



***Spring Garden School  
Parent Handbook***

1146 Melon Street

Philadelphia, PA 19123

(215) 400-7610 (phone)

(215) 400- 7611 (fax)

Dear Spring Garden Families,

I would like to welcome you to another school year and thank you for selecting our amazing school for your child's education. The beginning of the school year always marks a time of promise and possibility; 2023-2024 is no exception! The teachers have been working hard to prepare instruction and engaging activities for the children. We are also excited to have a brand new Math curriculum called *Illustrative Math* that will provide a much more rigorous learning experience for the students.

Please join us for "**Back to School Night on Wednesday, September 20th at 4:00 pm until 6:00 pm.** During this meeting you will learn more about our Title I resources, updates from the school nurse, and have an opportunity to meet your child's teachers. Below, I've included some information on the first day of school and special instructions for our Kindergarten parents.

The first day of school for the 2023-2024 school year is September 5, 2023 for grades K through 8<sup>th</sup>. Our Kindergarten students will be dismissed half day during the first week of school for Kindergarten family interviews. Please pick them up at 11:45 am on the following days:. Your child's teacher will be reaching out to you to schedule your interview appointment.

Please see the list below for your child's classroom teacher.

Rm. 101	K- Ms. Haentjens	Rm. 101	1st Grade- Ms. Chan
Rm. 103	2nd Grade Math/Science- Ms. Crittenden	Rm. 102	2nd Grade ELA/SS- Mrs. Friedman
Rm. 201	3rd Grade Math/Science- Ms. Ilisco	RM. 202	3rd Grade- ELA/SS- Ms. Jenkins
Rm. 207	4th Grade- Ms. Seed	Rm. 305	5th/6th Grade Math/Science- Ms. Grant
Rm. 304	5th/6th Grade ELA/SS- Ms. Lewis	Rm. 307	7th/8th Grade ELA- Mrs. Fields
Rm. 306	7th/8th Grade Math- Mr. Gillfillian	Rm. 301	7th/8th Grade Science/Social Studies- Mr. Sanker

I look forward to seeing you all soon!

Sincerely,

Principal Robinson

# Parent Handbook

## **School Mascot**

### **Eagle**



## **School Motto**

The Spring Garden School, "...the place where children grow"

## **PBIS Motto**

"Spring Garden Eagles are Safe, Respectful, Responsible, and Prepared"

## **Mission Statement**

Spring Garden School recognizes that each child is an individual and learns in different ways. Therefore, Spring Garden School respects the individual needs of its students, fosters a caring and intellectually enriching environment, and emphasizes the social, emotional, physical, and intellectual development of each child.

## **Vision Statement**

We Will Take Action to eliminate barriers as we strive for educational 'equity' for all student groups at Spring Garden School. We will provide an accessible, multicultural community, in which civility and respect are fostered; and discrimination and harassment are not tolerated. We are a school community that celebrates and honors every unique individual member and the multifaceted experiences that they bring to the school. We believe that embracing our diversity leads to social/emotional and academic excellence.

## **First Day of School for Grades 1st through 8th**

School will begin this year on Tuesday, September 5th, 2023 for students in grades 1st through 8th from 8:15 AM until 2:54 PM. All students should report to their class lines on the school yard. Staff will be available in the school yard to assist. If we have inclement weather students will report to the Auditorium for grades 5-8 and Cafeteria for grades K-4.

## **\*\*\*\*First Day of School for Kindergarten\*\*\*\***

The first five days of school for Kindergarten students will be half days. Their reporting time will be 8:15 AM to 11:00 AM on September 5th, 6th, 7th, 8th, and 11th. During the afternoons of these days, parents will be invited to participate in a mandatory 1:1 kindergarten interview with the teacher. During this meeting, the teacher will meet with you to discuss your child, their learning needs, and what they will be learning this school year. Your child's teacher Ms. Haentjens will be reaching out to you to schedule your appointment. Please let her know if you need special accommodations. The first full day of kindergarten will begin on Tuesday, September 12th from 8:15 AM to 2:54 PM.

## **School Hours**

School hours for students are 8:15 AM to 2:54 PM each day. Students may arrive as early as 8:00 AM in the school-yard. Students are picked up by their teacher from the school-yard and breakfast is served in

the classroom. Please be mindful that we do not offer before and after school care; therefore, students should not arrive any earlier than 8:00 AM. We have very limited supervision in the mornings as teachers and staff are arriving to work to get prepared for the school day. Parents may select a private provider for before and after school care. We have many providers in our area providing this service.

### **Office Hours**

The school office is open daily from 7:45 AM until 3:30 PM.

### **Contacting the Principal**

If you have questions, concerns, or would like to schedule a meeting with the principal, please leave a message with the secretary, Ms. Kathleen Miller at 215-400-7610 and Ms. Robinson will get back to you promptly. You may also email the principal at [lrobinson@philasd.org](mailto:lrobinson@philasd.org). If calling, please let the secretary know if your call is an emergency or of an urgent nature.

### **Student Lateness & Absences**

We believe that regular school attendance is important. It is also important for your child to attend school for the entire school day. Students are marked tardy after 8:15 am. We request that parents not come in for an early dismissal after 2:00 PM as students are dismissed at 2:54. We kindly request this from parents to limit disruptions in the classroom as the teacher is ending the day. Towards the end of the day students are participating in labs, centers, and receiving their homework assignments.

Please try to schedule medical appointments in the morning or late afternoon to limit the amount of time your child misses from instruction. Bring in the doctor's note and any paperwork that is needed for the school nurse to the main office. If your child needs to be absent, please provide an excused note within three days and specify the reason for the absence (sick, funeral, doctor's appointment, etc...). If the note is not received within three (3) days, the absence is considered unexcused/unlawful.

### **Early Dismissal**

Once students arrive at school, they will be released only to a parent or legal guardian with state issued identification. All students leaving school before the end of the school day must be signed out in the main office and the parent or guardian must present state identification. If you send or designate anyone else to pick up your child, they must be listed on the emergency contact form as well as present state issued identification. *Early dismissals will not be granted after 2:00 PM* unless there is a student illness, medical/dental appointments, court appearances, extreme family emergencies, religious holidays, authorized school activities, or another legitimate reason determined by the principal. It is important for students to complete a full day of instruction. We want to ensure that student learning is maximized.

### **Breakfast and Lunch**

Breakfast and lunch is provided free of charge to all of our students. Breakfast is served in the classroom from 8:15 to 8:45 AM. If you send in your child's lunch, we ask that you clearly label their lunch box and thermos. Please do not send in food that needs to be microwaved or in glass containers. We also ask that you are mindful to pack a healthy lunch and limit sugar, caffeine, and snacks that contain artificial dyes. Taki chips are prohibited due to many students becoming ill. No lunch deliveries (DoorDash, GrubHub, etc...) to students are allowed.

### **Open House/ Back - to- School Night**

Back-to-School Night will be held *Wednesday, September 20, 2023 from 4:00 to 6:00 pm*. Families are strongly encouraged to attend to meet their child's teachers, visit the classrooms, and find out general information about the school and our Title I programs. *Our Annual Parent Title I meeting will be held in the auditorium from 4:00 to 5:00 pm on this day to discuss this information*. Also, there will be important

information shared with parents on policies and preparations that have been made to ensure the safety of our students and staff as a result of COVID-19.

## **School Discipline Policy and Approach- PBIS**

### **What is PBIS?**

Positive Behavioral Interventions and Supports (PBIS) is a proactive system approach to help parents and school staff create and maintain a safe, supportive, learning environment; promote positive life skills, and reduce negative behaviors so that all children can succeed in school.

### **How does PBIS Work?**

PBIS focuses on both individual behavior and environmental factors and has proven more effective than punitive discipline strategies, such as suspension and expulsion. PBIS programs can address issues such as bullying prevention, social skills development, resiliency building, and discipline strategies.

### **PBIS Reward System**

Students will be able to earn PBIS Reward points for being Safe, Respectful, Responsible, and Prepared. These points will accumulate and your child will be able to use them to “purchase” classroom and schoolwide rewards. All school sponsored field trips and activities will be assigned a specific reward amount. Your child must earn the specified amount of points in order to participate.

### **How Can Parents Help?**

Parent involvement in all aspects of their child’s educational planning is often the key to the success of the child. When parents are actively involved in the educational activities of their children, the children are more successful in school. This is particularly true when there are behavioral concerns. Parent communication with the school and participation in school activities can provide academic and behavioral support as well as help develop a healthy school climate.

Stay in regular communication with your child’s teacher by phone, email, and attending parent conferences, and Back to School Night. We will communicate with you through Class Dojo, the PBIS Rewards App, school newsletter, monthly school calendar, notes home, progress reports, and daily reports. Check your child’s book bag each day for information in their parent communication folder.

### **Answers to Frequently Asked Questions for Parents**

- All cell phones will be collected in the morning and returned to your child at the end of the day.
- Students should not bring gum or candy to school.
- Due to an increase of students visiting the school nurse for an upset stomach, any form of the “Takis” chips are not allowed.
- Card playing and gambling are not allowed.
- Students are not allowed to wear hoods over their heads during school time.
- Smoking or possession of cigarettes, vapes, poppers, combustible matter, matches, etc. are not permitted and will be subject to disciplinary action.
- Throwing any object or item on school property is not allowed. This includes from buses, walking to and from school, or at bus stops, Reported incidents of throwing will be subject to disciplinary action.
- Students may be assigned to participate in lunch detention as an alternative to out of school or in school suspension. Lunch detention will be held Monday through Friday and assigned based on the infraction.

### **General School Rules, Information, & Expectations**

- Students are not permitted to sell any kind of goods or services in school that are not a school sanctioned fundraiser.

- In school birthday parties are not permitted.
- A “student pass” must be obtained when moving throughout the building.
- Students are not allowed to carry or ingest any medicines on school premises. Please see guidelines for student medication in school. Contact the school nurse if your child has a prescription that needs to be administered during school hours.
- Students should not bring money, electronic devices, or other valuable items to school. The school is not responsible for lost or stolen personal property.
- Any monies collected for trips or activities should be sealed in an envelope and given directly to the teacher.
- No student is to remain after school unless under the direct supervision of a faculty member.
- No permanent markers are permitted in the school at any time.
- No lunch deliveries (DoorDash, GrubHub, etc...) to students are allowed.
- No early dismissals after 2:00 pm.
- We are encouraging all parents to sign and return the photograph/video media release form. This will allow us to post pictures of our students participating in trips and activities on our website and social media pages.
- All students must wear their school uniform each day. Students earn “prepared” PBIS Reward points for being in uniform.

### **High School Selection Process (8th Grade Parents)**

The high school selection process will run mid-September through December. The school counselor will provide parents with information and resources to support this process. It is important that you adhere to all guidelines and deadlines to ensure that your child is considered for all eligible school options.

### **Student Chromebooks**

The School District of Philadelphia has provided students with chromebooks free of charge for instructional use. Your child’s teacher will advise if the chromebooks will be kept at school or transported back and forth. Students and parents are responsible for ensuring that each device is kept safe and in working order. Broken or damaged devices must be returned to a repair center for repair. Information on repair locations will be provided to parents.

### **Textbooks**

Textbooks are furnished to students free of charge with the expectation that all textbooks will be treated with care and returned in good condition. Families will be charged a replacement fee for any textbook that is lost or damaged beyond reasonable use. Textbooks are a supplement to the curriculum. We follow the National Common Core Standards for instructional purposes. Teachers may use a variety of teaching resources, articles, and websites to deliver instruction in addition to the textbook.

### **Telephone Use & Calls during the School day**

Parents should make all necessary plans and arrangements with their child before leaving home each morning. Please help us with this to limit disruptions in the classroom. Students will only be called to the office telephone in cases of a serious emergency. Parents and guardians should not try to contact their child via cell phone during the school day. Any cell phone that is seen, heard, or in use by a student during the school day, will be confiscated. Students are required to turn in their cellphones to their homeroom teacher in the morning. Therefore, if a cell phone is not turned in to the teacher, per the school policy, it will be confiscated and the parent will have to come and pick it up.

### **Cell Phones/ Electronics**

No cell phones or electronic devices are permitted in school during the school day per district policy. We recognize that some students have a need for a cell phone before and after school. Parents must sign

and return the “Spring Garden School Cell Phone Policy form” and return to the principal. Students that bring a cell phone must turn it in to their homeroom teacher in the morning and it will be returned at the end of the school day. If cell phones or electronic devices are visible or active during the school day it will be confiscated and returned to the parent or guardian. Please work with us to ensure a safe and conducive learning environment.

### **Emergency Closings & Inclement Weather**

In case of an emergency or unsafe weather conditions, the school district may need to close schools. During inclement weather, the Office of the Superintendent will decide whether or not schools will be open, closed, or whether there will be a delayed opening. Official notice of school closure will be announced on all media outlets and the school district website. In the event that we have an emergency, it is important that we have a working telephone number for you at all times. We ask that you immediately update your contact information if you move or if your telephone number changes, so we can keep you informed at all times.

### **Athletics & Extracurricular Activities**

A variety of school-sponsored activities are held after school. Students who wish to participate in extracurricular activities must maintain their behavioral and academic eligibility. Information about available school-sponsored activities will be provided throughout the school year.

### **Field Trips**

When a field trip is scheduled, students must return a signed permission slip to participate. The permission slip will provide you with the details of the trip, requirements, any costs, and the date. The permission slip must be signed and returned by the deadline in order for your child to attend. *Students must wear their school uniform on all school-sponsored trips. School uniforms on trips provide an extra layer of safety to ensure that students do not get lost and can be more easily identified.*

### **Lost and Found**

Clothing worn to school, especially coats and jackets, should be clearly labeled with your child’s name, as many items are similar in appearance. Any found items will be placed in the lost and found box located in the counseling office. The box will be cleaned out quarterly and items donated or discarded.

### **Medication**

No medication will be administered in school or during school-sponsored activities without written authorization (MED-1 Form) from the parent/guardian and a physician’s written order. Contact the school nurse Ms. Marlana Bevan for more information and the necessary forms. Please do not send vitamins, aspirin, tylenol, etc. to school with your child as we cannot give medication without the appropriate medical documentation from a physician.

### **Parent Visits & COVID 19 Policy**

Due to COVID 19, parents or visitors will not be allowed to go to the classrooms. All students and staff will be encouraged to wear masks for the first 10 days of school. The School District of Philadelphia will issue further guidelines regarding our Covid -19 safety requirements.

**General School Supply List**

A *suggested list* of school supplies can be found below; however, individual teachers may add an item or two later after the start of school. If purchasing school supplies poses a financial hardship for you and your family, please speak to your child's homeroom teacher or guidance counselor. The school has some resources to help families in need. Due to COVID 19, we are limiting shared use of materials and supplies.

Grades K-3	Grades 4-8
<ul style="list-style-type: none"> <li>● No 2 Pencils</li> <li>● Glue stick</li> <li>● Pencil erasers</li> <li>● Washable Markers</li> <li>● Marble composition books (3)</li> <li>● Colored Pencils</li> <li>● Pocket Folder w/ Prongs (5)</li> <li>● Small Box of Kleenex</li> <li>● Ruler</li> <li>● Small pencil sharpener w/ cover</li> <li>● 3x5 index cards</li> <li>● Pencil box or pouch</li> <li>● Ziploc baggies- 1 gallon and 1 quart</li> <li>● Small hand sanitizer</li> <li>● 1 package of disinfecting wipes</li> </ul>	<ul style="list-style-type: none"> <li>● No 2 Pencils</li> <li>● Blue or Black ink pens</li> <li>● 3 ring binder (4)</li> <li>● Glue stick</li> <li>● Pencil erasers</li> <li>● Yellow highlighters</li> <li>● Calculator</li> <li>● Spiral 1 subject notebooks (5)</li> <li>● Notebook paper</li> <li>● Student dictionary/ thesaurus</li> <li>● Dividers</li> <li>● Washable Markers</li> <li>● Colored Pencils</li> <li>● Pocket Folder w/ Prongs (5)</li> <li>● Small Box of Kleenex</li> <li>● Ruler</li> <li>● Small pencil sharpener w/ cover</li> <li>● 3x5 index cards</li> <li>● Pencil box or pouch</li> <li>● Ziploc baggies- 1 gallon and 1 quart</li> <li>● Small hand sanitizer</li> <li>● 1 package of disinfecting wipes</li> </ul>



### **School Uniforms & Student Dress Code**

Students are required to wear their school uniform at all times during the school session. Students earn PBIS Rewards points for being in uniform each day. No jeans are allowed. Shorts and skirts should be no shorter than 2 inches above the knee, shirts must be tucked in, and a belt worn. Students should wear closed toe shoes or sneakers for safety. No open toed shoes, heels, sandals, crocs, or slides are allowed. Students who arrive at school without the proper attire will be required to call home to have the proper attire brought to school. ***Families who have a financial hardship in purchasing the school uniform should contact our school counselor for assistance.***

#### **(K-8) Uniform**

- Navy Pants
- Navy Shorts (knee length)
- Navy Collared Polo Shirt
- School Eagle T-Shirt
- Navy jumpers (knee length)
- Navy skirts (knee length)
- Navy or White undershirt for jumpers
- Navy or White sweater
- Closed toe shoes. No open toed shoes, sandals, crocs, or slides



#### **Gym Uniform**

- School Eagle T-Shirt or Navy T-Shirt,
- Navy sweatpants or shorts
- Sneakers



Important School Contacts		Email Address
Principal	Ms. Laureal Robinson	<a href="mailto:lrobinson@philasd.org">lrobinson@philasd.org</a>
Secretary	Ms. Kathleen Miller	<a href="mailto:kmiller2@philasd.org">kmiller2@philasd.org</a>
School Based Teacher Leader (SBTL) Math/Science/SPED	Mrs. Madeline Jackmon	<a href="mailto:mjackmon@philasd.org">mjackmon@philasd.org</a>
School Based Teacher Leader (SBTL) ELA/SS/ELL	Mrs. Patricia Gibson	<a href="mailto:pdefrancesco@philasd.org">pdefrancesco@philasd.org</a>
SPECM (Special Education Compliance Monitor)	Mrs. Kimberly Stewart	<a href="mailto:kmckinnon@philaasd.org">kmckinnon@philaasd.org</a>
Counselor	Mr. Carrington Brendza	<a href="mailto:ctaylorbrendza@philasd.org">ctaylorbrendza@philasd.org</a>
Climate Liaison (Dean of Students)	Ms. Ashley Edwards	<a href="mailto:acedwards@philasd.org">acedwards@philasd.org</a>
TTL/ Webmaster	Mr. Kevan Portney	<a href="mailto:kportney@philasd.org">kportney@philasd.org</a>
School Nurse	Ms. Marlana Bevan	<a href="mailto:mbevan@philasd.org">mbevan@philasd.org</a>
PFT Building Representative	Mrs. Susan Majarowitz	<a href="mailto:soldfield@philasd.org">soldfield@philasd.org</a>

**Spring Garden School**  
**“Spring Garden Eagles are SAFE, RESPECTFUL, RESPONSIBLE, & PREPARED”**  
**CELL PHONE CONSENT FORM**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Reason for Cell Phone: \_\_\_\_\_

1. Electronic/Communication devices and electronic equipment (cell phones, tablets, EarPods, Apple Watches, etc.) are not allowed on school property without FILLING OUT THIS PERMISSION SLIP.
2. Spring Garden School is not responsible for any property lost or stolen if the student does not submit the device.
3. If a parent/guardian feels their student requires a cell phone for use to and from school, he/she must submit this completed cell phone permission form to the student’s teacher.
4. EVERY MORNING students must submit their cell phone to their teacher. If you are not comfortable with this arrangement, we strongly encourage that your student keep their cell phone/electronic device home.
5. Students needing to use a phone during these hours may ask to use the office phone.

Violations of these policies will result in the confiscation of the phone and more severe penalties for repeated violations such as;

- o Lunch detentions
- o In-house suspensions
- o Parent contact
- o Exclusion from middle school events and PBIS celebrations
- o 8<sup>th</sup> Graders: Exclusion from end of year exercises and ceremonies

**PARENTS MUST RETRIEVE CONFISCATED ELECTRONIC DEVICES AFTER SCHOOL.**

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- I have read these expectations with my student, and we agree to the cell phone policies stated above.
- I have read these expectations with my student, and I am not planning to send my student with a cell phone.
- Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send all forms back on or before Friday, September 8, 2023**