

**JAMES DOBSON ELEMENTARY SCHOOL**  
The School District of Philadelphia

**PARENT AND STUDENT HANDBOOK**  
2024-2025



**Mission**

James Dobson Elementary School is a small, inclusive school community that cultivates the foundation of lifelong learning by fostering high expectations through authentic and meaningful instruction. We value working together with our families, neighbors and partners to continuously reach higher heights in each child's educational experience. Our school develops the individuality of the whole child through our three main pillars: *Respect*, *Empathy*, and *Integrity*.

**Vision**

To provide a high-quality education that develops the *curiosity* and talents of our students while fostering *agency* to make a positive impact in their *community* and the world around them.

JAMES DOBSON SCHOOL  
The School District of Philadelphia  
4667 Umbria Street  
Philadelphia, PA 19127  
Telephone: (215) 400 - 3570

This document contains important information about our school, including:

- Staff List
  
- Important Dates
  
- Policies
  - Uniform Policy
  - School Day Procedures
  - Marking Guidelines
  - Expectations for Student Behavior
  - Visitor & Volunteer Information
  - General Information

## 2024-2025 Staff List

Dr. Khloé Williams-Lawani – Principal

kewilliams@philasd.org

Ms. Michelle Cohen – Office Administrator/Secretary

miccohen@philasd.org

<u>DEPARTMENT</u>	<u>RM#</u>	<u>EXTENSION</u>	<u>TEACHER'S NAME</u>	<u>EMAIL</u>
<b>Grades K-5:</b>				
AS (K-2)	106	6451060	Ms. Lynzee Coble	lcoble@philasd.org
AS (3-5)	203	6452030	Ms. Nicole O'Donnell	nodonnell@philasd.org
LS (K-5)	103	6451030	Ms. Michelle Horton	mhorton@philasd.org
Kindergarten	101	6451010	Ms. Ilana Volain	ihaas@philasd.org
Grade 1	104	6451040	Ms. Stacey Straface	smstraface@philasd.org
Grade 1	108	6451080	Ms. Lauren Rubenstein	lrubenstein@philasd.org
Grade 2	107	6451070	Ms. Nicole Heyward	npringle@philasd.org
Grade 2	209	6452090	Ms. Megan Rodriguez	mhsinger@philasd.org
Grade 3	208	6452080	Ms. Julie Rafael-Linder	jrafael@philasd.org
Grade 4HR 4/5 ELA/SS	206	6452060	Ms. Alyson Silverman	absilverman@philasd.org
Grade 5HR 4/5 Math/Sci	207	6452070	Ms. Lindsay Cassidy	lcassidy@philasd.org
<b>Middle Years Academy:</b>				
AS (6-8)	313	6453130	Ms. Alice Antrim	aantrim@philasd.org
ES (6-8)	305	6453050	Mr. Chris Shuster	cshuster2@philasd.org
LS (6-8)/SPECM	302A	6453021	Ms. Jaclyn Boese	jboese@philasd.org
Grade 6HR 6 ELA/MYA Sci	304	6453040	Ms. Kathy Bell	kbell@philasd.org
Grade 7HR 7/8 ELA/MYA SS	308	6453080	Mr. Patrick Mulvey	pmulvey@philasd.org
Grade 8HR MYA Math	309	6453090	Ms. Kim Fullam	kafullam@philasd.org
Grade 8 Algebra I	204	6452040	Mr. Jim Hilburt	jhilburt@philasd.org
<b>Specialists:</b>				
Music	201	6452010	Ms. Krysta Fogel	kfogel@philasd.org
Physical Education	Gym	6454092	Ms. Jane Foulk	jfoulk@philasd.org
Graphic Arts /MG	307	6453070	Ms. Ashley Purcell	apurcell@philasd.org
Instrumental Music	Aud	n/a	Dr. Hugh Williamson	hwilliamson@philasd.org
Building Sub	Push-in	n/a	Ms. Kara Green	kgreen-ext@philasd.org
Counselor	210	6452100	Mr. Scott Seward	sseward@philasd.org
Dean of Students/SBTL	204	6452040	Ms. Kyrstin Franz	kfranz@philasd.org
Nurse	102	6451020	Mr. Mark Robinson	mrobinson@philasd.org
Psychologist	100	6451000	Dr. Brian Gattuso	bgattuso@philasd.org
Speech Therapist (No Thurs)	300	6453000	Ms. Alexis Good	agood@philasd.org
ESOL teacher	205	6452050	Ms. Lynetta Funchess	lmfunchess@philasd.org
Occupational Therapist	109	6451090	Ms. Helene Morgan	hmorgan@philasd.org
Hearing Specialist	202	6452020	Ms. Emily Powell	epowell2@philasd.org

<u>DEPARTMENT/NAME</u>	<u>EMAIL</u>	<u>EXTENSION</u>
<b>School Safety Officer:</b>		
Alfredo Rivera	airivera@philasd.org	
<b>Secretary Trainee:</b>		
Nia Pugh	nepugh@philasd.org	
<b>School Climate Staff:</b>		
Luanne Ashcom	lashcom@philasd.org	
Catherine Sienko	<a href="mailto:cmsienko@philasd.org">cmsienko@philasd.org</a>	
Greg Jehanian	<a href="mailto:gjahanian@philasd.org">gjahanian@philasd.org</a>	
Denier Holland	dholland@philasd.org	
<b>SSAs:</b>		
Susan Kapuscinski	skapuscinski@philasd.org	
Pamela Way	pway@philasd.org	
<b>Paraprofessionals:</b>		
DoNiesha Baynes	dbaynes@philasd.org	
Nina Bellina	nbellina@philasd.org	
Janaya Boone	joboone@philasd.org	
Alexandra Buscio	abuscio@philasd.org	
Nicolia Butts	nabutts@philasd.org	
Nicole Koneski	nkoneski@philasd.org	
Eileen Long	emlong@philasd.org	
Yahsirah Meade	ymeade@philasd.org	
Rania Naimi	rnaimi@philasd.org	
Andrea Royds	aroyds@philasd.org	
Benita Scott	bascott@philasd.org	
Robert Williams	rwilliams4@philasd.org	
<b>2611 Bus Attendant:</b>		
Monique Hawkins	mhawkins2@philasd.org	
<b>Dobson Café Staff:</b>		
Keyana Govan	kgovan@philasd.org	6454030
<b>Building Engineer and Custodial Staff:</b>		
Matthew Rowland, Building Engineer	mrowland@philasd.org	6454060
Ed Hunton, Custodial Assistant	ehunton@philasd.org	
Brianna Rogers, General Cleaner	barogers@philasd.org	
Khani Darien, General Cleaner	kdarien@philasd.org	

### **Interim Educational Technology Coach**

Sharon Mora, Visual Sound

<b>Staff Lounge</b>	Room 205
<b>Lactation Space:</b>	Room 109
<b>Temporary Office Space:</b>	Room 202

**Northern Children's Services, Inc.**

Shantell Griffin [sgriffin@northernchildren.org](mailto:sgriffin@northernchildren.org)

James Suah [jsuah@northernchildren.org](mailto:jsuah@northernchildren.org)

Lobohoun Adou [ladou@northernchildren.org](mailto:ladou@northernchildren.org)

Janique Williams [janwilliams@northernchildren.org](mailto:janwilliams@northernchildren.org)

Emani Smalls [esmails@northernchildren.org](mailto:esmails@northernchildren.org)

## **Important Dates 24-25 (TENTATIVE)**

### **August 2024 | 5 Student Days; 9 Staff Days**

- **20th:** Staff Professional Development
  - **21st:** Reorganization
  - **22nd-23rd:** Staff Professional Development
  - **26th:** First day of school for students
  - **26th-30th:** Kindergarten interview day; Three Hour Early Dismissal (K only)
- 

### **September 2024 | 20 Student Days; 20 Staff Days**

- **2nd:** Labor Day; Schools closed for students and staff; Administrative offices closed
  - **27th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- 

### **October 2024 | 21 Student Days; 22 Staff Days**

- **3rd:** Rosh Hashanah; Schools closed for students and staff; Administrative offices closed
- **25th:** Staff Professional Development (Full Day); School closed for students

#### *Additional Important Dates:*

4th: Second Day of Rosh Hashanah

12th: Yom Kippur (weekend)

14th: Indigenous Peoples' Day of Learning (In-school day)

---

### **November 2024 | 17 Student Days; 18 Staff Days**

- **5th:** Election Day; Schools closed for students and staff
- **15th:** Term 1 Report Card Conferences (Full Day); School closed for students
- **27th:** 3 hour early dismissal for students and staff
- **28th-29th:** Thanksgiving Recess; School closed for students and staff; Administrative offices closed

#### *Additional Important Dates:*

1st: Diwali

3rd: Daylight Saving Time ends

11th: Veterans Day (In-school day)

---

## December 2024 | 15 Student Days; 15 Staff Days

- **13th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
  - **23rd-31st:** Winter Recess; School closed for students and staff; Administrative offices closed
  - **25th:** Christmas Day; School closed for students and staff; Administrative offices closed
- 

## January 2025 | 18 Student Days; 19 Staff Days

- **1st:** New Year's Day; School closed for students and staff; Administrative offices closed
- **1st-2nd:** Winter Recess cont.; School closed for students and staff; Administrative offices closed
- **3rd:** Staff Professional Development (Full Day); School closed for students
- **20th:** Dr. Martin Luther King Jr. Day; School closed for students and staff; Administrative offices closed
- **29th:** Lunar New Year; School closed for students and staff; Administrative offices closed
- **30th, 31st:** Term 2 Report Card Conferences (Half Day); Three Hour Early Dismissal for Students

**Additional Important Dates:** 6th: Three Kings Day, 6th-17th: Keystone Testing Window

---

## February 2025 | 19 Student Days; 19 Staff Days

- **7th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **17th:** Presidents' Day; School closed for students and staff; Administrative offices closed

**Additional Important Dates:**

28th: Ramadan begins

---

## March 2025 | 20 Student Days; 20 Staff Days

- **7th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **27th, 28th:** Term 3 Report Card Conferences (Half Day); Three Hour Early Dismissal for Students
- **31st:** Eid al-Fitr; School closed for students and staff; Administrative offices closed

**Additional Important Dates:**

9th: Daylight Saving Time starts

30th: Ramadan ends

---

## April 2025 | 17 Student Days; 17 Staff Days

- **14th-17th:** Spring Recess; School closed for students and staff
- **18th:** Good Friday; School closed for students and staff; Administrative offices closed

### ***Additional Important Dates:***

21st: PSSA testing window begins

---

## May 2025 | 20 Student Days; 20 Staff Days

- **9th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **20th:** Election Day (tentative); School closed for students and staff
- **26th:** Memorial Day; School closed for students and staff; Administrative offices closed

### ***Additional Important Dates:***

2nd: PSSA testing window ends

12th-23rd: Keystone testing window

---

## June 2025 | 9 Student Days; 9 Staff Days

- **6th:** Eid al-Adha; School closed for students and staff; Administrative offices closed
- **11th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **12th:** Last Day of School for students and staff; Three Hour Early Dismissal for Students, Full day for Staff
- **19th:** Juneteenth; Administrative offices closed

### ***Additional Important Dates:***

10th-12th: Graduation window

\*Please view the School District of Philadelphia's calendar for the most current information by clicking [here](#).



\*\*\*

## **School Policies**

All policies and procedures outlined below remain in effect unless adaptations were otherwise noted in the above section. Policies and procedures are subject to change pending school, District, state, and federal guidance.

### **Uniform Policy**

The School District of Philadelphia requires all students to wear uniforms to school. Students are expected to follow their school's dress code so that their appearance does not cause a disturbance, distract or interfere with the instructional program, or constitute a health or safety hazard. A student's clothing should fit appropriately and meet the guidelines indicated below.

### **Grades K-5**

Tops: Solid color Navy or White polo shirts (with collar – no logos other than Dobson Logo)

Bottoms: Solid color Khaki or Navy (No jeans or leggings. Jogging/sweatpants only on physical education days). Jumpers and skirts are also acceptable in the required color combination. Knee-length shorts of the appropriate color are also acceptable during warm weather.

### **Grades 6-8**

Tops: Solid Color Maroon/Burgundy or Navy polo shirts (with collar – no logos other than Dobson Logo)

Bottoms: Solid Color Khaki or Navy or Black (No jeans or leggings). Jumpers and skirts are also acceptable in the required color combination. Knee-length shorts of the appropriate color are also acceptable during warm weather.

### **Physical Education Uniform:**

Tops: Students may wear plain white or any navy Dobson t-shirts. Any Dobson Athletic t-shirt is acceptable on gym days.

Bottoms: Navy Sweatpants/jogging pants or Navy shorts

Sneakers: Sneakers must be worn for gym.

### **Uniform Reminders & Notes:**

- No jeans, leggings, hats or hoodies.
- Jogging pants are only allowed on designated physical education days.
- Undershirts are not to be worn alone.
- No tee-shirts, unless it is a Dobson School Shirt.
- Students must wear closed-toe shoes/sneakers at all times.
- When weather indicates a need for particularly warm clothing, sweaters and/or sweatshirts must be solid navy.

*The Dobson Home and School Association will offer Uniform clothing items with our signature Dobson Logo for optional purchase! Information will be sent home at the beginning of the school year.*

## **School Day Procedures**

### **FULL SCHOOL DAY:**

9:00 AM – 3:39 PM

### **HALF-DAY EARLY DISMISSAL TIME:**

12:39 PM

### **BREAKFAST PROGRAM:**

Breakfast will be available to all Dobson students.

### **ARRIVAL:**

The school day begins at 9:00 am. Students must be in their line at this time. Students should not be dropped off prior to 8:45 am.

The Wright Street entrance is for all walkers and students arriving by car. All students should enter the yard via Wright Street *unless* they ride the bus.

The Hermitage Street entrance is for students transported by bus *only*. All students riding the bus should enter the yard via Hermitage Street.

### **Parents are welcome to accompany students to their place in line in the yard each morning.**

- o Please be respectful of teachers during entry. Please do not block or interfere with their ability to promptly bring students inside the building. A smooth, efficient transition to start the day maximizes instructional time for your student.

### **TARDY:**

Any student arriving after 9:00 am is considered late. Students will need to obtain a late slip at the lobby desk or in the Main Office then proceed to class. **Parents are not permitted to escort late students to the classroom.**

### **DISMISSAL:**

The regular dismissal time is 3:39 PM. Bus students are directed to exit to board their bus on the Hermitage Street side. All other students will be directed to exit the yard on the Wright Street side.

### **Parents are welcome to meet their students when they exit the building each afternoon.**

- o Please be respectful of teachers, students, and other parents during dismissal. Leave space for classes to exit the building before receiving your child in their designated line area. Your cooperation will make it easier for everyone to reunite with their child and ensure the safe dismissal of all students.

### **For your child's safety, please obey all parking regulations when dropping off /picking up children.**

- o Cars parked or stopped in the bus zone or on the school perimeter are subject to ticketing as enforced by the PPD and/or PPA.

**Pets are not allowed in the schoolyard or alongside school property during school hours, including admission and dismissal.**

**Upon dismissal, all students are to leave the school building unless they are participating in an extracurricular activity under the supervision of school district personnel.**

- o Students may not go home then return for extra-curricular programs. Students may not walk through driveways or on private property to go home or on their way to school in the morning.

**Scooters and skateboards may not be ridden to school.**

- o This is due to safety concerns as well as the security of these items on school grounds or adjacent to school grounds as Dobson is not responsible for their safe-keeping. Roller blades/roller skates/sneakers with wheels are also prohibited. Dobson is not responsible for lost/stolen items used as transportation to/from school (i.e., bikes)

### **EARLY DISMISSALS:**

All early dismissals must be initiated in the Main Office. Photo ID must be presented when signing out a student. Only the parent, or an adult listed on the emergency contact form on file in the office will be granted access to the student.

PARENTS may **NOT** go to classrooms to pick up children. Please note that early dismissals will not be granted after 3:00 PM.

**A student may never leave school without being signed out by an adult. The name of the adult must be listed on the emergency contact form in the office. Photo ID must be presented when signing out a student.**

It is imperative that emergency contact telephone numbers be on file in the main office. A form for this purpose will be sent home the first day of school. Keep the emergency contact information up to date by notifying the teacher and office in writing of changes.

### **ATTENDANCE**

Regular attendance is essential to a student's success in school. If a student is not present, they are not present for their teacher's instruction. The following reasons are the **ONLY** recognized excuses for absences from school:

- o Personal illness
- o Illness in the family
- o Religious holiday

Students must bring in a note following their absence explaining their reason for the absence. Excessive unexcused absences will be reported to truancy court.

### **INCLEMENT WEATHER:**

On rainy mornings, or when the yard is closed due to ice, snow, or ambient air temperatures are less than 32 degrees Fahrenheit, students are to report to their designated area inside the Dobson school building.

**Emergency School Closing:** In the event of significant snow, please check the School District website (philasd.org), call the Snow Hotline (215 400-INFO), or local tv/radio for information about whether school is open. Typically, a decision is made by 5 am.

**Delayed Opening Policy:** In case of inclement weather there is the possibility of a 11:00 am opening. If the news announces a late start or two-hour delay for Philadelphia, this means students should report to the school by 11:00 am.

**Stay Informed:** Information regarding emergency closings, delayed openings, and other significant, unexpected events affecting school hours is available via the School District of Philadelphia website and local media outlets (i.e., KWTX, etc). Please refer to these outlets for the most up-to-date information regarding school closings. Please do not call the school office.

### **MARKING GUIDELINES:**

**The School District's Marking Guidelines for grades 1-8 are:**

Average 90-100	A	Average 80-89	B		
Average 70-79	C	Average 60-69	D	Average below 60	F

### **Honor Roll:**

#### **FIRST ACADEMIC HONORS**

A's in ALL subjects

#### **SECOND ACADEMIC HONORS**

A's and B's in ALL subjects

### **REPORT CARDS will be distributed at Parent Conferences:**

A parent or guardian is expected to pick up a report card and meet with the teacher. If a parent cannot attend conference dates/times, they must contact the teacher to make other arrangements.

### **EXPECTATIONS FOR STUDENT BEHAVIOR:**

James Dobson students care for their community. They respect themselves and their peers. They also respect the right of all students in the community to receive their education. Finally, Dobson students understand they control their actions and have it within their power to contribute to a positive learning environment. Therefore,

1. Dobson students act with Respect.
2. Dobson students act with Empathy.
3. Dobson students act with Integrity.

### **General School Behaviors**

- Consideration and respect are to be shown to all others--adults as well as peers.
- The property of others as well as all school property, books, materials, and the school building will be respected at all times. Students will have to pay for anything they damage.
- All students are expected to listen and to follow ALL directions when given by a staff member.
- Hats (head coverings) are to be removed when entering the building. (Except for religious exemptions to this rule.)
- Students may not touch other students or their possessions.

If students struggle to follow the behavior expectations of our school, teachers can issue an orange note (see below) The orange note is filled out by the staff/teacher with a description of the behavior. 3 or more orange notes in a month results in the student being ineligible for receiving positive behavior incentives.

Sample of orange note:

**ORANGE NOTE**

To the Parent(s) of:

From (Staff Member):

Date:

We want your student to be successful at James Dobson School. However, we are concerned that some of the behaviors your student is demonstrating may have a negative impact on their success. Our goal is for our students to act with respect, empathy and integrity in all that they say and do. Please address the following issue(s) with your child so we can avoid a disciplinary referral. Also, please note that **2 or more** orange notes in a month will result in the loss of the monthly incentive.

	Disrupting Instruction
	Excessive Talking
	Disrespectful To School Staff
	Damage Of School Or Individual Property

	Out of Uniform(circle)	1st Time	2nd Time	3rd Time
	Disrespectful To Other students			
	Does Not Cooperate			
	Other:			

	Electronics/Cell phone
--	------------------------

<u>Comment(s):</u>
Brief Description:

Intervention		Date of Intervention	Level of Success
Small Group Reassignment/Seat Change			
Time Out with Reflective Writing			
Modified Lessons/Homework			
Lunch/Recess Detention			
Reward for Changing Behavior			
Peer Mediation			
Daily Report			
Phone Conference Or In Person Conversation w/ Parent			
Student/Parent/Teacher Conference			
Positive Reinforcement			
Verbal and Nonverbal Reminders			
Classroom-Level Behavior Contract			
Other:			

Please respond via Dojo or email that you read this orange note report. This will be placed in a class file to discuss at report card conferences. Thank you in advance for your cooperation and support regarding your child's success.

Sincerely,

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Parent Signature

### **POSITIVE BEHAVIOR INCENTIVE SYSTEM (PBIS):**

We are a PBIS school!

Positive Behavioral Interventions and Supports (PBIS) is a decision-making framework for school systems to implement in order to improve student academic and behavioral outcomes by using universal language and norms, consistent behavioral teaching practices, consistent behavioral response guidelines, and data to guide procedural and policy decisions. The PBIS Framework embeds equity efforts and culturally responsive practices into PBIS implementation.

K-4 Students earn points throughout the month to shop at our Class Dojo School Store.

5-8 Students earn points throughout the month for an experience incentive (examples: walking trips, movie/game periods, field trips, etc)

### **SOCIAL EMOTIONAL LEARNING**

At Dobson, we prioritize teaching the whole-child. We deliberately teach habits and mindsets that can help students act with *Respect*, *Empathy*, and *Integrity*. Therefore, the school sets aside 30 minutes every morning for community morning meetings. In addition teachers are expected to have a classroom climate and culture that supports students in building positive character and positive relationships.

### **CONSEQUENCES:**

In the event that a student's behavior is deemed inappropriate, consequences may include but are not limited to:

1. Verbal warning
2. Reflection, restoration, and/or mediation session with an adult.
3. Behavior Contract
4. Detentions: Detentions will be issued in an age appropriate manner. In the event of an after-school detention, the family will be notified in advance.
5. Parent Conference
6. Repeated infractions or a serious infraction may be referred directly to the administration for immediate intervention, which may result in a suspension.

**Dobson follows the School District of Philadelphia's Code of Conduct.** Consequences are based on the code of conduct and will be administered according to its guidelines. It is available on the School District's website at

<https://www.philasd.org/studentrights/>

### **PARTICIPATION IN SPECIAL EVENTS:**

Special events are privileges, and students must meet school-wide and classroom expectations to participate. Staff will communicate with families if a student is failing to meet those expectations, thus endangering their

ability to participate, in order to develop a plan to give them an opportunity to learn from their mistakes, grow, and enable their participation in the event.

A student's parent(s) may be required to attend the special event (trip, dance, etc.) with the student in order to provide additional supervision, if their behavior warrants it. All rules and consequences listed in this handbook and in the School District handbook apply to all school sponsored events, off campus school events, going to/from School, and on school buses. Behaviors outside of school that impact the school will be dealt with as a school matter.

### **ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULARS:**

For students in grades 5 through 8, failures in subjects which meet five periods a week shall result in the student being declared ineligible for participation in extracurricular activities other than tutoring.

### **CELL PHONES & ELECTRONICS:**

Dobson strongly discourages students from bringing cell phones and other electronics to school. If a child brings a cell phone to school, **it must remain turned off and in the child's book bag during the school day.** At Dobson School, ***"Bell to Bell, No Cell."*** This includes no cell phones during lunch/recess.

### **THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST, DAMAGED, OR STOLEN DEVICES.**

Only materials related to a student's education should be brought to school. A phone is available in the main office for students if an emergency should arise and students need to call home. Families can also reach a student with any urgent message by contacting the school's main office. They should **NOT** contact their student directly via the child's phone during the school day.

### **WEAPONS**

Pennsylvania Law (Act 26 of 1995) requires that any student, regardless of age or grade level, found to be possessing a weapon on school property, in a school program or event, or while traveling to/from a school or school program or event (including school buses and public transportation) be reported to local law enforcement. The school will also follow District policies for discipline, which can include expulsion.

### **Visitor & Volunteer Information**

#### **VISITOR PROCEDURES:**

In order to maintain a safe and orderly environment, it is the School District's policy that any parent, guardian, or visitor entering the school must first report to the front desk to sign in. **With the exception of prearranged report card conferences on the designated days, no one may go to any area of the school building without the express permission of the principal or his designee.** All guests/visitors will be directed or escorted to their destination by a staff member. Failure to adhere to this policy is in direct violation of the Trespass Ordinance and will be dealt with accordingly.

#### **VOLUNTEERS:**

Volunteers are welcome to support the students' learning at Dobson. Volunteers ***must*** submit all required clearances and associated documentation in accordance with Pennsylvania state regulations to the Main Office.

For more information on these regulations and for support in obtaining clearances, please consult the School District of Philadelphia's Family and Community Engagement (FACE) office and/or website:

<https://www.philasd.org/face/volunteer/>

Clearances are required for all individuals with routine or direct interaction with students. These policies safeguard our children; thank you for your cooperation.

#### **CHAPERONES:**

Dobson appreciates all family engagement. Chaperoning class trips is one way to get involved. Reach out to your child's teacher if you are interested in accompanying your students' class on a trip. Please note Dobson must have on file ALL clearances (see above) in order to participate.

#### **CLASSROOM VISITS:**

Dobson believes families are partners in their student's success. Family members are welcome at the school, but those interested in visiting their students' classroom must be authorized prior to their visit. Once arranged, the principal or a designee will accompany the family member to the classroom for a short stay to ensure minimal disruption. Thank you for your cooperation.

#### **CLASSROOM TREATS TO SHARE:**

Please provide teachers with notice at least 5 days in advance if you would like to drop-off a classroom snack or treat to share with the class. This way, teachers can note the best time for drop-off. Teachers will not be able to hold birthday parties or celebrations in the classroom or accommodate parent visitations at this time. Our instructional schedule must be implemented consistently, therefore snacks/treats will be shared with students by the teacher at an appropriate time while students complete their regularly scheduled learning tasks. We encourage healthy snacks. Balloons will not be allowed into the classroom.

#### **General Information**

##### **SCHOOL CALENDAR:**

Dobson follows the School District of Philadelphia academic calendar. It can be found at

<https://www.philasd.org/calendar/>

Events with times unique to Dobson (i.e., Back to School Night, Socials, etc) will be publicized in multiple ways - phone calls, letters home, Class Dojo, monthly calendars, website, etc. Please review communications from staff or brought home from your student to stay informed about these events.

##### **RIGHT TO REVIEW RECORDS:**

A parent or guardian has the right to review his/her child's school records at any time. If a parent desires to exercise this right, we do ask that the request be made in writing. Parents must be allowed to see their child's records within a reasonable period of time, but not later than 30 days after the school has received the request.

##### **CUSTODY AND OTHER LEGAL PAPERS:**

A copy of relevant, current legal papers should be brought to the office where they will be safely filed. Legal papers are binding in the event of any custody case. Notify the principal of unique situations. Only the most current papers *on file* are binding, so be sure that you have provided us with the most up-to-date documentation.



## **TEXTBOOKS:**

Students are responsible for the proper care of school property. Board of Education Policy #224 reads as follows: The Board charges each student with responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his/her use. Students are responsible for the care, maintenance and timely return of all textbooks. Schools shall require students and/or parents to sign a compact acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school. Students and/or their parents will be assessed penalties for lost or damaged textbooks. Imposition of one or more of the following penalties is permitted: a charge for replacement of the textbook; requiring the student to perform a prescribed number of hours of school service; withholding of a report card and/or loss of privileges such as participation in sports or other extra-curricular activities (including Spirit Day), proms and other special events or graduation-related activities.

## **FIRE DRILLS:**

Held regularly at Dobson, each drill is an important practice so that everyone is prepared in the event of an actual emergency. Students are to conduct themselves in a silent and orderly way during a drill and treat each drill as if it were an actual evacuation due to a real fire.

Fire drill procedures entail:

- a) When the fire bell rings, all students are to line up in single file immediately and follow the teacher's instructions.
- b) Follow the drill procedures, which are posted in each room. Descend stairs the right side of the stairwell.
- c) Students on an errand, in the bathroom, or not with a class should join the nearest class exiting the building and remain with that class until the drill is over.
- d) Every student must remain silent throughout the entire drill.
- e) No one is to re-enter the school until the "all clear" bell is sounded.

## **INCLUSIVITY & REPORTING BULLYING AND/OR HARASSMENT**

Dobson is a community, and community is not possible without respect being displayed toward all in our interactions. At Dobson elementary school, *We are all welcomed, valued, and necessary*. At all times, we demonstrate *Respect, Empathy and Integrity*.

We follow SDP Board Policies. Please see the policies highlighted below and [click here to view policies in the Pupils/Student section](#), which includes important information on student attendance, enrollment, health screenings, promotion and retention, graduation requirements, student code of conduct, bullying/cyberbullying, harassment and discrimination, and student rights and responsibilities.

### **POLICY 248. HARASSMENT AND DISCRIMINATION OF STUDENTS**

It is the policy of the district to maintain an educational environment in which harassment (consist of verbal, nonverbal, written, graphic or physical conduct relating to an individual's sex, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin/ethnicity, religion, disability, English language proficiency, socioeconomic status and/or political beliefs. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. A single incident of harassment may implicate more than one protected class. For example, a student may be targeted because of his/her race and sexual orientation) and sex discrimination (including sexual harassment, sexual

assault and sexual violence) in any form is not tolerated. It shall also be the policy of the District that each staff member shall be responsible for maintaining an educational environment free from all forms of harassment and sex discrimination, and that each student shall be responsible to respect the rights of his/her fellow students and employees and to ensure an atmosphere free from all forms of harassment and sex discrimination.

**POLICY 249. ADMINISTRATIVE PROCEDURES FOR BULLYING/CYBER BULLYING:**

We take reports of bullying and/or harassment very seriously. In an effort to be as responsive as possible SDP created a centralized reporting form. This system ensures a consistent, immediate response and allows for collection of data to further inform our decision making. **More information and the bullying reporting form can be found [here](#).**

**POLICY 102. MULTIRACIAL-MULTICULTURAL-GENDER EDUCATION:**

Dobson adheres to the School District of Philadelphia's Policy 102, enacted on August 18, 2004. The School District of Philadelphia envisions a society that will ensure respect for all cultures, dignity for all communities and justice for all people. The School District of Philadelphia expresses its commitment to achieving this goal by recognizing that Multiracial-Multicultural-Gender Education is indispensable in attaining this objective. Multiracial-Multicultural-Gender Education is an educational process designed to foster knowledge about and respect for those of all races, ethnic groups, social classes, genders, religions, disabilities, and sexual orientations. Its purpose is to ensure equity and justice for all members of the school community, and society as a whole, and to give those members the skills and knowledge they need to understand and overcome individual biases and institutional barriers to full equality. Copies of the policy in its entirety are available online.

**POLICY 252. TRANSGENDER AND GENDER NON-CONFORMING STUDENTS:**

Dobson adheres to the School District of Philadelphia's Policy 252, enacted on June 16, 2016. The purpose of this policy is to ensure safety, equity, and justice for all students regardless of gender identity or gender expression so that they can reach their fullest human and intellectual potential. Copies of the policy in its entirety are available online.

**SCHOOL SAFETY AND SECURITY:**

Dobson School staff takes all possible precautions to ensure the safety of every student. Exterior doors are locked to the outside during the school day. After 9:00 AM, entrance to the building is only through the main door. No one is permitted access to any part of the building without permission from the office and the issuance of a visitor's pass. Any parent or visitor who does not have a pass will be redirected to the office. School staff members are assigned to supervise students in the yard.

**USE OF RESTROOMS:**

Students should use the restrooms during lunch and recess. If students need to use the restroom during class, they must obtain permission from the teacher. Special health circumstances should be explained to the nurse and teacher in writing.

**HEALTH SERVICES:**

The goals of Health Services are to detect specific health problems at an early stage and to facilitate their resolution.

- If your child complains of illness or injury at home, please address the concern before coming to school.
- Emergency care is provided for illness or injury. Further care and/or treatment are the responsibility of the parent.
- Chronic medical conditions such as asthma, diabetes, and behavior disorders must be reported to the nurse.
- Please notify nurse and send in doctor's instructions if your child is injured, hospitalized, or seen at Emergency Room.
- The parent must fill out the necessary forms if a medication needs to be taken at any time during the year even if this is only in sporadic situations. Any medication that is to be given at school must be brought to school by an adult and picked up by an adult. The nurse as required will dispense the medicine. Please have the medicine in a prescription bottle with the name of the drug and directions for its use on the label as well as name of the student.
- The school nurse can be reached at 215-400-3570. Call her regarding any medical matter involving a student.
- Parents must submit Health Insurance information (provider and policy numbers) to the nurse indicating coverage. The nurse can also assist in getting coverage for eye exams if your medical insurance does not cover them.
- Make sure the nurse is aware of any allergy. For example: seasonal, indoor, skin, food, drug, latex, insect, and eye. Please advise the nurse if your child had to use an epi-pen or had to go to the emergency room to treat a life-threatening allergic reaction.

#### **VICTIM'S RIGHTS IN SCHOOL RELATED OFFENSES - STATEMENT TO PARENTS:**

In any situation where you believe that you or your child was the victim of a crime by a school student, school staff member, or school visitor you have the absolute right to pursue criminal charges through the Criminal Justice, or Juvenile Court systems. School authorities may summon the Philadelphia Police to respond to any type offense. Under a 1995 amendment to school law the Philadelphia Police may make an arrest for either misdemeanors or felonies occurring in a school without a warrant. However, depending upon the nature of the alleged criminal conduct the police may refer you to the private criminal complaint process. If the alleged offender is an adult, a private criminal complaint is issued by the District Attorney's Office. The telephone number of that unit is 215-686-9863. Where the accused is a juvenile (under 18 years of age) a private criminal complaint is issued by the Juvenile Court. The telephone number for the juvenile unit is 215-686-4012 or 4013.

#### **SCHOOL ADVISORY COUNCIL:**

The Dobson School Advisory Council (SAC) is working to increase the role of parents, grandparents, and guardians in the education of our children and in the activities of our school. The SAC will engage staff, families, and students in service of its mission and vision. The Council, as a vital link, will assist in bringing together Dobson with its surrounding community.

#### **HOME & SCHOOL ASSOCIATION:**

The Dobson Home and School Association (HSA) works in support of Dobson's educational mission. Families are partners in the work, and the Home and School Association works to build and maintain strong relationships within the school community. It seeks to engage all families in service of the school's mission by offering time, energy, material support, and guidance to Dobson.

**PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA) STATE TESTING:**

In all 500 school districts within the Commonwealth, students in grades 3-8 take the PSSA each spring.

**24-HOUR HOTLINE:**

If anyone sees suspicious or unusual activity in or around the school, or feels threatened in any way; you can call the School District Safety Hotline at 215-400-SAFE.

Information can also be shared through Pennsylvania's Safe-to-Say hotline: via phone 1(844)saf-2say or web at [safe2saypa.org](http://safe2saypa.org)