

ALBERT M. GREENFIELD SCHOOL



Parent and Student Handbook 2024-2025

***The Rules are Simple: Take Care of Yourself, Take Care of Others, and
Take Care of our School Community***

Our Mission

An inclusive, equitable, just, kind, and academically excellent school community is foundational to preparing and supporting young minds. Our Greenfield school community is committed to thoughtfully reflecting on and critically revisiting our curriculum, our instruction, and our school wide policies, practices, and actions. Greenfield will provide the resources and support to ensure that we live out that commitment every day.

Our Vision

We believe in an inclusive, equitable, just, kind, and academically excellent learning experience for Greenfield students that engages all community members and honors intersectional identities, among them race, age, gender and cultural expression, ethnicity, family composition, ability and disability, learning styles, religion, and spirituality. As we witness and disavow systems that advantage some and disadvantage others, Greenfield strives for all members of our school community to actively engage in excellent teaching and learning that inspire and celebrate student curiosity, wonder, and belonging.

Academic Calendar for the 2024-2025 School Year

[2024-2025 District Calendar](#)

School Calendar

This information is available on the [HSA website](#) and will be available in the HSA Newsletter at the start of each month. In addition a paper version of the calendar will be sent home prior to the start of the next month.

Staff/Contact Information

This information is available on the [HSA website](#)

Uniform Policy

Our uniform policy is back in full effect you can access it [here](#).

Cell Phones/ Electronics

Cell phones are not allowed during the school day as they are a distraction to learning. We recommend that students check their phones in with parents or caregivers prior to the start of the school day.

***APPLE WATCHES are not to be worn during the school day, they must be placed in a pocket, locker or book bag. Students caught wearing them will have them confiscated.

***Students may not have phones out for any reason during the school day.

***When students set foot on the school grounds phones/Airpods/electronic devices must be turned off and put away.

Homework

The purpose of homework is to encourage student self-discipline, independence, and responsibility; increase student achievement; and expand the curriculum. The type of homework assigned is determined by the grade level and teacher, and by the students' needs.

Homework is assigned Monday through Friday. Weekend homework assignments are encouraged in the middle school grades at the Greenfield School and may be assigned in the lower grades as needed. Long term assignments, reading logs, and projects are examples of possible weekend homework.

Homework is to be completed on time. Completion of homework assignments will be reflected in students' report card grades. The classroom teacher, on an individual basis, may provide extensions for homework assignments in case of extenuating circumstances.

Greenfield School students are expected to read, or be read to, daily in addition to assigned homework. Following is the minimum amount of time students at each grade level should be reading, or be read to, for homework:

- Kindergarten: No Homework except RAD books
- First and Second Grades: 15-30 minutes a night
- Third through Eighth grades: 30+ minutes a night

Lateness/Early Dismissal Policy

Please note that - other than for students who get breakfast - school begins and doors open at 8:21 a.m. and dismisses at 3:00pm for all students, except Kindergarten dismissing at 2:50pm. Students will be marked late if they arrive after 8:25am.

On inclement weather days, doors will open at 8:15 a.m. and students will be sent to class.

If a student arrives after 10am or leaves before 1pm, the student will be marked as half day unexcused.

Two unexcused half days will add up to a full day unexcused absence.

Attendance Policy

Students who are absent for illness or extenuating circumstances will have their absences excused. Absence notes can be written by hand and sent to the teacher or emailed to Wendy Gosfield our school secretary at wsgosfield@philasd.org within three days of the absence. If a child is absent, an automated voice message from the School District of Philadelphia will alert the parent of the absence.

It is important to understand the correlation between daily attendance and academic achievement. Please do your best to ensure that your child has prompt and daily school attendance.

Vacation

Taking family vacations when school is in session is strongly discouraged. Vacations will not be considered excused absences and will be marked as illegal absences.

Parent Portal

All parents are expected to register for the Parent Portal
[Parent Portal](#)

Health Services

Please contact our school nurse Michelle Perloff for questions or concerns
Albert M Greenfield School
P: 215 400 7810
E: mperloff@philasd.org

The Code of Conduct

[District of Philadelphia Code of Conduct](#)

Bullying /Cyberbullying

[Administrative Procedures for Bullying/Cyberbullying](#)

To Report Bully or Harassment Please Contact Principal Lazar or file a complaint here:

[Report Bullying or Harassment](#)

Students Rights and Responsibilities

[Students Rights and Responsibilities](#)

Home and School Association

The Albert M. Greenfield Home and School Association (the “Association”) serves as a partner to the School by engaging in activities and coordinating efforts between teachers and parents/guardians for growth, development and enrichment of students at Albert M. Greenfield School (the “School”), located in Philadelphia, Pennsylvania.

The Association also

1. fosters community between the School and parents/guardians and
2. works to raise funds to provide resources to support the academic mission of our School

The Association was incorporated under the Nonprofit Corporation Law of 1988 on April 22, 2008, and is exempt for income taxes under Section 501(c)(3) of the Internal Revenue Code.

We are always looking for volunteers. If you are interested in helping, please reach out to us [by email](#) or leave a note in the HSA mailbox located in the main office.

What The HSA Does:

- Raise money for school programming
- Promote school spirit and community involvement through special events
- Help keep parents informed of school activities and news
- Support teachers and staff by helping meet classroom needs and recognizing accomplishments
- Volunteer at key school events/activities

Learn more about our HSA [here](#) and to sign-up for our newsletter, visit the bottom of our homepage here: <https://www.albertmgreenfieldschool.org/>

School Advisory Council

The Student Advisory Council (SAC) is composed of peer stakeholders including parents, staff and community members. SAC is a forum for discussion and collaboration with the Greenfield administration on school-based decision making with a focus on student achievement and school improvement. The SAC meetings are OPEN TO PARENTS and the community. People are welcome to attend the meeting and provide input. If you wish to speak at the meeting, please contact the office or [email the SAC Chair](#) to get on the schedule.