

# THE SCHOOL DISTRICT OF PHILADELPHIA

George W. Nebinger School  
601 Carpenter Street  
Philadelphia, PA 19147  
(215) 400-8110



## STUDENT AND PARENT HANDBOOK **2018-2019**

NATALIE CATIN-ST. LOUIS  
PRINCIPAL

DR. WILLIAM R. HITE, JR.  
SUPERINTENDENT OF SCHOOLS

SONYA HARRISON  
ASSISTANT SUPERINTENDENT

# WELCOME TO NEBINGER ELEMENTARY SCHOOL

## *Message From the Principal*

**W**elcome to the 2018-2019 school year at George W. Nebinger Elementary School! The Nebinger Team is happy to help each student grow and learn. We are committed to working cooperatively with our students, parents, and community to provide the best educational opportunities possible.

The Student & Family Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our school. In order for Nebinger to operate safely and efficiently, you and your child must be familiar with and abide by the expectations, procedures and rules outlined in this handbook. Please take the time to review with your child so s/he is ready for success on Day One!

Again, the Nebinger Family welcomes you to a new exciting school year and to our wonderful environment conducive to learning. Nebinger is a place alive with much *energy, enthusiasm, and a high standard of excellence!*

Many Thanks,  
Natalie Catin-St. Louis  
Principal

## *Message From the Dean of Students*

I am excited to welcome you to Nebinger Elementary School for the 2018-2019 school year. As Dean of Students I look forward to working with you to ensure a successful year for your student. My goal is to help young people reach their fullest potential both academically and emotionally. I truly believe that Nebinger Elementary School provides our students with the opportunities to make this goal a reality.

Nebinger has always been an exciting and innovative place for students to learn. Take the opportunity to stop by and/or talk to your student about all of the exciting learning opportunities. In addition, encourage your student to become involved in any of our clubs and/or athletics. The more involved and connected they feel to Nebinger the happier they will be.

I truly believe that communication is the key to success. My door is always open for yourself and your student. Do not hesitate to call with questions or concerns so we can ensure a successful year for your child. When the school community works together, keeping children first, our students make great strides to becoming the best they can be!

Sincerely,

Ayana Townsend  
Dean of Students

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## **General Information**

### **Communication in the District:**

- Nebinger Elementary: 215-400-8111 Fax: 215-400-8111
- District Office: (215) 400-4000
- Superintendent: Dr. William R. Hite Jr.
- Regional Superintendent: Sonya Harrison
- Office of Curriculum and Instruction: Deputy Chief- Christopher Shaffer (215)-400-4210
- Office of Climate and Safety: (215) 400-4870
- Office of Family and Community Engagement: (215) 400-4180
- Office of Food Services: (215) 400-FOOD
- Office of Homeschooling: Shawn Baker (215) 400-6695
- Office of Multilingual Curriculum and Programs: (215) 400-4240
- Office of Specialized Services: Deputy Chief –Natalie Hess (215) 400-4170
- Office of Transportation: 215(400)-4350

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Building administrator
3. Director
4. Assistant superintendent
5. Superintendent
6. Board of Education

The majority of questions can be addressed at the building level.

## **Image and Contact Information Opt-Out Designation**

Throughout the school year, the district or school might take pictures or video and release personal information about students for promotion. Examples might include but are not limited to:

- A special event or program at a school might be covered by a newspaper or television station, resulting in student interviews and pictures.
- Award-winning students might have their names and photos published in a local newspaper, a school newsletter, or local TV.
- The district or school might post pictures of school activities on webpages and social media.

Please be sure to complete an updated Media Release Form.

## **Philadelphia School District Student and Parent Portal**

The Parent and Student Portal is a web-based student information system that allows educators, parents and students to share information. The Portal allows parent access to their student's grades, attendance and other information online, anytime. For information on how to access the parent portal, please contact the main office. Privacy and security are very important to the district. User information is never sold and will not be shared with organizations outside of Nebinger Elementary unless required or permitted by law. Students and parents can access the Student and Parent Portal at

<https://www.philasd.org/face/family-resources/parent-and-family-portal/>

## **Open House**

Nebinger Elementary hosts numerous Open House events during the school year. Specific information regarding these open house events will be communicated throughout the school year.

## **Parent-Teacher Conferences**

Parent-teacher Report Card Conferences are held on November 7-9, Jan. 30 – Feb. 1, and April 3-5, and May 2-4 for students in grades K-8. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Teachers will facilitate the scheduling of conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher. Teachers are responsible for instruction and the supervision of students during school hours. Generally, teachers are not available to meet with parents/guardians outside of scheduled plan times.

## **Nebinger Home and School Association**

Nebinger's HSA provides an important link between home and school. The HSA sponsors a number of activities to improve and support education and build school community. All parents are encouraged to join and support Nebinger's HSA. For more information, please contact the main office.

## **Public Education for Students with Disabilities**

All responsible public agencies are required to locate, evaluate and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability. The School District of Philadelphia assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The District assures that it will provide information and referral services necessary to assist the student and parents. The District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. If you have any questions, please contact the Special Education Department.

## **Visitors to the Building**

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action.

Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

# Student Information

## **Student Admission/Drop-Off Procedures**

Classes begin at 8:30 a.m.

**Students CANNOT not arrive on campus before 7:45 a.m for breakfast.**

For the safety of all Nebinger students, we would appreciate your adhering to the following procedures:

When dropping your child off at school, please do not use the BUS LOADING AREA (Signs will be posted). There is a designated drop-off area located in the front of the school for AS Program and 6th street for all students. We ask that the flow of traffic keep moving by pulling forward and dropping your child off NEAR THE PEDESTRIAN CROSSING. As a reminder, students are NOT to be dropped off before 7:45 a.m., as there is NO SUPERVISION!

Please be courteous to staff and others and do not block the lanes of traffic within the drive area. Please watch for children while in the area. Staff members will be on duty during the morning arrival time and afternoon dismissal time for the safety of the children and to keep the traffic moving smoothly.

We also ask that students exit the vehicle from the passenger side of your vehicle so as to not walk between vehicles to the sidewalk. Parents are also asked to STAY IN THEIR VEHICLE while in the Parent Drop-Off lane. These rules are for student safety!

**No parents or students are allowed to gain entry into the building through the parking lot or the front doors. Any persons who do so will be redirected by Nebinger Staff.**

Car Riders and Walkers – All students who are car riders or walkers must be dropped off on 6th street and gain entry to the school premises through the schoolyard gate. Parents are not allowed to escort children into the building. Nebinger staff members will be present to direct students to their assigned admission location.

\*Grades K-5: Schoolyard Admission

\*Grades 6-8: Auditorium Admission

Parents who have children in grades K-3 are allowed in the schoolyard. Because parking space is limited, we encourage parents who are driving not to stay with children in the schoolyard so space is available for other students to arrive.

Bus Riders and AS Program – Students who are bus riders or attend AS Programs are to gain entry into the building using the main entrance. Parents dropping off students in the AS Program are to temporarily park in specified locations in the front of the building. Please do not park in spaces specified for buses only. Nebinger Staff will be in attendance to retrieve students and escort them to their assigned admission location.

## **INCLEMENT WEATHER**

Bus Riders and AS Program – students are to follow the regular admission procedures.

Grades K-8 – Students will be admitted through indoor admission procedures. Students in grades K-8 will enter through the school yard where Nebinger staff members will direct them to their assigned seating location in the auditorium. Parents can escort students to the auditorium, however, are not allowed inside of the auditorium.

### **Student Dismissal/Pick-Up Procedures**

The school day ends at 3:09 p.m. Students cannot be signed out after 2:45 p.m. This will eliminate disruption during the last 15 minutes of the school day.

When picking-up your child, you may park your car in the designated Parking Area on 6th street. Please use the PEDESTRIAN CROSSING to model safety. For walking students, the Parent Waiting Area is located in the schoolyard. Please pull as far forward as possible to make room for others picking up their children and to help with the flow of traffic. We also ask that students enter the vehicle from the passenger side of your vehicle and not walk between vehicles to the driver's side. This rule is for student safety!

AS Program – Parents who have a student in the AS Program are to temporarily park in specified locations in the front of the building at 3:00pm. A Nebinger Staff member stationed outside will call for your child to be escorted to your car. Please do not park in locations specified for buses only.

Kindergarten – Parents are to enter the building through the main entrance and sign students out from their classrooms at 3:05. If parents have a Kindergartner who has an older sibling(s), the older sibling(s) will sign the kindergartner out during sibling pick up and parents will pick up all children from the schoolyard at 3:09. Kindergarten parents who drive, please park on 6th street or any empty space specified for parent pick up in the front of the building. Please do not park in spaces specified for buses.

Grades 1-8 – All students in grades 1-8 will be dismissed from the schoolyard. Teachers will escort their classrooms to their specified location marked on the schoolyard ground where students can be retrieved. Because parking space is limited, we encourage parents who are driving to pick students up in a timely manner from the schoolyard so space is available for other parents who are picking up children.

## **INCLEMENT WEATHER**

Kindergarten – Parents are to enter the building through the main entrance and sign students out from their classrooms at 3:05. If parents have a Kindergartner who has an older sibling(s), the older sibling(s) will sign the kindergartner out during sibling pick up and parents will pick up all children from the schoolyard at 3:09.

Grades 1-3 – During inclement weather, students in grades 1-3 will be dismissed from the auditorium and are to exit through the auditorium side doors. Parents are not allowed to enter the building through the main entrance. Parents must gain access to the auditorium through the schoolyard.



Grades 4-8 – Students and parents will follow the same procedures as regular dismissal.  
Sibling Pick- Up – students and parents are to follow the same procedures as regular dismissal.

## **Early Dismissal**

When checking a child out of school early, you must visit the office first to sign your child out. You will need a photo I.D. for verification purposes. If someone other than the parents are to pick up a child, that person must have a photo I.D. and be listed on your child's emergency card before the child will be permitted to leave the building.

## **Cancellations and Emergency Closings**

When school is closed or cancelled due to inclement weather or emergency situations, an official announcement will be issued through the news media. Parents should monitor local media outlets to determine if school has been canceled or closed early. Whenever possible, the district will also utilize the School Messenger notification system to alert community members by email and text messaging.

## **Inclement Weather Policy**

In the event of inclement weather, the Department of Transportation Services has outlined the following procedures:

- If the School District of Philadelphia public schools are closed, transportation to and from school will not be provided by the District or its vendors.
- In the event of an early dismissal for the School District, all buses will run on an early dismissal schedule.
- In the event of a two-hour delay for District public schools, all buses for all schools will run on a two-hour delay.
- You can call the District's hotline at 215-400-INFO, or visit the District's website ([www.philasd.org](http://www.philasd.org)).

## **Uniform Policy**

All children in Pre-K through 8 are expected to comply with the mandatory uniform policy. The guidelines for uniforms for Nebinger are:

- Khaki pants or knee-length shorts (for boys and girls)
- Khaki jumpers or skirts for girls (knee length)
- Hunter Green polo shirts for girls and boys (short or long sleeve)
- Closed black simple tie or buckle shoes, loafers or basic sneakers (Velcro strap shoes recommended for Kindergarten).
- Sweaters must be Grey, Navy Blue or Hunter Green. Hoodies are not permitted.
- Black belts are required for grades 4-8.
- Green sweatshirts and sweatpants may be worn during gym days.

Do's	DON'TS
Hunter Green Nebinger Polo shirt (short /long sleeve)	Long sleeve shirt worn under short sleeve polo
Hunter Green, Gray, or Navy Blue Nebinger Cardigan (optional)	Non-hunter green, navy blue or gray cardigan with or without logo
	The cardigan has a hoodie
Solid black belt (4-8)	Non-black belt
	No Belt
	Any belt with designs, spikes, belt buckle, etc.
Khaki pants, skirt, skorts, shorts, or jumpers	"Skinny" pants of any color
	Jeans or Denim of any color
	Cargo pants
Solid color closed toed shoes (black preferred)  *Sneakers for Physical Education	Sandals, opened toed, or open heeled shoes during school and/or during Physical Education

Uniforms can be purchased at:  
Triple Play Sporting Goods 827 S 9th St, Philadelphia, PA 19147

### **Students who are out of uniform will be subject to the following:**

**1st offense** – parent is notified and student will receive a uniform violation slip which required parent signature. In grades K-5 parents will be asked to bring student proper uniform attire or students will be given a loaner uniform from the office. All borrowed uniforms must be returned. Students in Grades 6-8 (Middle School) may be sent home to change into proper uniform attire.

**2nd offense** – parent is notified and student will receive a 2<sup>nd</sup> warning uniform violation slip which required parent signature. In grades K-5 parents will be asked to bring student proper uniform attire or students will be given a loaner uniform from the office. All borrowed uniforms must be returned. Students in Grades 6-8 (Middle School) may be sent home to change into proper uniform attire.

**3rd offense** – consequences such as loss of trip privileges, detention, or loss of 5-star rewards.

## School Schedule

**7:45-8:20** - Breakfast

**8:15-8:30** - Student admission (Please review the Nebinger Admission Policy).

**3:09 p.m.** - Student Dismissal (Please review Nebinger Dismissal Policy)

## Transpasses

Grades 6-8 children who attend the school and live at least one and a half (1.5) miles from the school are eligible to receive free Transpasses. Transpasses are distributed at 9:00 AM on Friday by the secretary in the main office. Proof of address is required if you have moved.

## Cafeteria

Breakfast/Lunch Program at Nebinger Elementary offer a state- and federally-approved breakfast and lunch program. Menus are distributed monthly and can be found on the district website at [www.philasd.org/foodservices/](http://www.philasd.org/foodservices/)

### **Nebinger School provides three lunch periods:**

First	10:00-10:45 AM	Grade K
Second	10:45-11:30 AM	Grades 1-2
Third	11:30-12:15 PM	Grades 3-5
Fourth	12:15- 1:00 PM	Grades 6-8

## Cafeteria Rules

Please discuss the following rules with your child:

1. Follow the directions of the staff.
2. Report problems to the adults in charge.
3. Speak in soft voices.
4. Stay seated until called.
5. Walk at all times.
6. Eat, using good manners.
7. Dispose of trash and unwanted food in the trash cans.
8. Leave the lunchroom in an orderly manner.
9. Sunflower seeds and glass bottles are not allowed in any location in the building.

## Electronic Devices

Cell phones, digital cameras, radios, headphones, iPods, games and other electronic devices are not permitted unless approved by the Principal. Cell phones must be turned off while in the building. If seen, any of the above items will be confiscated. The first offense, the item will be returned to the student at the end of the day. The second offense will require a parent to pick them up from the main office. NEBINGER SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN OR DAMAGED ELECTRONICS. Please be sure to review and sign the parent accountability contract.

## **Care of School Property**

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished to them by the district. Students who deface, damage or lose school property shall be required to pay for the damage or loss. All textbooks and instructional resources (including student planners) are furnished by the school and are the student's responsibility. The school is not responsible for textbooks or resources that are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost. The teacher and student will note condition of books before checking them out. Students are then responsible for the condition of the books until they are returned to the teacher. If a book is damaged, the student will be assessed the cost of repair or replacement of the text.

## **Absences and Lateness**

Regular attendance ensures the continuity of the educational program. If your child is absent from school, it is the responsibility of the caregiver to provide the teacher with a reason in writing the next day. Excuse notes are not accepted after 3 days. Excessive absences and lateness, are disruptive to the educational progress of your child and can result in referral to Truancy Court.

- 3 unexcused absences – official warning notice
- 7 unexcused absences – student has failed to reach the required 95% attendance
- 10 unexcused absences – referral to truancy.
- 3 lateness – equals 1 absence

## **Excused Participation from Physical Education Classes**

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation and complete an alternative assignment or to complete missed activities when physically able to participate.

## **Field Trips**

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of certified staff member(s) sponsoring the activity. Philadelphia School District will only endorse field trips that are directly related to the instructional program and designated as a segment of the division or grade level's ongoing curriculum program. Considerations regarding participation will be given to students with disabilities. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Non-school-age children are not allowed on field trips.

Parents who wish to chaperone on school field trips must complete a Child Abuse Check and Criminal History Background Check.

## **Fundraising Activities**

All school fundraising must be approved by building and district administration. Fundraising must have a designated purpose prior to the beginning of sales. The projects must be planned and carried out in cooperation with building administration and comply with School District Policies.

## **Student Behavior Programs**

All students are expected to behave in an acceptable, respectable and responsible manner while in school, on the way to school, on the way home from school, on field trips, riding on the school bus, on the playground, and in other school-related activities. Positive behavior, courtesy and cooperation are key ingredients to learning. Please be sure to review the Philadelphia Code of Conduct.

### **Grades K-5**

Students in Grades K-5 will follow the 5-STAR incentive program in conjunction with Class Dojo. Nebinger 5-STAR behavior expectations are as follows:

Students will be...

- Respectful
- Responsible
- Peaceful
- Safe
- Kind

Students will earn ClassDojo points based upon these social behaviors as well as earn points based upon academic behaviors such as turning in homework, staying on task, etc.

K-5 Classrooms will part take in a 5-STAR assembly (Town hall meeting) bi-weekly. During the 5-STAR assembly, students acknowledge and celebrate positive social and academic behaviors as well as receive rewards and incentives based upon earned ClassDojo points. At the end of each month classrooms who earned the highest number of points will receive a special classroom reward.

### **Class Dojo**

ClassDojo is used in grades K-5 to encourage important skills like working hard, staying on task, class participation, and active listening. ClassDojo is a web-based form of communication between parent and teacher. Parents and teachers can instantly share messages, updates and photos from class. Parents are also able to keep track of specific behaviors and points earned on a daily basis. Parents can use the ClassDojo app on any device. Information of how to sign up and get engaged will be sent home the first week of school.

## **Grades 6-8 (Middle Years)**

Students in Grades 6-8 will follow the STRIVE behavior program. Nebinger's STRIVE behavior expectations are as follows...

- **S**tay Focused
- **T**ake Responsibility
- **R**espect Everyone
- **I**nspire Others
- **V**alue Education
- **E**xpect Success

Middle Years Classrooms incentives and rewards will be based upon points earned from the STRIVE behavior expectations.

### **School-Wide Behavior Expectations**

#### **Hallways**

Students are expected to:

Observe personal space  
Walk quietly in line  
Go straight to your destination  
Keep hands and feet to yourself

Be a good listener  
Not touch posted work  
Pick up litter  
Use manners

Use level 1 voice  
Carry a valid hall pass  
Not play on stairwells  
Hold door for others

#### **Cafeteria**

Students are expected to:

Follow directions  
Keep food in cafeteria  
Clean up your eating area  
Accept others  
Keep hands and feet to yourself

Be a good listener  
Use inside speaking voice  
wait in line for your turn  
Be a problem solver

Exhibit good manners  
Stay at assigned table  
No running  
Help others

#### **School Yard**

Students are expected to:

Be a good listener  
Pick up any trash  
Keep hands and feet to yourself  
Accept others  
Take turns

Say please and thank you  
Use equipment properly  
Stay inside of the fence  
Be a problem solver  
Help others

share with others  
Play fairly  
Do not play rough  
Use kind words and actions

## DISCIPLINE AND CONSEQUENCES

The School District of Philadelphia has a strict discipline code. There are many steps which the school can and will take to try to resolve behavioral problems. These include: notifying the parent, referral to the counselor, mediation, community service, behavior contracts, referral to outside agencies, in-house suspension, and out of school suspension. Fighting and Bullying are not allowed and are grounds for immediate suspension. Children who have difficulties are to bring them to the attention of the adult in charge. The adult will refer them to the counselor and/or the Dean of Student. Please review the policies outlined in the School District of Philadelphia's Code of Student Conduct Handbook with your child. The Code of Student Conduct Handbook can be found at the following link:

<https://www.philasd.org/studentrights/wp-content/uploads/sites/67/2017/07/Code-of-Conduct-2016-2017-revised-final-2-2.pdf>

Disruptive Behaviors	Rule	Consequences Levels				
		Level 1: In-school Interventions (including in- school suspension)	Level 2: Out-of-School Suspension	Level 3: Contract w/ Intervention or Lateral Transfer	Level 4: Disciplinary School Assignment	Level 5: Disciplinary School Assignment w/Expulsion Referral
Failure to follow classroom rules/Creating disruption	1A	✓				
Failure to carry hall-pass and/or appropriate ID	1C	✓				
Failure to participate in class/Unpreparedness	1D	✓				
Truancy/Excessive tardiness/Cutting class	2	✓				
Possession of inappropriate personal items	3B	✓				
Profane or obscene language or gestures	4	✓				
Inappropriate use of an electronic device	5B	✓	✓	✓	✓	✓
Mutual fighting (without serious bodily injury)	6	✓	✓			
Forgery of administrator, teacher, or parent's/guardian's signature	7	✓	✓			
Alteration of grade reporting, excuse notes, and/or school documents	8	✓	✓	✓	✓	
Destruction and/or theft of property (less than \$500)	9	✓	✓	✓		
Harassment (including Sexual Harassment)	10A	✓	✓	✓	✓	✓
Bullying/cyber-bullying	10B	✓	✓	✓	✓	✓
Intimidation	10C	✓	✓	✓	✓	✓
Sexual act (consensual)	11	✓	✓	✓		
Threatening students/staff with aggravated assault	12		✓	✓	✓	✓
Destruction and/or theft of property (totaling \$500 or more)	13		✓	✓	✓	
Breaking and entering school property	14		✓	✓	✓	
Robbery	15A		✓	✓	✓	✓
Extortion	15B		✓	✓	✓	✓
Mutual fighting (with documented serious bodily injury)	16		✓	✓	✓	
Simple assault on a school community member	17		✓	✓	✓	
Possession of alcohol and/or drugs	18		✓	✓	✓	✓
Possession and/or use of fireworks, incendiary devices and/or explosives	19		✓	✓	✓	✓
Instigation and/or participation in a group assault	21		✓	✓	✓	✓
Aggravated assault	22			✓	✓	✓
Sexual act (non-consensual)	23		✓	✓	✓	✓
Possession of a weapon	24				✓	✓
Reckless endangerment	25		✓	✓	✓	✓

## Bullying and Harassment Policy

Bullying means an intentional electronic, written, verbal, nonverbal, psychological or physical act or series of acts directed at another student or students, which occurs in and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying is characterized by the following three (3) criteria:

1. It is aggressive behavior or intentional harm doing.
2. It is carried out repeatedly over time.
3. It occurs within an interpersonal relationship where there is an imbalance of power (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful).

Bullying can take many forms and can include a variety of behavior. As defined in this policy, bullying refers to direct or indirect action, which may include but is not limited to:

1. Physical – hitting, kicking, pushing, shoving, getting another person to hurt someone.
2. Verbal – racial slurs, name-calling, teasing, taunting, harassment, gossiping, spreading rumors.
3. 3. Nonverbal – threatening, obscene gestures, isolation, exclusion, stalking, cyberbullying (bullying that occurs by use of electronic communication devices through means of social networking, email, instant messaging, text messages, tweets, blogs, photo and video sharing, chat rooms, dashboards, or websites).

Acts of bullying or harassment that occur in school, on school grounds, in school vehicles, at designated bus stops, in transit to/from school or at any offsite activity sponsored, supervised or sanctioned by the school must be reported. Investigations must begin at the school.

Students who have been bullied or witnessed bullying should immediately report incidents of bullying to an adult. If the behavior continues, students (and/or their parent/guardian) should report the incidents to the Dean of Students or Principal. When a student reports they have been bullied, the school principal or designee is to conduct a thorough investigation according to the SDP's bullying and harassment administrative policies and procedures.

Principals and their designee must investigate all reports within two school days of receiving a bullying and harassment reporting and investigation form. Additionally, principals and designees must submit a completed form within five days upon completion of the investigation and making their determination.

Within five days, a determination based upon the evidence reviewed is made as to whether the allegations meet the Districts definition of bullying or harassment. The school's principal or designee will report their findings and determination to the Office of Climate and Safety, and to the parents or guardians of the students involved.

If the evidence confirms a case of bullying or harassment, the school's principal or designee will work with the school's climate team, in collaboration with the Office of Climate and Safety, to develop a plan to address the behavior in accordance with the progressive mode of discipline evidence in our Student Code of Conduct.



## **Consequences for Violations:**

- First Offense: Documented warning and parent notification
- Second Offense: Parent conference, loss of school privileges, exclusion from school-sponsored activities, detention, and/or counseling within the school.
- Third Offense: Suspension or transfer to another classroom, school building, or school bus.

- *Depending on the severity of the incident, cases of bullying may immediately lead to the disciplinary actions of a third offense and may result in expulsion and/or referral to law enforcement officials.*

## **NEBINGER SCHOOL SERVICES**

### **Counseling Services**

The school counselor is available to help caregivers, children, and teachers solve school-related problems. This may involve making referrals to special programs or other schools and services. The counselor helps caregivers and children make changes toward a better adjustment. Our goal is to prevent major problems from occurring. Children are seen individually or in groups.

We are a school that helps children learn to solve problems. The counselor works with individual children, caregivers, teachers, paraprofessionals and groups of children toward the goal of developing individual responsibility and an understanding of the best way each child can handle life's challenges.

Planning for high school takes place from September-November. Parents of 8<sup>th</sup> graders are encouraged to participate. School counselor – Mrs. Joann Carfagno

### **Health Services**

Nebinger Elementary has a full time school nurse. If your child has a preexisting condition that requires medication, the school nurse must approve it. Caregivers must bring the medication to school in order for it to be approved. Do not give your child the medication to bring to school. Teachers are not permitted to issue aspirin or any other medications to students. Only designated staff is permitted to administer prescribed medication to your child when the nurse is not present.

The school nurse annually evaluates the health status of each child. The following services are provided:

1. Medication examinations reviewed at school entry and sixth grade.
2. Dental examinations reviewed at school entry, third and seventh grades.
3. Visual screening annually and parental contract if a visual deficit is detected.
4. Hearing screening in K-3 and sixth grades.
5. Height and weight measurements each year.
6. Assistance with obtaining insurance, finding a medical home, and or a dentist.
7. Medication administration and/or medical procedures as needed.

## English Language Learners

Students whose primary language is not English may require specialized instruction. Nebinger Elementary offers a program to teach the English language that includes listening, reading, writing and speaking. For more information on English Language Learner (ELL) program services, please contact the main office. Parents of all new students enrolling in Nebinger Elementary must complete the home language survey found in the enrollment packet for their neighborhood school.

- If a language other than English is indicated on the form, the student(s) will be administered an assessment to determine possible placement into the program.
- Interpreters are available to assist with communication between school personnel and family.

## Nebinger Academic Programs

Our academic program is rigorous and delivered at high level. We stand by our motto "One Team, One Planet, College and Career Readiness." To do this, we have implemented different programs designed to enhance and enrich the educational program for each child. These programs include the following:

### Common Core Curriculum

- *Mathematics Program*  
K-8 90 minutes of instruction daily  
Enrichment/Remedial  
Math Expressions K-5  
Big Ideas 6-8
- *Literacy Program*  
K-5 120 minutes of instruction daily  
6-8 90 minutes of instruction daily  
Units of Study K-5  
Collections 6-8  
100 Book Challenge  
Children's Literacy Initiative (CLI)
- *Science Program*  
Foss-Kits  
Hands-On  
Holts Science Program  
STEM (Science, Technology, Engineering  
Arts and Math)
- *Social Studies/History*

### Language Programs

- English as a Secondary Language (ESOL)

### Creative Arts

- *Art*
  - General Art
  - Studio Art
- *Music*
  - General Music
  - Chorus
  - Instrumental Music
- *Dance*
  - Rock School of Dance
- *Drama*
  - EgoPo Theatre

### PHYSICAL EDUCATION

### SPECIAL EDUCATION PROGRAMS

- Learning Support (LS)
- Autistic Support (AS)
- Speech and Language Support (SLS)
- Physical and Occupational Therapy

## AFTER SCHOOL PROGRAMS

Although Nebinger does not provide after-school services, there are a number of after-school care providers that pick up students from Nebinger Elementary such as the following:

### NEBINGER ELEMENTARY AFFILIATED AFTER SCHOOL PROGRAMS

3 Queens Yoga (Tuesday, Thursday) 215-800-1993  
Butcher's Sew Shop (Monday, Tuesday) 215-309-1866  
Capitolo Rec Center (Monday-Friday) 215-685-1883  
E.O.M. (Monday-Friday) 215-271-1994  
Fleisher Art Memorial (Monday-Friday) 215-922-3456  
In Movement (call for days) 267-239-0844  
Old Pine Community Center (Monday-Friday) 215-627-2493  
Philly PACK (Monday-Friday) 215-703-8617  
Queen Village Art Center (Monday-Friday) 215-765-2887  
Settlement Music School (Monday-Friday) 215-320-2670  
Shot Tower Rec Center (Monday-Friday) 215-685-1592  
Shuttlebee (pick-up program, M-F) 484-324-2559  
Zhang Sah Martial Arts (Monday-Friday) 215-923-6676

- 
- Nebinger HSA (Home and School Association):  
[nebinger.philasd.org/nebingerhsa](http://nebinger.philasd.org/nebingerhsa)  
[facebook.com/nebingerhsa](https://www.facebook.com/nebingerhsa)  
Instagram: @NebingerHSA  
Twitter: @NebingerHSA
  - FON (Friends of Nebinger): [facebook.com/FriendsOfNebinger/](https://www.facebook.com/FriendsOfNebinger/)
  - QVNA (Queen Village Neighbors Association)  
<https://qvna.org/aboutqvna/groups/friends-of-george-w-nebinger/>
  - 
  - Nebinger Art on Instagram- @nebingerelementaryart
  - Nebinger Music: [facebook.com/Nebinger-Music-145996322409406](https://www.facebook.com/Nebinger-Music-145996322409406)

## School Year Calendar: 2018 – 2019

\* Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication.

The following is the calendar for all schools and Pre-Kindergarten Programs for the 2018 – 2019 school year:

Date	Activity
August 20, 2018	First Day for Staff
August 20 – 22, 2018	District-wide Professional Development
August 20 – 23, 2018	Kindergarten Parent/Teacher Interviews
August 23, 2018	School-based Professional Development
August 23, 2018	Ninth Grade Orientation
August 24, 2018	Reorganization – <i>Academic Year Preparation K-12</i>
August 27, 2018	First Day for Grades K-12 – <i>Student Attendance</i>
August 27, 2018	First Day for Head Start and Bright Futures – <i>Student Attendance</i>
August 31, 2018	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
September 3, 2018	Labor Day – <i>Schools Closed and Administrative Offices Closed</i>
September 10, 2018	Rosh Hashanah – <i>Schools Closed and Administrative Offices Closed</i>
September 19, 2018	Yom Kippur – <i>Schools Closed and Administrative Offices Closed</i>
September 21, 2018	2019-2020 School Selection Process Begins
October 2 – 4, 2018	Interim Reports
October 5, 2018	Professional Development Half Day  – <i>3 Hour Early Dismissal</i>
November 2, 2018	School Selection Process Ends
November 6, 2018	Election Day – <i>Full Day Professional Development (Staff Only)</i>
November 7 – 9, 2018	Report card conferences
November 12, 2018	Veterans' Day Observed – <i>Schools Closed and Administrative Offices Closed</i>
November 22 – 23, 2018	Thanksgiving Holiday – <i>Schools Closed and Administrative Offices Closed</i>
December 11 – 13, 2018	Interim Reports
December 24, 2018	Winter Recess – <i>Schools Closed</i>

<b>December 25, 2018</b>	<b>Winter Recess</b> <b>– Schools Closed and Administrative Offices Closed</b>
<b>December 26 – 28, 2018</b>	<b>Winter Recess</b> <b>– Schools Closed</b>
<b>December 31, 2018</b>	<b>Winter Recess</b> <b>– Schools Closed and Administrative Offices Closed</b>
<b>January 1, 2019</b>	<b>New Year’s Day</b> <b>– Schools Closed and Administrative Offices Closed</b>
<b>January 18, 2019</b>	<b>Professional Development Day</b> <b>– Staff Only</b>
<b>January 21, 2019</b>	<b>Dr. Martin Luther King Day</b> <b>– Schools Closed and Administrative Offices Closed</b>
<b>January 30 – February 1, 2019</b>	<b>Report Card Conferences</b>
<b>February 18, 2019</b>	<b>Presidents’ Day</b> <b>– Schools Closed and Administrative Offices Closed</b>
<b>February 26 – 28, 2019</b>	<b>Interim Reports</b>
<b>March 1, 2019</b>	<b>Professional Development Half Day</b> <b>– 3 Hour Early Dismissal</b>
<b>April 3 – 5, 2019</b>	<b>Report Card Conferences</b>
<b>April 12, 2019</b>	<b>Professional Development Half Day</b> <b>– 3 Hour Early Dismissal</b>
<b>April 18, 2019</b>	<b>Spring Recess</b> <b>– Schools Closed</b>
<b>April 19, 2019</b>	<b>Good Friday</b> <b>– Schools Closed and Administrative Offices Closed</b>
<b>April 22, 2019</b>	<b>Spring Recess</b> <b>– Schools Closed</b>
<b>May 7 – 9, 2019</b>	<b>Interim Reports</b>
<b>May 14, 2019</b>	<b>Pennsylvania Primary Election Day (Tentative)</b> <b>– Schools Closed</b>
<b>May 27, 2019</b>	<b>Memorial Day</b> <b>– Schools Closed and Administrative Offices Closed</b>
<b>May 31, 2019</b>	<b>Graduation Window</b>
<b>June 3 – 4, 2019</b>	<b>Graduation Window</b>
<b>June 4, 2019</b>	<b>Last Day for Students</b>
<b>June 5, 2019</b>	<b>Last Day for Staff</b>

## APPENDIX A

**NEBINGER**

601 Carpenter St  
Philadelphia PA 19147

### FAMILY ACCOUNTABILITY CONTRACT

#### 95% ATTENDANCE

- I will ensure that my child comes to school every day on time to be in school and ready to go no later than 8:30 AM. ONCE CHILDREN ARE IN THE SCHOOL YARD, THEY ARE NOT PERMITTED TO LEAVE THE PREMISE FOR ANY REASON.
- I understand that if my child accumulates more than 7 days of unexcused absences in the school year, he or she may have to repeat his or her current grade
- I will make sure that my child promptly retrieves and makes up missed work following absences.
- I understand that an absence is excused if I have contacted the school and written a detailed note regarding student illness, family emergency, or religious observance. Proper paperwork is needed for doctor appointments or for a death in the family.
- I understand that my child will not earn credit for work missed after unexcused absences, including but not limited to: family vacations and attendance at entertainment events.
- I understand that first dismissal is at 2:55 PM (or 11:55 PM on half days),
- I understand that my child will not be permitted to enter the building before 8:15 AM. Students will report to their morning arrival location through the playground entrance (see student handbook for details pertaining arrival & dismissal).

#### HOMEWORK

- I agree to check my child's homework daily to ensure that it's complete.
- I agree to check my child's book bag once a week for school communications
- I understand that my child will lose out on incentives such as trips, electives, class celebrations, and/or socials if he or she misses 5 or more homework assignments or if he or she completes homework that does not meet classroom standards.
- I understand that my child should read a book or text of interest every night for *at least*
  - ◊ 20 mins - Kinder - Second
  - ◊ 30 mins - Three - Eighth
  - ◊ 6th-8th grade students should also spend 15 mins a night rereading class notes

#### CODE OF CONDUCT

- I agree to promote and support the rules of behavior as outlined in the school's Student/Family Handbook, and accept responsibility as a partner in my child's learning.
- I understand that my child will be required to stay for at least one hour in Detention if he or she commits a detention-level infraction and that my child will be suspended if he or she misses Detention.
- I understand that while my child is in school, he/she is not permitted to use, or have out in plain sight, cell phones, iPods, MP3 players, or any other electronic devices. My child must drop off electronic devices in the morning to homeroom teachers *before* school starts and pick them up again at the end of the day. If my child is observed using or carrying their cell phone during the instructional day, the first offense they will be able to pick it up at the end of the day from the main office, the second offense, the phone will be confiscated by staff and returned to a parent or guardian.

## STUDENT UNIFORM POLICY

- I understand that if my child comes to school out of uniform, he or she may not be permitted to attend class, may need to wait for the appropriate dress to be brought in from home, and/or may receive an automatic detention. Hoodies are NOT permitted to be worn in class.
- I will ensure that my child must come to school in the school uniform EVERYDAY; which can be purchased through *Triple Play at 9th and Carpenter*.
- I understand that the proper uniform contains a combination of what's listed below:
  - ⇒ Khaki pants or knee length shorts (for boys and girls)
  - ⇒ Khaki jumpers or skirts for girls (knee length)
  - ⇒ Hunter Green Polo with Nebinger Logo for girls and boys (short or long sleeve)
  - ⇒ Closed black simple tie or buckle shoes, loafers or basic sneakers.
  - ⇒ Black belt for grades 4th-8th
  - ⇒ Sweaters or Cardigans can be gray or navy blue with the Nebinger Logo.
  - ⇒ Green sweatsuits or school uniform may be worn during gym days. Sneakers are required to be worn to participate in gym.

## FAMILY SUPPORT

- I agree to support my child's academic work by communicating regularly with my child's teachers and/or advisor, by scheduling appointments to talk with them as needed, and by attending all Family-Teacher Conferences to pick up report cards.
- I agree not to send soda, candy or gum to school with my child since students should not have these unhealthy foods at school.
- I agree to respond to phone calls and/or emails from any school staff member promptly.

**ALL CONTRACTS ARE DUE BACK TO THE HOMEROOM TEACHER BY 9/18/17**

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*In exchange for what students and families do, we promise to provide students with a safe and orderly environment in which they'll enjoy studying and learning and we promise to prepare each student for a successful transition into high school and beyond.*

Teacher/Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

*Have questions or need clarification Contact:*

Principal St. Louis - [ncatin@philasd.org](mailto:ncatin@philasd.org)

Dean Townsend - [atownsend@philasd.org](mailto:atownsend@philasd.org)



601 Carpenter St  
Philadelphia PA 19147

### CLASSROOM LIBRARY PLEDGE

I, \_\_\_\_\_, promise to:

Students's Name

\_\_\_ be responsible for the book (or books) at all times *and* keep the book in my backpack when I'm not reading it.

\_\_\_ take special care of the book. This means I will not let younger brothers or sisters harm it *and* I will keep the book away from food and drink at all times.

\_\_\_ spend time each night reading the book and using my reading log.

\_\_\_ remember to bring the book back to school each and every day.

\_\_\_ pay \$5 toward the book's replacement cost if I damage or lose a book.

**By signing my name below, I am agreeing to follow these rules.**

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent or Guardian Signature*

\_\_\_\_\_  
*Date*

Please return to your classroom teacher or the main office by Sept. 18, 2017.

In Partnership,

Natalie Catin- St. Louis, Principal  
[ncatin@philasd.org](mailto:ncatin@philasd.org)



Appendix C



NEBINGER ELEMENTARY 2018-2019  
PARENT PICK UP FORM

STUDENT'S NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ TEACHER: \_\_\_\_\_

SIBLINGS WHO ATTEND NEBINGER:

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Please indicate the method in which your child will be dismissed from school:

- Walker
- Parent pick-up
- Bus rider
- After school program

Name of afterschool program: \_\_\_\_\_

RECURRING PICK UP (Please check the days you plan to pick up on a weekly basis)

M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ TH \_\_\_\_\_ F \_\_\_\_\_

LIST ALL NAMES AUTHORIZED TO PICK UP YOUR CHILD INCLUDING  
PARENTS/GUARDIANS' NAMES: (Parent Pick UP Times are 3:09 PM Full Day/12:09 PM Half Day)

_____	_____
_____	_____
_____	_____

Everyone listed below will follow the guidelines for PARENT PICK UP AT DISMISSAL.

PARENT (S) NAME: \_\_\_\_\_

PARENT (S) SIGNATURE: \_\_\_\_\_

*We reserve the right to request identification from anyone who is picking up a child from school. If for any reason you are unable to pick up your child during a regularly scheduled day, please send a note to your child's teacher or contact the office by 2:00 p.m.*