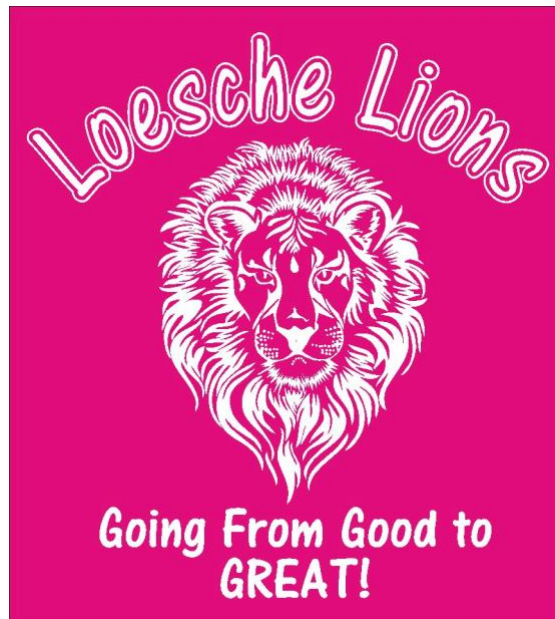


William H. Loesche Elementary School

2018- 2019

“Loesche Learners Are Leaders!”

Student & Family Handbook



Mrs. S. Kurian, Principal
Mrs. M. Szarka, Assistant Principal

595 Tomlinson Rd
Philadelphia Pa. 19116
215-400-3020 / fax 215-400-3021

Transforming Learners to Leaders!

From *the* Principal



Welcome back to the 2018-2019 school year. I know that it's going to be a wonderful year because of each and every one of you.

This handbook contains an overview of the policies and procedures at William H. Loesche Elementary School. It addresses issues of greatest importance to parents and serves as a reference. It is not intended to be comprehensive of all school or district policies. Additional information can be found in the district's parent handbook. Please feel free to contact the school at any time if you need more information. Failure to read this document or the district code of conduct will not exempt students from consequences.

In a nutshell, Loesche Learners are those that exhibit the qualities of those who love learning. They are on time, prepared and active participants in the learning process. Our Loesche School Community – the teachers, staff, Home & School Association and you, help make Loesche the amazing school that it is. We celebrate diversity in culture and promote student individuality. Our goal for this year is to continue to move from good to GREAT as we transform learners into leaders!

I encourage parents to become active members of the school community. Thank you for your support!

Your Partner in Education,

Sherin Kurian

Principal

Transforming Learners to Leaders!



Loesche Mission:

Inspiring students who are:

- ✿ **Leaders**
- ✿ **Optimistic**
- ✿ **Engaged**
- ✿ **Social**
- ✿ **Confident**
- ✿ **Happy and Healthy**
- ✿ **Exemplary**
- ✿ **Motivated**
- ✿ **Inclusive**
- ✿ **Successful**
- ✿ **Self-Driven**
- ✿ **Inquisitive and Innovative**
- ✿ **Open-Minded**
- ✿ **Neighborly**

Loesche Vision:

Transforming young learners into life-long leaders in a safe and inclusive environment!



No Place For Hate:

The No Place for Hate ® program empowers school communities to promote self-respect for individual and group differences while challenging prejudice and bigotry.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in class work, and conform to school rules and regulations. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the Loesche School Family. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

At Loesche, we respect everyone, their beliefs, their culture and their property. Everyone is different; therefore, we embrace and celebrate the differences of others through appreciation and education. Take the opportunity to learn about the culture and diversity of fellow students.

Be aware of all rules and regulations for student behavior and conduct yourselves accordingly. Students are responsible for being in school uniform each day. If a judgment by the Principal or Dean of Students that the dress or appearance of a student disrupts the educational process or promotes a health or safety hazard, the student's family will be contacted for a change of clothes. School District policies for bullying, cyber bullying or harassment will be dealt with strictly and in accordance with school district policies.

FAMILY EXPECTATIONS

While the student should assume the major responsibility for their success at Loesche, parents and guardians are encouraged to take an active interest in the educational program at Loesche.

Help your child by doing the following things:

- ATTEND SCHOOL EACH DAY
- Attend school each day ON TIME!
- Ask about homework every day
- Provide a definite time and suitable place for studying and homework
- Purchase and replenish all supplies requested by the teacher.
- Make resource materials available (dictionary, encyclopedia, etc.)
- Check your child's work for neatness
- Arrange with the teacher for homework assignments if an absence is known in advance
- Be sure to establish bedtime routines and good eating practices
- Ensure they get proper rest each day
- Do NOT schedule family vacations during instructional days during the school year. They will be unexcused absences. Please arrange vacations around school holidays/days off from school.

DAILY SCHEDULE

OUR SCHOOL DAY: 8:15 a.m. – 2:54 p.m.

HALF DAY: 8:15A.M. – 11:54 A.M.

Important Note:

No student should arrive to school before 8:05 a.m. unless eating breakfast at school.

All children enter school through the back schoolyard doors.

BREAKFAST PROGRAM

For students in grade 1, 2, 3, 4 and 5, breakfast will be served from 7:55 to 8:10AM. Students do not have to come early to school unless they want breakfast. Breakfast is served during school hours in the cafeteria for kindergarten students only. Accommodations will be made for students whose busses arrive late.

STUDENT ADMISSION 8:15 Daily

- **All students will be admitted to the school building each morning through the schoolyard.**
- **Your child should be in line by 8:10AM to ensure that you are on time.**

School begins at 8:15 AM promptly each morning. Students are to line up each morning with their class in the schoolyard to be picked up by the teacher at 8:15 AM. If the child has not arrived by 8:13 and is not in line when the teacher picks the class up, **they are considered late.** Late students will enter the building through the schoolyard entrance to the lunchroom to obtain a late pass from the late desk and then proceed to class.

Parents are responsible for the safety, security and well being of their child (all grades) in the schoolyard before the school day begins at 8:15 AM.

KINDERGARTEN students must never be left unattended. Parents must stay with students until the teacher arrives.

During inclement weather, school doors will open at 8:05 AM.

- KG to 2nd grade students will move to the cafeteria using the lunchroom doors.
- 3rd to 5th grade students will move to the auditorium using door 8 in the schoolyard or door 16 directly into the auditorium.

Please make sure students are dressed warmly and have umbrellas on such days.

LATENESS

- **8:15 a.m. and before 8:45** are to report to the Late Desk located in the schoolyard at door
- **8:45 a.m. and later you must enter through the front door.**

Remember, your child misses important instruction when they are not in class! **Consistent lateness may prevent students from participating in some school activities** so be sure to get your child to school on time.

DISMISSAL (2:54 regular day / 11:54 Half Day)

- **Photo ID in the form of a drivers' license or state issued Photo ID will be necessary when picking children up every day.**
- **Grades 1-5-Line up behind the yellow line, teachers will dismiss students one at a time from their line spot in the year.**
- **Kindergarten parents form a line at your child's dismissal door. (Dismissal time 2:45/ 11:45)**
- Ensure your child knows who will be picking them up each day so they are not confused or worried about your location.
- Any changes from the normal dismissal plan **must be in writing** and signed by a parent.

All parents are expected to pick their children up from school at dismissal time of 2:54 PM, or at 11:54 AM on early dismissal days. Please ensure your child is picked up on time each day.

Understand that only persons listed on the Emergency Contact forms or dismissal log will be permitted to pick children up from school. Be prepared to show ID. **If the person is not listed on the form or does not have valid photo ID they will not be permitted to pick up the student.** There are local day cares that provide before and after school care for families.

Safety Before and After School:

Parents/guardians are encouraged to discuss with your child what steps they should take if they find themselves in an unexpected circumstance.

1. Students should know their home phone number, address, and parent/guardian's emergency contact phone numbers. If your child does not have this information committed to memory, then they should carry an "Emergency Card" in their backpack with this information.
2. Students should have a plan if they miss the bus and a parent/guardian is not at home.
3. Students should have a plan if they arrive home and a parent/guardian is not home.
4. Students should be able to identify at least one "safe" house that they can go to if they need help.

LATE PICK UP AFTER SCHOOL

Parents are responsible for ensuring that children are picked up promptly at 2:54 each day and 11:54 AM on half days. It is the responsibility of the parent to arrange childcare before and after school for their children. If a child is not picked up from the school location, appropriate authorities will be contacted to intervene and provide the services needed to ensure parental compliance with school closing and pick up times. A listing of local day cares that service Loesche are available from the main office that provide before and after school care. Please request a list if you need one.

STUDENT ABSENCES

If your child is absent, be sure to send an excuse note on the first day your child returns. Notes are due within three days. Students are responsible for any assignments, tests or projects missed during their absence. So, find a classroom buddy or speak with your teacher to obtain any missing work. *Vacations and visits to relatives are considered UNEXCUSED absences.*

Children/families who miss more than 10 days of school for any reason will be referred to truancy court. Doctor notes/professional notes are REQUIRED for any absences beyond 8 days. Parents will be required to attend meetings and create Truancy Elimination plans with school and district staff if the child is found to have more than 8 absences or lateness occurrences.

The district requires that school age students enrolled in the district schools attend school regularly, in accordance with the state laws. The educational program offered by the district is predicated upon the presence of the student in school and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. **If students compile 6 unexcused absences or 6 occurrences of lateness throughout the year, they will not be permitted to participate in any extracurricular school activities, such as EC Clubs, school trips, school dances, home and school sponsored activities, Fun Day, Spirit Day or any other activity to be determined throughout the year.**

Parents are responsible for providing appropriate models of attendance and lateness for students in school. Absences and lateness of students interrupts and interferes with the academic performance of your child, and others they disrupt when arriving late.

If your child is taken from school for an extended absence for a long period of time during the school year, there is no guarantee they will be placed in the same classroom due to ever increasing enrollments. Children who miss a substantial amount of time may also be in danger of failing and not meeting state specific standards for each grade level. Please ensure your children attend school ON TIME EVERY SINGLE DAY!

EARLY DISMISSAL REQUESTS

Any student coming in after 10:00AM or leaving school before 1:00PM will be considered a half-day absence. A note must be provided.

When an emergency arises which necessitates an early dismissal, the parent must:

- Send a note to your child's teacher requesting early dismissal. Your written request will be sent to the Main Office.
- Report to the Main Office with a photo ID to pick up your child. No child is sent home alone before dismissal time.

- Sign your child out at the office in the book provided.
- **No student will be dismissed after 2:15p.m.** This disrupts the instructional day. Students miss review sessions or homework assignments when dismissed early.
- Parents must show valid **photo identification** prior to the release of the child. **NO EXCEPTIONS!**
- Students will only be released to individuals listed on their Emergency Contact Lists. **NO EXCEPTIONS!**
- **Students with excessive early dismissals will be referred to truancy court.**

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

In the event of inclement weather parents are urged to monitor the School District of Philadelphia's web site for any early dismissal or closing updates. Updated information will also be posted on the District's Information Hotline. Please call this number to gain information regarding school closings or early dismissals. Please be sure that your child's Emergency Contact Card on file in our office is UPDATED!!! We need accurate information – specify names, addresses and correct cell, home and work telephone numbers.

School District web address and hotline number

www.philasd.org

District's Information Hotline 215-400-INFO (4636)

EMERGENCY INFORMATION CARDS

Parents must have on file with the school office a form that states where they would like their child to go if the parents cannot be located. This form also provides information regarding individuals that may be contacted and are authorized to pick up your child. Photo identification must be presented at the time of pick up and the student must be signed out in the office. Please update this information as needed. This is necessary in case of an accident, inclement weather, or if school has to be dismissed early for some other reason. A form for this purpose is sent home at the beginning of each school year. A working phone number must be provided in case of extreme emergency.

IF YOUR CONTACT INFORMATION CHANGES, YOU MUST NOTIFY THE OFFICE IN WRITING OF THE CHANGE. IN THE EVENT OF AN EMERGENCY, WE NEED TO BE ABLE TO LOCATE YOU QUICKLY.

CUSTODY ORDERS

Every effort is made to keep children safe at all times. Please make sure that the school has all current custody documentation on file for all children who attend the school. If there is not a current court order/paperwork on file with the principal's knowledge, children legally can be released to either parent. Please begin the school year by providing any and all relevant court documentation to the school.

LOESCHE SCHOOL UNIFORM POLICY

All students are required to wear the official school uniform every day. **NO EXCEPTIONS!** Consequences for violating the Uniform Policy are listed in our Code of Conduct.

YES / Acceptable	NO / Unacceptable
<p><u>Collar Shirts</u> Color: Navy Blue Sweaters (in SOLID Navy only) or Gym Sweatshirts are acceptable during the winter ONLY. SOLID COLORS SHIRTS ONLY – no logos, prints or designs</p>	<p><u>Shirts</u> NO HOODIES!!! No Tank Tops, Halters, No Printed or Multicolored Shirts</p>
<p><u>Pants/Capris/Skirts/Skort/Jumpers</u> (must be to the <u>knee</u> or below) Color: Khaki (Leggings worn under skirts, skorts or dresses the must be navy blue)</p>	<p>No Denim/Jeans, Ripped Pants No Mini-Skirts No tight, baggy or oversized clothing</p>
<p><u>Shoes</u> Sneakers Closed Toe Sneakers Shoes that completely cover the feet are acceptable.</p>	<p><u>Shoes</u> No Sandals No Open-Toe Shoes No Flip-Flops</p>
<p><u>Gym Uniform</u> Navy Blue T-shirt Navy Blue Sweatshirt /Non- Hooded Navy Blue shorts or Sweatpants</p> <ul style="list-style-type: none"> Loesche logo gym uniforms are available for purchase 	<p><u>Jewelry</u> No oversized earrings (quarter size or smaller) We discourage all students from wearing jewelry in school</p>

LOST AND FOUND

The Lost and Found is located in the lunchroom. Unclaimed articles will be disposed prior to the winter, spring and summer breaks.
 Loesche School is not responsible for any lost articles. Any textbooks and workbooks that are found will be returned to the teacher.

COMMUNICATION

Parents are considered full partners in the educational process at Loesche. We encourage your active participation in all school activities, and you are welcome at the school at any time. Please use the main doors and proceed to the Main Office anytime you enter the school. In order to insure meaningful communication, please follow the steps listed below.

A. Advising School of Problems

It is essential that we know about problems as they arise. All students are directed to report issues to the following authorities:

1. **The closest adult.** This would be the teacher, yard aide, crossing guard or bus driver, etc.

and/or

2. Principal, Ms. Kurian or Assistant Principal, Ms. Szarka

and/or

3. Parent(s). **Parents are asked to complete a Parent Concern Form or a Serious Incident form** making the school aware of the problem and allowing the school to investigate and develop a plan to solve the problem or concern.

B. General Questions

Contact the office, 215-400-3020. Office personnel will be glad to help you and direct your call.

C. Teacher Questions - Three Ways to Contact a Teacher

- E-mail- utilizing the teacher's SDP email (@philasd.org)
- Call the school office (215-400-3020)
- Written note through red communication folder

All parent inquiries are to be responded to within 48 hours. If you fail to get a response within this time frame, please contact the main office. **Please do not engage in conversations with teachers during arrival time. It is important that the teachers get their classes inside as quickly as possible.**

PARENT LINK PHONE MESSAGES

The district utilizes the Parent Link automated notification system in order to communicate emergency announcements to parents/guardians by phone. This system may be utilized to notify parents of unexpected school closings, emergency dismissals, school incidents, or if busses are significantly delayed.

Families are not automatically signed up for the phone link. To sign up go to the Parent and Family Portal on the School District web site. Directions are available in many languages. The web address is below.

<http://signup.philasd.org>

COMMUNICATING WITH YOUR CHILD'S TEACHER

Communicating concerns to teachers: If a parent/guardian has a concern about their child's progress or day to day life at school, they should make an appointment with their child's teacher to discuss the concerns. Although classroom instruction cannot be interrupted for telephone calls, school personnel attempt to respond to messages as soon as possible. (Staff does not have voice mail.) If you need to discuss it further, please make an appointment with the counselors or administration.

TELEPHONE CALLS

Loesche School welcomes parental involvement at all levels. Telephone calls to teachers will be returned in a timely manner, as teachers CANNOT accept calls during instructional time. If an extreme emergency exists, please contact our Counselor or main office for immediate assistance.

USE OF EMAIL

Every staff member has an SDP email address available. We ask that the following guidelines be observed when using this form of communication:

1 - Messages should be concise and to the point. If you need to set up an appointment with a staff member in order to discuss lengthy or confidential information, you can leave a message via email with a phone number and a good time to reach you. 2 - Email is designed for communication but not immediacy. Staff members routinely check their emails before and after school, not during instructional times. 3- Important messages that must reach a staff member immediately are best sent through the office or via a written note. Alternative dismissal arrangements, emergency information and other time sensitive information that must be received by the staff member the same day should **not** be sent via email. If a teacher is absent, the Guest Teacher will not

have access to the regular teacher's email. 4 – Confidentiality is a priority for all faculty and staff at Loesche. Please do not communicate confidential information via email.

VISITING LOESCHE

Parents are invited to visit Loesche Elementary School for student performances, teacher conferences and to volunteer. Please be advised of the following important reminders:

- **All visitors MUST sign in and receive an official Visitor's Pass from our Main Office.** This pass must be worn at all times while in the school building.
- **Conferences with teachers cannot be held during instructional times.** Teachers will make special accommodations to meet with parents during prep time or at their first availability.
- **Requests for outside evaluations must be submitted to the principal at least two weeks in advance.** Contact with the school must be made by the agency and parents prior to the observation in writing as defined in the school visitor policy. The principal must grant approval. If protocol is not followed, the request will be denied.
- Volunteers must obtain FBI, PA state police background and child abuse clearances prior to volunteering.
- Letters of exclusion can/will be issued to any parent who exhibits behavior(s) that jeopardize the safety and security of any student or staff in the building. If you have any issue please see administration to address it. Parents may not approach another child for any reason.
- Parents visiting Loesche during the day must park in a legal parking area. The school driveway is off limits!
- **Parents who plan to accompany students on field trips must obtain all three clearances. (NEW POLICY)**

HOW CAN MY FAMILY HELP LOESCHE?

Target Shoppers...

Do you have a **TARGET Red Card**? By registering your card for our school, we can receive a percentage back off every purchase you make using your card. These funds can be used for student activities and resources.

Our Target ID number is 90801.

So go **www.target.com** and click on COMMUNITY (found at the bottom of the page). Look for Take Charge of Education and link your Target RED credit card to Loesche Elementary School

PARKING

Parking is limited at Loesche. It is illegal to park around the perimeter of the school on the roads adjacent to Loesche School during school hours. Warning signs are posted and you may be ticketed by the Philadelphia Police Department. Our school buses utilize the front entrance of our building on Bustleton and Tomlinson and we ask that you do not park there. Please do not double-park in the school parking lot as doing so creates a dangerous situation for you and our students. Please be courteous to our neighbors and refrain from parking in front of their driveways. When driving through the parking lot, please consider the safety of the students and drive in a safe and courteous manner.

EMERGENCY INFORMATION

Parents must notify the Main Office of addresses and phone numbers that can be used in emergency situations. Contacting parents is essential. All parents are responsible for reporting any changes in contact information including any changes in address, telephone numbers, guardianship, and emergency contact persons.

INSTRUCTIONAL INFORMATION

BOOKS AND SUPPLIES

Students must be prepared for work equipped with the required items (Agenda Books, notebooks, etc.) for all classes. Carry these supplies with your books to school, from school, and from class to class. All student supplies including books should be properly labeled in ink with your child's name and room number. Students are responsible for all books given to them. Keep them clean and neat. Our school expects all students to maintain the textbooks issued to them in good condition, to return the books when requested, and to pay for them if they are damaged or lost. Some workbooks are consumable for students to write in. However, there will be other books that students cannot write in. Please adhere to the school wide and classroom rules regarding textbooks. Textbooks are public property loaned to students. Please cover textbooks for protection. Students are responsible for loss or damage of textbooks and any other materials. Parents are responsible for payment of materials lost or damaged.

Agenda Book:

Agenda Books are required for classroom / homework usage. Each child must provide his/her own agenda/homework book for the 2018-2019 school year. This book is used to maintain homework assignments, parent / teacher communication, and much more. All students **MUST** have and use these Agenda Books all year. Parents should check it daily for important school information.

REPORT CARD CONFERENCES

Parents will receive conference appointment slips prior to their scheduled times. Make every effort to attend to receive important details about your child's progress in school. Otherwise, please make a phone appointment.

HONOR ROLL AND HONORS

The qualifications for the three Honor Roll categories are as follows:

- Distinguished Honors: All A's
- Honor Roll: All A's and B's

PERFECT ATTENDANCE

Students have perfect attendance only when they are never absent or late regardless as to whether absences and/or lateness's are or are not excused.

HOMEWORK POLICY

Homework is a critical part of instructional success. Effective and structured homework assignments (written, study & projects) have a definite place in schools at every grade level.

WHY HOMEWORK?

- Strengthen basic skills & extended classroom learning
- Reinforce independent study habits
- Develop initiative, responsibility and self-direction

HOMEWORK LOOKS DIFFERENT...

- Written work to increase mastery of basic skills
- Studying to remember significant content
- Projects, Experiments and Research to gather information to complete tasks
- Collecting, constructing and classifying materials
- Computer based instruction (i.e. First in Math, etc.)

Students - it's your responsibility to complete homework assignments, however, your parents can assist you by:

- Providing an optimal environment and suitable time for completing homework
- Checking homework for neatness and completeness

- Making necessary resource materials available
- Promoting a good attitude toward homework

Students are urged to come to school EVERY DAY prepared to learn. They must have the required materials (Agenda Books, completed homework assignments, notebooks, etc.) that will be used in class. All personal possessions should be clearly labeled for easy identification when student's items are lost or misplaced.

Some assignments may require word processing or the use of a computer for research. Please make arrangements to support this request. If there are concerns with this task, please notify your child's teacher as soon as the assignment is given. **Please do not wait until the due date to inform the classroom teacher.**

Important Note: Even when a student does not have a written assignment from a teacher, parents can rightly assume that there is material to study and review in all subject areas. Also, students should be reading independently each night. **READ FOR 30 MINUTES EACH NIGHT.**

READING/BOOKS AT ALL TIMES

All students are required to have a book to read with them at school at all times, in their book bags each day they come to school. Please ensure you pack a book for your child to read each day and that they have a Philadelphia Free library card where they can borrow several books at a time. For our students continued achievement in reading and literacy, children must be reading multiple times during the day. They will be reading during RTI time, classroom independent reading times, inclement weather days during recess and arrival times, and many others.

PSSA (PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT)

The PSSA tests are used to assess the academic performance of students in relation to the Pennsylvania State Standards at certain grade levels. PSSAs are administered to students as follows:

Grade 3: Reading, Writing and Mathematics

Grade 4: Reading, Writing, Mathematics, and Science

Grade 5: Reading, Writing and Mathematics

Health Services

Mrs. M. Macolino, RN, Loesche School Nurse

Health Room: (215) 400-3020

Our School Nurse provides student services aimed at the identification and assessment of student health problems. Through ongoing communication and contact with students, parents, faculty and staff, the School Nurse acquires first hand knowledge of health problems and the availability and accessibility of services. As advocates for children of the school district, the School Nurse provides the daily contact with students to ensure optimum health for academic success.

Our Nurse and Loesche School depends on the cooperation of families with assistance of the following:

- Emergency cards and forms need to be completed and returned promptly. Any changes in telephone numbers, addresses, emergency contact or employment must be reported to the School Nurse.
- Updated immunizations, communicable diseases, surgery or special medical conditions should be reported in writing to the Nurse. Also, please inform your child's teacher of any health related conditions which may impact on their ability to learn.
- Keep students home if they experience a fever above 100 degrees, vomiting or diarrhea within the last 24 hours prior to the school day.

Physical Examinations

The PA School Health Act (Section 1402) requires each pupil to have a health examination upon admission to school. This is required for all public schools. Remind your physician that vision and hearing screenings are an important component of a physical and must be completed as designated on the physical form. Physical forms can be obtained in the school office or online.

Immunizations

All students must be properly immunized before admission to any public, parochial or private school in Pennsylvania. Written proof of immunizations, signed by a physician or other health professional, is to be requested of the parent. Please contact our School Nurse or the school regarding immunization requirements.

Communicable Diseases

- Children or staff members with uncomplicated chicken pox may return once ALL lesions are crusted over.
- **Pediculosis (head lice)**: Head lice are an infestation of the scalp and hair by the head louse. The eggs are attached to the hair shaft. Head lice is transmitted by direct contact with an infested person, especially through their clothing, bedding, hats, hair brushes and combs. Children with head lice may have severe itching of the scalp and nape of the neck. Those students who have pediculosis (head lice) shall be excluded from school until proper treatment with an effective pediculicide has been given.
- **Scarlet Fever, Strep Throat, Tonsillitis**: Those students with these conditions should be excluded from school until they have received 24 hours of antibiotic therapy as directed by their primary care provider.
- **Conjunctivitis (pink eye)**: Students are readmitted to school 24 hours after appropriate therapy as directed by the primary care provider.

*** Contact the School Nurse regarding other communicable diseases. ***

Administration of Medication

Ideally, the administration of medication or utilization of equipment should take place at home. However, students with health problems may require medication (administered at prescribed intervals), suction, oxygen or other types of equipment in order to permit them to function at as close to normal level as possible in the classroom. The School Nurse does not diagnose student conditions or prescribe medication/treatment. No medication / treatment will be administered in school without a completed and approved MED 1 (Request for administration of medication or use of suction, oxygen or other equipment in school). All approved requests will expire on August 31 of each year. The above procedure must be carried out in its entirety every year. The Certified School Nurse will contact the prescribing provider for clarification, when necessary.

- All medication must be prescribed by a qualified health care provider on Form MED-1.
- The prescription (MED-1) must be approved by the Certified School Nurse, School Physician, Family Resource Network Nurse Advisor or a School Nurse Supervisor.
- Parents will supply medication, properly labeled and packaged.
- The school only will retain medication if it has been packaged and labeled by a Registered Pharmacist according to accepted pharmaceutical standards. The medication label must include: Patient name, pharmacy name, address and telephone number, prescription number, prescription date (must be current), name of medication – dosage form and expiration date, instructions for administration, name of prescribing health care provider.
- All medication must be packaged with a childproof cap.
- When the medication/treatment prescribed exceeds or differs from that approved by the FDA, the physician will be required to submit written detailed information to the School Nurse. No medication may be carried by the students to school on their person, in their lunch or school bag. If medication is brought to school, students must bring it directly to the Nurse's Office.

Being a Loesche Leader

Transforming Learners to Leaders!

LOESCHE CODE OF CONDUCT

Loesche Learners are Leaders!

Loesche strives to achieve students recognizing they must:

- Take care of self
- Take care of others
- Take care of things

These three areas encompass many areas of behavior within each statement and is encouraging of collective responsibility for our school environment using our School-Wide Positive Behavior program.

GENERAL RULES

- Always show respect for other children and adults.
- Chewing of gum, candy or other food is not permitted.
- Food is only to be eaten in the lunchroom.
- Show proper care for schoolbooks and other materials.
- Show pride in and respect our beautiful building by not defacing it or leaving litter.
- When having a problem, find a staff member to assist you in handling your situation.
- Children must enter and leave the building through proper and appropriately designated doors. Students are not permitted to use the front doors!
- Vandalism and graffiti are prohibited and punishable by School District of Philadelphia law.
- Use of profanity and/or disrespectful language is prohibited.

USING TRANSPORTATION

- On buses and away on trips, children are representatives of Loesche School and are to behave properly at ALL TIMES.

IN THE SCHOOL YARD

- Assistants are on duty to help children. Seek their assistance if a problem occurs in the yard.
- Ball playing is permitted only at recess and only in designated areas. Taped bats and racquetballs are dangerous and are not allowed.
- Children are to respond promptly to signals. Also, students are to respond to the direction of all Loesche staff members. Children are not to enter the building from the yard without permission notes.

IN HALLS AND STAIRWELLS

- Walk at all times and Speak with “inside voices.”
- Respect bulletin boards, displays and other materials on the walls or hanging in the stairwell.
- Children should ALWAYS have a Hall Pass.

IN THE LAVATORIES

- Students are expected to use the restrooms with care and respect. This is your home away from home!
- Flush the toilets and be sure to wash your hands.
- Do not play, climb on partitions, congregate or socialize in the bathrooms.
- Put trash in the trash cans

IN CLASSROOMS

- Enter the classroom quietly and quickly be seated.
- Help to keep your room and area clean and orderly.
- Don't take any property that does not belong to you.

- Keep voices to a conversational tone, remain in your seat and raise your hands to ask or answer questions.

IN THE AUDITORIUM

- Students are not allowed in the auditorium (or on the stage) without permission or staff supervision.
- The piano and organ are to be used only under teacher direction and with a teacher present.
- Please enter quietly and take your assigned seats.
- Good audience behavior is expected at all times.

IN THE LUNCHROOM

- Please show proper table manners at all times.
- Speak using your “inside voice” while inside.
- Place all trash and uneaten food in the trash cans.
- Do not touch other children’s food.
- Sit at your assigned table and seat.
- Food cannot be taken out of the lunchroom.
- Stay seated.

STEPS TO CONFLICT RESOLUTION

1. **Cool Off!!!**
2. **Keep hands and feet to yourself.**
3. **Talk the conflict out. Use “I” statements.**
4. **If you need help, find a responsible adult to help you solve your problem.**
5. **Listen! Take responsibility. Brainstorm solutions.**
6. **Apologize and forgive.**

Remember, we do not always agree with one another, BUT we must be respectful and kind at all times. If you need help, stop by to see any adult in the building.

REWARDS FOR APPROPRIATE SCHOOL BEHAVIOR

- **Lunch with the Principal**
- **School-wide positive behavior incentives**
- **Attendance at Special Events (Pizza Parties, etc.)**
- **Recognition in newsletters**
- **School / Home & School sponsored trips and events**
- **Many more...**

ELECTRONIC DEVICES

Loesche Students are **not** permitted to use the following items in school: MP3 players, iPods, CD players, cameras, cellular phones, taping devices, laser pointers, game systems, electronic games. If visible and/or in use, these items will be sent to the Dean of Students and held until arrangements are made for parents to retrieve them. Phones will be confiscated if they are seen or in use during the day.

TOYS / Sports Equipment

Toys and sports equipment are **not** permitted at school under any circumstances, whether they are electronic or not. Toys become lost, broken, misplaced, borrowed or stolen, and take staff time to “investigate” the source of issues related to toys being brought to school and used at inappropriate times. There is no instructional purpose

behind toys being brought to school. Knives, sharp objects, fidget spinners, water pistols, toy guns, bats, and balls are not to be brought to school.

No items are to be brought to school for the purpose of sale or trade. Students are not permitted to solicit sales for organizations. **Please ensure your children leave any and all toys at home! Any items such as these brought to school will be confiscated.**

Loesche School Code of Behavior is consistent with the district's Code of Student Conduct. Consequences for violations of these rules are described in the Code of Conduct.

PROGRAMS AND SERVICES

Speech Teacher

- Children with speech needs are referred by teachers, clinics, psychologists, parents, etc.
- Children are accepted for speech therapy after examination and determination of the nature of the impediment and its severity.
- Parents may initiate a referral or conference with the speech teacher by sending a note to the school.

School Counselor (Mrs. Smyth)

- A pupil may be referred to our Counselor by staff members, parents and outside professionals. Also, a student may seek the help of the counselor on his or her own with the permission of the teacher/parent.
- The counselor assists children with personal problems, class work, social conflicts and emotional difficulties.
- Parents may make appointments with the Counselor to discuss any problems affecting the pupil's progress.

Instrumental Music

- Music lessons are given on string, woodwind, brass and percussion instruments.
- Students are referred by their teachers and parents for our instrumental programs. Recommended children for instrumental instruction are tested for musical aptitude.
- Children selected for instruction are provided with school instruments or they may furnish their own if insufficient instruments are available.
- Children whose parents agree to have them receive music instruction must keep up with their classroom studies as well as their music practice.

Important Note: Students and parents are responsible for paying for lost or damaged instruments.

MTSS-RtII

The Response to Intervention (RTI) is a program to assist students who are having difficulties resulting from academic, social, emotional, or other serious problems. RTI students who need help are referred to an appropriate school-based and/or community service programs. Loesche has a group of trained professionals who work with at-risk students.

Physical Education

Physical Education (Gym) is an important part of our educational program. Loesche students participate in P. E. class once a week. To participate, all students **MUST** wear the required gym clothing and closed toe and heel sneakers. No Heelys (roller skating sneakers) permitted. Please inform the gym teacher **in writing** if your child is unable to participate in Physical Education.

ESOL Program (English for Speakers of Other Languages)

The student population at Loesche is culturally and linguistically diverse. Our students receive ESOL instructional support daily. Students have access to content area classes, with assistance from ESOL teachers. Strategies and materials are varied in order to engage all students. English Learners (ELs) are integrated into

Loesche School and are involved in every activity offered. Collaboration between content area and ESOL teachers is focused and ongoing. Every effort is made to provide information to parents in students' home languages, utilizing School District resources, tutors and volunteers.

Computer/Technology

The computer lab is used by students scheduled for classes to enhance instruction. Students learn research skills by using the Internet extensively. Word processing in Microsoft Office and other software are utilized to complete major classroom projects.

Special Education

Loesche School believes in the premise that all children will achieve necessary supports and interventions are in place. Our philosophy is to provide programs for all our regular and special education students including gifted support. We have a variety of programs designed to meet the independent needs of each student.

Art & Music Education

The Arts Are Alive at Loesche! We believe that Art and Music Education play a critical role in fostering creativity, developing imagination, enhancing problem solving in other areas and improving self-esteem. Our students will explore the use of various art techniques and materials, producing works of art that are displayed throughout our school and district. Loesche students have been the recipients of numerous awards for their outstanding artistic abilities. Likewise Music promotes self-expression. In music, students learn to appreciate and celebrate music at its finest.

Russian Heritage/Math Program

Loesche is a unique school that enables students of Russian descent to engage in instructional classes in their native language. We're the only elementary school in the state with this program. These classes, in concert with our district's Multilingual Programs, provides students with a worthwhile opportunity to learn our mandated curriculum in Russian/English.

STUDENT TRIPS AND ACTIVITIES

Class trips and activities are special events. **Any student with more than 6 unexcused absences or 6 lateness occurrences will not be permitted to attend.** Special pride is taken in providing these activities for students who show hard work, dedication and courtesy and understanding the importance of attending school on time each day.

It is understood that when students take part in these activities, they are representatives of Loesche School. With this in mind, we, along with our Home and School Association, would like to continue offering these activities as special privileges to students who exhibit acceptable behavioral/attendance standards throughout the school year. In order to achieve these goals, the following procedures are in effect:

1. **Student Discipline:** Any student who is issued a total of 2 or more days of suspension (in and out of school and/or detentions) will not be eligible to attend the activity or trip.
2. **Attendance:** Students absent more than 6 unexcused days absent/latenesses will not be entitled to participate in the activity or trip.

If a student exhibits behavioral issues prior to class trips the parent or guardian will be asked to attend.

ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Only students with less than 6 absences/lateness will be permitted to participate. Student participation will be based on academic and behavioral performance. **Participating in clubs is a privilege.** So, be on your best behavior and work hard in classes to enjoy these special activities.

COMMUNITY SERVICE

There are times throughout the year when students may make a poor choice or decision. At times there will be students who will serve the school community through community service type of activities, such as cleaning the school yard, cafeteria, heading recycling projects, assisting fellow students in various activities, etc. to ensure they understand that they are responsible, connected members of the school community. The dean, counselor or principal will assign activities. Please let your child's teacher know in the beginning of the school year if you have any objections to your child performing Loesche community service activities.

EMERGENCY PROCEDURES

Every precaution is taken to ensure the safety of your child during school hours. Periodic fire drills, lock downs, random search drills and evacuation drills are executed to ensure all students learn proper safety procedures and adhere to all safety guidelines.

The safety of our students, faculty, staff, and visitors is one of our top priorities. Loesche Elementary has emergency procedures in place to deal with a variety of situations that may occur.

Fire Drills: Monthly fire drills are conducted throughout the year. Any visitor at the time of a fire drill is asked to exit through the nearest exit and report to the office staff at Tomlinson Road.

Lock Down Drills: Lock-down drills are conducted throughout the year. Any visitor during a lock down drill is asked to find the nearest secure location and remain there for the duration of the drill. No one may enter or exit the building during a lock down.

Emergency Pick Up: Student pick up prior to the end of the school day during an emergency:

1. In the event of an emergency dismissal necessitating the pick up of students, all students will be signed out at one central **Sign Out Station** in the gym.
2. All students will be returned to their homerooms to be supervised by their teacher.
3. Parents/guardians will be directed to enter the gym using the door located across from the office. **No parent/guardian will be permitted to go to any classroom.** Parents/guardians will report to the tables set up and provide the staff members their child's name and teacher.
4. Staff members will have alphabetical lists of students and they will record the name of the parent/guardian who is taking the child.
5. An available staff member will go to the classroom, retrieve the child, and escort them to the gym. Parents/guardians are to remain in the gym.
6. Parents/guardians requesting to take students who are not their own will be directed to Mrs. Kurian/designee for verification of parental permission to dismiss their child to the other parent.
7. Parents/guardians will be directed to exit through the main doors in the hallway once they have their child.

Evacuation to a Secondary Location: 1. In the event of an emergency requiring the evacuation of students from Loesche, all students, faculty, and staff will be transported to Washington High School 10175 Bustleton Ave. Philadelphia, PA 19116 Phone: (215) 400-3020.

2. Parents/guardians will receive notification via Parent Link if this occurs and will be directed to the Washington High School in order to pick up their children.
3. Parents/guardians will receive more specific directions about signing out your child upon their arrival.

Safety Before and After School: Parents/guardians are encouraged to discuss with your child what steps they should take if they find themselves in an unexpected circumstance.

1. Students should know their home phone number, address, and parent/guardian's emergency contact phone numbers. If your child does not have this information committed to memory, then they should carry an "Emergency Card" in their backpack with this information.
2. Students should have a plan if they miss the bus and a parent/guardian is not at home.
3. Students should have a plan if they arrive home and a parent/guardian is not home.
4. Students should be able to identify at least one "safe" house that they can go to if they need help.