

THE SCHOOL DISTRICT OF PHILADELPHIA

# Lamberton Elementary School

7501 Woodbine Ave  
Philadelphia, PA 19151  
(215) 400 - 7530

Respectful Organized Accountable Resilient

## Family Guidebook



School Day 8:00 am - 2:39 pm  
Half Day 8:00 am - 11:39 am

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**Antoinette Powell**, Principal

**Raymond Roy-Pace**, Assistant Principal

**Danyelle Edwards**, Assistant Principal

**Rahshene Davis**, Assistant Superintendent of Learning Network 2

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***Dear Lamberton Families!***

*On behalf of the entire Lamberton Elementary School staff, I would like to welcome you to the 2021-22 school year! Last year was a year like no other and yet we made it through surpassing all odds! We are a school on the rise, moving towards excellence and bringing JOY into all that we do in order to make sure that we create the best possible learning experience for our young people. To learn more about our progress and programming I invite you to come meet your student's teachers and learn about their expectations on Back to School Night. This handbook includes key information to assist you in navigating this school year. In addition to the written content there is additional information in hyperlinks throughout this handbook.*

*I am deeply committed to working with you, our teachers, and students to provide the optimal conditions for exploration, learning, and joy within our school. I am looking forward to cultivating a positive relationship with you and your children. It is a privilege and honor to be able to roll up my sleeves to work with you and your students. Here is to another successful year at Robert E. Lamberton!*

*Sincerely,  
Principal Powell*



*Parents and 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*
- ★ *HIGH EXPECTATIONS: Believe that your child will do well in school*
- ★ *BASIC SKILLS: Communication, computation and reading DISCIPLINE: Exercising self-control*
- ★ *STUDENT PROGRESS AND ACHIEVEMENT: Follow up on interim reports, report cards, and conferences*
- ★ *READ: Please listen to your child read nightly for a minimum of 20 minutes*
- ★ *PARENTAL SUPPORT:*

*You can participate in your child's education by:*

- Attending report card conferences and parent workshops*
- Signing homework assignments to verify your involvement*
- Responding to both written and telephone communications*
- Setting appointments to meet with your child's teacher*
- *ACCURATE & UPDATE INFORMATION: Parents should inform the school when there is a change in address or telephone number. The school sends important information by mail and email. If the school does not have a correct address, this information may not reach a student's home. It is imperative that we have a correct phone number in case of an emergency. All students must have an emergency contact number on file in the main.*

**Mission.**

**Vision.**

**Values.**

### Vision

*Every student from Lambertton Elementary will leave with a firm understanding of their beliefs and values. Equipped with 21st Century skills in reading and writing to assume responsibility for themselves and their community. Students will be able to think critically about the world and create the opportunities that will help them actualize their dreams.*

### Mission

*Our mission at Lambertton Elementary is to work as a team of students, staff, families, and community members to: increase academic performance yearly; develop high achieving students with limitless opportunities; promote positive character traits that lead to meaningful contributions to the community; in order to become citizens who value education as a lifelong process.*

*Our collective school focus is around building a culture of equity & excellence where every student matters, and every moment counts. We have four core values that all staff and students learn about and live by: We are Respectful, we are Organized, we are Accountable, and we are Resilient. We believe that through equity, data usage, inclusive teaching practices, and community supports, our students achieve academic and social success. We are a school community where we take responsibility for ourselves and each other. Within this community, we support each other's learning; learning that is centered on the expectation of equity and academic excellence for all.*

### Core Values



## The School Day

Our school day will begin at 8:00 AM and end at 2:39 PM Monday through Friday. During the first week of school Kindergarten will have a half day in order to accommodate parent/teacher interviews. This means that Kindergarten students will be dismissed at 11:39 AM during the first week only.



## Lamberton School Team

TEACHER ASSIGNMENT			
Name	Grade/Content	Room	Email
Ms. Hannan	Pre-K	Room 26	<a href="mailto:mhannan@philasd.org">mhannan@philasd.org</a>
Ms. Ireola	Pre-K	Room 24	<a href="mailto:mireola@philasd.org">mireola@philasd.org</a>
Ms. Wallace	Kindergarten	Room 25	<a href="mailto:kwallace@philasd.org">kwallace@philasd.org</a>
Ms. Baylor	Kindergarten	Room 23	<a href="mailto:jlbaylor@philasd.org">jlbaylor@philasd.org</a>
Ms. Vounas	1 <sup>st</sup>	Room 20	<a href="mailto:aavounaslane@philasd.org">aavounaslane@philasd.org</a>
Mr. Higgins	1 <sup>st</sup>	Room 21	<a href="mailto:jhiggins@philasd.org">jhiggins@philasd.org</a>
Ms. Morgan	2 <sup>nd</sup>	Room 111	<a href="mailto:rgmorgan@philasd.org">rgmorgan@philasd.org</a>
Ms. Fish	2 <sup>nd</sup>	Room 109	<a href="mailto:lherring@philasd.org">lherring@philasd.org</a>
Ms. Briggs	3 <sup>rd</sup> (MATH/SCI)	Room 106	<a href="mailto:lbrigg@philasd.org">lbrigg@philasd.org</a>
Ms. Massaquoi	3 <sup>rd</sup> (ELA/SS)	Room 105	<a href="mailto:lmassaquoi@philasd.org">lmassaquoi@philasd.org</a>
Mr. Getzik	4 <sup>th</sup> (ELA/SS)	Room 104	<a href="mailto:ajgetzik@philasd.org">ajgetzik@philasd.org</a>
Ms. McLain	4 <sup>th</sup> (MATH/SCI)	Room 107	<a href="mailto:smclain@philasd.org">smclain@philasd.org</a>
Ms. Myers	5 <sup>th</sup> (ELA/SS)	Room 211	<a href="mailto:symyers@philasd.org">symyers@philasd.org</a>
Ms. Burns	5 <sup>th</sup> (MATH/SCI)	Room 212	<a href="mailto:ylburns@philasd.org">ylburns@philasd.org</a>
Ms. Johnson	6 <sup>th</sup> (ELA)	Room 208	<a href="mailto:sjohnson7@philasd.org">sjohnson7@philasd.org</a>
Ms. Rainville	6 <sup>th</sup> (MATH)	Room 209	<a href="mailto:hrainville@philasd.org">hrainville@philasd.org</a>

Ms. Ardley (Science)	6/7/8 <sup>th</sup>	Room 207	<a href="mailto:keardley@philasd.org">keardley@philasd.org</a>
Ms. Quetant (ELA)	7/8 <sup>th</sup>	Room 203	<a href="mailto:aharrington@philasd.org">aharrington@philasd.org</a>
Ms. Brown (MATH)	7/8 <sup>th</sup>	Room 204	<a href="mailto:mbrown2@philasd.org">mbrown2@philasd.org</a>
Mr. Smith (Social Studies)	6/7/8 <sup>th</sup>	Room 206	
<b>INSTRUCTIONAL SPECIALISTS</b>			
TBD	Art	Room 108	
Ms. Dupree	Computer Science Technology Lead	Room 101	<a href="mailto:kdupree@philasd.org">kdupree@philasd.org</a>
Ms. Grosso	Physical Education/Health	Gym	<a href="mailto:jmneary@philasd.org">jmneary@philasd.org</a>
Ms. Fisher	Dance	Room 220	<a href="mailto:sfisher@philasd.org">sfisher@philasd.org</a>
Mr. Truss	Music (1 day per week)	Auditorium	<a href="mailto:mtruss@philasd.org">mtruss@philasd.org</a>
<b>SPECIAL EDUCATION/SCHOOL SUPPORT</b>			
Ms. Ettore	AS (K-2)	Room 22	<a href="mailto:mettorre@philasd.org">mettorre@philasd.org</a>
Ms. Daniels	AS (3-5)	Room 103	<a href="mailto:ndaniels-ext@philasd.org">ndaniels-ext@philasd.org</a>
Ms. Jones	ES (K-2)	Room 19	<a href="mailto:krjones@philasd.org">krjones@philasd.org</a>
Mr. Reese	ES (3-5)	Room 110	<a href="mailto:sreese@philasd.org">sreese@philasd.org</a>
Mrs. Adamson	ILS (K-2)	Room 102	<a href="mailto:madamson@philasd.org">madamson@philasd.org</a>
Mr. O'Sullivan	ILS (3-5)	Room 201	<a href="mailto:mosullivan@philasd.org">mosullivan@philasd.org</a>
Ms. Evans	ILS (6-8)	Room 205	
Ms. Ferry	LS	Room 210A	<a href="mailto:aferry@philasd.org">aferry@philasd.org</a>

Mr. Blake	LS	Room 210B	<a href="mailto:rblake2@philasd.org">rblake2@philasd.org</a>
Mr. Bennett	ESL	221	<a href="mailto:jpbennett@philasd.org">jpbennett@philasd.org</a>
Mr. Reilly	School Psychologist	Room 111A	<a href="mailto:treilly@philasd.org">treilly@philasd.org</a>
TBD	Speech	Room 111A	
Ms. Dowling	Nurse	Room 120	
Mr. Harrison (Tentative)	SPECM	Room	<a href="mailto:zharrison@philasd.org">zharrison@philasd.org</a>
Mrs. Johnson	Director of Food Services	Cafeteria	<a href="mailto:micjohnson@philasd.org">micjohnson@philasd.org</a>
Mr. Ron Gary	Building Engineer		<a href="mailto:rfgary@philasd.org">rfgary@philasd.org</a>
<b>CLIMATE SUPPORT</b>			
Ms. Geiges <i>(Climate Manager)</i>  Mr. June Mr. Bilal	Climate Support Team	Room 200  2nd Floor	
<b>COUNSELING/SOCIAL WORKER</b>			
Ms. Washington	School Counselor K-4	Room 119A	<a href="mailto:awashington4@philasd.org">awashington4@philasd.org</a>
Mrs. Mitchell	School Counselor 5-8	Room 207A	<a href="mailto:mmitchell2@philasd.org">mmitchell2@philasd.org</a>
Ms. G. Powell	Step Clinical Coordinator	Room 120A	
<b>Academic Support Team</b>			
Academic Coaches  Mrs. Brandon-Math  Mrs. Gaines-Literacy	Academic Literacy & Math Coach	Room 202A  <a href="mailto:cbrandon@philasd.org">cbrandon@philasd.org</a>	



# Important Dates + Calendar

August 31, 2021	First Day for Grades preK-12 – Student Attendance, 3 Hour Early Dismissal for Kindergarten
August 31 - September 3, 2021	Kindergarten - 3 Hour Early Dismissal
September 6, 2021	Labor Day – Schools Closed and Administrative Offices Closed
September 7, 2021	Rosh Hashanah – Schools Closed and Administrative Offices Closed
September 8, 2021	Kindergarten - 3 Hour Early Dismissal
September 16, 2021	Yom Kippur – Schools Closed and Administrative Offices Closed
October 11, 2021	Indigenous People Day – Schools Closed and Administrative Offices Closed
October 13 - 15, 2021	Interim Reports
November 2, 2021	Election Day - Schools Closed for Staff and Students
November 11, 2021	Veterans' Day – Schools Closed and Administrative Offices Closed
November 16, 2021	Term 1 Ends - Grades Due
November 22 - 24, 2021	Report Card Conferences – 3 Hour Early Dismissal
November 25 - 26, 2021	Thanksgiving Holiday – Schools Closed and Administrative Offices Closed
December 15 - 17, 2021	Interim Reports
December 24, 2021	Winter Recess – Schools Closed and Administrative Offices Closed
December 27 - 30, 2021	Winter Recess – Schools Closed

December 31, 2021	New Year's Day (Observed) – Schools Closed and Administrative Offices Closed
January 3, 2022	Full Day Professional Development - Schools Closed for Students
January 17, 2022	Dr. Martin Luther King Day – Schools Closed and Administrative Offices Closed
January 25, 2022	Term 2 Ends - Grades Due
February 1, 2022	Lunar New Year – Schools Closed and Administrative Offices Closed
February 2 - 4, 2022	Report Card Conferences – 3 Hour Early Dismissal
February 21, 2022	Presidents' Day – Schools Closed and Administrative Offices Closed
February 23 - 25, 2022	Interim Reports
March 24, 2022	Term 3 Ends - Grades Due
March 30 - April 1, 2022	Report Card Conferences – 3 Hour Early Dismissal
April 11 - April 14, 2022	Spring Recess – Schools Closed
April 15, 2022	Good Friday – Schools Closed and Administrative Offices Closed
April 27 - April 29, 2022	Interim Reports
May 3, 2022	Eid-al-Fitr – Schools Closed and Administrative Offices Closed
May 17, 2022	Election Day (Tentative) - Schools Closed for Staff and Students
May 30, 2022	Memorial Day – Schools Closed and Administrative Offices Closed
June 10-14, 2022	Graduation Window
June 14, 2022	Last Day for Students/ Term 4 Ends

The below dates will be added to our hard copy calendars sent home each month and on our website:

- Student of the Month Celebration
- Parent Walkthrough
- Testing
- Attendance Score Cards
- Winter/Spring Concert
- Assessments

## **ARRIVAL**

### **A. Daily Admissions**

ALL students are to enter the building through the school yard ready and prepared for learning. Students are to report to the schoolyard for our school wide Morning Greeting which begins promptly at 8:00 a.m. Students should arrive as close to 8:00 a.m. as possible and not before 8:00 a.m. as before care is not provided.

### **B. Morning Arrival by Car**

In an effort to keep our students safe, parents should use the parking lot roundabout on Brookhaven Road to drop off students. Our children are at risk of being seriously injured when drivers do not see them running or cannot stop in time. Please park on the street and allow students to walk to the schoolyard if necessary as parking will be tight due to the Cassidy co-location.

### **C. Morning Arrival by School Bus**

Students who arrive by school bus will enter the building from the school yard Brookhaven Entrance. Buses will arrive at the school between 7:40 A.M. and 7:50 A.M. Students will be greeted by a staff member and escorted to the school yard for Morning Greeting.

### **D. Breakfast**

National statistics confirm that eating a full breakfast contributes to greater alertness, fewer absences and high energy levels. According to the National School Lunch Program, breakfast contributes to one fourth of the Recommended Daily Allowances. Students at Lamberton are entitled to a cost-free breakfast. No child will be refused breakfast, however, the following schedule will be strictly enforced to ensure that students are fed and ready for school on time. **The breakfast program will begin promptly at 8:00 a.m. and end at 8:25 a.m.** Children must adhere to our school wide expectations at all times.

### **E. Morning Community Meeting**

At Lamberton we start every morning together with a Morning Greeting and Community Meeting in homeroom classes. This gives us an opportunity to come together as a community to celebrate and encourage each other to have a positive and productive day. Morning Meeting begins promptly at 8:05 a.m. in the classroom. At the conclusion of Morning Meeting, staff and students exit the auditorium quietly (Voice Level- 0).

### **F. Late Arrival**

Arriving late to school adversely impacts student achievement. When students are tardy, they miss valuable instructional time and disrupt the classroom routine. **Students who arrive after 8:05 a.m. are considered late.** If students arrive late they must obtain a late pass from the staff member seated at the front desk prior to reporting to class. Students will not be permitted to class without a

late pass. In addition, **parents are not permitted to escort their child to the classroom. We will ensure that your child gets to their class.**

Please note that latenesses are documented. Parents **may** receive a call from school staff on each day their child is late. If excessive lateness patterns occur, the student will be referred to the guidance counselor or truancy officer.

Unexcused lateness which causes a student to miss all or a substantial part of the day's instructional time may be coded as an unexcused absence in accordance with the School District of Philadelphia's attendance policy.

### **G. Attendance and Punctuality of Students**

As outlined in the School District of Philadelphia's attendance policy, school-aged students enrolled in SDP's schools are to attend school regularly, on time, and for the entire school day in accordance with the laws of the State of Pennsylvania.

**STUDENTS CAN NOT MISS MORE THAN 8 DAYS FOR THE ENTIRE SCHOOL YEAR!!**

The Lambertton attendance goal for the 2021-2022 school year is to have at least 65% of our students attend 95% of the school days. This means that your child must have **6** or fewer absences for the entire school year.

**A note signed by the parent/caregiver must be brought to school after each absence, indicating the dates and reason for the absence. Absences will be coded "unexcused" if a note is not provided by the parent or caregiver. For your convenience, an Electronic Absence Note can be found on our school's website. (NEW)**

When a student is absent for three consecutive days due to illness, a written doctor's note documenting the medical necessity for the absence must be brought to school. When possible, a parent is to notify the school if a student is to be absent for several days.

Every effort should be made to make up missed work as a result of the absence. Work missed because of an absence can negatively impact students' grades. Also, students who missed work as a result of a suspension or other disciplinary action are responsible for completing all missed assignments.

Every time a child is absent they need to bring in a note either from a doctor or a parent/guardian explaining the reason that they were absent. This note should come to school within three days of the child returning to school.

- If a child is out of school three days in a row a doctor's note **MUST** be written to excuse the child from school.
- If no note accompanies the child then they are marked "illegally absent".
- Legal reasons for absence are the child is sick, there is a death in the family, the child has a doctor's appointment.
- Unexcused absences are for reasons such as the car was not working, the parent or sibling was sick, the child missed the bus, the family went on vacation.
- Once a child has 3 illegal absences a **C-31** is sent home. This is an official notice of truancy.
- After 6 illegal absences a plan is set into place for the child. Calls home will be made, a mentor may be assigned to the child, and a truancy elimination plan should be completed to try to figure out the barriers to coming to school everyday and on time.

- Once a child has 10 illegal absences the child is referred to The Of Attendance and Truancy. They will decide if the family will be referred to DHS or Truancy Court.

## **DISMISSAL**

All parents must complete and return a dismissal form by the end of the first week of school. This form will inform staff if your child walks home, gets picked up by a parent/guardian, older sibling or an after school provider. Any changes to the dismissal plan must be emailed to the child's teacher and school secretary. **(NEW)**

For the protection of our students, dismissal will be staggered.

- Kindergarten students will be dismissed at 2:39 p.m.
- Students in grades 1 – 5 will be dismissed at 2:35 p.m., and
- Students in grades 6 – 8 will be dismissed at 2:30 p.m.
- Kindergarten students will be dismissed in the school yard.

Kindergarten students **must** be picked up by someone 18 years or older. No exceptions! Also, the name and contact information of the person permitted to pick up your kindergarten student must be given to the teachers on or prior to the first day of school.

### **A. End of Day Dismissal**

Students will be escorted by their teacher, to the school yard gate located on Brookhaven Street. Parents should meet their children by the gate. In order to prevent injury to students, we ask that parents do not drive into the staff parking lot. Also, please do not pull students from their lines. We want to ensure that our students leave with the designated person.

### **B. End of Day Dismissal – Inclement Weather**

The following procedure will be followed on inclement weather days:

- Students in kindergarten will remain in their classrooms until a parent or guardian arrives.
- Students in first - eighth grade will continue to exit into the school yard near Brookhaven Street.

### **C. Extra Curricular Activity Dismissal**

Staff members who facilitate extra-curricular clubs will meet their students in the yard immediately following dismissal. On inclement weather days staff members who facilitate extracurricular activities will meet their students in the auditorium. At the conclusion of the club activity, **ALL** students will be escorted to the main entrance for dismissal.

### **D. Early Dismissal Request (NEW)**

We want all students to achieve at high levels. With that said, we urge parents to schedule medical appointments outside of school hours whenever possible. Whenever parents need to have their child dismissed early, they are required to send a **note** to the classroom teacher detailing the date, time, reason for the request and the name of the person to whom the child is to be discharged. Students **will not** be released during school hours without being accompanied by a responsible adult. If a note is not received, the child will not be released to anyone except a parent or guardian. Photo ID may be required of persons who are not known to staff members.

Also, it is our goal to provide a safe and orderly dismissal; therefore, early dismissals will not be granted after 2:00 p.m. unless a student COMES TO SCHOOL with a note. As teachers get students prepared to go home, it is a distraction to constantly release students after 2:00 p.m.

- **Sign-out book for Parents**

When parents pick up their youngster before regular dismissal, they are required to come to the office to sign out the child. An early dismissal log requiring date, time, reason for dismissal and parent signature is located on the office counter.

### **E. School Closing & Inclement Weather Dismissals**

If the Superintendent gives reason in advance not to open schools, every attempt will be made to have information regarding the citywide closing of schools on the School District of Philadelphia's Website. You can also tune into local media stations for all emergency school closing information.

If inclement weather or any other emergency leads to a decision to close a school prior to the regular dismissal time, every effort will be made to broadcast the information and parents will be notified via email and phone blast, school website, and Class Dojo. Please feel free to visit the inclement weather website below for inclement weather information.

<https://www.philasd.org/inclement-weather-policy/#1574282759199-29217b0e-2e2a>

### **LUNCH PROGRAM**

All Philadelphia schools participate in the National School Lunch Program. According to the National School Lunch Program, lunch contributes to one third of the Recommended Daily Allowances. Students at Lambertton are entitled to a cost-free lunch.

#### **Lunchroom Procedures**

Students will be escorted to the lunchroom by their teachers at their assigned lunchtime. Students are required to know and type in their lunch number which is the same as their student identification number. Children must adhere to the established expectations in the lunchroom at all times. When lunch has ended and weather permitting, the lunchroom staff will escort and supervise the students while they play in the recess areas. In the event of inclement weather students will be provided with activities to engage them during indoor recess.

At the end of the lunch/recess period, classes will line up as per the assignments in the schoolyard/ cafeteria and teachers will promptly meet students and escort them to class.

Due to CDC Guidelines, students will be required to have assigned seating in the cafeteria.

### **VISITATION GUIDELINES**

#### **Visitation Guidelines .....**

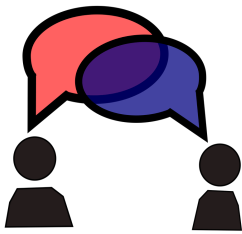
##### **A. School and Classroom Visitation**

Parents are always welcome at Lambertton. However, in the interest of our children's safety and to avoid disruption to the learning environment, no one, including parents, may walk up the stairs, through the halls or into the classrooms without receiving permission from the Principal. You are required to make an appointment to meet with your child's teacher. **Any parent or visitor accessing any area within the school is required to sign in at the office and must wear a visitor's badge.**

**The safety of our children and staff is a crucial factor. You must have identification to enter the building. ALL VISITORS MUST STOP AND THEN PROCEED TO THE MAIN OFFICE. For safety reasons, parents will NOT be able to escort their child to the classroom. When a student comes in late, the child will be sent directly to the classroom unless a staff member is able to escort the child.** Parents working as volunteers must have clearances and must sign the **Parent Volunteer Book** in the office. Parents are urged to follow this procedure.

Appointments with the principal can be made by calling the school office. Former students of Lamberton must have an appointment to visit former teachers.

**PARENT AND COMMUNITY SUPPORT**



**Communication is Key!**

On going communication between parents and school staff is critical to your child’s success. **Your first, and most important point of contact will be your child’s teacher(s), for most matters.**

In addition to the classroom teacher, you may receive information from the following sources below:

<b>Communication Tools</b>	<b>Purpose</b>	<b>How to Access</b>
Class Dojo	Teachers and school staff use Class Dojo as a vehicle for communicating announcements and important information.  <b>This will be our primary mode of communication.</b>	<a href="https://www.classdojo.com">https://www.classdojo.com</a>  Select parent, and in the search box enter Samuel Powel Elementary School to sign up.
Lamberton School Website	The school website is a source for general information. More detailed updates and classroom specific information will be shared via Class Dojo and Google Classroom.	<a href="https://lamberton.philasd.org">https://lamberton.philasd.org</a>
Google Classroom	Used to access virtual instruction, class assignments, and teacher announcements	<a href="#">Google Classroom Tutorial for Parents</a>
Email	Staff members access email Monday - Friday and will respond to emails within 48 hours (school days)	See staff email list for details
Parent Portal	Student records (e.g. attendance, grades, report cards, etc.) may be accessed via the District’s parent portal	<a href="http://www.philasd.org">www.philasd.org</a> <ul style="list-style-type: none"> <li>- Click families</li> <li>- Click parent portal to register or access the portal</li> </ul> <a href="#">Registration Stepper.pdf</a>
Parent Newsletter	Monthly newsletter provides general updates and information for parents, including upcoming events and important dates.	Posted monthly to Class Dojo
School District Website	General information relevant for	<a href="http://www.philasd.org">www.philasd.org</a>

	all District schools	
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Parents are required to complete an Emergency Contact Form giving the name, address and telephone numbers and the names, addresses and telephone numbers of alternate persons to contact in case of an emergency. In the event of illness, or an emergency, this information is invaluable. It is critical that parents notify the school office when there is an update to any information listed on a student's emergency contact.

At Lamberton Elementary School, we will nurture the existing relationship with our parents and surrounding community based organizations. Effective schools boast positive relationships with these groups. The job of educating the "whole" child is one that cannot be undertaken by the school alone. As a result, existing initiatives will be enhanced while others will be created so that parents and the community can come together and become an integral part of Lamberton Elementary vision for our children

**Parent and Family Engagement Policy**

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

**A. Parent Teacher Conferences**

The administrative staff encourages communication between parents and teachers. Parents who wish to set up a conference should feel free to call or email a teacher to arrange for a conference at their earliest mutual convenience. Teachers will contact parents to share positive news about students or to inform parents of any concerns with an individual student's work, health, or behavior at school. At that time, either the teacher or the parent may request a conference. Please refrain from impromptu meetings in the hallway, schoolyard, or at school events ( i.e Winter performance, etc.). We want to ensure that teachers can give you their undivided attention while meeting to discuss your child's progress.

**B. Report Cards/Promotion**

Communication is an essential part of any partnership. Therefore, the staff of Lamberton will endeavor to keep the line of communication open via monthly calendars, flyers, interim reports, etc. which will be sent home with your child. Some items will require the signature of the parent and should be returned promptly to your child's teacher. This ensures that the parent will have adequate notice of upcoming events and of any potential problems. It also gives parents an avenue to communicate with the school.

**C. Interim Reports/Letters Sent Home**

Interim Reports are distributed four times a year. This document provides you with an update on your child's progress midway through the marking period. It is important that you review Interim Reports with your child. Pay close attention to attendance, grades, and teachers' comments. Interim reports are generated from the grades entered for tests, quizzes, projects, etc. Parents should check the Parent Portal weekly in order to stay abreast of students' grades. Parents should



also contact the teacher if the student receives a grade lower than a 'C' to discuss strategies to support success.

#### **D. Report Card and Parent Conferences**

Report cards will be issued three times during the school year-November, February, and March. Parent conferences are scheduled during the first and second marking periods; however, a parent or teacher may request a conference at any time during the school year. It is strongly suggested that you attend Parent/Teacher conferences so that you can meet with the teacher and discuss your child's academic progress. It is imperative that you check the parent portal weekly to stay abreast of your child's performance on tests and quizzes. *Be proactive! If you have questions or concerns about your child's grades schedule a conference with your child's teacher before the end of the marking period.*

#### **1. Grades K**

The report card is intended to provide a complete look at your child's growth and development in the Kindergarten Core Curriculum. The behaviors, skills and strategies listed on this report card are specific to your child's individual progress towards mastery of the Common Core Standards and Performance Indicators.

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#### **2. Grades 1-8**

The report cards for grades 1-8 have been designed to give parents a complete look at their child's academic development in school. Letter grades (A, B, C, D and F) are used to demonstrate this progress.

A (90-100)	substantially exceeds the standard = Advanced
B (80-89)	Meets the standard = Proficient
C (70-89)	Making progress towards the standard = Basic
D (60-69)	Less than acceptable progress towards the standard = Below Basic
F (55-59)	Does not meet the standard = Failing

The Achievement Score, teacher Comments and Standardized test Scores (on final report only) will indicate your child's progress toward mastery of the Common Core Standards. All grades are stand alone for each marking period. However, the fourth column contains an end-of-the-year cumulative score for each subject.

#### **Promotion Guidelines –**

**Grades 1-2:** Students in grades K-2 must have a passing grade in the following subjects: Reading and Mathematics for promotion to the next grade.

**Grades 3-7:** Students in grades 3 - 7 must have a passing grade in the following subjects: Reading, Mathematics, and Science for promotion to the next grade.

**Grades 8:** Eighth grade students must have a passing grade in the following subjects: Reading, Mathematics, Social Studies and Science for promotion to the next grade.

### **ACADEMIC PROGRAMS**

#### **A. Core Curriculum**

The School District of Philadelphia adopted a Core Curriculum, based on the Common Core Standards, that describes what a student should know and be able to do in order to be promoted and ultimately, to graduate. A curriculum based on standards gives teachers and their students a

clear picture of what constitutes proficient work in all schools.

In addition to the texts and textbooks for the various content areas, our Core Curriculum includes strategies and activities that teachers can use to engage all students, including advanced learners and learners with special learning needs. Furthermore, we strive to ensure that the rich cultural heritages of our students are reflected in daily lessons, as well as activities to extend learning into the home and community. Finally, the curriculum serves as a guide to assist parents and members of the community with supporting student achievement.


**Students are expected to take their materials (workbooks, chromebooks and essential materials) home EVERY NIGHT, including weekends. Chromebooks will be maintained at the school for the first two weeks of school.**

### **B. Enhanced Assessment Program– 1st through 8th Grade**

Parents in grades 1 through 8 can expect that student progress will be monitored throughout the school year using interim assessments. These short tests give teachers a tool to gauge how well students have mastered lessons taught in the weeks prior to the benchmark assessment. Student performance on these assessments is not used to calculate report card grades, and is only used by teachers to guide what should be re-taught or enriched. Results of these assessments are sent home to parents, and should be used as a guide for helping parents support what students are learning in school.

### **C. STAR ASSESSMENTS**

Students in grades kindergarten - eighth will be assessed four times per year using the STAR reading and mathematics assessment. This assessment is a diagnostic test that will assist the classroom teacher with the following: identifying students who are at risk, developing individualized instruction, and evaluating student progress. In addition, the diagnostic will serve as an accountability and communication tool for teaching and learning.

- Assessment Calendar:  (Lamberton Copy) Assessment Calendar 2021 - 2022

### **D. Homework Policy**

Homework is “any work planned or approved by the teacher to be completed by the student outside of the regular classroom and without the immediate and direct supervision of the teacher.” Homework has been identified in almost all national and state reports on education as a vital factor in increasing student achievement. Every classroom teacher will require students to complete regularly assigned homework on Monday -Thursday. Homework assignments must be meaningful to students and must directly relate to the goals and standards that were taught in the classroom. The type and amount of homework assigned will vary with the grade level and the individual needs of each student. The principal will require that homework assignments be clearly identified in lesson plans. Parents should expect their child to receive homework and should see that it is complete and on time. **As part of the homework assigned each night, students are expected to read nightly for a minimum of 20 minutes. This will support our 100 Book Challenge in which every student is being challenged to read 25 books every marking quarter for a total of 100 books for the school year.**

### **Purpose**

In planning homework, emphasis is placed on the value of the assignment. Homework may be assigned in order to:

Grades K – 3

1. To strengthen basic skills
2. To enrich school subjects
3. To develop good study and time management habits
4. To learn to accept responsibility

#### Grades 4 – 8

1. To reinforce study habits and disciplined use of time
2. To extend classroom learning.
3. To make up schoolwork assigned during the student's absence
4. To review content previously studied
5. To develop initiative, responsibility, and self-direction
6. To do research related to classroom activities (interviews, projects, maps, etc.)
7. To promote recreational reading
8. To use community resources, such as libraries or museums
9. To stimulate independent thinking and encourage creative writing
10. To identify an use reliable sources from the radio, television, motion pictures or the internet selectively

Studies have shown that students should spend on average:

Kindergarten	20 to 25 minutes
Grades 1 and 2	30 minutes
Third Grade	30 – 40 minutes
Fourth Grade	40 – 60 minutes
Fifth Grade	60 – 90 minutes
Sixth Grade – Eighth	60-120 minutes

#### **Homework Tips**

As a parent, you can help your child learn at home in the following ways:

- Set up a regular time and a quiet place for your child to work away from distractions such as television and other loud noises.
- Have all materials needed for homework – pencils, pens, erasers, calculator, paper, and books – all in one convenient location.
- Review your child's homework assignments. Make a homework calendar. Have your child list all homework due.
- Talk to the teacher, if your child is having trouble with homework.
- Encourage your child to have telephone numbers of students in the class who can be contacted for homework help or to get homework when absent from school
- Give your child a brief rest between segments of homework.
- Motivate your child with praise.

Build your child's self-confidence and motivation by praising him or her for:

- beginning homework on time
- working independently
- staying on task
- doing his or her best work
- making improvements

#### **F. Make Up**

Students are responsible for obtaining assignments that they missed from their teachers. Work missed because of an absence can lower academic scores. Every effort should be made to complete and return make-up work within a week of the student's return to school.

## **G. Classroom Supplies**

Classroom supply lists will be sent home in the beginning of the school year. Please replenish your child's supplies regularly during the year.

### **School Supply List by Grade**

- [Kindergarten](#)
- [1st Grade Supply List: Ms. Vounas](#)
- [1st Grade Supply List: Mr. Higgins](#)
- [2nd Grade Supply List: Ms. Morgan](#)
- [2nd Grade Supply List: Ms. Fish](#)
- [3rd Grade Supply List](#)
- [4th Grade Supply List](#)
- [5th Grade Supply List](#)
- [Middle School \(6-8\) Supply List](#)

**Textbook Policy -RESOLVED, That the Board of Education Policy #224 be revised and amended to read as follows:**

**The School Board charges each student with responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his / her use.**

**Students are responsible for the care, maintenance and timely return of all textbooks. Schools shall require students and / or parents to sign a contract acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school.**

**Students and / or their parents will be assessed penalties for lost or damaged textbooks. Imposition of one or more of the following penalties is permitted: a charge for replacement of the textbook; requiring the student to perform a prescribed number of hours of school service; withholding of a report card; and / or loss of privileges such as participation in sports or other extra-curricular activities, proms and other special events or graduation-related activities.**

**Future editions of the Student and Family Handbook shall contain language notifying students and parents of the amended policy.**

**FURTHER RESOLVED, That the Board acknowledges the advice and recommendations of the Textbook Taskforce, this proposed the above amendment.**

**Parents will be required to sign and return the textbook policy form. Students will be held accountable for the care and return of all books used throughout the year. A nominal fee may be required for lost or stolen textbooks.**

### **AFTER SCHOOL AND EXTRA CURRICULAR ACTIVITIES**

#### **Beacon After School Program**

The Beacon program provides students with activities to instill the importance of education, cultural awareness and family unity which is the core of the community. One to one relationships between participant and mentor allows for a system in which staff track student progress over

time. Children are exposed to a variety of multicultural activities to increase their awareness of an integrated society.

### **Extra Curricular Activities**

Lamberton offers extracurricular activities. If eligible, students will be able to select an extracurricular activity. Students must understand that participation in school-sponsored extracurricular activities is a privilege and can be revoked any time if the student is experiencing academic difficulty and/or has violated the School District of Philadelphia Student Code of Conduct.

## **STUDENT SUPPORT SERVICES**

**Health Room Services** - The goals of Health Room services are to detect specific health problems at an early stage and to facilitate their resolution. Programs include growth, vision, hearing, scoliosis, and dental screenings. Chronic medical conditions such as asthma, diabetes, and behavior disorders must be reported to the nurse.

Lamberton has a full time nurse available Monday- Friday. The health office is located in room 120. In cases of emergency or serious incidents, every effort will be made to reach a parent, guardian or close relative. Parents must complete the emergency contact form and return them to their classroom teachers during the first week of school. It is important that the information on all health forms are current and up-to-date!

**Medication** - Please do not give students medication to carry to school. The medicine could be lost, stolen or misused by the student or his/her peers. All medication should be kept in the health room with Mrs. Harvey, our school nurse. Parents may drop off medication with the student's name on the specific packaging label along with the Philadelphia School District Medication Administration (MED1) form signed and dated by the attending physician. The nurse will dispense the medication as prescribed.

**Health Room Hours** - In an effort to improve the quality of health of our students, health room hours are specified times during the school day. Students will be permitted to visit the Health Room at the designated time(s). Students must have a written note from the teacher before visiting the Health Room. Please note that emergency cases, as defined in the Field Operation Manual will be seen in the Health Room anytime.

**Counseling** - A full time professional counselor is available to all students to address any difficulties that they may experience. Students are seen individually and in small groups and can be referred by teachers and/or parents. Students wishing to see the counselor should inform their teacher who will arrange for an appointment. The counselor is also available by appointment to help parents regarding student academic progress and behavior. The counselor is trained to assist pupils in many important areas. Some of these areas include:

- Adjusting to new school situations
- Motivating students toward higher scholastic achievement
- Helping students to establish realistic goals for themselves
- Acquainting students with educational and career opportunities
- Helping with personal, social and emotional problems.

### **Support Team for Educational Partnerships**

Lamberton has a full time STEP Clinical Coordinator. The School District of Philadelphia, in partnership with The Mayor’s office and Community Behavioral Health, created the STEP Program in direct response to principal and parent feedback. Concerns were raised about children and their families having access to Philadelphia’s valuable resources. All parties involved felt a strong desire to create a team of school district employees who could provide mental and behavioral health support to children in a flexible and sustainable way.

In response, the STEP Program is a new Philadelphia Public School initiative to help identify the needs of students and families facing challenging circumstances and fostering resiliency in the community. Therefore, the mission of the STEP program is to support our students and families and help provide access to resources, both inside and outside of the classroom.

The STEP team recognizes that students' needs are unique to their own experiences and are present in schools to provide students with the support they need to be academically successful and give them a platform to share their voice safely.

**What Does STEP Do?**

The STEP team works alongside students, school staff, families at Lamberton as well as the community to help figure out what may be making it difficult for students to focus on learning and find ways to help them succeed both inside and outside of the classroom.

*STEP provides ongoing and as-needed support when...*

- Students need help finding and using new skills to help them be successful in school.
- Teachers, staff, and administration need support in creating behavior plans for students.
- The school community needs help developing school-wide initiatives that encourage student success.

**Lamberton Behavioral Expectations**  
*"Educating Students for Success"*

**Cell Phones: (NEW)**

We are committed to a cell phone free school environment. Students are not permitted to use cell phones during the instructional day. Students will be required to power off cell phones during the school day and place them in a safe place. The school is not responsible for any lost or misplaced cell phone. If a student is seen with a cell phone it will be confiscated and will be given back with a parent conference.

**Lamberton Elementary Behavior Matrix**

Settings	Classroom	Cafeteria	Hallways & Stairs	School Yard	Bathroom/Water Fountain	Auditorium	Buses
Norms	→						

<b>R</b> e s p e c t f u l	<p>Follow staff directions the first time given</p> <p>Keep hands off of other's property</p> <p>Cell phones remain silent and put away</p> <p>Raise your hand</p> <p>Wear school uniform</p> <p>Use voice level 0-2</p>	<p>Follow staff directions the first time given</p> <p>Keep hands and feet to yourself</p> <p>Cell phones remain silent and put away</p> <p>Maintain personal space</p> <p>Wait to be dismissed</p> <p>Use voice level 0-2</p>	<p>Follow staff directions the first time given</p> <p>Keep hands and feet to yourself</p> <p>Cell phones remain silent and put away</p> <p>Maintain personal space</p> <p>Wear school uniform</p> <p>Use voice level 0 -1</p>	<p>Follow staff directions the first time given</p> <p>Keep hands off of other's property</p> <p>Use voice level 0-3</p>	<p>Listen and follow instructions of adults</p> <p>Use appropriate language</p> <p>Give others privacy</p> <p>Keep the restroom clean</p> <p>Wait patiently before and after turn</p>	<p>Follow staff directions the first time given</p> <p>Cell phones remain silent and put away</p> <p>Raise your hand</p> <p>Use voice level 0-2</p>	<p>Follow bus staff directions the first time given</p> <p>Keep hands and feet to yourself</p> <p>Cell phones are used to only call/text parents</p> <p>Maintain personal space</p> <p>Share seats</p> <p>Use voice level 0-2</p>
<b>O</b> r g a n i z e d	<p>Remain in assigned location</p> <p>Arrive on time</p> <p>Come to school prepared to learn with pencils, pens and papers</p> <p>Participate and complete all assignments</p>	<p>Remain at your assigned table</p> <p>Remain seated</p> <p>Wait to be called to get your lunch</p>	<p>Remain with your group</p> <p>Walk to the right</p>	<p>Follow game rules</p> <p>Take your belongings with you</p> <p>Line up in designated line spots</p>	<p>Flush toilet after use</p> <p>Wash hands</p> <p>Use quickly and quietly</p> <p>Report vandalism</p>	<p>Remain with assigned group</p> <p>Remain silent and attentive during assemblies</p>	<p>Get on your assigned bus</p> <p>Stay in your seat</p> <p>Keep your belongings with you at all times.</p>
<b>A</b> c c o u n	<p>Enter and exit in an orderly fashion</p>	<p>Enter and exit in an orderly fashion</p>	<p>Carry a teacher issued hall pass</p>	<p>Dispose of trash in trash cans</p>	<p>Keep hands and feet to self</p> <p>Walk at all times</p>	<p>Enter and exit in an orderly fashion</p>	<p>Enter and exit in an orderly fashion</p>

t a b l e	<p>Keep your eyes on the speaker</p> <p><b>Wear your mask at all times</b></p> <p><b>Maintain 3ft social distance at all times</b></p>	<p>Provide your student ID</p> <p>Return to assigned location after getting lunch</p> <p>Dispose of trash in trash cans</p> <p><b>Wear your mask at all times</b></p> <p><b>Maintain 3ft social distance at all times</b></p>	<p>Go straight to your assigned destination</p> <p>Dispose of trash in trash cans</p> <p><b>Wear your mask at all times</b></p> <p><b>Maintain 3ft social distance at all times</b></p>	<p>Use equipment correctly</p> <p>Return all equipment to designated area</p> <p>After 3 whistles; stop, freeze, and listen for staff direction</p> <p><b>Maintain 3ft social distance at all times</b></p>	<p>Report concerns</p> <p>Keep food or drink at tables</p> <p><b>Wear your mask when not eating or drinking</b></p> <p><b>Maintain 3ft social distance at all times</b></p>	<p>Eyes and body forward</p> <p><b>Wear your mask at all times</b></p> <p><b>Maintain 3ft social distance at all times</b></p>	<p>Keep your body and belongings inside the bus</p> <p><b>Wear your mask at all times</b></p> <p><b>Maintain 3ft social distance at all times</b></p>
R e s i l i e n t	<p>Tell a staff member if you have a problem or need help</p> <p>Solve problems by using kind words and actions</p> <p>Complete assignments on time</p>	<p>Tell a staff member if you have a problem or need help</p> <p>Solve problems by using kind words and actions</p> <p>Raise your hand for assistance</p>	<p>Tell a staff member if you have a problem or need help</p> <p>Solve problems by using kind words and actions</p> <p>Stay with assigned class</p>	<p>Tell a staff member if you have a problem or need help</p> <p>Solve problems by using kind words and actions</p> <p>Play and stay in designated areas</p>	<p>Tell a staff member if you have a problem or need help</p> <p>Solve problems by using kind words and actions</p>	<p>Tell a staff member if you have a problem or need help</p> <p>Solve problems by using kind words and actions</p>	<p>Tell a staff member if you have a problem or need help</p> <p>Solve problems by using kind words and actions</p>

### **STUDENT DRESS CODE**

Appropriate attire, grooming and personal appearance is essential to a positive learning experience. Students are required to wear the mandated uniform every day, whether in school or on a class trip. **In accordance with the District's Code of Student Conduct, students are expected to be in uniform everyday.** Student attire is as follows:



### Uniform Policy

- o Blue Bottoms for all students
- o Collared Yellow, Light Blue or White Shirt
- o BLACK Closed Toe shoes or sneaker
- o No Jeans, leggings, slides, sandals, CROCS or opened toed shoes
- o **Gym Uniform: uniform with sneaker**

## IMPORTANT INFORMATION

Click on the hyperlinks for additional information about each topic below

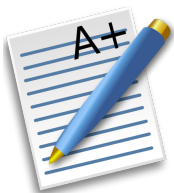
### **The School District of Philadelphia Code of Student Conduct**

The School District of Philadelphia has adopted the Code of Student Conduct in order to inform students, parents and school personnel of the behavior that is expected from all students to ensure a safe and focused learning environment. The School District expects each student to work to the best of his/her ability and to cooperate with other students and school staff in maintaining a safe, healthy and orderly learning environment. A proper learning environment must be free from disruptive, threatening and dangerous behaviors that interfere with the excitement and challenges of teaching and learning. These rules are intended to promote self-respect, respect for others and respect for property. Please visit the School District of Philadelphia's website for the complete Student Code of Conduct. [The School District of Philadelphia Code of Conduct](#)

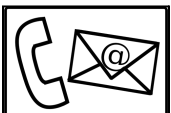


#### **Student Attendance**

Attendance is important for each student's education. Every day a child is absent, they miss pivotal learning. Even in our virtual setting, we will STRIVE FOR 95!



#### **Viewing Report Cards in Campus Parent.pdf**



#### **Emergency Contact Form**

Complete this year's emergency contact form. It is important that your contact information is up-to-date. One form must be completed for each child in the household.



#### **Support for Parents: Who to Call?**

In most cases, your child's teacher should be your FIRST point of contact. This simple guide will assist you in making sure your question is going directly to the staff member that is best able to assist you.