey. These rules are in addition to the laws of the United States and

Commonwealth of Pennsylvania, which prohibit everyone from engaging in unsafe actions.

The district's Code of Student Conduct will be posted on our school's website. All families are strongly encouraged to read it thoroughly.

COMMUNITY RELATIONS LIAISON

At Disston, our Community Relations Liaison is available to assist students and families. Mrs. Mimi Lubbe, who is located in our Main Office, is available daily to assist you with absence concerns, truancy matters, updating contact information, make routine family phone calls and visit homes when necessary.

CONDUCT ON CLASS TRIPS/ SCHOOL EVENTS

Students attending class trips or school events are expected to conduct themselves in an orderly and courteous manner. Official school uniforms must be worn on school trips and events unless otherwise notified by school administrators.

Any reports of misconduct on school buses, visiting venues / locations, or during the trip will result in the student's family being contacted.

Repeated misconduct may result in a suspension from attending future trips or participating in school based activities.

All students must remain with their designated chaperones at all times and follow the directions of the adults assisting with the trip/activity.

COUNSELING SERVICES

Our school counselor, Mrs. Moss, is our certified, specially trained individual who works with the students and staff members. The counselor is able to support students when they need assistance in coping with personal and academic problems. Some areas of assistance include:

- Helping with personal, social and emotional problems including death of a loved one / pet, adjusting to a new school situation
- Motivating students toward higher scholastic achievement
- Coordination of referrals to outside agencies
- Assisting students with their decisions about high school

- Determining the need for psychological evaluations
- Helping students establish goals

DETENTIONS AND SUSPENSIONS

- **MORNING / AFTER SCHOOL DETENTIONS** may be issued by building administrators, School Climate Manager for any infractions or your child's classroom teacher for Level I violations of the district's Code of Student Conduct.
- In advance, students' families will be notified of the scheduled detention and suspension by phone, hard copy notification or via email.
- Failure to report to the assigned detention will result in further discipline action.
- **IMPORTANT NOTE:** The Principal or designee may impose a suspension when warranted according to the guidelines listed in the various levels of the Code of Conduct.
- In the event of a school suspension, an in-person Reinstatement Conference is **MANDATORY** for the child to return to school. The student's parent or guardian must attend this conference. Reinstatement times will be scheduled and listed on the suspension notice.

DISCIPLINE & STUDENT EXPECTATIONS

In order to provide students a quality education, a well-ordered and friendly atmosphere must exist in the classroom and throughout the entire school. The cooperation of students, families, teachers, paraprofessionals, the administration and the community is essential.

The policies set forth in our discipline plan are in concert with the School District of Philadelphia's 2017-18 Code of Conduct and were established specifically for Disston School. Discipline and school climate is a primary concern at Disston, and much thought and consideration went into the process of development of this plan. Please note that specific classroom rules are not established in this plan. Each classroom teacher will establish and reinforce his/her own classroom rules, rewards and consequences. All rules, expected behaviors and consequences are in compliance with the standards established by the School Reform Commission.

SCHOOL WIDE RULES

Disston's General Student Expectations

**BE RESPECTFUL!!! BE RESPONSIBLE!!!
BE RELIABLE!!!**

Rules in the Classroom

- Follow directions the first time given
- Keep hands, feet and objects to yourself
- Remember other's personal space
- No teasing or name calling
- Remain in your seat unless you have permission to leave it
- Bring books, notebooks, and all other school supplies to school everyday

Rules in the School Yard

- Follow directions the first time given
- Stay in assigned areas
- NO FIGHTING
- No name calling or teasing

Rules in the Cafeteria

- Follow directions the first time given
- Keep hands, feet and objects to yourself while in your seat or waiting to be served
- Do not throw food.
- Put all trash and milk into proper trash containers.
- No fighting, name calling or teasing

Rules in Hallways and Bathrooms

- Walk please.... NO running
- Students will follow the directions of staff members
- Students will walk in straight and quiet lines throughout the hallways and stairwells
- Students will make proper use of our bathrooms

These rules apply while representing Disston School in every event and occasion, including within the community.

Our school-wide and classroom rules are in concert with the latest version of the SDP's Code of Student Conduct.

1. All students are expected to behave in a respectful, responsible and reliable manner at all times.
2. All students are expected NOT to chew gum or eat at any time in any area of the school or on school buses.
3. Students are not permitted to leave school grounds without permission.
4. The uniform policy will be reinforced at ALL TIMES.
5. Hats are to be removed when entering the building. No students are to wear outer garments in the classroom or common areas of the building.
6. All students MUST have a Hall Pass at all times when leaving the classroom.
7. All students are expected to WALK, not run, in the hallways or on the stairs.
8. All students are expected to keep the school building, grounds and bathrooms neat and clean at all times. Waste paper and trash is to be placed in the proper receptacles.
9. All students are expected to listen and follow all directions by any staff member the first time given.

Lunchroom

1. Students will enter and exit the lunchroom in an orderly manner.
2. Students are expected to speak in a quiet, polite manner during lunchtime.
3. Students are expected to sit at their designated table during lunch.
4. All eating is restricted to the lunchroom. No food is to be taken out of the cafeteria.

Auditorium

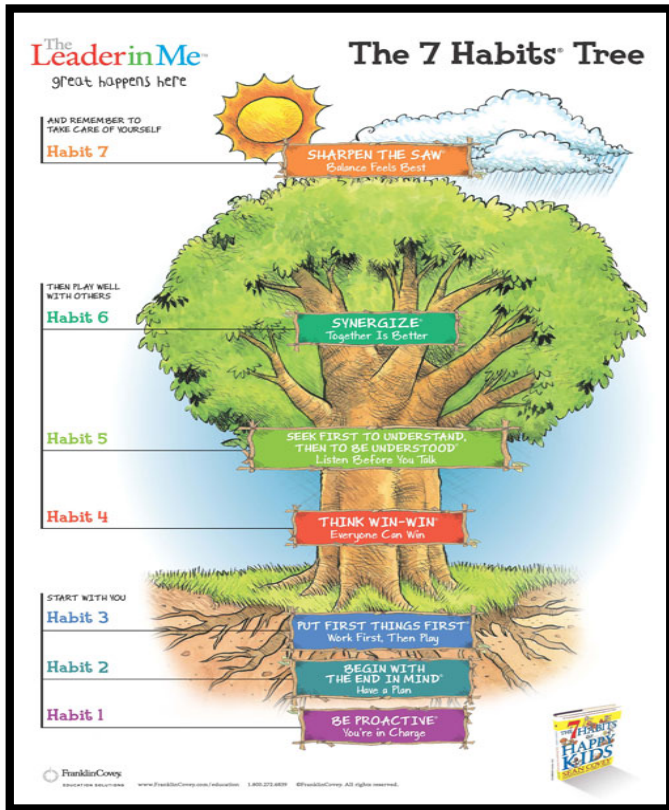
The following expected behaviors apply to assemblies, indoor recess and all other school events:

1. All students are expected to enter and exit the auditorium in a quiet, orderly manner.
2. All students will sit in their assigned area.
3. All students will demonstrate appropriate audience behavior during assembly presentations and other school programs.

THE SEVEN HABITS

Disston Elementary will embrace the coveted work of Stephen and Sean Covey. Their works will be the foundation of our Character Education model.

7 Habits for Happy Kids and 7 Habits for Highly Effective Teens



1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to Be Understood
6. Synergize
7. Sharpen the Saw

EARLY DISMISSALS FOR STUDENTS

Every moment of the instructional day is critical for student learning. If a family requires an early dismissal for a student, the following procedures should occur:

- If known in advance, please send a note to your child’s teacher informing them of the early release. Your note should include the student’s estimated departure time and the name of the pickup person (if not the parent or guardian). **IMPORTANT NOTE:** The child will not be summoned to the office until the

adult has arrived onsite to avoid the loss of instructional time.

- If it is an unexpected, the parent/guardian should report to the Main Office. The pickup person’s name **must** be listed on the child’s emergency contact form.
- In both instances, photo identification will be required for the pickup person before the child is released into the custody of the adult.
- **IMPORTANT:** In addition, if a student arrives after 10:00 a.m. or leaves before 1:00 p.m. without a valid excuse note, the student will be marked as half day **UNEXCUSED**. Two half days will add up to one full day.

EMERGENCY CLOSING OF SCHOOLS

The Principal does not have the authority to close school in inclement weather or emergencies. This decision is made by our Central Office administration. We kindly ask that families not contact our school to inquire about school closures. If the phone lines are congested, we are unable to receive the official relay phone call from Central Office. If weather conditions are not favorable, please stay tuned to KYW News 1060 AM or our major news stations to obtain further details about school closures.

In the event of severe weather conditions or some unforeseen emergency that necessitates the school closing early for the day, a plan must be developed to provide for your child’s welfare if you are not home. Radio and television stations will announce the closing of schools.

Disston Elementary, when possible, will send a phone blast to all families as early as possible announcing the early dismissal. Be sure your telephone number is accurate on our school’s information system.

Your emergency plan should include one or more of the following procedures:

1. Some children (especially older children) may have a key so that they may enter the house when they arrive home.
2. A neighbor may be asked to have the child/children stay with them until a parent or guardian arrives home.

3. A relative may be asked to pick up the children or have them go to the relative's home until the parent or guardian is available.
4. Tell your child what the plan is and make a point to remind him/her on a regular basis, especially during the winter months.

It is extremely important that no child arrive home without a way to enter the house or without a plan for supervision.

HEALTH SERVICES (School Nurse)

Our Health Room is staffed by a state-certified school nurse five (5) days a week. The nurse can be reached at 215-400-3350, selecting our Health Room / Nurse's Office option. The nurse provides services mandated by the Commonwealth of Pennsylvania (screenings for vision, hearing, growth, scoliosis, and TB testing), and those necessitated by illness or injury during the school day.

Please notify the nurse if your child has any special health problems, which may affect his/her social or academic progress or limit any physical activities in school.

Illness in School

If your child complains of illness at home, it is in your child's best interest to stay at home, as we have limited facilities in school. If a child becomes ill at school, it is the school nurse's responsibility to call the family on behalf of the ill child. Families are expected to pick up the child and follow through with medical care at home.

Medications in School

No medication is to be sent with your child to school without first contact the nurse for authorization. This includes prescription and/or over-the-counter medication. If it has been determined by your child's doctor that your child needs to take medications in school, the parent must get an **Administration of Medication** form from our school nurse. It must be completed by your child's doctor and returned to our school nurse. Once the parent brings the medication to the school nurse (not

the student), the medication will be dispersed according to the prescription on the medication.

Immunization: Children without proper immunization will not be permitted to attend school. The Commonwealth of Pennsylvania mandates that every child in a public school be completely immunized against various illnesses.

Health Room Hours: In order to improve health care to your child and to increase his/her self-care skills, Health Room Hours have been instituted by the School District of Philadelphia. EMERGENCIES will be seen immediately. NON-EMERGENCIES (minor illnesses) will be seen during regular hours. This procedure will decrease classroom distractions to students and teachers, thus increasing instructional time. Students must have a hall pass from their teacher to report to the Health Room. As it may be necessary for the nurse or another staff member to contact the family in case of illness, an emergency phone number must be kept on file and updated whenever changes do occur.

HOME AND SCHOOL ASSOCIATION

The Disston Home and School Association provides children with many out-of-class activities in addition to support for educational programs within the class. Some of the worthwhile activities sponsored by the Home and School Association over the years include:

School Pictures, Family Nights, Graduation Awards and Decorations, Teacher Allotments for Classroom Materials, School Store, Staff Appreciation, Prizes and Awards for Students' School Projects, Buses for School Trips, Holiday Projects, School Spirit Days

In order to supply the funds to accomplish the aforementioned activities, the Home and School hosts the following initiatives: *Booster Membership Drive, Holiday Bazaar, Plant Sales, School Pictures, Candy Sales*

ALL FAMILIES of Disston School are encouraged to become active members of our HSA.

HOMEWORK POLICY

Homework Assignments in the School District of Philadelphia

Through homework, classroom instruction is reinforced, high expectations are supported, students are motivated toward self-direction, and the relationship between school and home is strengthened. Homework is an important part of every student's instructional program.

Policy: Teachers will require regularly assigned homework based upon classroom instruction no less than four times a week. Because homework is an important part of the instructional program, **failure to submit homework will be reflect in the student's grade.**

Purposes: Homework assignments are assigned in order to:

- Strengthen basic skills
- Reinforce study habits
- Extend classroom learning
- Stimulate independent thinking
- Increase the range and scope of interests

Taking Textbooks Home: Homework assignments frequently require the use of textbooks. Every student in Grades one through twelve shall have available for home use every day at least one textbook in one or more of the mandated school subjects: **Language Arts, Mathematics, Science and Social Studies.** The School District of Philadelphia expects all students to maintain the textbooks issued to them in good condition, to return the books when requested, or to pay for them if they are damaged or lost.

Computer Based / Internet Based Homework Assignments: Occasionally, teachers may assign homework or extended projects that require access to a computer with Internet accessibility. If your student doesn't have this capability, the local library offers available times to support Disston students.

Responsibility of Families: While the student should assume the major responsibility for completing the homework assignment, families should be encouraged to take an active interest in homework by:

- Asking about homework every day
- Providing an definite time and suitable place for student or homework activities
- Making resource materials available

- Checking the work for neatness
- Arranging with the teacher for limited homework assignments when the student's physical condition necessitates it.

Note to Families: Comcast Internet Essentials offers low-cost internet service to eligible families. A letter of support and proof of your child's enrollment at Disston Elementary is required with your application. A letter can be received by contacting our Main Office.

IMPORTANT INSTRUCTIONAL DAYS

Families should be advised of these important assessment days in the 2016-17 academic year:

PSSA ASSESSMENTS

(Grades 3-8 only)

English/Language Arts: April 9-13, 2018

Mathematics: April 16-20, 2018

Science (Grades 4 & 8): April 23-27, 2018

KEYSTONE ASSESSMENTS

(Grade 8 only)

Algebra: May 14-18, 2018

Especially during these testing periods, it is imperative that students are present each day and on time. We ask that personal appointments (medical, dental, etc.) be scheduled after school, especially during this time.

INTERIM REPORTS

Another part of the communication between home and the school is the Interim Report. It is issued between report card periods. Its purpose is to provide families with information about academic progress, the possibility of a failing grade or noted changes in their child's performance. A space is provided for parental signature. This portion is to be returned to the school within three (3) days of distribution.

LOST AND FOUND

A Lost and Found box is located in the Auditorium. Students may check this box, with the permission of their teacher, for any item they may have misplaced. Families are encouraged to label their child's clothing and belongings. Please urge your student to be responsible for the care

of their belongings. Monthly, the contents left behind will be donated to charity.

NEW STUDENTS TO DISSTON

Students new to Disston will be registered, and the family will receive forms to read and/or complete. The student will not be taken to a classroom on the day he/she is registered. The child will report to the Main Office on the following school day, then taken to their newly assigned classroom. This procedure allows for a smoother transition for the new student. The classroom teacher has the opportunity to prepare the class for the arrival of their new peer and make the first day a nice experience for everyone involved.

PARENT VISITATION

Parents are welcome at Disston School; however, we respectfully ask that you follow these suggestions before visiting:

1. If you would like to have a formal meeting with your child's teacher, contact them in advance to request an appointment time.
2. Report directly to the Main Office to sign in and receive an Official Visitor's Sticker.
Parents/Visitors are not allowed to go directly to classrooms or any other section of the building.
3. **Appointments with the Principal, Assistant Principal, School Climate Manager or the Guidance Counselor may be arranged by contacting the school's Main Office.**
4. Parents, without scheduled appointments, are not guaranteed the opportunity to meet with staff members on the same day, especially during instructional hours. However, return phone calls to the family will be placed by the next school day by the appropriate staff member.

PERSONAL PROPERTY

Electronic games, radio, music players, technology devices, athletic equipment (balls, etc.), scooters and large sums of money should not be brought to school. Any item, which may disrupt normal school activities, will be confiscated and later returned to the student's

parent/guardian. **Disston Elementary School is not responsible for any lost, misplaced, broken or stolen items.**

RECESS ACTIVITIES

During recess times, students may take part in supervised activities. They will be taught games and be provided with equipment to play. Children not wishing to participate may sit in a quiet area.

DISSTON SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR THESE ITEMS IN THE EVENT OF LOSS, THEFT OR DAMAGED.

Any item, which may disrupt normal school activities, will be confiscated and later returned to the student's parent/guardian.

REPORT CARDS

Report Cards will be issued four times during the school year for students.

2017-18 Report Card Conference Dates

Cycle 1: November 20th – 22nd, 2017

Cycle 2: February 14th – 16th, 2018

Cycle 3: May 2nd – 4th, 2018

Note: Final report cards (Cycle 4) are distributed to students on the last day of school.

On all Report Conference Days, students are dismissed at 12:00 noon. Please attend these important conferences.

SCHOOL NOTICES (Wednesday Folder)

Families will receive weekly folder communications from the Principal, classroom teachers and our Home and School Association every Wednesday. As communications are made available to schools, families will receive messages weekly (by telephone and email) to provide information about upcoming school events, activities and other general information.

For our Wednesday Folder, please check with your child to receive the information, read the prepared documents, and then return the envelope to the school each Thursday. By the end of 2017-18 year, we hope to have most communications sent to families electronically.

SCHOOL TRIPS

School trips are wonderful extensions to the instructional experiences for children.

Throughout the year, your child's class may host a class trip to a local venue.

Here are some important things to remember:

- Written parental permission is required for a student to participate in school or class trips. A letter/form will be sent home prior to the day of the trip to obtain the parent / guardian's signature and permission.
- A student may be denied the privilege of participating in a class/school trip due to inappropriate behavior. The families of these students will be notified of this decision in advance.
- A student may lose the privilege of participating in a class/school trip if he/she arrives LATE on the day of the trip.
- Chaperones may be requested by the teacher to accompany students on the trip. Chaperones should be the child's parent or guardian. Chaperones must be over 18 years of age. Younger children and non-Disston students are not permitted to attend trips.
- **There are no monetary refunds for trips paid for, but not attended by students for any reason.**
- ***IMPORTANT NOTE:*** No student can be excluded from a class trip without prior discussion with the parent and the approval of the Principal.

SCHOOL-WIDE INCENTIVES FOR MODELING APPROPRIATE BEHAVIOR

Throughout the school year, students will be rewarded for following school-wide rules and expectations. Examples of the rewards and incentives to be offered to children include:

- Public Recognition over the PA System
- Student of the Month
- Classroom banners
- Pizza Party, Pretzel Party, Water Ice
- Good News Post Cards mailed to parents

STUDENT RESPONSIBILITY FOR TEXTBOOKS, RESOURCE BOOKS AND LIBRARY BOOKS

All textbooks, workbooks and other school materials are given to students on a loan basis. Students will be required to sign a SDP Book Receipt for when textbooks are distributed. These materials must be kept cleaned, covered and handled correctly. A place is provided on all school materials for the student's name, grade and room number. Currently, the textbooks are averaging approximately \$80.00 per book.

If the books are lost or damaged, the parent or student will be expected to pay the cost of the lost or damaged book before another one will be issued. In the event that the book is lost or damaged at the end of the year, the student will be permitted to use the next year's books in school BUT will not be permitted to take textbooks home until payment has been received for the previous year's lost or damaged book.

If a student is leaving Disston, all textbooks and equipment must be returned in acceptable condition before the transfer is issued.

STUDENT SERVICES SUPPORT

Disston prides itself in providing optimal support services for all children. Whether it's academic or behavioral support services, Disston staff members are committed to serving children using the RtII model. Staff members meet to provide to support the needs of students. RtII is:

- A data---driven model to enable early identification and strategic interventions for students at academic or behavioral risk
- A shared, collaborative, decision---making process among professional educators

If you have any questions regarding your child's academic progress or behavioral challenges, contact the teacher to share your concerns.

TELEPHONE INQUIRIES

Telephone calls to the Main Office prior to 9:30 a.m. should be for extreme EMERGENCY purposes only. In this way, telephones can be used to manage beginning of the school day essential issues for a successful school day.

During instructional hours, phone calls will not be transferred to classes to avoid disruption in

the learning process. Messages will be delivered to teachers by the end of the school day.

TRESPASS ORDINANCE

The Trespass Ordinance, Philadelphia Code of Ordinances, Chapter 10-824, was passed by the City Council of Philadelphia to prevent unauthorized entry on school premises. The provisions of this ordinance are as follows:

1. No one may enter any facility of the School District of Philadelphia without the consent of the person in charge of the facility.
2. Failure to obtain written consent within 15 minutes of entering any facility may be considered in violation of this ordinance.
3. Employees and pupils of the School District of Philadelphia may not enter any facility to which they are not regularly assigned without the consent of the person in charge.
4. Violators of this ordinance are subject to a fine of not more than \$300.00 and imprisonment for not more than 90 days.

FOR THE SAFETY OF ALL CHILDREN AND EMPLOYEES, ALL VISITORS ARE REQUIRED TO SIGN IN AT THE MAIN OFFICE PRIOR TO VISITING ANY PART OF DISSTON SCHOOL.

UNIFORM POLICY

Students at Disston School are expected to be in FULL uniform every school day.

BOYS:

- GRADES K – 5: SOLID **Navy Blue** Polo or buttoned collared shirt (long or short sleeve)
- SOLID **Navy Blue** Sweater (*optional*)
- GRADES 6 – 8: SOLID **Burgundy** Polo or buttoned collared shirt (long or short sleeve)
- Khaki Walking Shorts (knee length), weather permitting)

- Khaki Pants (*no sweatpants or jeans*)

GIRLS

- GRADES K – 5: SOLID **Navy Blue** polo or buttoned collared shirt (long or short sleeve)
- SOLID **Navy Blue** Sweater (*optional*)
- GRADES 6 – 8: SOLID **Burgundy** Polo or buttoned collared shirt (long or short sleeve)
- Khaki Walking Shorts (knee-length), weather permitting
- Khaki skirts, jumpers, pants

FOOTWEAR FOR BOYS & GIRLS:

- Sneakers, Shoes (closed shoe) only

ATTIRE for GYM CLASSES: Official Disston School Uniform (with sneakers)

URGENT NOTE: Students are not allowed to wear hoodies in school. During class, jackets are to remain open-not zipped or buttoned.

There is a direct relationship between dress and classroom attitudes and achievement. Dressing in “Play” clothes has a tendency to result in “Play” attitudes. Respect for one’s appearance tends to instill a feeling of pride in one’s self and one’s work.

The following articles of clothing are unacceptable and **should not** be worn to school:

- Midriff tops, Spaghetti Strap or Sleeveless T-Shirts, Tank Shirts
- Shirts with unsuitable printed statements
- Unstrapped shoes, Slides and flip-flops

Students are not permitted to wear hats or outer garments such as coats in the classrooms and hallways.

THE SCHOOL DISTRICT OF PHILADELPHIA
Hamilton Disston Elementary School
6801 Cottage Street
Philadelphia, PA 19135

Kári D. Hill, Principal
Robin J. Jackson, Assistant Principal

Office: (215) 400-3350

September 5, 2017

Dear Disston Families,

URGENT NOTIFICATION ABOUT STUDENTS' EARLY RELEASE FROM SCHOOL

The School District of Philadelphia is committed to making student safety an integral part of each school's mission, school safety plans, policies, procedures and protocols. To ensure the safety of all children and employees, this year our School District is implementing some new procedures for the early release of students. All families of Disston students will be required to follow these newly adopted School District of Philadelphia procedures listed below.

VISITORS DISSTON SCHOOL

At Disston Elementary School, all visitors (including parents and guardians) **MUST** enter and exit only through our Cottage Street doorways. Upon ringing the doorbell, you will be asked your name and the nature of your visit. Once access is given to enter the building, you are expected to report directly to the Main Office. *All visitors will receive a Visitor's Sticker that must be prominently worn at all times during your visit. At the conclusion of your visit, please return to the office to sign out of the building.* Individuals failing to follow these procedures may result in being banned from the school premises. **Remember, SAFETY FIRST at all times!!!!**

NEW PROTOCOLS

- **Only the Principal and Assistant Principal of Disston Elementary School may grant the early release of students during the school day.**
- **Under no circumstance may a pupil be released to an adult who is not properly identified.** In addition to obtaining valid identification from the individual who is picking up the student, school-based staff must also check the student's pocket/record to determine if the legal guardian has approved or denied the individual access to the student.
- Valid identification must include the photograph and signature of the individual picking up the student. A government issued ID is preferred (valid state issued Driver's License, valid state issued Non-Driver's License, U.S. Passport).
 - When confirming the identification of a parent, all adults who are picking up students must remove their headwear, including but not limited to burqa, chadar, boshiya, niquab, or hats.
 - You will also be required to sign the student out in our Early Dismissal Log Book.
- Visitation by parents/guardians that do not have an educational purpose will not be permitted.
- **We strongly encourage families to schedule children's medical/dental appointments during non-school hours.**

- If there is not an emergency situation, those individuals listed on the emergency pick up card cannot remove the child from school without the parent/guardian's approval.
 - When a written request is received by the parent/guardian to release any student to someone other than the guardian, the authenticity of the request must be established. The approval of release of their child to another adult, based on written or telephone requests, may be refused.

CIRCUMSTANCES THAT WARRANT AN EARLY RELEASE

Medical / Dental Appointments

- Dismissal of students for medical or dental appointments may be permitted only for emergency purposes. A note from a physician or dentist should certify the emergency.

Illness or Injury

- A parent or other responsible adult will be contacted to come to the school when a student's illness or injury requires immediate notification.
- The parent, guardian or other designated adult representative of the family who comes to school must report to the office and provide a valid identification.

Hearings

- When a student or parent presents a summons from Juvenile Court, the Principal will dismiss the student in accordance with this procedure.

For Disston School students, we kindly ask families to provide advance notification of the student's medical/dental appointments so that we can prepare accordingly for this early dismissal. We welcome the official appointment card to verify the early dismissal. Upon your arrival in the school's Main Office, the child will then be released from class.

Families, please be sure to complete your child's Emergency Contact Information sheet and return it to your child's teacher immediately. This form was distributed during the opening days of school. If you did not receive one, please notify your child's teacher. As the building Principal, I strongly encourage that you regularly update your personal contact information (i.e. phone numbers, address, emergency contacts) that is on file here at Disston School. We want to be able to reach you in a timely fashion in the event of an emergency or illness.

Thank you so much in advance for your cooperation and support. We will continue to work diligently to keep all Disston family safe in our wonderful learning environment.

Educationally yours,

Mrs. Kári D. Hill
Principal



THE SCHOOL DISTRICT OF PHILADELPHIA
Hamilton Disston Elementary School

Disston Elementary School's Climate Expectations:

- **Scholars will honor our official Uniform Policy every day!**
 - No hoodies may be worn during school hours.
 - Parents and Guardians are expected to be aware of scholar's uniforms before arrival to school.
- **Scholars will follow our Electronic Devices Policy every day, all day!**
 - Cell phone or electronic devices cannot be used on our school campus at any time during the school day.
 - No ear buds will be visible or used during school hours.
- **Scholars are expected to exhibit the 3 R's of Disston School at all times:**
Be Respectful, Responsible and Reliable
 - Honor and respect all Disston rules, staff members and fellow students
 - Students will be able to resolve conflict without fighting.
- **Scholars will remain in their classes and on school grounds at all times**
 - Students will not leave the classroom/school without permission.
- **Parents and Guardians are expected to adhere to and sustain our school uniform, attendance, dismissal, and discipline policies.**

