

**LAURA W. WARING ELEMENTARY SCHOOL**



1801 Green Street  
Philadelphia, PA 19130

**PARENT AND STUDENT HANDBOOK  
2023-2024**

Amanda Strain  
Principal

Melinda Barno  
Climate Manager

The Parent and Student Handbook has been written to provide important information concerning specific policies and procedures related to the safe operation of our school. The material contained is not all-inclusive but highlights information most often needed. In addition, the handbook summarizes district policies and contains general guidelines and information related to our school.

This handbook's content may be changed from time to time throughout the 2023-2024 school year. If changes are made, notice of the changes will be provided through the Class Dojo and/or parental letters.

**If you have any questions regarding this handbook, please contact  
L.W. Waring School Building Administrators.**

**Principal's Message**

Dear Waring Families,

Welcome to the 2023-2024 school year! Last year was a fantastic year filled with growth, learning, and relationship-building. To learn more about our progress and programming, please join us on Back to School Night. During this time, you will have the opportunity to meet your child's teacher and learn more about what's in store for the 23-24 school year.

I look forward to partnering with you, our staff, and students to provide an environment that supports and encourages all learners. It is an honor to work with you and your children. By working together, we can create another successful year at Laura W. Waring Elementary School!

Sincerely,  
Amanda Strain, Principal

## **Vision**

Our vision for Waring Elementary School is to develop a culture of mutual respect and academic excellence in which every student achieves by using equitable and innovative approaches.

## **Mission**

The mission of Waring Elementary School is to cultivate the intellect, foster the character, and ignite the imagination of our students so they can become leaders who choose their own futures.

## **Arrival**

School begins promptly at 9:00 am and ends at 3:39 pm. Children should be in line by 8:58 am. Students may arrive at 8:45 am for breakfast in the cafeteria. Breakfast is served from 8:45 a.m. - 9:00 a.m. Breakfast is free to all students.

Students should not report to school earlier than 8:45 am. There is no supervision until that time. The school assumes no liability or responsibility for children on school grounds until supervision begins.

Parents are not permitted to walk their children to their classrooms.

## **In the case of inclement weather:**

- K-2 students should report to the gymnasium
- 3-8 grade students should report to the cafeteria

## **Late Arrival**

Students arriving after 9:00 am are considered late and will be marked as such. If a student is late, they must enter the building using the main entrance on 18th and Green Street. Late students must check in at the front desk before reporting to class. Lateness is disruptive to the instructional day and can have a negative effect on academic achievement. Punctuality should be prioritized.

## **Dismissal**

In order to reduce crowd size, our dismissal will be staggered.

- Kindergarten 3:30 pm
- 6-8th grades 3:30 pm
- 1-5 grades 3:35 pm

Dismissal begins at 3:30 pm on regular dismissal days and 12:30 pm on early dismissal days from the small schoolyard. Please arrive promptly to pick up your child.

***If a student is not picked up 15 minutes after the end of the school day, and the parent cannot be contacted, the police department and/or Department of Human Services (DHS) may be called.***

### **Early Dismissal**

If the need for an early dismissal occurs, the parent/guardian must come to the main office to request the dismissal. The parent/guardian must report to the main office and sign the "Early Dismissal Log Book" in order to have a child released from school. ID is required.

### **Emergency School Closings and Delayed Opening**

In the event of an emergency closing for the school, the announcement will appear on the School District of Philadelphia's website ([www.philasd.org](http://www.philasd.org)). We will also send a robocall to parents. It is imperative that your contact information is updated with the office so that emergency contacts are available to the school at all times.

If there is a citywide closing of all public schools, especially during the winter months, the announcement will appear on the School District of Philadelphia's website ([www.philasd.org](http://www.philasd.org)), Classroom Dojo, and a Robocall will be made.

### **Legal Custody**

Parents/guardians are asked to inform the main office and the child's teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child (e.g., permission to pick up a child from school) based on official legal documents. It is important for the school to have a copy of the custody decree. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.

### **Release of a Child**

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file.

### **Attendance and Absences**

It is important that children come to school every day prepared to learn. Regular attendance is critical to academic success. Continued absences will result in a truancy court hearing.

A student who has missed **three (3) or more unexcused days** of school during a school year is considered **truant** under the law. Your child's teacher will call the family to inquire about the absences and to remind parents that notes must be submitted to the school for every absence. The phone call will be documented in SIS, our Student Information System, by that teacher. Once a student is truant, you will receive a letter from the school notifying you of the dates of their absences. At **6 unexcused absences**, a mandatory meeting will be held to help identify barriers to your child attending school. If your child has **10 or more unexcused absences**, they will be referred to truancy court. If you have questions or concerns about the School District of Philadelphia's Attendance Policy, please contact the main office.

## **Emergency Contact Information**

It is important that the school maintains a current, accurate address and telephone numbers (home, office, cell, etc.) for every child at all times. Should there ever be a change in address or telephone number, it is the parents'/guardians' responsibility to make sure the teacher receives that information immediately. The teacher will forward any changes to the main office. This will enable the school to reach parents/guardians quickly in case of an emergency, such as illness or school closure due to inclement weather. The school must also have the names and telephone numbers of three additional people who may be called in case of an emergency. A form will be sent home at the beginning of the school year requesting this information. These emergency contacts will only be called after an attempt to reach the parents/guardians has been unsuccessful. They will be called in the order indicated by the parents/guardians on the Emergency Contact Form.

## **Personal Electronics**

IPhones, iPods, Cell Phones, SMART Watches, PSPs, Nintendo DS, and items like these may not be used during school hours. These items are disruptive to learning and can be easily lost or misplaced. **Any electronics brought to school will be collected and secured by the teacher at the beginning of the day and returned prior to dismissal.**

## **School-Wide Norms**

All students are expected to adhere to school-wide norms at school, on field trips, in the schoolyard, lunchroom, bathroom, and all other school-related situations.

Under most circumstances, when students fail to observe school-wide norms, parents of the students are notified to discuss the behavior and mutually seek a positive solution. Students who violate the Code of Conduct may lose school privileges including, but not limited to, trips, clubs, promotion activities, leadership roles, and more. **The School District's Code of Student Conduct is strictly followed. The full Code of Conduct is available on the School District of Philadelphia's webpage ([website](#)).** Students not observing school-wide norms may be issued a lunch or after-school detention, mandatory guardian conference, or an in-school or out-of-school suspension in accordance with the Code of Conduct.

## **Care of School Property**

Students will be held responsible for the proper care of all books, supplies, devices, accessories, or equipment furnished to them by the district. Students who deface, damage, or lose school property shall be required to pay for damage or loss.

## POSITIVE BEHAVIOR SUPPORTS MATRIX



### Waring Way

	<b>Restroom</b>	<b>Schoolyard</b>	<b>Hallway</b>	<b>Classroom</b>	<b>Cafeteria</b>
<b>Kind</b>	<p>Use polite language</p> <p>Give one another privacy</p>	<p>Use polite language</p> <p>Include others</p> <p>Be a peaceful problem solver</p>	<p>Use polite language</p> <p>Admire displays with your eyes</p>	<p>Use polite language</p> <p>Support your classmates</p>	<p>Use polite language</p> <p>Be a peaceful problem solver</p>
<b>Responsible</b>	<p>Level 0-1 voice</p> <p>Wash hands</p> <p>In and Out</p> <p>Admit mistakes/accept feedback</p> <p>Leave the space the same or cleaner than you found it</p>	<p>Level 3-4 voice</p> <p>Line up in designated spot when the whistle blows</p> <p>Admit mistakes/accept feedback</p> <p>Put equipment away</p> <p>Use equipment appropriately</p> <p>Leave the space the same or cleaner than you found it</p>	<p>Level 0-1 voice</p> <p>Have a hall pass</p> <p>Admit mistakes/accept feedback</p> <p>Leave the space the same or cleaner than you found it</p> <p>Move straight to your destination</p>	<p>Stay on task</p> <p>Come prepared for learning</p> <p>Admit mistakes/accept feedback</p> <p>Leave the space the same or cleaner than you found it</p>	<p>Level 2-3 voices</p> <p>Raise your hand if you need help</p> <p>Admit mistakes/accept feedback</p> <p>Leave the space the same or cleaner than you found it</p>
<b>Safe</b>	<p>1-2 people at a time</p> <p>Feet on the ground</p> <p>Keep hands and feet to yourself</p>	<p>Be aware of your surroundings</p> <p>Follow directions promptly from all staff</p> <p>Keep hands and feet to yourself</p>	<p>Keep hands and feet to yourself</p> <p>Follow directions promptly from all staff</p> <p>Use walking feet</p>	<p>Follow your classroom procedures</p> <p>Keep hands and feet to yourself</p>	<p>Follow entry and exit stairwell</p> <p>Stay at your assigned table</p> <p>Use walking feet</p> <p>Follow directions promptly from all staff</p> <p>Keep hands and feet to yourself</p>

## Uniform Policy

Uniform Guidelines	Notes
<p><b>K-5 Students may wear:</b></p> <ul style="list-style-type: none"> <li>● Any Color Waring School T-shirt</li> <li>● <b>ANY</b> solid-colored navy blue shirt               <ul style="list-style-type: none"> <li>○ Short sleeve/Long sleeve shirt</li> <li>○ T-shirt or collared shirt</li> </ul> </li> </ul> <p><b>6-8 Students may wear:</b></p> <ul style="list-style-type: none"> <li>● Any Color Waring School T-shirt</li> <li>● <b>ANY</b> solid-colored navy or maroon shirt               <ul style="list-style-type: none"> <li>○ Short sleeve/Long sleeve shirt</li> <li>○ T-shirt or collared shirt</li> </ul> </li> </ul>	<p>Sleeveless tops are not permitted and midriff must be fully covered.</p>
<p><b>All Students K-8 may wear ANY kind of solid-colored bottoms including:</b></p> <ul style="list-style-type: none"> <li>● Pants</li> <li>● Jeans (No Rips)</li> <li>● Skirts</li> <li>● Skorts</li> <li>● Shorts</li> <li>● Jumpers</li> </ul>	<p>All bottoms must be mid-thigh length, at least to the fingertips.</p> <p>No ripped pants or ripped jeans.</p>
<p><b>All Students, K-8, may wear ANY:</b></p> <p>Closed-toe shoes, sneakers, boots, or sandals with closed toes and straps around the back</p>	<p>Please no slippers, slides, or flip-flops.</p> <p>Closed-toed shoes/sandals with back straps are the safest for walking in the school building and playing in the schoolyard.</p>

## Lost and Found/Personal Property

The Lost and Found is located in the cafeteria. Lost and/or unclaimed items are placed in the Lost and Found on a daily basis. Upon request, students may go to the Lost and Found to look for misplaced items. Parents/guardians are asked to clearly mark children's clothing and personal property. The school will accept no responsibility for lost articles and money. All unclaimed Lost and Found items are donated to a charitable organization.

The L.W.Waring School is not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged personal property brought to school by students and strongly recommends that valuable personal property remains at home. Personal property should never be left unattended. Examples of personal property include but are not limited to: purses, wallets, watches, jewelry, electronic devices, credit cards, and cash.

### **Parent-Teacher Conferences**

Parent-teacher conferences are held quarterly for students in grades K-8. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Teachers will facilitate the scheduling of conferences. Additional individual conferences may be scheduled and held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment.

### **Visitors to the Building**

Parents/guardians are welcome to request a visit to the school. The principal or designated administrator has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office. Disruptive conduct by visitors that interfere with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

In order to assure health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability.

### **Volunteering**

L.W. Waring School volunteers make valuable contributions to our school. In order to keep students safe, all volunteers must obtain clearances. If you would like information about volunteering in our school, please see the volunteer page on the district website, [www.philasd.org](http://www.philasd.org), or contact the main office for more information.

### **Birthday Celebrations**

If you would like to bring in a treat to celebrate your child's birthday. We ask that you do so on the Friday afternoon the week of your child's birthday to minimize the disruption to instruction. All treats must be wrapped and store-bought with the ingredients listed. Please reach out to your child's teacher to coordinate.

# 2023-2024 Academic Calendar

## September 2023 | 18 Student Days; 19 Staff Days

- **1st:** Staff Professional Development or Reorganization (Varies by School)
- **4th:** Labor Day; Schools closed for students and staff; Administrative offices closed
- **5th:** First day of school for students
- **5th-11th:** Kindergarten interview days (Three Hour early dismissal K only)
- **25th:** Yom Kippur; Schools closed for students and staff; Administrative offices closed
- **29th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students

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

16th-17th: Rosh Hashanah (Weekend)

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## October 2023 | 21 Student Days; 22 Staff Days

- **27th:** Staff Professional Development (Full Day); School closed for students

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

9th: Indigenous Peoples' Day of Learning (In-school day)

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## November 2023 | 18 Student Days; 19 Staff Days

- **7th:** Election Day; Schools closed for students and staff
- **22nd:** 3-hour Early Dismissal for students and staff
- **23rd-24th:** Thanksgiving Recess; School closed for students and staff; Administrative offices closed
- **27th:** Term 1 Report Card Conferences (Full Day); School closed for students

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

5th: Daylight Saving Time ends

11th: Veterans Day

12th: Diwali



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## December 2023 | 16 Student Days; 16 Staff Days

- **15th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **25th:** Christmas Day; School closed for students and staff; Administrative offices closed
- **26th-29th:** Winter Recess; School closed for students and staff; Administrative offices closed

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## January 2024 | 20 Student Days; 21 Staff Days

- **1st:** New Year's Day; School closed for students and staff; Administrative offices closed
- **2nd:** Staff Professional Development (Full Day); School closed for students
- **15th:** Dr. Martin Luther King Jr Day; School closed for students and staff; Administrative offices closed

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

3rd-17th: Keystone Testing Window

6th: Three Kings Day

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## February 2024 | 20 Student Days; 20 Staff Days

- **1st, 2nd:** 2nd Term Report Card Conferences (Half Day); Three Hour Early Dismissal for Students
- **9th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **19th:** Presidents' Day; School closed for students and staff; Administrative offices closed

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

10th: Lunar New Year (weekend)

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## March 2024 | 16 Student Days; 16 Staff Days

- **8th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **25th-28th:** Spring Recess; Schools closed for students and staff
- **29th:** Good Friday; School closed for students and staff; Administrative offices closed

***Additional Important Dates:***

10th: Daylight Saving Time starts

11th: Ramadan begins

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

- **4th, 5th:** Report Card Conferences (Half Day); Three Hour Early Dismissal for Students
- **23rd:** Election Day; School closed for students and staff (tentative)
- **10th:** Eid al-Fitr; School closed for students and staff; Administrative offices closed

***Additional Important Dates:***

8th: Ramadan ends 22nd: PSSA testing window begins

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## **May 2024 | 22 Student Days; 22 Staff Days**

- **10th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **27th:** Memorial Day; School closed for students and staff; Administrative offices closed

***Additional Important Dates:***

3rd: PSSA testing window ends

13th- 24th: Keystone testing window

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## **June 2024 | 10 Student Days; 10 Staff Days**

- **13th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students

- **14th:** Last Day of School for students and staff; Three Hour Early Dismissal for Students, Full day for Staff
- **17th:** Eid al-Adha; Administrative offices closed
- **19th:** Juneteenth; Administrative offices closed