



The Philadelphia School

CITY COUNTRY CLASSROOM

TPS Family Handbook 2014-2015

Justine Hoffman, Head of School

Carlye Nelson-Major, Associate Head (preschool-3rd grade)

Matt Eskin, Associate Head (3rd-8th grades)

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Welcome to the 2014-2015 academic year at The Philadelphia School. We hope that this handbook will serve as an introduction to the values and traditions at TPS. It is intended to provide you with a convenient reference to the school's expectations and policies. Together we form a powerful partnership, and we ask you to please take the time to read through this handbook.

Throughout the school year, to find specific information, use the search function or, if using a printed copy of the handbook, the table of contents.

Our Mission

The Philadelphia School is a coeducational, nonsectarian independent school educating children from preschool through eighth grade. Our mission, as a progressive school and vibrant learning community, is to educate the character and intellect of children. We want our students to become engaged citizens who are critical thinkers, creative problem solvers, and lifelong learners.

Our Philosophy

The Philadelphia School's progressive approach to learning addresses developmental issues: how a child grows intellectually, creatively, emotionally, socially, morally, and physically. New research about child development, teaching, and learning is regularly incorporated into the school curriculum. Our diverse community of learners fosters critical thinking, love of learning, and enthusiasm for meaningful work. We seek to nurture each student's sense of personal integrity, care for others, and respect for individuality. Through our commitment to learning in the city, country, and classroom, we affirm our founders' goal of educating students to be thoughtful, responsible, and active stewards of the urban and natural environments. The Philadelphia School's vigorous, theme-based academic program prepares students for a lifetime of learning and community involvement.

Our Commitment to Diversity

At The Philadelphia School, we are dedicated to building a community whose diversity touches all aspects of our flourishing. In every scene of learning, teaching, and play, we mean to understand and celebrate our differences rather than be ruled by them. We are committed to providing the resources and support necessary to encourage the fullest participation of every person in our school's family. And we are resolved to take our commitment to diversity beyond that family, by both studying and serving our neighborhoods and our city. [Click here to read more.](#)

Our Curriculum and Pedagogy

We seek to educate the whole child. Education of character helps children develop a sense of moral integrity and respect for the individual, the community, and democratic ideals. Education of the intellect concerns itself with understanding the learning process, developing intellectual skills, and acquiring knowledge. [Click here to read more.](#)

Our Campus

The Philadelphia School campus includes three buildings on two properties. The South Street property is home to the Ellen Schwartz & Jeremy Siegel Early Childhood Education Center (preschool and kindergarten) and to the "Garage," which includes a multipurpose performance space, a music room, a maker lab, and a design thinking lab. The Lombard Street building houses classrooms for grades 1-8 and the school gymnasium. The school's two parking lots are for staff only (occasionally the lots are available for evening events). The Philadelphia School is a smoke-free campus.

Administrative & Faculty Contacts

The school offices at 2501 Lombard Street and 2501 South Street are staffed from 7:30 a.m. to 6 p.m. You may hand-deliver, email, or fax (215-546-1798) messages to the school offices. Our telephone system has prompts to guide you; our main phone number is 215-545-5323. Prompts will take you to the Schwartz Siegel building (press 1) or the Lombard Street building (press 2).

Faculty and staff email addresses generally have the format jdoe@tps.school.org (firstinitialfirstnamefulllastname@tps.school.org). Hyphenated names do not have hyphens in email addresses. [Click here for a link to the faculty and staff directory.](#)

Teachers check their email once a day, generally at the end of the school day. You can expect a response within 24 hours – or if teachers are responding to an email sent on the weekend, by the end of the school day on Monday. To leave a phone message for a teacher, call the appropriate school office and a receptionist will assist you. Classroom teachers will let parents know of any additional preferences for communications. Please note that we have a **no texting** policy at TPS.

Family Online Directory

A password-protected Family Directory is accessible on the school website. Log-on instructions are provided via email to new families before the start of the school year. Please check your family's entry and contact Terri O'Connor, Registrar, at toconnor@tps.school.org if there is an error. If you need help with your user name or password, contact Terri.

The contents of the online directory are intended for the use and convenience of members of the school community who have been given access to it. The school does provide classroom parents reps the contact information of fellow parents in order to organize parent events. Please note also that information in the online directory is never to be used for advertising, solicitations, or commercial enterprises.

The Philadelphia School Association (TPSA)

The Philadelphia School Association comprises the entire parent and guardian body of the school. All parents and guardians become members of TPSA upon their children's enrollment at TPS. Parents and guardians are respected as essential partners in making TPS a place in which many kinds of learners can thrive, and they are encouraged to frequently communicate with their children's teachers and to share their talents and expertise in the classroom.

TPSA aims to support families by facilitating communication, providing enrichment and outreach opportunities, and sponsoring community-building events. Meetings, held several times a year, are open to the entire school community. The president of TPSA is Gemina Gianino (215-964-9428; geminagianino@gmail.com). To learn more about TPSA initiatives, please [click here](#). Also feel free to tell us how you would like to get involved by emailing get_involved@tps.school.org. TPSA has a Facebook page to keep families updated on its activities – [TPSA TPS](#) – and will post TPSA Tuesday blog entries.

Board of Trustees

The Philadelphia School is a Pennsylvania nonprofit membership corporation whose members consist primarily of parents of currently enrolled students. Members elect a Board of Trustees, who are charged with oversight of the organization. Trustees are unpaid volunteers and can be current or past TPS parents, TPS alumni, or individuals from outside the TPS community. Their primary responsibilities include strategic planning, ensuring financial sustainability, adopting and amending bylaws, and hiring the Head of School. The Board of Trustees is committed to transparency,

accountability, and active communication with all constituencies of The Philadelphia School.

The Board of Trustees undertakes many efforts to sustain and improve our school and maintains standing committees; with the exception of Governance, all committees include both board members and other interested members of the community. The president of the board for 2014-2015 is Gina Marie Moore. [For a full list of trustees, click here.](#)

A TPS School Day

We look forward to greeting children who are well rested and ready for an active day of learning and discovery. Please make getting a good night's sleep a priority for your child.

School Hours

- Preschool & Kindergarten
Monday-Thursday 8:20 a.m.-3:15 p.m.
Friday 8:20 a.m.-3:00 p.m.
- First through Eighth Grades (Middle Schools may report to their advisories at 8:10 a.m.)
Monday-Thursday: 8:20 a.m.-3:20 p.m.
Friday 8:20 a.m.-3:00 p.m.
- Auxiliary Programming:
Early Risers: 7:30-8:00 a.m.
After School Programs: Monday-Thursday: 3:20-6:00 p.m.; Friday 3:00-6:00 p.m.

Attendance

All students are expected to be in class or advisory group by 8:20 am. Late students must sign in with the receptionist at the front desk. Excessive lateness has academic and social consequences, and students and parents may be asked to meet with a teacher/advisor and associate head if there is a problem with lateness. If you expect your child to arrive late to school, please email his or her teacher or advisor no later than 8 a.m.

The TPS calendar and class schedule are carefully created to support our program. We urge families to allow their children to be absent only when absolutely necessary. Please refer to our published calendar when making travel plans or scheduling family events so there are no conflicts with the academic schedule.

If a student is absent from school, parents must call either Theresa Lawson (ext. 221) in the Lombard Street building or Keisha Smith (ext. 222) in the Schwartz Siegel building before 9 a.m. on the day of the absence. Upon the child's return to school, please send a note including the child's full name, dates of absence, and reason. Please let us the school nurse know when a child has a contagious disease.

TPS asks that parents plan medical and dental appointments for after school, whenever possible. On occasions when a child is to be dismissed early, parents must send in a signed note requesting an early dismissal and indicating the time of departure. This note is to be given to the school receptionist upon arrival in the morning.

Students coming to school late or returning from appointments must sign in with the receptionist. When leaving early, students must be signed out by a parent or parent designee. When students are to go home with a friend after school, a note from both the host and guest parent is required. This note should be given to each child's classroom/advisor teacher.

When a family decides to travel or vacation during school days, it must be recognized that this decision carries a varying amount of negative risk to academic progress. It is the responsibility of the student, not the school or the teachers, to make up academic work within a reasonable time limit established by the teacher(s). The associate head must be consulted in advance of such absences.

Country Campus Schedule

In the fall and spring students in kindergarten through 8th grade are scheduled to travel to the Schuylkill Center for Environmental Education once a week. Here is the schedule:

- Tuesday – Middle School
- Wednesday – Primary Unit A, B, C, & D (1st and 2nd grades)
- Thursday – Junior Unit A,B, C, & D (4th and 5th grades)
- Friday – Kindergarten & 3rd grade

The Preschool visits the Schuylkill Center once in the fall and once in the spring; families are invited to join the children there. The Primary Unit often holds an annual Learning Celebration at the Center, to which families are invited.

What to Wear

Clothing should be comfortable for an active school day that includes outdoor play. Students should wear comfortable closed-toed shoes; flip-flops and open-toed sandals should not be worn to school.

Keeping an extra sweater or sweatshirt at school is advised for days when the weather changes. All articles of clothing should be **labeled**. We recommend that all students keep an extra change of clothes at school; occasionally they will return muddy and wet from a day at the Schuylkill Center. Classroom teachers will provide you with details at the start of the school year.

On cold days students should wear warm coats, hats, and gloves to school. We plan to go outdoors for recess whenever possible, and only the most inclement and coldest days will prevent classes from going outside for at least a short period of time.

We depend on parents and children to make sure that appropriate clothing is worn to school. Examples of inappropriate clothing are short shorts, short skirts, or garments that have offensive wording or images or that expose the midriff or undergarments. (When in doubt, please change!)

For physical education. Children will receive their PE schedule during the first week of school. Students need loose-fitting shorts or pants and shoes that are clean and appropriate for gym use. If a student is wearing a skirt or dress on a PE day, shorts must be worn underneath. Shoes can be any type of sneaker or athletic shoe laced up or secured with Velcro straps or zipper. No cleats, boots, sandals, or slip-on shoes are permitted.

For concert performances. In advance of a performance, the music department will inform families of the required dress. This generally means black slacks or a black skirt and tights, and a solid red or solid black shirt on top.

For the Schuylkill Center for Environmental Education. Students should dress for an active day outdoors. Check the weather and dress appropriately; even in inclement weather, groups may go to the Center, even if it is just for a half day. Always keep in mind that the Schuylkill Center is often at least 10 degrees cooler than Center City; layers are a good way to make sure your child is warm on cool days.

Light-colored clothing is best for staying cool on warm days and for spotting ticks and insects. Students should wear sturdy shoes that are good for all weather, as well as for hiking and active play. Rain boots are **not** recommended. Students should wear clothes that can get wet and muddy; in case of rain, students should bring a poncho or other rain gear (no umbrellas). We recommend that students keep dry clothes at school in a plastic bag, particularly a shirt, pants, and socks. Teachers will work with parents and students to get dirty clothes home in a timely manner!

Recommended dress for the Schuylkill Center:

- sturdy hiking shoes
- long cotton pants (should be tucked into socks)
- long-sleeved, light-colored t-shirt
- hat or sun visor

On very hot days, children may wear short-sleeved shirts. Regardless of dress, parents should remember that all children should have a thorough tick check at the end of a Schuylkill Center day.

Health Check

When ill children attend school, they slow their own recovery and pose a health risk to classmates. A student should not attend school if he or she has a fever, diarrhea, vomiting, severe pain, or a bad cold. A child who has been ill must be symptom-free for 24 hours (without medication) before he or she can attend school. When in doubt as to whether your child is well enough to go to school, err on the side of providing another day of rest. It is common for recovering children to return to school only to call home sick within the first hour of school.

When a child returns after illness, he or she must be able to fully participate in the program; this includes participating in gym class and going outside for recess.

If your child contracts a contagious disease, please notify the school nurse immediately. The school will notify other parents of any exposure to a contagious disease in their child's class.

Packing Lunch

Children should bring a nutritious lunch and beverage to school. Candy and soda are not permitted. Please note that refrigeration is not available. We encourage "trashless lunches," with reusable containers and utensils. Please help your children pack what you know they will eat rather than what you hope they will eat. Please limit the number foods with packaging that is hard to open—for example, Lunchables or Gogurt; a rule of thumb would be to include no more than one item that requires adult help in opening. Please note that the school does not provide utensils. Children may not "share" food from their lunches with each other except in Middle School.

Smart Lunches. Families have the option of ordering lunches online from Smart Lunches, a service that offers fresh lunch options to schools. To learn more, go to the www.smartlunches.com. By setting up an account, you can order lunch for your student – once a year, every day, or in a pinch.

Please note that meals cannot be ordered on a day your child is at the Schuylkill Center or on a field trip day; they are also unavailable on ASEP Days. Smart Lunches delivers the meal directly to school for distribution to your student at lunchtime.

Please note that we are no longer taking milk orders.

On Schuylkill Center days: Students are expected to "pack out" their own trash. No trash, recycling, or compost will be collected or can be left at the Schuylkill Center; students will be able to dispose of those items back at school. We suggest lunches that are easy to clean up with minimal waste; please pack a plastic bag in your child's lunch if you are worried about leaks/spills. **Students should pack a water bottle on Schuylkill Center days.** Access to water is available at the Schuylkill Center but is not guaranteed in all locations.

Morning Arrival

In the spirit of being green, encouraging fitness, and alleviating traffic congestion, families who live within walking distance of the school are asked to walk their children to TPS. Parking is very difficult in the immediate vicinity of the school; the school lots are for faculty/staff parking only.

If you do drive, please try to arrange a carpool. Traffic around the school during morning arrival develops suddenly and can be intense. By arriving before 8:15 a.m., parents will find drop-off much safer and easier than just a few minutes later. Please be considerate of our neighbors and do not block driveways or intersections or hold up traffic by dropping children off in a traffic lane.

Student safety is our primary concern. The Lombard Street school yard and the garden at South Street are opened and monitored by faculty and staff from 8 to 8:20 a.m. The gates are locked after 8:20 a.m. Parents and caretakers must show TPS key tags when seeking entrance through the gate until office staff recognize them.

Crossing Streets: It is imperative that children cross only at crosswalks. There is rush hour traffic on 25th Street in the morning, and pedestrians must pay attention to the car traffic. Please accompany young children if they need to cross the street; do not text while crossing.

Parking: If you are escorting a child to Schwartz Siegel or if you want to "unpack" your older child yourself or if you need to enter the school building, please find legal on-the-street parking. **Do not leave your car** in the drop-off lanes on 25th between Lombard and Waverly streets or between South and Naudain streets. Never stop in the bus lane in front of the Lombard Street building. Please see pages 12 and 13 for information about the use and location of drop-off lanes.

Faculty Parking Lots: Because of space constraints, no parking is available in the school's two faculty lots. If you are chaperoning a class trip or setting up an event at school, please speak to office staff to see if a space can be set aside for you.

School District Bus Service: The School District of Philadelphia provides bus service to and from The Philadelphia School to students in **grades 1-6 who live at least one and a half miles from TPS and are Philadelphia residents.** Only students who meet these requirements may ride the school bus. Some suburban school districts provide transportation to students attending school in Philadelphia; check with your school district about bus service. Questions about bus service should be directed to Jill Feighan (jfeighan@tpschool.org; ext. 225, in the Facilities Department).

In order to receive school bus service, your child must follow the bus driver's instructions, remain quietly in his or her seat, be respectful of bus property and the property of others, and adhere to the

conduct expected at school or on the bus to the Schuylkill Center. Failure to meet these expectations can result in losing the privilege to ride the bus for the duration of the school year.

SEPTA Passes: Seventh and eighth graders who live more than a mile and a half from school are eligible for free weekly SEPTA passes. The passes are distributed in the school office each week on Fridays between 1 and 4 p.m. The passes may be used only for travel from home to school and from school to home by students who are Philadelphia residents.

Bikes, Scooters, Skateboards, Rollerblades: Students must wear helmets if they bike, scooter, skateboard, or rollerblade to school; bikes, scooters, and skateboards must be “walked” through the school gates. There are bike racks in the school yard and garden; we recommend using locks.

Dogs: Please do not bring dogs into the school yard or garden. Do not leave dogs tied to a fence or post outside the school; persistent barking has been a concern of neighbors.

Hour by Hour

7:30-8 a.m. Early Risers

Children may arrive at TPS as early as 7:30 a.m. Preschoolers and kindergartners should be dropped off in the Schwartz Siegel building, where they will be supervised by the receptionist until 8 a.m. and then taken to the garden (kindergarten) or classroom (preschool).

The Lombard Street schoolyard opens for children in grades 1-8 at 7:30 a.m.

8-8:20 a.m.

Preschool: The garden and Schwartz Siegel classrooms open at 8 a.m.; the school day begins promptly at 8:20 a.m. The school gate is monitored until 8:20 a.m., when the gate is locked. It is important for children to arrive on time so they can begin the school day with their classmates. Pets are not permitted in the garden or school building.

Preschool families **are asked to escort their children into their Schwartz Siegel classrooms** until their teachers feel the children are ready to be dropped off in the car drop-off lane in front of the building. Five-minute parking is permitted on the east side of 25th Street across from Schwartz Siegel; parking is not available in the school lots.

Kindergarten: The garden is open at 8 a.m. The Schwartz Siegel school gate is monitored until 8:20 a.m., when the gate is locked. The kindergarten school day begins promptly at 8:20 a.m. It is important for children to arrive on time so they do not miss morning circle, when the day’s activities are presented. Pets are not permitted in the garden or school building, and they should not be left tied to a post or fence outside the school.

Between 8 and 8:20 a.m. kindergartners may be dropped off in the drop-off lane in front of the Schwartz Siegel building. A staff person will help them and their belongings out of the car. The children will be greeted in the garden by their teachers. Parents not using the drop-off lane are welcome to enter the garden; five-minute parking is permitted on the east side of 25th Street across from Schwartz Siegel. Please note that parking is not available in the school lots.

Classroom outer doors are locked at 8:45 a.m.; if you and your child arrive later than 9 a.m., report to the front office and staff will sign in your child and escort him/her to class.

Grades 1-8: The school yard at the Lombard Street building is open and monitored at 7:30 a.m. Because of limited space, children may not play ball or other games in the Lombard Street yard. The line-up whistle sounds at **8:15 a.m.** The school day begins promptly at 8:20 a.m.

The west side of 25th Street between Lombard and Waverly streets is our drop-off lane for students entering the Lombard Street building; beginning at 8 a.m. a staff member will open your car door and help your child out of the car. Under no circumstances should anyone park within 10 yards of the crosswalk at 25th and Lombard. (If families drop off a kindergartner along with an older sibling at the Lombard Street building, the older sibling may NOT walk the kindergartner to Schwartz Siegel; the kindergartner must wait in the yard to be escorted to Schwartz Siegel at 8:20 a.m. by a staff member.)

We encourage families to drop children off between 8 a.m. and 8:10 a.m., when 25th Street is not congested.

8:15 a.m. Entering the School Building

Preschool: Each preschool classroom has a clipboard with an attendance sheet. Please sign your child in EVERY day; there is a space to write in his or her pick-up instructions for the day. (Later in the year, when preschool families are able to use the drop-off lane, you will be able to submit change-in-dismissal plans over the phone or via email.) We want parents to feel welcome in the preschool; however, once your child acclimates in the morning, we do need you to leave. Please remember that our rooms are NOT “baby proofed.” It is not a safe place for toddler siblings to play.

Kindergarten: Teachers will bring students from the garden into the classroom at 8:20 a.m.

Grades 1-8: Middle School students may enter the building at 8:10 a.m. and head directly to their classrooms. All other children will line up by class in the yard at 8:15 a.m., when the whistle blows, and enter the school building quietly.

After 8:20 a.m. Late Arrivals

Children are expected to arrive at school on time. Students who miss morning meeting or circle start the day at a disadvantage. Students arriving late must be signed in at the front desk before going to class. A child is considered late regardless of the reason. Lateness is entered in official school records and, if frequent, can affect admission into Philadelphia magnet high schools.

Mid-morning Snack

The school is piloting a new and improved snack program at TPS. Fresh fruit will be available for all students in preschool through 8th grade.

Lunch and Recess

Students eat lunch in their classrooms and, occasionally, outside. Lunches may not include candy or soda; please do not send in any glass containers. Only students in Middle School may share the contents of their lunches. Students have recess at the Markward Playground or in the Yard or Garden.

On Schuylkill Center Days. Please note that on Schuylkill Center days, students are expected to "pack out" their own trash. No trash, recycling, or compost will be collected or can be left at the Center; students will be able to dispose of those items back at TPS. We suggest lunches that are easy to

clean up with minimal waste; please pack a plastic bag in your child's lunch if you are worried about leaks. Students should pack a water bottle on Schuylkill Center days; there is access to water at the Center but is not guaranteed at all locations. Please note that Smart Lunches are not available on Schuylkill Center days

Before Noon: CHANGE IN DISMISSAL PLANS

Before the start of each session of after school activities, we ask parents to fill out a dismissal plan form to ensure safe dismissal throughout the school year. The school offices must be notified before noon of any changes in dismissal plans for children in preschool, kindergarten, Primary-ABCD, and 3rd grade, as well as for any student in grades 4-6 who takes a public school bus. "Change in Dismissal" forms are available in the school offices; you can leave a voicemail Change of Dismissal message by calling 215-545-5323 and pressing 3.

Preschool, kindergarten, Primary-ABCD, and 3rd grade students receive dismissal instructions from their teachers at the end of each day. Parents should discuss changes in dismissal in the morning with their children so they are sure of (and not surprised by) their plans at the end of the day.

Junior Unit A, B, C, and D and Middle School students are expected to know of any change (pre-arranged with parents) in their dismissal plan each day without the school being informed. Emergency messages from parents concerning dismissal will be delivered to students.

3:15 p.m. (3 p.m. on Fridays) Preschool and Kindergarten Dismissal

The school depends on the information supplied by parents on the Dismissal Plan Forms to safely dismiss children. Please note that we will allow students to be picked up only by escorts whose names have been provided by a parent to the school.

Preschool and kindergarten children are dismissed from the garden at South Street. (In inclement weather, pick-up is from the classrooms.) Children enrolled in after school programs are escorted to them by staff. Escorts picking up children are asked to check out with the teacher on dismissal duty at the garden gate.

After dismissal, only TPS staff and those students registered in after school activities scheduled there will remain at the Schwartz Siegel building. It is important that children are picked up promptly; if you are running late, please call the receptionist in the Schwartz Siegel building.

3:20 p.m. (3 p.m. on Fridays) Grades 1-8 Dismissal

The school depends on the information supplied by parents on the Dismissal Plan forms to safely dismiss children to after school programs, School District buses, an escort, or independent travel by SEPTA, bicycle, or foot. Because buses sometimes return late from the Schuylkill Center, we advise that you do not make after-school appointments for your child on his or her day at the Center.

Unless enrolled in an after school program, students in grades 1-8 are dismissed from the Lombard Street schoolyard. Students remaining in the schoolyard after dismissal time may be sent to the ASEP or MSAS program; a fee will be charged for this coverage. In inclement weather, children meeting escorts will wait under the gym overhang in the yard.

During dismissal, children may not play or run in the schoolyard. Escorts are welcome to stay in the yard to chat but are asked to please keep their children closely at their side; this will help ensure a safe dismissal process for all our children. Please note that teachers on duty may ask you to ensure

that your child follows these rules. Please do not bring pets into the schoolyard or the school building; please do not tie them to posts outside the yard.

- Escorts of children in **1st, 2nd, and 3rd grades** are asked to check out with the teacher on dismissal duty at the **yard gate** (the gate closest to Waverly Street).
- Students who take the bus should wait outside on the benches. Please note that children on the bus list must go to this bus area directly after dismissal; the bus will not be held for latecomers (unless an entire class is late).
- Students in **4th grade and up** (and escorts) will exit through the **main gate** (the gate closest to Lombard Street). Independent walkers should leave the yard promptly. Please note that once independent walkers leave the building, they may not return unless accompanied by a parent or other adult.
- Junior Unit and Middle School students awaiting escorts will stand under the middle section of the gym overhang.

3:30 Gates Locked at Lombard and South Street properties

The South Street property closes at 3:30 p.m. unless after school activities are scheduled there; a handbell will ring to let everyone in the garden know it is time to leave. The Lombard Street building remains open until 6 p.m. Please note that entrance to and exit from the Lombard Street building after dismissal time is through the gated entryway at 25th and Lombard streets only.

After School Activities

Our After School Program has been designed to offer TPS students many opportunities for exploring new subjects or for delving deeper into areas of personal interest. (Betsy Neiva, Director of Student Programming and Enrichment)

- **After School Enrichment Program (ASEP).** ASEP is available for preschool-grade 5 students from 3:20 to 6 p.m. on Monday through Thursday and from 3 to 6 p.m. on Friday. It offers theme-related activities, homework supervision, and physical activities in the gym and schoolyard. (Director, Diane Pepe; Preschool Co-director, Anne DiMezza)
- **Chess.** The popular TPS Chess Program has produced the Tiger Chess Team, which has won state and national titles. There is a fee to participate in the program, which offers four levels of classes. (Coordinator: Ross Colby)
- **Clubs.** The Clubs Program offers children in all grades a roster of more than 80 clubs. There is a fee to participate in the clubs program. (Coordinator: Betsy Neiva)
- **Interscholastic Athletics.** Open to all Middle Schoolers, the Interscholastic Sports Program consists of fall (coed soccer, girls' volleyball), winter (boys' and girls' basketball), and spring (coed track and field, coed tennis) seasons, most with preseason practices. Students are expected to attend practices and games. Only students with a recent physical examination form on file at TPS may participate. There is no fee for this program. (Athletic Director: [Akemi Moriuchi](#))
- **Middle School After School Program (MSAS).** Students in grades 6-8 may enroll in MSAS, which runs from dismissal to 6 p.m. The program is designed to offer students a fun, secure, and predictable haven where they can go to interact with other middle schoolers, see and learn about classic films, watch Neil deGrasse Tyson's series *Cosmos*, get started on homework and receive homework support, play games, prepare nutritious snacks, and much more. A fee is charged for the program. (Coordinator: Diane Kunze)
- **Middle School Study Hall:** Middle School Study Hall is available to all students free of charge on a drop-in basis Mondays, Tuesdays, and Thursdays from 3:20 to 4:10 p.m. Study

Hall offers students an opportunity to get started on homework and project work with the support of a supervising teacher. On the recommendation of teachers, parents, and/or advisors, some students are required to attend.

- **After School Music Program.** Private instruction is offered in cello, guitar, piano, recorder, percussion, violin, and voice. Half-hour and forty-five minute lessons are available. Children may choose to perform in recitals, and some of the students participate in a cappella, flute, recorder, percussion, chamber, and string ensembles. There is a fee for music lessons; there is no fee for a cappella or string ensemble. (Coordinator: [Thomas Flanagan](#))

For safety purposes, it is very important that the school knows the whereabouts of your child if he or she is in the building after school. After school registration and enrollment forms must be submitted for all children who do not leave the building at dismissal time. Once dismissed, a student who has left the building should have no reason to return; in the event that this is necessary, the student should speak to someone in the school office prior to leaving the building for permission to return.

If an after school activity – a sport, music lesson, or club – is canceled by the school, please provide change-in-dismissal instructions.

Pick-Up. Any student waiting longer than 5-10 minutes after an activity ends will be sent to ASEP or MSAS. There are fees for late pick-up of children from an after school program. If you are regularly late for pick-up, you may be asked to make arrangements for other extended care that is more convenient for your family.

Occasionally, interscholastic games and class trips run later than 6 p.m., and arrangements will be made to make sure parents can enter the building to wait for their children.

Homework Policy

At TPS we encourage children to be engaged learners in and out of school. Our goal is to help students develop their social and academic skills, to think critically, make informed decisions, and increase their ability to navigate the complexities of a fast-paced world. We integrate learning across four environments: in our city, in our classrooms, at our country campus, and at home.

Homework serves as a connection between school and home; it extends the learning that happens during the day, gives opportunity for practice of new skills, helps to reinforce new concepts, and challenges students to organize themselves and manage their time. Homework at TPS is phased into a student's life in a developmental way across the grades.

Preschool-Second Grade 2

Homework is purposefully kept to the minimum in the early grades. Our school day is long and full, and we believe it is important that students have ample time for family, free play, and sleep. We do ask that all children read and engage in purposeful conversations every day for at least a half an hour with an adult. As children become emergent readers, we ask that they spend more complex time with a book every night – retelling a story, making predictions, and reading on their own. Math skills and concepts can be practiced at home through real-life math thinking, such as measuring, baking, counting plates for setting the table, and card games. Some children may have differentiated learning needs that require specialized reinforcement and practice at home; they may receive some focused work, such a word work, math practice, or practice to read aloud to a family member.

Third Grade

Third grade is a year where all the foundational skills built in prior years are put into daily practice. No longer are the children learning to read and write, but rather they are reading and writing to learn. They are gaining mastery over their tools and need to experience success with increasing quantities and levels of complexities in their work. This takes industrious practice both in school and at home. This makes third grade the ideal time to begin more formalized homework. Third graders are expected to budget their time, practice skills so they become automatic, increase their stamina and independence, and make sure that their homework is completed and returned to school.

In third grade typical homework includes: 30 minutes of reading each night, 30 minutes of math practice on IXL weekly, and 15 minutes of keyboarding practice on Typing Pal weekly. There may be additional assignments related to theme work and writing as different units of study are explored. Homework is posted on the 3rd grade webpage on TPS Student Central.

Junior Unit and Middle School

Grades 4-8 are a time of continuous intellectual and social development. During these years, homework is meant to serve as a meaningful part of our students' intellectual and socio-emotional growth. Intellectually, homework aims to accomplish one or more of the following goals: (1) to practice skills acquired during class; (2) to enrich or deepen students' understanding of an idea, concept, or skill through further exploration; or (3) to preview/prepare for an upcoming lesson with pre-exploration of an idea, concept, or skill. Socio-emotionally, homework is an opportunity to develop organizational, time management, and planning skills and, more broadly, to serve as a vehicle for developing self-discipline and self-control.

Time Guidelines for Homework:

- Junior Unit: 30-60 minutes of homework each night. On weekends, while additional homework is not assigned, students may choose to do homework (i.e. long term projects, journal writing, etc.)
- Sixth Grade: 45-90 minutes per night. Homework is assigned over the weekend.
- Seventh Grade: 90-120 minutes per night. Homework is assigned over the weekend.
- Eighth Grade: 90-120 minutes per night. Homework is assigned over the weekend.

Please note that the above guidelines are meant to be averages for the majority of the class. There are always students who take significantly less or significantly more time than we project. Please contact your child's advisor if you are concerned that the amount of homework is significantly less than or more than our projected time. We will work to understand why and modify quantities or accommodate students thoughtfully, including our learning resource team when necessary. Additionally, there are "busy" times during the year, for a day here and there or even up to a week (i.e., when big projects are due), when homework times will exceed the projected amount for most of the class. We work carefully to ensure that these times are infrequent; however, we believe that delivering the highest quality of programming possible occasionally merits the additional work.

While TPS holds classes on religious holidays, the school works to maintain balance for all community members. Students who are absent for the observance of a religious holiday will be given extensions.

Conferences and Academic Reports

Conferences. Conferences with teachers are an opportunity for parents and guardians to learn about their children's progress, as well as about the curriculum delivered in each grade. Please note

that we cannot guarantee rescheduling of conferences missed because of family vacations. The conference schedule is as follows: conference 1 – mid-October through early November, and conference 2 – early to late March. In early November and toward the end of March, two days are set aside specifically for parent conferences (school is closed on those four days).

Conference scheduling is done by the classroom teachers, either by sign-up sheet or online scheduling. If you have to cancel a conference, please notify your child's teachers. It is important that parents arrive on time for their scheduled conference; otherwise, all conferences that follow will start late.

Progress Reports. Parents and guardians receive detailed narrative reports that give information about their child's academic, social, emotional, and physical growth. Reports for students in preschool-grade 5 are sent to parents in early February and late June; 6th-8th grade reports are mailed in mid-December and late June.

School Safety and Security

The safety and security of our children are core considerations at The Philadelphia School.

Emergency Planning

TPS reviews and revises, as necessary, its emergency plans regularly. Clearly written plans are posted in every classroom and office and are included in the staff handbook, which every employee receives and reads before the start of each school year.

The school conducts various drills during the school year. The Safety Committee, made up of faculty and staff, reviews each drill and makes recommendations, as needed, for improvement. Staff members attend school safety and security workshops, and members of the police and fire department are brought in to review procedures and provide training to faculty and staff. Key are ongoing efforts to ensure that in any situation the children will listen and follow directions.

Key Tags

Parents are issued key tags before the start of the school year. They will be asked to show the tag when buzzing in at the gates or entering the school offices. Please have your key tag available when you enter the building.

Visitors

All visitors to the school must sign in and out and must wear a visitor's tag.

Fire Drills

The school conducts monthly fire drills, some under the supervision of the Fire Department. The drills are scheduled at different times of the day, sometimes occurring after dismissal time, when after school activities are under way.

During a fire drill, everyone in the school buildings, including parents, must exit immediately. Teachers guide children to the nearest exit. Administrative staff all have assigned tasks: checking hallways and bathrooms, stopping traffic on Lombard Street, and crossing children in the Lombard Street building to the Lombard Street parking lot, where attendance is taken. Children at the South Street property are escorted by teachers to the parking lot at that site, where attendance is taken.

Shelter in Place

The school has developed a shelter-in-place plan in the event of a natural or man-made disaster that would prohibit our students and staff from leaving the building. The school conducts a shelter-in-place drill once a year. During a shelter-in-place situation, no one is allowed to leave or enter the building. In the event that the school needs to implement a shelter-in-place plan, the school will send emails and call parents and guardians through our emergency notification system. Parents should listen to a local radio station for an all-clear announcement.

Lockout and Lockdown

The Philadelphia Police Department will inform the school whenever there is police activity in the neighborhood. In such a situation, the school will go into lockout - moving children and faculty away from windows and make sure no classes are in the school yard. We will stay in communication with the police until the all-clear.

In the event that an intruder is found in the building, a lockdown will be announced. Our emergency lockdown plan, developed with the on-site professional assistance of law enforcement, is reviewed by the faculty and staff during summer in-service. A modified lockdown drill with students takes place once a year.

Evacuation

The school has established a nearby evacuation site. In the event that the school needs to evacuate both of its buildings. Parents will be contacted via email and phone through our emergency notification.

Emergency Notification System

The Blackboard Notification Service, which allows us to send you a telephone message, a text message, and an email, will be activated in the event of a serious emergency at school, such as the ones described above. We will test the system early in the school year.

Student Health

Health Services

The Health Office is located next to the Multipurpose Room in the Lombard Street building. The nurse is available from 9 a.m. to 5 p.m. Students who become ill during the school day must obtain permission from their classroom teacher before going to see the nurse. If the nurse determines that the student is too ill to remain in school due to illness or injury, parents (or emergency contacts) will be contacted by phone and asked to take the child home.

In the event your child is injured, we will contact you by telephone since we are not authorized to administer treatment. Therefore, it is essential that we have on file for each child a current local emergency phone number and that someone be available to pick up a sick or injured child if necessary. In the case of a medical emergency, the school will call 911 and notify parents as soon as possible.

When a child returns to school after an illness, he or she must be able to fully participate in the program; this includes participating in gym class and going outside for recess.

In accordance with the law of the Commonwealth of Pennsylvania, all medications, including over-the-counter and prescription medications, must be dispensed by the school nurse. All medications must be stored in the Health Office.

Life-Threatening Allergies

Before school starts, we ask the parents of children with life-threatening allergies to meet with the Associate Head for their child's unit to determine how that allergen will be handled in the school environment. TPS is not a peanut-free school, but classrooms with children with peanut allergies take special care. We ask parents to work with us to help keep all children safe at school.

Dietary Restrictions

Because many students have dietary restrictions, birthday celebrations in grade 1-8 classrooms no longer may include food items; Birthday Breakfasts featuring nutritious treats will be hosted by Student Council for these students at the end of each month. Small birthday treats (mini-muffins, fruit, small cookies) may be brought in to celebrate **preschool and kindergarten birthdays**. Parents of children with food allergies or other dietary restrictions in these classrooms are asked to bring "special" snacks for their children at the start of the school year; teachers will store the individual child's special snacks in the freezer.

Emergency Contact Form/Health Record

The parents/guardians of each student must complete and return the Emergency Contact form, which is kept on file to document important medical information yearly. The enrollment agreement signed by parents and guardians includes consent for the school to obtain emergency medical help for your child.

Head Lice

Head lice infestation is a common childhood malady that is a nuisance but not dangerous. Lice do not discriminate based on income or hygiene. The best way to keep the critters at bay is for everyone to check heads regularly at home. It is critical that families make head checks a part of their daily hygiene regimen. A thorough head check under good light, takes at least 10 minutes. If you spot even one louse (a very small wingless insect) or nit (a tiny cloudy white or clear egg case that sticks to the hair shaft), seek treatment. Parents are asked to report cases promptly to the school nurse.

Head checks should take place throughout the year, including the summer months. Our expectation is that no head lice will accompany children to school on the first day! It is important that the school be informed that treatment has begun and continues to be monitored. Returning students must be checked for active lice by the school nurse. Any child who is not louse-free will be sent home.

Lyme Disease

Some deer ticks carry the bacterium for Lyme disease. Doing a thorough tick check after a day at the Schuylkill Center for Environmental Education – or anytime you are outdoors in a grassy or wooded area – is recommended. Ticks like warm, dark areas of the body. A deer tick can be as small as a poppy seed or as large as a sesame seed.

Before leaving the Schuylkill Center, children are asked to brush off their clothing thoroughly. A thorough tick check should become part of the evening routine (perfect for bath time) after a visit to the Schuylkill Center. A deer tick has to be attached for more than 24 hours (up to 72 hours) in order to transmit the bacterium for Lyme disease (if it carries it).

If you find a tick, contact your physician for instructions about removal and then the school nurse. Lyme disease is often associated with a bull's-eye rash, but this does not always appear. The symptoms of Lyme disease are wide-ranging, from flu-like symptoms to fatigue to muscle aches; consult your doctor if your child has these symptoms. For more information about ticks and Lyme disease, check the following sites: [Centers for Disease Control and Prevention](#) and [KidsHealth](#).

Medication

Whenever possible, medication should be taken at home. The school nurse will not administer to any student any prescription or non-prescription medication until a completed and signed **School Medication Authorization Form** has been provided to the school. The form must be completed by the student's parent(s)/guardian(s) and physician and kept on file at The Philadelphia School. Forms are available in the school office.

In addition, a **signed medication order** from a licensed prescriber should be provided to the school nurse in writing, with an original signature or an authorized electronic signature. In accordance with standard medical practice, a medication order from a licensed prescriber should contain: student's name; name, signature, and phone number of the licensed prescriber; name of medication; dosage, frequency, and time of administration; date of the order and discontinuation date; and specific directions for administration. Medication orders should be renewed at the start of each school year.

If medication must be taken during the school day, the medication must be sent in the original container or prescription bottle containing your child's name, the doctor's name, and written directions for dispensing the medication. The medication must be accompanied by a note from the parent/guardian requesting that the medication be dispensed during the school day and the time of administration. The medication will be dispensed by the school nurse. Medication not sent in the original container or prescription bottle will not be dispensed. If the treatment is ongoing, only one note per school year is needed. Any change in dosage or medication must be accompanied by a physician's note. All medicine needs to be delivered to front desk personnel by a parent or guardian.

Students are not permitted to carry medication with them during the school day. Exceptions to the above protocol apply only to asthma inhalers and Epi-pens. An asthma inhaler or Epi-pen may be carried by a student during the school or camp day if deemed necessary by the child's parent and doctor. A Medication Authorization Form to carry medication must be completed with required information, including verification of the student's knowledge and competency to self-medicate. A medication order, renewed each school year, must be on file at the school; in addition, a list of other medications the student is currently taking must be submitted. It should be noted that prescribed inhalers are for the intended individuals' use only and should not be shared with others.

Violation of this policy will result in immediate suspension of the student's privilege to self-medicate. The Philadelphia School, in consultation with the student's parents and physician, will determine whether the student's privilege to self-medicate shall be reinstated, revoked, or otherwise limited.

Parent-School Communication

- The main phone number for the school is 215-545-5323.
- To reach a receptionist or leave a message for a teacher, press 1 for the Schwartz Siegel Building (preschool and kindergarten) or 2 for the Lombard Street.
- The school offices at 2501 Lombard Street and 2501 South Street are staffed from 7:30 a.m. to 6:00 p.m.

An important component of a student's success is the partnership that takes place between family and school. Please let your child's teachers know of changes in home life that may affect school life – a new baby, separation or divorce, serious illness, or a death in the family.

Families are encouraged to communicate with faculty and staff. Email is the preferred means of communication to set up a meeting or calling time or to relay routine "housekeeping" issues to teachers. **Teachers do not discuss sensitive issues via email relating to student academic performance, student behavior, curriculum, or school policy in emails.** If you need immediate assistance with a request and/or concern, please email or call Karen Moore, kmoore@tpschoool.org and she will share the information with the faculty member.

Classroom teachers do not have voicemail; office personnel will take messages and place them in teacher mailboxes, which are checked first thing in the morning and at the end of the school day. If you need to convey information that must reach your child's teacher before the end of the school day, the message will be hand-delivered to the teacher by office staff. If you need immediate assistance with a request or concern, please email or call Karen Moore, kmoore@tpschoool.org and she will share the information with the faculty member.

Concerns and issues should be initially addressed to the classroom teacher or advisor. The teacher provides most of the school-given guidance for a child's development. The Associate Head of School, a learning support teacher, or a school psychologist may be of additional help with children experiencing academic, social, or emotional difficulties.

Classroom teachers will let parents know early in the school year if they have any additional preferred means of communication and how best to contact them. TPS has a **no-texting** policy.

Calendar

Our [online calendar](#) is accessible on the school website; a link is provided each week in the All-School Friday Note. This Google calendar can be synched with most personal calendars. We suggest that families bookmark the calendar. It is here where events and activities are posted as soon as they are scheduled. It is our hope and expectation that families will use this calendar as a primary means of keeping track of the robust schedule of events that characterize a school year at TPS.

Email

The school seeks to limit the number of emails sent to parents from the administrative offices and to make sure the subject line identifies the message as coming from TPS. It is our expectation that all parents make it a practice to check for emails from TPS and to visit the school website on a regular basis. We rely on the All-School Friday Note to consolidate most of our communications in a weekly bundle. Please note that many TPS email communications are sent via MailChimp; please make sure that these emails do not go into junk or spam mailboxes.

Email Lists

Please note that the school shares parent email addresses with TPS community members who are

organizing school events. If you are not receiving regular emails from the school, please contact Terri O'Connor, Registrar. If your family does not have easy email or Internet access, please let your child(ren)'s teachers know and they will arrange for you to receive hard copies.

Website

TPS is launching a new website! It is our hope that its streamlined design, in tandem with the TPS blog, will result in more easily accessible and timely information for families. There are easy-to-find links to the Google calendar, to classroom notes, and to the latest news. Using the website is key to being well informed about all school-related activities, and it is the school's expectation that parents will read weekly notices and other important communications, as well as check the online calendar regularly.

Blog

We ask all parents to subscribe to the TPS Blog to receive a weekly update on all entries posted during the previous week by teachers and staff. You can subscribe by entering your email address on the right-hand side of the blog: <https://www.tpschool.org/blog> The blog is also built into the new website..

All-School Friday Notes

On most Fridays, usually by 4 p.m., the weekly notes are posted on the school website. A classroom note from your child's teachers will inform you about classroom activities of the past week and keep you informed of upcoming classroom events.

The classroom notes are accompanied by the All-School Friday Note, which includes important information, brief news items, or reminders with links to fuller descriptions elsewhere on the website. To stay well informed, it is critical that families make a habit of reading these notes. Please note that TPSA will be managing its own Facebook page (TPSA TPS) and blog, and that is where you will find reminders about TPSA events; if you are running a school event or planning a committee meeting and would like to include a reminder about it, please send it to [Gemina Gianino](#).

Weather-Related School Closings

TPS follows the lead of the School District of Philadelphia; we close, open late, or dismiss early whenever the School District does because of inclement weather. The school will call, text, and email families about closings. Information will also be posted on the home page of the school website. The media outlet we use for school closing information is KYW/CBS-3. Our KYW/CBS3 school closing number is 1011; you can register with KYW/CBS3 to receive text alerts.

Emergency Messages

We have adopted an emergency notification service, which will allow us to call or text you regarding a dire emergency closing.

TPS Facebook Page

We invite families to "like" [The Philadelphia School Facebook](#) page. This is where we highlight "breaking news" about happenings here at TPS.

Community Expectations

The Philadelphia School is firmly committed to providing an environment that is caring, compassionate, and cooperative. TPS has unreserved respect for individual differences, and we recognize that our community is enriched by its diversity. Students have a right to learn in an environment free from discrimination, harassment, intimidation, and/or bullying. In order to sustain an environment that is sensitive to and respectful of every member of the school community, the following outline defines and offers guidelines on steps to take in the event of behavior, verbal, or physical, that seems inappropriate, provocative, or threatening.

To ensure that we create a school environment that is safe for learners to explore new ideas, discover new understanding and master new skills, all members of our community are expected to demonstrate:

- Respect for themselves
- Respect for others
- Respect for our environment

The following inappropriate behaviors will not be tolerated within our community:

- Verbal or physical conduct hurtful to others
- Face-to-face or online conduct which is harassing, bullying, and/or intimidating
- Conduct which is violent or threatens violence
- Destruction or vandalism of property
- Lying, stealing, or cheating
- Misuse of technology

Discrimination is defined as treating an individual unlawfully because of someone's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, and/or disability.

Harassment is defined as any conduct which harasses, threatens, intimidates or otherwise creates a hostile school environment because of someone's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, and/or disability.

Bullying is defined as a repeated and targeted action that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, or on school-provided transportation, and that has the effect of: physically harming a student or damaging a student's property, knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property, or creating a hostile educational environment.

Intimidation is defined as any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, and/or disability.

If a student feels as though he or she is a victim of discrimination, harassment, bullying and/or intimidation, he or she should immediately speak with a teacher, an advisor, an associate head or the

head of school. If the student does not feel comfortable talking with any of the above alone, he or she should bring a friend or write a note.

Upon such complaint, the head and/or associate heads will investigate the complaint completely and, when appropriate, will take action based on the circumstances. the range of discipline includes:

- Warning
- Faculty/student conflict resolution
- Advisor/student meeting
- Associate Head/advisor/student meeting
- Associate Head, parent(s), student meeting
- Head of School, Associate Head, parent(s), student meeting

In extreme cases, suspension and/or separation of school is necessary. To the extent possible and allowed by law, the school will maintain confidentiality within the confines of the investigation or the alleged prohibited behavior. All parties will be treated with dignity, and the school will not retaliate against anyone making a report or serving as a witness.

Technology Responsible Use Policy

Students will use the school's technology facilities in the spirit of the school's code of conduct and in a responsible and legal manner, following the rules listed below:

Respect

- I will always use the computer with consideration and respect for others and myself.
- I will not eat food or drink beverages while working on a computer.
- I will be responsible for my laptop's whereabouts at all times. After use, I will return the laptop to a charging station.

Email and Communication

- I will use email only for school-related purposes. I will never use abusive or profane language in public or private messages.
- I will not access my personal email account, social networking sites, or personal instant messaging software from any school computer.
- I will not use others' names or passwords.

Safety

- I will ask a teacher for permission before using a device.
- I will keep my account passwords private.

Software/Apps

- I will use teacher-approved software when given permission at appropriate times. • I will not illegally copy or download software or media (games, MP3s, etc.)

Internet

- I will not shop online or make any purchases using a school computer.
- I will not visit inappropriate websites. Teachers and administrators will determine appropriateness.

I understand that failure to follow these rules when using the school's technology, whether at school or off-campus, will result in suspension of my technology privileges and/or additional disciplinary action.

TPS from A to Z

All-School Theme

Each school year opens with a topic of study that draws us together as a community of learners. Mixed-age groupings enable students and faculty from different classrooms to get to know each other early in the year. The theme – chosen by the faculty in the spring of the previous school year from topics recommended by the rising 8th graders – is unveiled during the first week of school.

Annual Meeting

The school holds an annual meeting each May. The meeting is an opportunity for our community to come together to review the year that is ending and look toward the year to come. It is also when individuals are elected to serve as trustees of the school.

ASEP Special Programs

Day-long programs are offered at TPS for children in preschool through 5th grade on days when TPS is closed for in-service.

Basketball for Parents

Parents are invited to play basketball on most Monday nights in the school gym. Details will be provided in the fall. Please note that parking will not be available in the school lot.

Birthday Celebrations

Due to the increase in dietary restrictions among children, we will no longer allow birthday treats/snacks in grades 1-8. (Preschool and Kindergarten will continue with the birthday tradition of small snacks and fruit; children with dietary restrictions can store special treats in the freezer.) Instead, each grade level team in grades 1-8 will coordinate a special activity to honor the birthday child.

Parents are invited to celebrate birthdays, just not with food brought in from the outside. This would also include celebrations of teachers' birthdays. Please do not send in birthday snacks in grades 1-8. Parents will receive additional information about classroom birthday celebrations.

The Student Council will host a Monthly Birthday Breakfast for students in grades 1-8 on the last Friday of every month from 8:10-8:45 am. Summer birthdays will be celebrated at the final Birthday Breakfast in May. The dates for the Monthly Birthday Breakfast will be posted on the website, blog, and plasma screen.

At school-sanctioned parties, such as classroom Learning Celebrations, classroom parent reps may be asked to coordinate food with specific guidance and approval from Jill Feighan and the classroom teachers. Together the team will work to be sure that there are only "approved foods" included. Please note that non-approved foods will be politely declined.

Candy and Chewing Gum

In consideration of the serious food allergies, particularly to nuts, of a growing number of our students, we do not permit candy in school, except on rare special occasions. Whenever there is an activity involving a candy product, we will inform families in advance. Children are not permitted to chew gum anytime in the building, at recess time, and on field trips.

Cell Phones and Other Electronic Devices

Cell phones must be turned off and kept in the student's cubby. They may not be used during any part of the school day, including recess and at the Schuylkill Center. Parents should not expect to

communicate via cell phone with their children during the school day; all calls must be made through the school office.

Kindles and other e-Readers are permitted, but students may not access the Internet using these devices. Students may not use hand-held video game devices during the school day, including recess time and during the bus ride to the Schuylkill Center; exceptions may be made for special, longer excursions. Students must have teacher authorization to use electronic devices.

We ask families to please refrain from using cell phones while in the school building and to turn off phones or set them on vibrate when attending performances and meetings at the school.

Community Service

All students at The Philadelphia School take part in service learning. Children in preschool through 3rd grade have classroom jobs, and their classes – as a group project – may undertake service initiatives that reach beyond their own classrooms. Students in grades 4-8 all have in-school community service “jobs,” which range from preschool animal and plant caretaker to club assistant to kindergarten lunch aide. Students can select a job that interests them and that meets their scheduling needs (morning, snack time, lunch time, or after school).

The 4th and 5th grades have taken over the weekly sandwich-making program, which has provided meals to residents of a local shelter (My Brother’s House) for more than a decade. The Primary Unit and the third grade both sponsor read-athons, which benefit Reach Out and Read and the Nationalities Service Center, respectively.

Crazy Hat, Hair, and Pajamas Day

A long-standing tradition, this event is sponsored by the Student Council. On this special day, students may wear pajamas to school, silly hats, and strange hairdos! No slippers, please, for safety reasons.

Eighth Grade Puerto Rico Trip

Each year the 8th grade travels to Puerto Rico in March. We have developed a culturally rich program with a school affiliated with the Universidad de Puerto Rico. It is the school’s hope that every 8th grader will be able to take part in the trip. Limited financial aid is available. Participation may be denied to students who do not keep up with their academic work or who display behavior that, in the school’s judgment, might negatively impact the experiences of classmates. The school may also deny participation if tuition payment is in arrears. (Coordinator: Matt Eskin)

Encuentro

Encuentros (“gatherings” in Spanish) are Friday morning assemblies that take place regularly throughout the school year. We meet as a whole school or in various other groupings, for example, in unit groups. Encuentros are used for theme-related activities, recitals, Student Council events, etc.

Family Groups and Family Circles

In the fall, every K-8 student is assigned to a Family Group, headed by a Middle School student and including two to four younger students. Throughout the school year, the children meet in family groups for a variety of activities – for example, Encuentro and the Thanksgiving Feast. Family Circles, made up of three or four Family Groups and two staff members, meet regularly to work on all-school theme activities and to prepare for special events. These mixed-aged groups foster a strong sense of connectedness, a hallmark of The Philadelphia School.

Field Trips

All field trips will be posted on the TPS calendar at least two weeks prior to the trip date. Trips to destinations outside Philadelphia proper require an additional permission slip to be signed by a parent/guardian. Teachers will notify parents and students well in advance if:

- There are special drop off or pick up instructions
- Special attire is required
- Cell phones/electronics are permitted on the trip

High School Counseling

The Philadelphia School's record for acceptance into secondary school is excellent. Our high school counselors meet with the families of 8th graders early in the school year to discuss the application process, address concerns, and make recommendations regarding high school options. Each year middle school faculty, as well as the Associate Head of School and the Director of Admission, visit area secondary schools to better familiarize themselves with the schools' programs.

Representatives from area schools present at an annual High School Fair for 8th grade parents and students. Daytime presentations by representatives from public magnet schools and other independent schools take place throughout the fall. An alumni panel is also organized to allow students to learn how TPS graduates are fairing in high school. (High School counselors: Emily Marston and Matt Eskin)

Learning Celebrations

Throughout the year, most classrooms hold learning celebrations, when parents are invited to visit their children's classrooms to experience the learning environment for themselves and to celebrate the students' hard work. These celebrations are posted on the online school calendar about two months in advance. They occur during the school day, often in the late afternoon. If you are unable to attend, please let your child's teachers know, so they can pair him or her up with a friend's family.

Learning Resources

In addition to our experienced classroom faculty, we have two school psychologists and four learning specialists who work in collaboration to design plans for classes and students. These professionals work as part of our Learning Resource team, deciding when and how to provide support, whether that be enrichment; additional skill development in mathematics, language arts, or study skills; or remedial work. (Coordinator: Aminah Finney)

Lost and Found

In September, students are shown the Lost and Found locations. Preschool and kindergarten items are kept in the Schwartz Siegel building. At Lombard Street the Lost and Found area is in the hallway leading to the Multipurpose Room. At the end of each week, unclaimed items are donated to charity.

Markward Playground

Our students use the park playground on a daily basis. There are several safety policies we enforce when the children are at the park. When you visit the park with your child, you might want to ask about the playground safety rules he or she follows during the school day; consistency would be helpful for your child. Please note that we do not allow children to pet dogs in the park – even if it is a dog a child knows (even his or her own dog); any dog can get nervous when surrounded by a group of young children, and we want to avoid dog bite injuries. We encourage families to support the park's activities; our children are fortunate to have use of this wonderful city resource.

Move-Up Day

On the last Monday of the school year, students spend an hour around lunchtime in the unit they will be in the following year.

Photography

The school takes photographs or videos at many school events. We are fortunate that there are parents who have volunteered to take photographs or videos for the school; these are primarily for archival, promotional, or programmatic purposes.

Parents have the option of choosing not to have their child's photograph used in external digital or print publications; this option appears on the enrollment form. TPS will not identify children in photographs without receiving permission from a parent or guardian.

We ask families **not to post online photographs of children other than their own** without the expressed permission of those children's parents or guardians.

Responsive Classroom & Developmental Design

The Responsive Classroom and Developmental Design are approaches to teaching and learning in practice at TPS. Based on the premise that children learn best when they have both academic and social-emotional skills, they help establish trust, responsibility, and respect by explicitly teaching and reinforcing the skills of cooperation, assertion, responsibility, empathy, and self-control.

Schuylkill Center for Environmental Education

The school's "outdoor classroom" is the [Schuylkill Center](#), located in Philadelphia's Roxborough neighborhood. The address is 8480 Hagy's Mill Road, Philadelphia, PA 19128.

At the Schuylkill Center, students are expected to:

- respect the natural world
- leave no trace
- collect only for educational projects and with teacher permission
- stay within teachers' sight
- stay on trails unless a teacher permits otherwise
- refrain from climbing trees, swinging on vines, and throwing rocks or sticks
- leave electronics at home

Individual units will have additional specific expectations that are age-appropriate.

For a map and detailed directions to the Center, go to its [website](#).

Smoke-Free Campus

The Philadelphia School is a smoke-free campus. The Board of Trustees has set the following policy for board members, staff, parents, students, and visitors: Smoking or use of tobacco products is not permitted in any school building. Any adult who wishes to smoke must do so at a distance greater than 25 feet from any building entries, outdoor air intakes, and operable windows.

Social Activities Guidelines

When planning birthday parties and other social events for your child outside of school, please be sensitive to children's feelings; do not invite most of the children in your child's class, leaving out just a few. Invitations may not be distributed at school.

Social Media and Other Online Activities

We take seriously any online conduct between students both in and outside school that threatens the well-being of any children. We ask parents to work in partnership with the school and establish guidelines at home for student use of email, social networking websites, and other tools of technology. Please see the Technology Responsible Use Policy on page 23.

Standardized Testing

TPS administers The Comprehensive Test Program 4 (CTP4) in grades 4-8 for practice and is used “in house” to inform our practice and student achievement. The CTP4, published by the Educational Records Bureau (ERB), is administered in the spring. It provides national and independent school norms for verbal reasoning, vocabulary, reading comprehension, writing mechanics, writing process, quantitative reasoning, and mathematics. Aminah Finney, Director of Learning Resources, and Matt Eskin, Associate Head of School, are available to discuss the tests.

Student Central

To facilitate collaborative work, Student Central has been organized as a central repository for digital resources. It can be accessed at <https://sites.google.com/a/tps.school.org/tps-studentcentral/> or on the school website).

Student Council

Middle School Student Council officers (rising 7th and 8th graders) are elected each spring; the full council includes representatives from grades 1 through 8, who are elected in the fall. The council meets regularly to plan events, address student concerns, and share information. Representatives report the proceedings to classmates. Activities include monthly birthday celebrations, a year-long food drive, Earth Day, and the Talent Show. Student Council members are expected to take part in school-sponsored events throughout the school year. (Advisors: Virginia Friedman and Lois West)

Talent Show

The Student Council organizes a Talent Show each February. Students in grades 1-8 can audition for the show; acts have ranged from gymnastics to hula hooping to joke telling to singing. The show is for a student- and staff-audience only; this long-standing tradition is important to the students, who ask that it be respected by parents.

Toileting Proficiency

All students must be completely toilet-trained prior to beginning school. This means they must be able to take care of all toilet needs. Disposable pull-up pants may not be worn. In the event of an accidental wetting, children will be changed into dry clothes, provided by the student's family and stored in a cubby. School clothing may be used if a child's clothing is not readily available. In the event of a bowel accident, a parent/caregiver will be called to assist the child.

Tutoring

TPS discourages the use of tutors unless recommended by the Director of Learning Resources, Aminah Finney, afinney@tps.school.org. Tutoring may be recommended in cases of prolonged absence or in situations where specific academic skills require additional support and/or remediation. No teacher or staff members may independently decide the necessity for tutoring (remediation, enrichment and/or acceleration) or make a recommendation for tutoring. Independent tutors are screened by the Learning Resource team and families contract privately with a recommended tutor.

Fund Raising

As a nonprofit educational institution, TPS receives revenues primarily from tuition, fees, endowment, and voluntary contributions. Our tradition of philanthropy is strong and continues today with the financial support received by parents, trustees, alumni and their families, grandparents, faculty and staff, and other friends of the school. We welcome and encourage all families to participate at whatever level they find comfortable.

- While tuition is not tax deductible, a voluntary contribution is if you itemize deductions.
- Strong participation from the TPS community sends a message of commitment to the wider community, including foundations to which we apply for support.
- The Philadelphia School receives limited government support and none from religious institutions, so that we can pursue educational goals free of constraints resulting from such associations.

If you have questions about fund raising at TPS or would like to make a gift to the school, please contact Alison Fritz, Director of Development, at 215-545-5323, ext. 271.

Admission, Enrollment, & Financial Aid

Admission

Families with siblings who are interested in applying to The Philadelphia School should obtain an application in September either via the school's website or by visiting the Admission Office. When applying online, please use your TPS login id and password. In order to be considered in the first round of admission decisions, applications for Preschool, Kindergarten, and 1st grade must be received by December 1, 2013, and applications for grades 2-7 must be submitted by January 1, 2014. Applications received after these deadlines will be considered on a rolling basis, if space permits. Please note that children need to be 4 years of age by August 31 if applying to preschool and 5 years of age by August 31 if applying to kindergarten. Our main entry point for admission is preschool. Families must have submitted an application in order for their children to participate in an Admission Play Day.

All students must be completely toilet trained prior to beginning school. This means they must be able to take care of all toilet needs. Disposable pull-up pants may not be worn. In the event of an accidental wetting, children will be changed into dry clothes, provided by the student's family and stored in their cubby. In some circumstances, school clothing may be used if a child's own clothing is not readily available. If school clothing is shared, parents are asked to wash and return these clothes as soon as possible. In the event of a bowel accident, a parent/caregiver will be called to assist the child.

Enrollment

Admission to The Philadelphia School is for one year only and is for the entire school year. TPS reserves the right to request the withdrawal of or to dismiss any student if, in its sole judgment, his/her attitude, influence, actions or inactions are inconsistent with the standards of conduct and/or academic performance contained in the School Handbook or otherwise do not serve the best interest of the school. A positive and constructive working relationship between the school and a student's parent(s) or guardian(s) is essential to the fulfillment of the school's mission; therefore, the school may terminate enrollment, or decline to re-enroll a student, if the school, in its sole discretion concludes that the actions or inactions of the parent(s) or guardian(s) make a positive and

constructive working relationship impossible, or otherwise interfere with the accomplishment of the school's mission. Recognizing that the majority of the school's expenses and obligations are incurred on an annual basis, the parent(s) or guardian(s) are responsible to pay the full tuition and fees regardless of a student's withdrawal, dismissal, or absence from the school, and no portion of any tuition or fees shall be either refunded or canceled for any cause.

Families must return their re-enrollment agreement to TPS no later than February 16, 2015, in order to reserve a spot for their child for the 2015-2016 school year. Information regarding tuition, enrollment policies, and payment policies accompanies the contract. Questions regarding re-enrollment should be directed to Frances Hoover, Director of Enrollment Management & Diversity at ext. 278.

Financial Aid

Financial aid applications for 2015-2016 are due February 3, 2015, for current families. Applications may be obtained in the Admission Office or directly through [School and Student Service for Financial Aid](#). Applying online results in faster processing. It is each family's responsibility to give the Admission Office a copy of the financial aid application once complete, along with a copy of the family's 2014 tax return and W2 forms, no later than February 3. Families who have completed the process by the February 3 deadline will receive notification of their award eligibility by March or April. Families who complete the process after February 3 will receive aid if they qualify and there are funds remaining.

Payment of Fees

The Finance Office is responsible for all financial transactions of the school. All questions regarding tuition, tuition balances, and other program fees should be directed there.

All Tuition Payments are administered through Higher Education Services, Inc. A late fee will be assessed by HES on all tuition payments not received by the HES due date. Tuition balances outstanding after the end of the payment plan with HES will be reverted to the school, and a late payment fee of 1.5% per month will be charged until the account is brought current.

Tuition Refund Insurance and drop-ins for after school care are payable through the Finance Office.

After School Enrichment Program (ASEP), Music Lessons, After School Clubs and Summer Camps are payable upon registration through a link on the TPS website <https://campself.active.com/ThePhiladelphiaSchool>

Students are not permitted to attend classes or obtain transcripts if an account remains in arrears after notice of the arrears is provided to the parent(s) and/or guardian(s) and the account is not brought current within a specified period of time. In addition, no student will be enrolled for another academic year unless all accounts are paid and clear.