

Philadelphia Elementary School
Pomona Unified School District



PHILADELPHIA
E L E M E N T A R Y
P H I L L I E S

Parent and Student Handbook
2019-2020

Pomona Unified School District Philadelphia Elementary School



Board of Education

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Philadelphia Elementary School
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Mission Statement

The mission of the Philadelphia staff is to create life-long learners and productive members of the community. We will work collaboratively as a staff with our district, community and parents to ensure that our children are prepared academically, technologically, as well as socially for success in future levels of their education.

Philadelphia Code of Conduct

I will come to school prepared and on time.
I will respect the rights and property of others.
I will solve my problems peacefully or ask for help.
I will not use put-downs or insult others.
I will follow all reasonable requests of adults.

BECOME AN INVOLVED PARENT

VOLUNTEERS

Parent-volunteers are always welcome and appreciated. We need your help whether you can give an hour or a day; have a special talent or want to attend a field trip. You can make the difference. Philadelphia recruits, supports and engages a community of volunteers who inspire public school students to achieve their full potential. If you were approved to volunteer last school year, please remember to pick up an application to renew your volunteer status. Any parent wishing to volunteer must be cleared as a Level 1 volunteer before assisting with our students in the classroom. Any parent wanting to attend field trips must be cleared as a Level 2 volunteer.



School Site Council (SSC)

The school Site Council has a total of 10 members - five parents and five staff members. These members are responsible for developing the School Plan, monitoring the instructional program and budget, and gathering data on student achievement. If you are interested in serving, please contact the school office.

School Advisory Committee Title I (SAC)

Students who are not working up to grade level in reading, language arts and mathematics may be identified as Title I students. Special federal monies are designated for programs specifically to help these students. To date, we have implemented various tutoring programs before and after school. Title I monies also purchase instructional aide time, college tutors and additional materials, books and technology for students.

English Learner Advisory Committee (ELAC)

The Bilingual Advisory Committee oversees programs in our Spanish language classrooms, now called the Language Enrichment Program. Special LEP monies are designated by the ELAC for instructional aides, technology, books, and other student needs that may fall under this program. The Bilingual Resource teacher will monitor the implementation of bilingual programs and students' transition into English.

PARENT INVOLVEMENT PROGRAM

Our most successful Parent Involvement program includes four important components.

1. Weekly Philly Folder - includes samples of student's work and other important communication from the teacher and school.
2. Grade Level newsletters - contains information about events happening each month. These are sent home the Wednesday before the 1st of the month.
3. Parent Workshops/Meetings - deal with school topics important to parents. Announcements are sent home prior to the event.
4. Parent volunteers in the classroom.



**Please check your child's backpack
or ask them about any special
notes, bulletins, flyers, or communication
from school every day.**

TRAFFIC

The entrance to the Philadelphia Elementary School and Philadelphia Park is the entrance closest to the school on the west end of the lot. **The parking lot is a one-way only parking lot.** Please enter through the side closest to the school and proceed down the lot when going to the school and park. Be sure to use the loading/unloading area when picking up and dropping off students. The crosswalk should be used when crossing the parking lot at all times.

Drivers must respect the supervisor on duty. Never double park and expect your child to go into the street to enter the car. Double parking and parking in the loading zone are unsafe and illegal!

In order to ensure the smooth flow of traffic, there is not stopping at any time in the lot. Cars must circle the lot until their students are able to be picked up in the designated loading zones.



ARRIVAL

There is no supervision on the school grounds before 7:30 a.m. Monday-Thursday and 8:30 a.m. on late start Fridays. Please make sure your child does not arrive before that time. Students should be dropped off in front of the school or near the Palomares Street entrance. Students should not walk through the parking lot. They should use the sidewalks and cross walks.

DISMISSAL

Students will be dismissed from the front gates (with the exception of Kindergarten. Kindergarten will be dismissed on Palomares Street). You may pick up your child in front of the school. Philadelphia Park and its Recreation Center are not part of the Pomona Unified School District. Philadelphia Elementary does not provide supervision in the Philadelphia Park. Students are to go directly home after school. Please be prompt when picking up your child.

EARLY DISMISSAL

Children may not leave the school grounds during school hours. If parents request a child to leave early, they must come to the office and sign him/her out.

~NO CHILD WILL BE RELEASED BY THE TEACHER WITHOUT PERMISSION FROM THE OFFICE.

~NO CHILD WILL BE RELEASED TO AN ADULT WHOSE NAME IS NOT LISTED ON THE EMERGENCY CARD.

~NO CHILD WILL BE RELEASED TO AN ADULT WITHOUT PROOF OF IDENTIFICATION

PARKING LOT

The Philadelphia Staff parking lot is for authorized personnel only. Please use the Philadelphia Park area, the streets and other places for dropping off, picking up or parking.

ABSENCES FROM SCHOOL

Students are expected to be in school daily unless they are ill. If your child is absent from school, please call the office to report the reason. If you are unable to call, please send a written, signed excuse with your child the day he/she returns to school. State the reason and the date of absences.

Unexcused absences are truancies and are detrimental to student learning. After 3 unexcused absences, a student is considered to be a habitual truant. Philadelphia participates in a program called "Abolish Chronic Truancy", organized through the District Attorney's office. Parents who do not send their children to school regularly will be prosecuted to the full extent of the law. Good attendance leads to increased academic progress.

TARDINESS

Students are expected to be at school on time. You will be notified of excessive (more than 3 per trimester) tardiness. If your child is late, please remind him/her to come to the office before going to class.

BICYCLES, SKATEBOARDS, & SCOOTERS

Fourth, fifth and sixth graders may ride their bikes to school. All students must wear a helmet while riding a bike (state law). A lock MUST be provided for each bike. Students must walk their bikes while on campus. Not following bike rules will result in losing bike privileges.



Skateboards, scooters, and other similar mobile platforms are inappropriate modes of transportation for students. For safety reasons, they are not to be brought onto school property between the hours of 8:00 a.m. - 4:00 p.m. on school days.

BREAKFAST AND LUNCH PROGRAM

The Pomona Unified School District has added an extension to its policy for serving meal to students under the National School Lunch/School Breakfast Programs for the 2019-2020 school year. For the 2019-2020 school year both breakfast and lunch will again be offered at NO COST to all K-12 students daily at all District schools. Meal applications will NOT be required for current or newly enrolled students. For additional information please contact: Pomona Unified School District, Food and Nutrition Services 1460 East Hold Avenue, Suite 160, Pomona, CA 91767, 909-397-4711 ext. 21100.

Breakfast is served Daily from 7:30 A.M. to 8:00 A.M. Monday-Thursday, and from 8:25 A.M. to 8:55 A.M. on Friday.

CLASSROOM VISITATION

Parents wishing to visit their child's classroom must contact the school office to make arrangements. When visiting, parents must report to the office before going to the classroom.

HEALTH SERVICES

Whenever a child becomes ill or is involved in an accident at school, he/she is taken to the health office in the school office. Minor first aid is given. If the injury warrants the attention of the school nurse, and she is not here, a nurse will be called from another school. An attempt to contact parents will be made before a child is taken home. Children will only be released to persons listed on the emergency card. Serious consideration should be given for a child staying home following an episode of vomiting or fever the previous night. Children at school may take NO MEDICATION without written statements from the doctor and from the parent. Forms are available from the school clinic.



DISCIPLINE

Through an effective discipline philosophy, we are able to provide a learning environment that is safe and positive. At Philadelphia we believe that discipline is teaching appropriate behaviors and accountability.

Philadelphia Elementary School is a Positive Behavioral Interventions and Supports (PBIS) school. PBIS is a research based positive behavior framework that supports students in understanding and meeting the behavior expectations, with appropriate behaviors, in all areas of the school. PBIS is widely used in schools all over the country. School staff members have been trained on the implementation of this

framework. The students will know all the expected behaviors in all areas of the school. Philadelphia has 3 expectations for students to follow while on our campus:

BE RESPECTFUL
BE RESPONSIBLE
BE SAFE

These expectations are positively expressed through our school wide matrix and expectations by location. As a staff, we will recognize students who follow the expectations and support those who need reminders. Through assemblies, classroom lessons, direct teaching, and incentives, students will be reminded frequently of the ways to meet expectations. Please see the office if you would like to view our school wide matrix.

In addition to PBIS, Philadelphia implements a Character education program based on the Sixth Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. It is the goal of Philadelphia Elementary School to present students with the qualities that exemplify good character and to instill in them a reflective process of making appropriate choices.

AFTER SCHOOL DETENTION

According to Administrative Regulation 5144(a), a pupil may be detained at school for a reasonable time, but no more than one hour, in addition to the time provided for the maximum school day.

It is our policy at Philadelphia that when a child is detained after school by his teacher in excess of 15 minutes, an attempt will be made to notify the parent.

DRESS CODE & PHILADELPHIA UNIFORM POLICY

The Pomona Governing Board expects that students will present themselves in an orderly manner conducive to the advancement of education. Their appearance should be neat and acceptable to the general society and in keeping with the activities at the school. Students found to be in violation of these rules will be expected to return home to change.

The following are guidelines for clothing selection:

1. Hats, caps, or warm weather gear are allowed for warmth and sun protection, but must be removed when entering buildings.
2. Attire that advocates or advertises any type of alcohol, racial slurs, hate language, profanity, violence, or acts which are illegal, obscene, or hazardous to one's health are not allowed.
3. Gang affiliated attire or clothing that is work or altered in such a way as to identify students with gangs is not allowed.
4. Attire that is deemed to be revealing such as low or high cut garments, strapless tops, or off the shoulder tops, bare midriffs, see through tops, tops with thin straps (less than 2' wide), shorts or skirts that re not fingertip length are not allowed.
5. Proper footwear must be worn at all times for safety reasons. Open-toe shoes, wedges, sandals, high heels or flip-flop style shoes are not allowed.
6. Although make-up is greatly discouraged at the elementary school level, all make-up, hair styles, and dress cannot be disruptive to the learning process.
7. Attire and accessories which is deemed a safety hazard to the wearer or others is not allowed.



BOOKS

It is the responsibility of all students to take care of their books, including library books. They will be expected to pay for lost or damaged books.

LOST AND FOUND

Please put your child's name on all clothing and belongings. If your child loses something, check the office or the clothing rack inside the cafeteria.

PICTURES

Student pictures are taken twice during the year; once in the fall and again in the spring.

CELL PHONES

Many students bring cell phones to school. It is our policy not to have any electronic devices on campus. We cannot be responsible for damage or loss. If a student does have a cell phone it is to remain off during the school day. Students are also not allowed to send text messages or take cell phone pictures during school hours. Any student who does not adhere to this policy will have their cell phone confiscated. It will only be returned if a parent comes to pick it up.

PLAYGROUND RULES

1. Be courteous

- Walk quietly and orderly.
- Walk around, not through games.
- Avoid profanity.
- Do not kick stray balls.

2. Follow game rules

- Tag games and other chase games are not allowed.
- Dodge ball and other games requiring propelling balls will be monitored for abuse of force. SOKUM is strictly prohibited.

3. Follow all school rules

- Stay off walls and buildings.
- Leave toys, electronics at home (i.e. Game Boys, iPods & Tablets).
- Do not throw rocks, sticks, sand, wood chips etc.
- Stay on the playground and grass area. Do not leave campus.
- No playing in the restrooms.
- Do not bring balls or toys from home.

4. Line up immediately when the bell rings

- Use drinking fountains and restrooms during recess.

5. Do not bring food or drinks to the playground

- All snacks must be eaten in the cafeteria

LUNCH RULES

- Walk quietly to and from the lunch area.
- No running.
- Cuts are not allowed.
- Follow any direction given by the campus supervisors the first time they are given.
- Stay in your seat unless you have permission to get up.
- Keep your hands and feet to yourself. Keep your hands off your neighbor's food.
- No loud talking, swearing or teasing.
- Do not throw food or make a mess. Pick up before you leave the table.
- All food must be eaten in the cafeteria.

DISASTERS

In case of a Civil Defense Alert or a major earthquake, all children will remain at school, during the attack, until picked up by parents or adults listed on the emergency card.

SMOG ALERT

A county program has been initiated to limit the activity of children during periods of smog alerts. During high-risk days the District office maintains telephone contact with the Department of Air Pollution. As soon as the ozone content reaches the critical point, the local school is called. At that point, physical activity is limited for all children until either the end of the alert or the school day.



*Keep the School
Clean*

HOMEWORK

Homework assignments are integral parts of the school curriculum. We need you to see that all homework assignments are completed and returned when due. The homework policy, adopted by the Board of Education (Regulation 6154), requires home assignments as follows:

Grades 1-3 an average of 120 minutes per week (30 min. per night)

Grades 4-6 an average of 180 minutes per week (45 min. per night)

Kindergarten will have formal home assignments.

How Can I as a Parent Help?

- Provide a quiet space and a regular time to study.
- Check your child's homework.
- Know how your child is doing in school.
- Encourage your child to read to you.
- Help your child with difficult words.
- Read to your child.
- Get a library card for your child.
- Buy books for your child.
- Praise your child.
- Be patient with your child.
- Play counting games.
- Make flash cards.
- Measure things with your child.
- Teach days of the week, months of the year, etc.
- Take your child places.
- Read road maps (distances, miles per gallon, etc.)
- Talk to your child.
- Listen to your child.
- Have your child write thank-you letters.
- Have all family members leave written messages on bulletin board.
- Encourage your child to write and draw cards for birthdays.
- Talk through ideas with your child before he/she writes.
- Don't over criticize.
- Promote letter writing in your home.
- Avoid comparing your children.
- Set a bedtime and stick to it.
- See that your child has excellent school attendance.
- Keep your child healthy.



REMEMBER...A child who is encouraged to take part in home discussions will feel free to participate at school.

A child who is encouraged to read and who sees that reading is important at home will find success in reading at school.

STUDENT PROGRESS REPORTING

Conferences for reporting student progress to parents are scheduled twice a year. Attending this conference should be the teacher, parent and child. Conferences are scheduled in October and March. Report cards are given at the conference. The final report card, in June, indicates the child's grade placement for the following August.

During the school year teachers should regularly send home progress reports to notify you of your child's performance in the classroom.

GRADING

The following are the definitions for the academic grades on the first through sixth grade elementary standards-based report cards.

Grades K - 6

The marks for academic achievement are:

4 = Mastered

This mark indicates outstanding achievement and/or performance during the evaluation period.

The student:

1. Consistently meets and often exceeds the expectations of the knowledge and skills in the grade level content standards.
2. Completes class and homework assignments independently.
3. Produces individual work of excellent quality.

3 = Meets

This mark indicates good achievement and/or performance during the evaluation period.

The student:

1. Usually meets and sometimes exceeds the expectations of knowledge and skills in the grade level content standards.
2. Usually completes class and homework assignments independently.
3. Produces individual work of good quality.

2 = Approaching

This mark indicates adequate achievement and/or performance during the evaluation period.

The student:

1. Regularly meets the expectations of knowledge and skills in the grade level content standards.
2. Completes class and homework assignments with minimal individual instruction.
3. Produces individual work of satisfactory quality.

1 = Below

This mark indicates inadequate achievement and/or performance during the evaluation period.

The student:

1. Often does not meet the expectations of knowledge and skills in the grade level content standards.
2. Has difficulty completing class and homework assignments despite individual instruction.
3. Produces individual work of poor quality.
4. Demonstrates little or no knowledge and skills in the content standards expected for the grade level.
5. Is unable to complete class and homework assignments despite extensive individual instruction.
6. Produces individual work of unsatisfactory quality.

The marks for music, art/drama, physical education, and characteristics of successful students are:

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Please check your child's backpack or ask them about any special notes, bulletins, flyers, or communication from school every day.

