

THE SCHOOL DISTRICT OF PHILADELPHIA  
HENRY W. LAWTON SCHOOL

6101 Jackson Street • Philadelphia, PA 19135 • (215) 400-3340

# STUDENT & FAMILY HANDBOOK

2025 - 2026



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## **MISSION, VISION, and VALUES**

### **Mission**

The mission of Henry W. Lawton Elementary School is to create a safe and nurturing learning environment. Students will achieve academic excellence, positive self-awareness, and social responsibility through exemplary teaching that incorporates differentiated and data-driven instruction. Teachers will model and share best practices using effective team planning and collaboration. As life-long learners, the school staff, students, parents, and community members pledge to create an environment where our scholars will be safe, respected, and academically empowered to become goal oriented, self-motivated leaders.

### **Vision**

The vision of Henry W. Lawton Elementary School is to educate our students to become life-long readers, creative and authentic writers, critical thinkers, and problem solvers.

### **Core Values**

We strive to engage in culturally responsive practices within CR-PBIS implementation to: enhance relationships between student-teacher, school-family and community, decrease disproportionality, and improve educational equity.

We follow PBIS-Norms:

1. We are SAFE
2. We are RESPECTFUL
3. We are RESPONSIBLE

## **SCHOOL CALENDAR**

The School District Calendar can be found here. [www.philasd.org/calendar/](http://www.philasd.org/calendar/)

- Monthly school calendars will be shared. Please review them carefully and be mindful of important dates including days off, half days, conferences, assessment/testing days, and other school events.
- School events are posted on ClassDojo – make sure you register!

## THE IMPORTANT STUFF

- Our school website and ClassDojo are your key sources of information. Click the link below for more information: [www.philasd.org/lawton](http://www.philasd.org/lawton)
- Parents are our partners. Feel free to communicate with us via ClassDojo, by phone, or make an appointment to meet with us.
- School Uniforms: **All students are required to wear a school uniform. If you have questions or concerns please contact Ms. Bender @ [nbender@philasd.org](mailto:nbender@philasd.org).** Our uniforms are:
  - Khaki uniform pants, skirts or jumpers.
  - Navy Blue or White collared uniform shirts.
  - Students may wear a Navy Blue or White sweater over their uniform shirts
  - Red t-shirts and gray sweatpants are worn on days your child has gym. Sneakers must be worn on gym days, **no Crocs**.
  - **No hoodies** may be worn in the school building.
  - No open toed shoes or flip flops are permitted.

## SCHOOL ROUTINES AND GUIDELINES

### SCHOOL HOURS

9:00 AM	<ul style="list-style-type: none"> <li>● Morning Admission               <ul style="list-style-type: none"> <li>○ Kindergarten enters at "Gym" door</li> <li>○ Grades 1-2 enter at "D" door in Small Yard</li> <li>○ Grades 3-5 enter at "C" door in Large Yard</li> </ul> </li> </ul> <p>Please note that the gates will remain closed until 9:00 AM as supervision does not begin until that time. Breakfast is served in the classroom for all students and Community Meeting/Interventions begin</p>
9:10 AM	<ul style="list-style-type: none"> <li>● Tardy students enter through main entrance</li> </ul>
9: 30 AM	<ul style="list-style-type: none"> <li>● First period begins</li> </ul>

11:00 AM - 11:45 AM	<ul style="list-style-type: none"> <li>● Lunch &amp; recess period 1 (K, 3)</li> </ul>
11:45 AM - 12:30 PM	<ul style="list-style-type: none"> <li>● Lunch &amp; recess period 2 (1, 4)</li> </ul>
12:30 PM - 1:15 PM	<ul style="list-style-type: none"> <li>● Lunch &amp; recess period 3 (2, 5)</li> </ul>
2:30 PM	<ul style="list-style-type: none"> <li>● No early dismissals after this time</li> </ul>
3:20 PM	<ul style="list-style-type: none"> <li>● Bus door dismissal</li> </ul>
3:30 PM - 3:35 PM	<ul style="list-style-type: none"> <li>● School day ends; <ul style="list-style-type: none"> <li>○ K dismissal at the "Gym" door</li> <li>○ Grades 1-2 dismiss from "D" door in Small Yard</li> <li>○ Grades 3 - 5 dismiss from "C" door in Large Yard</li> </ul> </li> <li>● "C" closes promptly at 3:35 PM</li> </ul>
After 3:35 PM	<ul style="list-style-type: none"> <li>● Late pickup (Enter through main entrance) <ul style="list-style-type: none"> <li>○ School police notifications made when required as late supervision is not available</li> </ul> </li> </ul>

## SCHOOLYARD POLICY

Our schoolyard is a safe and welcoming space for everyone. To help ensure this, all parents and guardians are expected to support the admission and dismissal process by waiting at the appointed locations until students are admitted to the building and/or dismissed by their teachers. Please allow for all students to enter and exit the building safely. ***Please also note that no pets, specifically dogs, are allowed on school property at any time as this is a major safety concern.***

## PLAYGROUND POLICY

We are excited to utilize the playground that was provided to us by the Philadelphia Eagles. Please adhere to the following playground rules and expectations:

- The playground is to be utilized by students only.
- Students are permitted to use the playground at the discretion of the school team. The playground is not open in the morning at admission. The playground will close promptly at 3:35 PM at the close of the school day.
- The school team has the right to open and close the playground as needed.
- The playground is always closed during inclement weather (rain, snow, etc.)
- All students must be supervised while using the playground. School staff is responsible only during the school day when permission is given. Parents are responsible for their children if they permit them to use the playground during dismissal.
- Students are required to use the equipment properly (i.e. sliding down the slide, not walking up, etc.).

## VISITOR POLICY

Parents and guardians are encouraged to visit schools and meet with teachers and administrators about their child's progress. Visitors to Lawton must present themselves to the school office or have standing permission from the principal. To provide safe and orderly learning environments, each visitor to public school buildings or grounds must receive authorization from the school principal or his/her designee.

Community and Parent Volunteers in our School:

Any parent/guardian or community member who wishes to volunteer their time helping support our staff and students at Henry Lawton School MUST have proper clearances first. Please click the link for more information [Family and Community Engagement](#)

## ATTENDANCE AND TRUANCY

School officially begins at 9:00 a.m. The gates will open at 9:00 a.m. to begin admission/supervision and students will have until 9:10 to get to their classroom. Your child will be marked late if they arrive after that time. Breakfast will be provided to all students as they enter and will be eaten in class.

Dismissal will begin at 3:20 p.m. for Special Education programs. Grades K through 5 will be dismissed at 3:30 p.m. daily. *Please note that Kindergarten will dismiss students at 12:30 the first five days of school; Monday, August 25, 2025 through Friday, August 29, 2025.* On these days, Kindergarten students will dismiss through the "B" door on Lardner St.

All students will be dismissed from the doors that they enter from (see above). Please be sure that all pick up information is current by advising teachers and the Main Office of any changes.

Please ensure that all child care agencies are fully aware of dismissal times, procedures and expectations.

All students should be picked up promptly by 3:30 PM. Any family that does not adhere to the pick up time will be required to meet with the principal to discuss further actions.

In alignment with the School District of Philadelphia Policy, all absence notes need to be submitted within 3 days of the student returning to school. Coming to school every day is extremely important for all students. As a reminder, students in Philadelphia are expected to be in school for a minimum of 95% of the time. That means that your child cannot miss more than 8 days of school per school year. Both excessive absences and latenesses can result in a truancy/DHS referral. Please ensure that your child arrives at school every day at 9:00 AM. [Attendance & Truancy | The School District of Philadelphia](#)

## IMPORTANT LAWTON INFORMATION

### EMERGENCY EVACUATIONS

- Our alternate school site in case of emergency is Harding Middle School, located at 2000 Wakeling Street.
- Notifications will be made if emergency relocation is necessary

### CONTACT INFORMATION

- Please update us ASAP if you have a change in contact information
  - Complete the form attached or call the main office

### USE OF ELECTRONIC DEVICES

- 1<sup>st</sup> Offense: Staff confiscates device and returns to student at end of day
- 2<sup>nd</sup> Offense: Staff confiscates device and parent must retrieve it from office
- 3<sup>rd</sup> Offense: Staff confiscates device and parent conference is held to determine next steps

### REPORT CARDS AND CONFERENCES

- Attending report card conferences allows teachers and parents to communicate.
- Report cards will be issued FOUR times a year, in November, January, March and June.

### SCHOOL HEALTH SERVICES

- School Health Services provides a variety of services to students: screening for healthy development, special programs and assistance with referrals.
- In addition to requirements, our school nurse also provides care for students who become sick or who are injured at school.
  - The school nurse will contact parents in the event of an emergency or if follow-up care by the student's primary care/outside provider is needed.
- School District Requirements:
  - Immunizations—No student will be admitted to school without documentation of proper immunizations.
  - Physical examinations are required by state law when the student enters school, sixth grade and ninth grade. Parents are encouraged to take their child to their primary care physician for these examinations.
  - Medication Policy—A student receiving medication in school must first have written approval from the student's physician, the school nurse and School Health Services. No student will be permitted to take medication in school without this approval. If at all possible, medication should be given at home only. For example, antibiotics three times a day can be taken before school, immediately after school and at bedtime.

#### COUNSELING AND SOCIAL WORK SERVICES

- Families are invited to contact our certified counselor, Ms. Nicketia Bender (215) 400-3340 or via ClassDojo to discuss their child's academic, personal, and social growth which may potentially affect their child's success in school.

#### BIRTHDAYS AND SCHOOL CELEBRATIONS

- Students and teachers will have the opportunity for celebrations throughout the school year, however, birthday celebrations (with food) are not permitted as we do not have enough instructional time to facilitate such events. As birthdays are important, teachers/school staff are happy to acknowledge every students' birthday.

## STUDENT BEHAVIOR

- Students need a safe, positive environment in order to learn.
- Providing a safe environment is our number one priority.
- Our discipline policies are designed to create a safe, positive environment for all students.

#### SCHOOL NORMS (RULES)

- We have broad, school-wide rules that govern the way we expect students to behave:
  - We are Safe
  - We are Responsible
  - We are Respectful

#### FOCUSING ON THE POSITIVE

- When students follow rules "above and beyond" our expectations, they earn "PBIS Points"
  - PBIS Points can be earned for displaying our school values, attendance, and uniform adherence
  - PBIS points are used to determine participation in PBIS Events
  - Students can also spend PBIS points at the "school store,"

#### CONSEQUENCES

- Consequences are designed to encourage students to follow the rules.
- Consequences do not fix the problems a student has caused when they break a rule.
- Our consequences are progressive and will be applied appropriately as required.
  - Such consequences may include loss of privileges and/or participation in school-wide or grade-level activities (5th Grade Dance) and events, detention, alternative class assignment, team interventions, In-School suspension, suspension, (financial/physical) replacement of lost/damaged property.

In addition to the information included here, we also adhere to The School District of Philadelphia [Code of Conduct](#).



## WHO DO I CONTACT?

Principal: Arnetta Imes		Assistant Principal: Erin Snee	
<b>I have a need:</b>		<b>Who to Contact:</b>	
Absent Student		Teacher (send in a letter within 3 days) or Send a dojo message Counselor may also be contacted	
Sick Student		Teacher	
Report Card		Parent Portal and/or teacher	
Bullying		Climate Liaison or Counselor Administration* <a href="#">SDP Bullying Report</a>	
Volunteer at school		Ms. Baldwin: FACE Office	
Registration		<a href="http://www.philasd.org">www.philasd.org</a> or appointment with secretary, Ms. Lavina	
School Supplies		<a href="#">Supply lists</a>	
Tech Concern		Ms. Boninfante <a href="#">Family Technology Support</a>	
Special Education Concern		Teacher/Case Manager SPECM, Ms. Finerghy	
Health Concern		School Nurse, Shannon Szychulski	

## COMMITMENTS:

1. We have read this handbook together.
2. We have discussed the policies within it, especially the discipline policy.
3. As parents, we're committed to supporting our child's education by following the guidelines outlined in this book.
4. As students, we're committed to supporting our own education by following the guidelines outlined in this book.

PARENT/GUARDIAN NAME	PARENT/GUARDIAN SIGNATURE
STUDENT NAME	STUDENT SIGNATURE