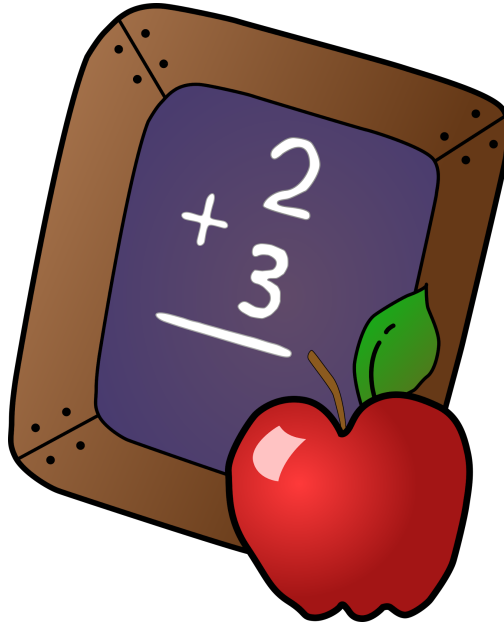


The School District of Philadelphia

Eleanor C. Emlen Elementary School

Pre K-5th Grade



STUDENT / PARENT HANDBOOK 2025-26

"Preparing Today's Students to Become Tomorrow's Leaders"

Tammy Thomas, M.ED ~ Principal

Laureal Robinson, LN6 Assistant Superintendent

SCHOOL ADDRESS

Eleanor C. Emlen School
6501 Chew Ave.
Philadelphia, PA 19119

TELEPHONE NUMBERS

Main Office: 215-400-3470
Fax: 215-400-3471

School Uniform Colors

Burgundy Tops
Gray Bottoms
Burgundy, White and Gray Plaid Skirts

Emlen Elementary School - Student /Parent Handbook

WELCOME FROM THE PRINCIPAL



Eleanor C. Emlen Elementary School

6501 Chew Ave.
Philadelphia, PA 19119

Tammy D. Thomas, Principal

tpiercethomas@philasd.org

September 2025

Dear Parent/Guardian:

Welcome back! We are excited about the start of a new school year here at Emlen School. We are dedicated to educating our students by having an effective leader in every classroom and empowering our students to be actively engaged in their learning. We believe that “Parents are our Partners” and community involvement is key to our success.

In the interest of safety, please **do not send or drop off your children before 8:15 AM** to the schoolyard! Staff to monitor students will not be available until that time.

- All visitors **MUST** sign in at the desk and report to the Main Office upon arrival.
- It is school district policy that all visitors/ parents be asked to show identification upon entering the school building. **Please have your photo ID ready.**
- Breakfast is served in the classrooms daily.
- It is important that students arrive on time. Students should be lined up and ready for the morning admission by 8:15 am . School starts promptly at 8:25 AM. **Students are marked “late” at 8:30 am.**
- **School Uniforms are not an option and MUST be worn daily by ALL students grades Pre K-5.**
- The school day ends at 2:54 PM. All Kindergarten students MUST be signed out at dismissal starting at 2:45 pm. Kindergarten teachers will have a clipboard - please sign by your child’s name. To ensure the safety of your child, it is imperative that students are picked up on time every day. Pick up will be in the portables for Kindergarten and Daycare.
- **If an adult other than the legal guardian/parent comes to the school to pick up a child, he/she MUST be listed on the [Emergency Contact form](#) and provide photo identification.**
- Any student that is enrolled in an “ After Care” program, must have a form filled out on file.

I look forward to sharing more information with you on Back to School Night, Wednesday, September 17, 2025 from 4:00 - 6:00 PM. I value your input and welcome any ideas that you would like to share. Please feel free to contact me with any questions, comments, or concerns you may have.

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TEACHERS AND PARENTS WORKING TOGETHER

BACK TO SCHOOL NIGHT- Wednesday, September 17 @ 4-6 PM

Back to School Night is an important opportunity for parents and staff to meet. During this evening meeting, parents go to their children's classrooms where the teachers will introduce themselves, explain their classroom programs, and answer questions about the general program and classroom procedures. You will also have the opportunity to talk to the specialist teachers in the school.

EMLEN HOME & SCHOOL ASSOCIATION / School Advisory Council:

All parents and guardians are considered members of the School Advisory Council and are invited to participate in the organization by attending monthly meetings, running for elective office, or volunteering for committee work. The Association directly supports the school and the staff to provide quality education for all Emlen students. SAC (School Advisory Council) meetings are held once every other month.

HOMEWORK

Expect assignments Monday through Thursday each week, in addition to long term projects and reports. Students should review the day's class work. Contact the teacher if you do not see regular assignments being given. Some assignments may involve several days or weeks of preparation. Students should not wait until the night before this type of assignment is due to start the task. Studying for major tests should be done over several days. Major tests should be announced in advance.

If no tests or written work come home check your child's book bag. If you don't find anything, write a note to the teacher and ask if you have missed something. Papers get lost on the way home or just don't make it to parents. Please sign up for how you would like to best communicate with your child's teacher. Many use Class DOJO or Remind App, emails or texts to communicate with parents about upcoming and important events.

Homework should be done in a comfortable place where they have access to the necessary school supplies to complete daily homework. The student should have minimum distractions. Be sure to allow as much time as needed for the work to be completed without rushing, but keeping frustration to a minimum.

The time spent on completing regular homework assignments will vary according to grade level. If your child is struggling with homework, notify the teacher for additional resources or support.

Homework should be checked to see if the assignments are done correctly in the earlier grades and in the later grades if the student has a history of missing or incomplete assignments. Parents/guardians should feel free to *assist* the student if necessary, but not actually *do* the assignment. ***Showing that you are interested in school by monitoring and assisting in home assignments is critical for ensuring success.*** This connects school with home, and is a way of keeping up with the student's progress.

CHROMEBOOKS, TEXTBOOKS AND MATERIALS

Students are responsible for assigned chromebooks and textbooks. Lost or stolen chromebooks or textbooks, or items that are damaged beyond normal usage, will be the financial responsibility of the student's family. Please do not allow your child to eat or drink near their computers or textbooks.

Student chromebooks are issued by the STC teacher and should be taken care of. If a student's chromebook is lost or stolen, a Police Report MUST be filed. All accidentally damaged chromebooks should be returned for a new one. Any chromebooks damaged deliberately will NOT be replaced and parents may be charged a fee. Replacement chargers cost \$35.00.

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COMMUNICATION WITH TEACHERS

To contact a teacher, you may:

- Send a note with your child asking the teacher to write to you or call you. Tell the teacher when you will be available at work or home. Contact your child anyway they have outlined for you in their welcome letter. (DOJO, REMIND,Email...)
- Send a note with your child asking the teacher for an appointment. Specify the times when you can meet – before school, during the day, etc.
- Ask the school secretary to leave a note in the teacher's mailbox. ***Teachers will not accept phone calls during class time.***

At Back to School Night, the teachers will tell you how they would like you to communicate with them. Our teachers welcome parent interest in their child's education and are responsive to your questions and concerns.

Academic interim reports are distributed each quarter before a report card is issued. All children in danger of failing will get a report by the 2nd marking period. Please request to meet with your child's teacher at any time if you have concerns around their academic performance. Behavioral interim reports may be issued at any time.

Report card conferences are three times a year, and are mandatory. Final report cards are provided in June. You will receive an appointment notice. If you cannot make the appointment, reschedule with the teacher. This conference is when you and the teacher look at your child's achievement and behavior, and plan what is best for your child. Come prepared with any questions you may have or information you feel the teacher needs to know. Teachers can only be helpful if they are informed of a problem.

You need to know your child's progress. Ask what you should be doing at home to support your child's needs. When you don't understand something, ask questions.

GENERAL INFORMATION

SCHOOL HOURS

School begins promptly at 8:15 AM, and ends at 2:54 PM. Parents should not send or drop children off before 8:15 AM. (NO SUPERVISION IS PROVIDED)

All children should be picked up promptly at dismissal unless going to an after care program.

Students should line up in the school yard by 8:15 am for the Pledge of Allegiance and important announcements.

INCLEMENT WEATHER

In rainy or snowy weather, students will be permitted to wait inside the school. Children may enter the building at 8:15 AM (Not before) from the schoolyard. **K-3 students report to the auditorium and 4-5th report to the cafeteria.**

ARRIVALS AND DISMISSALS

K-5 grades line up in the school yard in the morning, and exit into the school yard at dismissal.

Kindergarten and Daycare pick-up will be in the school cafeteria and will begin at 2:45 pm . Anyone who picks-up a Kindergarten student must have their name on the pick-up list for that student and have their ID with them.

Photo ID is required. Students WILL NOT be permitted to leave with any adult that cannot be verified.

AFTER SCHOOL CARE

Emlen students who attend an after school care will be in the cafeteria at the end of the school day.

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All Daycare/Child Care Providers MUST sign-out their students in the cafeteria. **Providers must show a photo ID.**

EMERGENCY CLOSINGS AND DISMISSALS

School Closings will be officially announced on KYW-1060AM and the School District web site. The announcement will state that "All Philadelphia public schools are closed." A specific school will be named only in the event that there is a problem at that school.

Early dismissals will be announced on KYW-1060AM. Listen to this radio station for current information.

Please discuss with your child the possibility of an emergency school closing. Your child should know the name, address, and telephone number of the person you have designated as the emergency contact. Please make sure the emergency contact lives as near to the school as possible.

STUDENTS LEAVING SCHOOL EARLY

*****Early dismissals, late arrivals and absences require a physician's note for excusal. All unexcused tardiness, early dismissals, or absences count toward truancy. Truancy court is automatically triggered after 10 unexcused absences. Absences and lateness reports follow your child from one SDP school to the next.**

When there is an emergency, it may be necessary for a student to be excused from school before dismissal time. **(Students will NOT be dismissed from the office after 2:30 PM.)** Parents or guardians must;

- send a written request the day before
- must come to the office to sign the student out.

It is important that requests for early dismissal be kept to a minimum. Your child misses valuable instruction when he or she leaves school early. **Please understand that dismissal during lunch proves to be extremely difficult and cannot be guaranteed to happen quickly. If you need to be somewhere by a certain time please be sure to pick up your child ten minutes before their scheduled lunch time.**

RETURNING TO THE BUILDING AFTER DISMISSAL

Students are not permitted to re-enter the building after dismissal.

CONTACTING YOUR CHILD DURING SCHOOL HOURS

*****Please note... If someone other than who is cited on the [Emergency Contact form](#) comes to pick up your child for an early dismissal, they will NOT be permitted to go with them.***

Arrangements for pick-up should be made by parents at home prior to the students arriving at school for the day. **Please do not telephone school and ask to speak to your child – students will not be called from classrooms to answer telephone calls. Messages will only be given to students in extreme emergencies.**

LATENESS POLICY: ALL students will be marked late after 8:30 am .

Classroom instruction begins as soon as school starts so it is important for children to arrive on time. When a student is not able to arrive on time, the student must report to the office and then go to the classroom. Excessive lateness will result in disciplinary and/or truancy action. Any student arriving after 8:30 AM into the building is considered late. Students should report to school by 8:15 am.

*** (Urgent) CHANGES TO THE SCHOOL DISTRICT OF PHILADELPHIA ATTENDANCE POLICY

There are two substantive changes in the Attendance Policy. The first is that if students arrive in school

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after 10:00 am without a note or leave before 1:00 pm without a physician's note, will be marked half a day unexcused absence.

The half-day unexcused absences will accrue to full days which in turn will affect truancy court being triggered for you and your child.

Attendance

We would like to instill in our students a sense of pride and excitement about coming to school and being on time.

Our goal is to have 100% attendance each day in every classroom.

We strive for 95% Overall Attendance

Children who miss school have a hard time catching up and making up assignments.

Emlen School's Attendance Slogan:

*Remember the importance of coming to school on time, each and everyday! Emlen's new attendance slogans are : "Hey You... In case you didn't know, School is Open in the Rain and Snow!" and " Grades go Down When You're Not Around!" These are to remind all of us that **GOOD ATTENDANCE** matters. Your child cannot learn if they are not in school.*

THE SCHOOL DISTRICT OF PHILADELPHIA
ELEANOR C. EMLen SCHOOL
6501 Chew Ave.
Philadelphia, PA 19119
215-400-3470

Dear Parent/Guardian:

Our goal this year is to ensure that every student regularly attends school and meets the expectation that ALL students come to school at least 90% of the time. **That means your child should NOT exceed more than 1 absence a month.**

Coming to school each day has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life. **Parents are referred to Truancy Court for 10 or more Unexcused absences/ lateness. Students are marked later after 8:30 am. Early dismissals are excused only for doctor/dentist appointments returning with an official physician's note.**

We realize some absences are unavoidable due to health problems or other circumstances. But, we also know that when students miss too much school— regardless of the reason – it can cause them to fall behind academically. **Your child is less likely to succeed if he or she is chronically absent!**

Research shows:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.

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- By 9th grade good attendance can predict graduation rates even better than 8th grade test scores.

Absences can add up quickly. A child is chronically absent if he or she misses just two days every month!!

Clearly going to school regularly matters!

We don't want your child to fall behind in school and get discouraged. Please ensure that your child attends school every day and arrives on time. Here are a few practical tips to help support regular attendance:

- Make sure your children keep a regular bedtime and establish a morning routine.
- Lay out clothes and pack backpacks the night before.
- Ensure your children go to school every day unless they are truly sick
- Avoid scheduling vacations or doctor's appointments when school is in session.
- Talk to teachers and counselors for advice if your children feel anxious about going to school.
- Develop back up plans for getting to school if something comes up. Call on a family member, neighbor, or another parent to take your child to school.

Let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information please contact the School Counselor, Meredith Seltzer at 215-400-3470.

LATE PICK-UPS

Following dismissal, all students that have not been picked up or walked home are brought back into the building. Adults must report to the Main Office to pick up late students. Students that remain in the office must be signed out. **Late pick-ups and drop offs are carefully tracked.**

ABSENCES-Notes MUST be sent in immediately after the absence before the 3rd day.

A note to the teacher explaining the absence / or a physician's note is required in order for the child to be **excused**. Send the note upon the child's return to school. If your child does not submit a note, then the absence will be marked as UNEXCUSED on his/her report card. It is important to contact the teacher or another student to find out what class work or homework has been missed.

DRESS CODE

Students are required to wear uniforms. (Burgundy Tops and Gray Bottoms) Dress down days happen periodically throughout the school year. Notices will be sent home.

Uniform Policy

In an effort to maintain and promote the uniform policy, we will monitor uniform compliance in our classrooms daily. All excessive noncompliance uniform issues will be reported to the Parent. Uniforms are **mandatory**, and we hold Parents accountable for ensuring that their child comes to school each day ready to learn and in a full uniform. (Sneakers or comfortable safe shoes should be worn, no sandals or crocs)

Uniform Bank

Families can donate new or used uniforms in good condition. If your child is in need of any clothing item, please see the counselor or principal.

BREAKFAST SCHEDULE

Breakfast and Lunch is FREE for all students attending Emlen School. Students eat breakfast in the cafeteria with their class in the morning. **All late students will be expected to enter through the**

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front door and , regardless of the grade. No students or adults will be permitted to enter through the side or back doors, for any reason after 8:30 am.

LUNCH

Students eat lunch in the cafeteria. Children may bring their lunch to school or eat a school lunch. If you are sending a lunch with your child, please make every effort to send it with them in the morning. It is extremely disruptive to the classroom if a call needs to be placed and students need to be sent down to get a lunch from the office. Staff/ Teachers are NOT permitted to heat up any child's lunch due to safety concerns of overheating.

Our lunch (30 min.) and recess time (15 min.) are supervised by noontime assistants. Students may play in the yard after finishing their lunch and cleaning their tables.

Bell Schedule 2025-26

Grades K-5

8:15 Students Line Up in the School Yard

8:15 Start time for students

2:54 Dismissal

Period	Time
1	8:15-8:54
2	8:54-9:39
3	9:39-10:24
4	10:24-11:09
5	11:09-11:54
6	11:54-12:39
7	12:39-1:24
8	1:24-2:09
9	2:09-2:54

CELL PHONES

Cell phone use (text messaging, calling, recording videos, listening to music, using social media and taking photos) is prohibited by students.

Students are not permitted to use cell phones during school hours **in the building or on school grounds.**

If your child must bring a cell phone to school, please remind him or her to power it down and keep it stored away during the school day. If a student is observed using a cell phone, the cell phone will be confiscated. Emlen School and the SDP is NOT responsible for lost or stolen cell phones. Students are responsible for any electronic device or cell phone they bring to school. Cell phones will be taken by classroom teachers during PSSA state testing each morning and returned after the test is complete. This is a Pennsylvania State Testing Law.

Students should NOT call parents/ guardians/ family members from their cell phones during the school day. All emergency calls home to parents will be made through the office or school nurse.

(*Student Cell Phones*)

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First Confiscation

If a staff member sees the child with or on the cell phone, they will be confiscated and returned at the end of the day. (We should not see or hear your cell phone)

Second Confiscation

If a student has the same electrical device or another device confiscated, it will be delivered to the principal. The Parent **MUST** come in to retrieve the cell phone.

Third Confiscation

The phone will be given to the Principal, a meeting will be held with the Parent and Guardian will be asked to **NOT** allow the student to return with the phone for the remainder of the year.

CHANGE OF ADDRESS/TELEPHONE NUMBER

If at any time during the school year, your home address or telephone number or the telephone number of your place of work or your [emergency contact](#) person's telephone number changes, please notify the school. If an emergency should arise we would want to be able to contact you.

TRIPS

Many educational trips are planned for students. We expect students to be on their best behavior at all times during a field trip. **All students must have a signed permission slip from a parent or guardian to attend.** A student who shows serious behavior problems may not be permitted to go with the class on trips or may require a parent chaperone for safety reasons.

Parent chaperones **MAY NOT** bring other siblings on school trips.

ALL chaperones **MUST** have their clearances before attending a trip. Please call the School for details.

COUNSELING

Emlen School has the services of a full time counselor whose job is to see that children are progressing according to their ability, and to help resolve student related school problems. Do not hesitate to contact the counselor, if you have concerns about your child(ren) at (215) 400-3470.

Legal Notices (Court Documents, Custody etc)

Parents are asked to provide the Main Office Secretary with any Legal documents that pertain to a student's safety and well being while at school. Please bring in any and all up to date court orders that affect student pick up, drop off, addresses and parental rights. These documents are forwarded to the District's Legal department and uploaded in your child's file to ensure that parents are compliant with any court order or ruling as it relates to their child's educational placement while here at Emlen School. When new or revised court mandates are updated, please ensure that the Main Office receives a current copy. It is the Parent/ Guardian's job to make sure that this information is shared in a timely manner.

MIDDLE SCHOOL SELECTION

The Online Application will be available usually starting in the Fall (Dates are provided) and is available for ALL students and families who wish to apply for admission to a school that is outside of their neighborhood boundaries for Middle School starting the following school year. The application must be submitted online, there are no paper applications. The School District of Philadelphia, Office of Student Enrollment and Placement encourages ALL families to research potential school options. Make an appointment to see the school counselor should you need assistance with completing your online application. Information will go home with all students in the 5th grade.

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SPEECH THERAPY

Speech therapy is available for any student who has a speech problem. Those who wish to have a child evaluated may refer the child through the classroom teacher or Special Ed. Liaison.

Special Needs Services

If your child is in need of Specialized Services please stop in to see the Special Ed Liaison. If your child is entering Kindergarten and has had Early Intervention Services at another location or school, please make us aware so that the school team can provide the most appropriate services for them as they enter Emlen School. This could mean OT, PT or Speech Services, an IEP from Out of State or from another school, has behavioral health concerns etc... We are here to support and ensure that every child succeeds.

(Urgent!) SCHOOL HEALTH SERVICES

Emlen School's Nurse is available five days a week. The school nurse administers emergency first aid, gives health assessments, and maintains close contact with parents about the physical needs of the students. Please make sure all immunizations are up to date in order to avoid exclusion from school. The nurse should have a copy on file. It is important to make sure the Nurse and classroom teacher is aware of any allergies or medications that your child may need to take throughout the day. If your child has asthma, allergies, seizures or any life threatening or serious illnesses, please be sure that the nurse has the proper documentation needed to best assist your child during the school day. Children CANNOT bring medication to school in their backpacks or carry them on their person throughout the school day. All medications must be given directly to the nurse by a parent. NEVER send medication to school with a child.

These policies are in place for safety reasons and must be adhered to by all. If the nurse needs to contact you for an emergency, please make sure your contacts are up to date.

Parent Exclusion Letters: Are issued to those parents/ guardians/ family members who are deemed a threat to the safety and well being of the students and staff members at Emlen Elementary School. This means you have violated SDP policies and will no longer be permitted to enter the school grounds or school building unless there is an educational meeting scheduled ahead of time granting permission to enter the grounds under the supervision of the School Safety Officer. The Philadelphia Police Department is made aware of the Exclusion and receives notice of this letter.

Child Abuse- We are Mandated Reporters

Any person who, in the course of their employment, occupation or practice of their profession, comes into contact with children shall report or cause a report to be made when they have reason to believe, on the basis of their medical, professional or other training experience, that a child coming before them in their professional or official capacity is an abused child. ***All school personnel, because of their sustained contact with school-age children, are mandated reporters under the law and must report suspected cases of child abuse.***

Parent-Teacher Conferences Good communication is crucial to student achievement. Parents are encouraged to speak with teachers at appropriate times and in private areas. Conversation with parents should not be held in classroom lines in front of other children. Drop-in parent conferences during instructional time are prohibited. Teachers can not hold personal parent conferences during instructional time. Please make an appointment.

Zero Tolerance/Bullying Policy

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In developing class and school rules at the beginning of the year, teachers work with students to create a classroom code of conduct. It explains how disrespectful, harmful, or hateful behaviors, such as name calling, teasing is a form of bullying. It is explained that no child should be teased or excluded on the basis of race, ethnicity, religion, accent, language, sexual orientation, disability, appearance, clothing, or any other difference. It is clear that small daily acts of harassment cannot be ignored or accepted if our students are to be safe enough to learn and grow. We must prevent and confront the harassment that may occur regularly in all areas of the school. Remember that all forms of harassment are illegal and against School District policy. Please read the “Bully Policy” and refer to the Student Code of Conduct for more information on the SDP web site. Bully posters are displayed in and around the school building.

Please make an appointment to speak with the School Safety Officer, School Counselor or Principal if you suspect bullying.

Emlen School's 5 B's

“Be Respectful, Be Responsible, Be Peaceful, Be a Problem Solver and Be a “Buddy and Not a Bully!”

Social Media Warning Letter- Click on the Link Below

https://docs.google.com/document/d/1fR6EGqwfdyX_AyKW8b7c8W7nDbqydl3W/edit