

John H Webster
Elementary School
**FAMILY
HANDBOOK**



**2024 – 2025
School Year**

John H. Webster Elementary School
3400 Frankford Avenue
Philadelphia, PA 19134

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School Profile



John H. Webster is located at 3400 Frankford Avenue in the Harrowgate section of the City of Philadelphia. The school is part of Network 5 of the School District of Philadelphia. We serve approximately 500 students from pre-kindergarten through fifth grade. Our racially diverse population is composed of 30% African-American, 53% Latino, 12% White, 1% Asian, and 4% Other/Multi-Racial students.

Mission Statement

We accept the responsibility to serve the community and create an anti-racist, data-driven, safe & nurturing environment that ensures lifelong learners. As a Webster family, we are dedicated to maximizing the potential of all students and providing the academic, physical, mental, & social-emotional skills that are necessary for success.

Our Vision

At John H. Webster School, all children will be treated as our own Webster family. All Webster teachers, staff, parents, and community members believe that all of our children are capable of achieving high levels of academic excellence. Here at Webster, our family is passionate about a safe and nurturing environment so that all members feel accepted and valued. We will continue to develop partnerships with families and communities.

Academic Calendar 2024-2025

August 2024 | 5 Student Days; 9 Staff Days

- **20th:** Staff Professional Development
 - **21st:** Reorganization
 - **22nd-23rd:** Staff Professional Development
 - **26th:** First day of school for students
 - **26th-30th:** Kindergarten interview day; Three Hour Early Dismissal (K only)
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September 2024 | 20 Student Days; 20 Staff Days

- **2nd:** Labor Day; Schools closed for students and staff; Administrative offices closed
 - **27th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
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October 2024 | 21 Student Days; 22 Staff Days

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

Additional Important Dates:

4th: Second Day of Rosh Hashanah

12th: Yom Kippur (weekend)

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

November 2024 | 17 Student Days; 18 Staff Days

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

Additional Important Dates:

1st: Diwali

3rd: Daylight Saving Time ends

11th: Veterans Day (In-school day)

December 2024 | 15 Student Days; 15 Staff Days

- **13th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
 - **23rd-31st:** Winter Recess; School closed for students and staff; Administrative offices closed
 - **25th:** Christmas Day; School closed for students and staff; Administrative offices closed
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January 2025 | 18 Student Days; 19 Staff Days

- **1st:** New Year's Day; School closed for students and staff; Administrative offices closed
- **1st-2nd:** Winter Recess cont.; School closed for students and staff; Administrative offices closed
- **3rd:** Staff Professional Development (Full Day); School closed for students

- **20th:** Dr. Martin Luther King Jr. Day; School closed for students and staff; Administrative offices closed
- **29th:** Lunar New Year; School closed for students and staff; Administrative offices closed
- **30th, 31st:** Term 2 Report Card Conferences (Half Day); Three Hour Early Dismissal for Students

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

February 2025 | 19 Student Days; 19 Staff Days

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

Additional Important Dates:

28th: Ramadan begins

March 2025 | 20 Student Days; 20 Staff Days

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

Additional Important Dates:

9th: Daylight Saving Time starts

30th: Ramadan ends

April 2025 | 17 Student Days; 17 Staff Days

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

Additional Important Dates:

21st: PSSA testing window begins

May 2025 | 20 Student Days; 20 Staff Days

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

Additional Important Dates:

2nd: PSSA testing window ends

12th-23rd: Keystone testing window

June 2025 | 9 Student Days; 9 Staff Days

- **6th:** Eid al-Adha; School closed for students and staff; Administrative offices closed
- **12th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **13th:** Last Day of School for students and staff; Three Hour Early Dismissal for Students, Full day for Staff
- **19th:** Juneteenth; Administrative offices closed

Additional Important Dates:

11th-13th: Graduation window

LEARNING TIPS for SUCCESS

Students

- Be Ready
 - Come to school on time, every day.
 - Have all your school supplies with you.
 - Listen to staff for instructions.
 - Follow directions the first time.
- Be Responsible
 - Stay focused on the lesson/topic.
 - Follow directions & complete assignments to the best of your ability.
 - Actively participate in lessons & discussions.
 - Ask questions if you need help.
- Be Respectful
 - Listen to your teacher & classmates when they are speaking.
 - Raise your hand to speak.
 - Speak clearly & use appropriate language.
 - Use indoor voices.

Parents and Families

- After school:
 - Have your child complete assignments and ensure that they are turned in.
 - If you or your child have questions about the work, contact your teacher
 - Charge your devices overnight to be ready for the next day.

KEY SCHOOL CONTACTS

- Counselor Beth Beitler- bbeitler@philasd.org
- Counselor Olivia Chebra-ochebra@philasd.org
- Bullying Designee- Pauline Cooperson- pcooperson@philasd.org
- SPECM- Charles Heston- cjheston@philasd.org
- SPECM- Susan Smolczynski- ssmolczynski@philasd.org
- School Nurse- Dawn Staab- dstaab@philasd.org; 215-559-1091

VISITORS

Our students, employees, and visitors deserve a safe learning and work environment. Visitors are required to make an appointment in order to enter the school building. Parents can communicate with their child's teacher through Class Dojo, email, call the school or make an appointment.

COVID-19 Case Protocol for the 2024-2025 School Year

The District, in consultation with the Philadelphia Department of Public Health (PDPH), has established protocols to respond to suspected and confirmed positive cases of COVID-19 to maintain the health and safety of the school community.

All staff and parents/guardians of students are required to notify the appropriate District designee (as outlined in the Pre-screening/Symptom Monitoring/Mandatory Reporting section below) immediately if a school employee or student experiences symptoms of COVID-19, has a positive COVID-19 test, or has been exposed to an individual with a confirmed COVID-19 diagnosis.

Throughout the school year some policies may change in regards to Covid. As changes occur you will be notified through Class DOJO and by the [School District of Philadelphia](#).

GENERAL GUIDANCE

Personal Illness

All individuals who are sick are expected to stay home, and any student, staff member, or approved visitor who becomes sick while in a District building will be sent home immediately.

Symptoms Suggestive of COVID-19 Illness

- Fever of 100.4°F or greater
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Fatigue
- Nausea or vomiting
- Diarrhea
- New or persistent cough
- New loss of taste or smell
- Shortness of breath or difficulty breathing

CHROMEBOOKS

The School District of Philadelphia will loan a Chromebook to every District K-12 student who needs one. The loaner program is free however all devices must be returned if a student leaves the SDP once schools reopen. **Students will be expected to bring their District-issued Chromebooks on the first day of school, so it's important that they check their computers beforehand, to make sure they are working as needed.** If your Chromebook breaks, you must bring it back to Webster School.

IMPORTANT REMINDERS:

- Students are expected to bring their District-issued Chromebook to school each day.
- All protective cases must remain on the Chromebook and should not be removed except by a repair technician or other designated District staff.
- Families must immediately report any damage, loss, or theft to their child's school. For information on [Chromebook Policies](#).

EMERGENCY CONTACT FORM One of the most essential and important items collected by our school is the Emergency Contact Form. This form will be sent home in the beginning of the year and we ask that the form be completed as accurately as possible with names, addresses and valid telephone numbers for all contacts. Please be sure that whoever is listed knows that you have listed them. Parents are also requested to list work phone numbers where they can be reached during the day. In the event that any of the information supplied on the Emergency Contact Form changes, notify the office immediately. **This form is not the same form as the dismissal/pick up form.** Only names on emergency contact forms will be able to pick students up early. Emergency Contact Forms can be found [here](#).

ENTRANCE AND DISMISSAL POLICY PROCEDURES:

All students will be admitted into the school building and go directly to their classrooms in the morning. At dismissal, teachers will walk students to their classroom line in the schoolyard

SAFETY PROCEDURE As a school we are required per year to have:

- 10 fire drills
- 1 lockdown
- 1 emergency communication
- 1 relocation-(**Mastbaum School**)
- 1 reunification

ATTENDANCE AND LATENESS PROCEDURES

The School District of Philadelphia requires all students to attend school daily in accordance with the compulsory attendance laws of the Commonwealth of Pennsylvania. Punctuality and regular attendance are two of the basic principles of good work habits. Students at John H. Webster begin school at 7:30 am and dismiss at 2:09 pm. On half days all students dismiss at 11:09 am.

We request that students be kept home only when it is necessary for medical reasons. Parents/Caregivers should make every effort to have children in school and on time every day for the full day. The educational program offered by John H. Webster Elementary School is based upon the student's presence and requires continuity and classroom participation. Children cannot learn if they are not in school. When your child is absent, you must provide the teacher with an absent note signed by the parent/caregiver. The note should include the dates and a valid reason for the absence. The School District of Philadelphia allows for up to 8 handwritten excuse notes in one school year. After 8 excusable handwritten notes, a doctor's note must be provided. Refer to the School District's policy [here](#).

EXCUSED ABSENCES ONLY INCLUDE:

- Student illness or injury
- Quarantine
- Recovery from an accident
- Attendance required in a court of law
- Death in the immediate family including, but not necessarily limited to, parents, siblings, grandparents

or other family members living in the household

- Religious holidays, if the religious tenets to which the student and/or his/her family adhere require observance of the holiday. In addition, upon receiving a written request from a parent/guardian, a student shall be excused from school in order to attend classes for religious instruction under §1546 of the Public School Code of 1949.

PLEASE NOTE THAT EVEN EXCUSED ABSENCES ARE STILL COUNTED AS DAYS MISSED.

The following are possible consequences for unexcused extended absences:

- Student(s) may be dropped from the roll and have to be re-registered. The parent or guardian will be required to provide the school with current proof of address.
- A referral may be made for truancy court. The school district modified its attendance policies and now keeps track of half-day absences. If your child arrives at school after 9:00 am or has an early dismissal prior to 1:00 pm, he/she will be marked as a half-day absent. Frequent half-day absences can greatly impact your child's attendance and their learning.

REQUESTS FOR FAMILY VACATIONS

In order to promote a consistent educational process throughout the school year, parents/guardians should **not** schedule family vacations during the school year. If a child is absent because of a family vacation, the absence will be counted as an unexcused absence. Any student absent more than 5 days may be dropped from roll and the parent will need to provide proof of address and re-enroll the student upon returning. **Any child absent for an extended period of time before/after the winter recess will automatically be dropped from the school roll. Parents will need to readmit students upon return.** For a complete list of the truancy policy, please visit [this](#) site.

EARLY DISMISSALS

Please no early dismissal after 1:00 pm

It is imperative that your child remains at school the entire day. Medical appointments should be scheduled after school and/or during school closures. For the safety and security of your child, **no child will be dismissed to anyone not listed on the emergency contact card or without proper picture**

identification. If someone other than the child's parent/guardian is picking up the child for an early dismissal, parent/guardian must obtain prior approval for this arrangement. If an emergency arises and your child needs to be dismissed early, parents must do the following:



- Send a note with your child at least twenty-four hours in advance.
- Report to the main office to sign your child out of school with proper identification.
- Report to the office to sign your child back into school (if returning from an appointment).



EMERGENCY SCHOOL CLOSING

When school is closed due to extreme weather conditions, an announcement will be made over the radio and television stations early in the morning.

Please listen to the following media outlets for the latest information on school closings:

- KYW News Radio
- NBC Channel 10
- CBS Channel 3
- WPVI Channel 6

The announcement will state, **“ALL PHILADELPHIA PUBLIC SCHOOLS ARE CLOSED.”** **If you do not hear this announcement, schools are open. PLEASE DO NOT CALL THE SCHOOL.** When it is necessary to close school during the school day, television and radio stations will also make announcements indicating what time the schools will close. Please do not come to school to pick up your child earlier; the office staff and all essential personnel will be assisting students to make contact with parents. (DOJO)

SCHOOL UNIFORMS

Students are expected to adhere to the Uniform Policy. The purpose of the uniform is to create a positive learning environment. John H. Webster Elementary students must adhere to the uniform policy that requires the following standards:



- Navy Blue or Light Blue Collared Shirts/Navy Blue or Gray Logo shirts
- Navy Blue pants or skirts. (No Jeans Allowed)
- NO OPEN-TOE SHOES ARE ALLOWED (ie. FLIP FLOPS, SANDALS, and CROCS)
- For students who are unable to tie their shoes, we strongly recommend velcro black shoes or sneakers.

Sweaters and Sweatshirts

Parents may provide students with a **navy blue sweater or sweatshirt** to be worn if they get cold in the classroom.

Hoods and ball caps are not to be worn during the school day.

A phone call will be made to parents when a child is out of uniform. Students who persistently fail to comply with the school's uniform policy may be subject to disciplinary action.

PARKING

Parking is not permitted around the school building at any time. This is a fire regulation and prohibits safe passage to and from school for our students. Parking is available on Braddock Street and Ontario Street when necessary. **The side gates will be closed during morning admittance as well as dismissal time and no cars are permitted to enter the parking lot.** No car should be parked or left unattended for any reason. Cars parked illegally, including in the fire zones or handicapped parking spaces, will be ticketed.

BREAKFAST/LUNCH PROGRAMS



Research indicates that children who begin their day with a healthy breakfast have greater academic success. For that reason, we offer breakfast and lunch daily to all of our students. Students may bring their own lunch if they would like but glass bottles and carbonated sodas are prohibited.

SCHOOL PARTNERSHIPS

City of Philadelphia Mayor's Office:

- Colin Hartzell- Community Schools Coordinator

N.E.T- Northeast Treatment Center

EXTRACURRICULAR ACTIVITIES

Extracurricular activities will be announced in October to all students and families.

USE OF THE OFFICE TELEPHONE

Students are not permitted to use the office phones unless it is an extreme emergency. Students will not be permitted to call parents on a daily basis or call home during inclement weather (rain or snow). Students will not be interrupted from their classrooms to receive telephone calls. Messages will be given in emergency situations only. Our office staff is very busy and is not expected to take messages for students unless it is an emergency. Please make all arrangements with your child before school starts.

CELL PHONES/PERSONAL PROPERTY

The School District prohibits students from using personal cell phones on school grounds during school hours. Any student using a cell phone during school hours will have it confiscated. John H. Webster Elementary School will not assume responsibility for the loss or theft of any cell phone. The principal has the authority to address issues that are disruptive to the academic environment that may arise from the improper use of telecommunication devices.



Toys and personal items such as gaming devices etc. are not permitted in school. If brought to school they will be confiscated. Students are also responsible for all items in their book bags. Please instruct children not to place items in their book bags that do not belong to them. John H. Webster Elementary School will not be responsible for the loss or theft of any personal items that are confiscated by school personnel.

HOMEWORK

Homework is a vital part of the teaching and learning process. Parents should expect students in all grades to have homework four to five times a week. Not all homework will be written assignments. Teachers assign students to read books, go on i-Ready, study notes, or prepare for an oral assignment. While students assume the major responsibility for completing homework assignments, parents should also take an active interest and monitor children's progress and check to see that homework is completed each night.

The Role of the Student – The student has the responsibility to:

1. Be responsible for having a copy of the assignments and making sure assignments are clearly understood.
2. Take home necessary texts and materials.
3. Complete assignments neatly and on time.
4. Note any questions about homework to be asked in the next class.
5. Return assignments and books to school when due.



The Role of the Parent – The school encourages the parents to:

1. Provide a quiet place for the student to study.
2. Encourage the student to study at a regular time in the afternoon and/or evening.
3. Check the student’s assignments each evening and sign, if needed.
4. Encourage independence in the completion of the assignments.
5. Review and sign tests, where applicable.

MAKE-UP WORK POLICY

Students are required and expected to make up assignments, assessments, and projects missed when absent or otherwise not in school. Students have the number of days equal to the number of days absent to complete the missed assignments, assessments, and/or projects. If a student has been absent for an extended period, they should request the assistance of their teacher in creating a schedule to complete the missed work.

NURSE AND MEDICATIONS

The nurse is available daily for all students and parents. Health room hours have been established by the nurse to cut down on interruptions in the classroom and to allow the nurse sufficient time to provide ongoing medical monitoring of students. School Health Services personnel will perform/conduct vision screenings on all children every other year, growth screenings every other year, and hearing screenings.

Medications are given in school ONLY after completion of medical forms by a healthcare provider and approved by School District Health Services. This form must be filled out and signed by the child’s doctor and parent. All medications and prescriptions are to be brought in their original bottles to the nurse and kept in the health office. Over-the-counter drugs-including cough medicine, aspirin, etc. must also be accompanied by a doctor’s note. When the school nurse is not in school, the



Principal or designee may administer medication under the guidelines established by the Pennsylvania Health Services Commission. If your child is on long-term medication or there are any medical problems, please contact the nurse. Students are not permitted to bring any form of medication to school. Students are not permitted to self-administer any medicines including inhalers.

All students must be properly immunized against communicable diseases. The nurse will contact parents if students need to update required shots. Students will not be permitted to return to school until they have been properly immunized. Please click [here](#) to learn more about immunization requirements.

If a student has an injury or illness at home, it is the parent's responsibility to take the student to the doctor. Please do not send students to school with injuries that happened at home or if a student is sick and has a fever. Students should be free of a fever for 24 hours prior to returning to school. If a child becomes ill during the school day, s/he will be given immediate attention. You will be called if your child is too ill to return to class.

Please advise your child that she/he cannot personally call home if they feel ill but must go to the nurse's office.

DISCIPLINE/CODE OF STUDENT CONDUCT

In order to maintain a safe and orderly learning environment, we expect appropriate behavior from our students. John H. Webster Elementary School follows the School District of Philadelphia Code of Student Conduct. Each student is responsible for his/her own actions. To facilitate an educational atmosphere that is safe for all members of the community, John H. Webster Elementary School has developed and maintains a positive school culture through following a School Wide Behavior plan, where **all students are expected to follow the "Webster 3Rs" (Be Respectful, Be Responsible, Be Ready.)** Our teachers and staff will review the expectations for all the students in the various school settings. The students will review the proper behavior and consequences for inappropriate behavior. The expectation is for all of our students to understand and follow the school-wide rules and Code of Conduct.

Fighting is unacceptable behavior and will not be tolerated. If a student is involved in a fight, disciplinary measures, including suspension, will be taken and a parent meeting will be scheduled.

Many disciplinary problems may be resolved by meeting with the teacher, a phone call to the parent or a time out. When a conflict arises, students are expected to seek alternatives for resolution. By seeking help, the student removes themselves from possible danger and they do not use "self defense" as an excuse to participate in a fight.

Be **R**espectful

Be **R**esponsible

Be **R**eady

The School District of Philadelphia

[Code of Conduct 2023-2024 .pdf](#)

Which includes anti-bullying policy 249 and policy 248 harassment

TITLE I PROGRAM

What is Title I?

Title I is the largest federally funded program for private and public schools in the nation. The goal of the program is to provide additional instructional services to students. With these funds the school has the ability to purchase additional personnel and materials that will support our students' learning. Many of the consumable books as well as the interventions used by our students are purchased using Title One funds. Parental Involvement is a component of the program. Title One funds allow Webster School to host workshops throughout the year as well as after school events. These events will be posted in the monthly school calendar or on the website.

TITLE ONE PARENT COMPACT

<i>Webster Elementary School</i>
School-Parent Compact
Pacto de padres en español
Parent and Family Engagement Policy
Política de participación de padres y familias