

# SOUTHWARK SCHOOL



1835 S. 9th Street  
Philadelphia, PA 19148  
Office: 215-400-8280  
Fax: 215-952-8670

Andrew Lukov, Principal  
Natalie McHugh, AP

## Southwark Family Information

### COMMUNICATION:

#### **Main Office:**

Our Main Office hours are from 8:30 AM to 3:30 PM. Please come in person or call the Main Office at 215-400-8280 to speak to one of our helpful secretaries.

#### **Class Dojo:**

The majority of our communication with families goes through the Class Dojo app. This app allows families to communicate directly with their child's teacher(s) while also learning about school-wide events and initiatives. Please reach out to the Main Office or to one of our Bilingual Counseling Assistants if you would like help signing up with Class Dojo. Please do NOT pay for Class Dojo! It is a free app that does not require a subscription.

#### **Communication with Administration:**

We are here to serve you, our families, to ensure your child's success at Southwark. It is our philosophy to provide the highest level of listening, understanding, patience, caring, and ultimately, your satisfaction. If at any time you need to reach out to an administrator, please call us at our Main Office number – 215-400-8280 or email us at:

Andrew Lukov, Principal - can be reached at [adlukov@philasd.org](mailto:adlukov@philasd.org)

Natalie McHugh, Assistant Principal, can be reached at [nmchugh@philasd.org](mailto:nmchugh@philasd.org)

Debbie Rodriguez-Ortiz, Climate Manager, can be reached at [drodriguezortiz@philasd.org](mailto:drodriguezortiz@philasd.org)

Staff Directory: Please hit the [link](#) to get to our directory

### ATTENDANCE:

- At Southwark, we strive for ALL of our students to attend school 90% or more of our District's scheduled school days - 180 total days of school.
- After all, the research on attendance is clear - in order for students to be academically successful, they must be in attendance at school.
- If a student is absent from school, the parent/caregiver must submit an excuse note indicating the date(s) and reason for the absence to the school within three days of the student's return to school.
  - If a student is absent from school, we have multiple options for submitting an Excuse Note:
    - There is a black mailbox hanging alongside the front door of school. This mailbox is available 24/7.
    - Email [southwark.attendance@gmail.com](mailto:southwark.attendance@gmail.com)

- Complete the Google Form: <https://bit.ly/SouthwarkAttendance>
- Approved reasons for an absence include illness, death in the family, required court attendance, religious holidays, and educational tours or trips with prior approval.
- When a student is absent for three days due to illness, a written doctor's note documenting the medical necessity for the absence must be submitted.
- Absences will be coded "Unexcused" if we do not receive a note

*Always know that you can turn to us for help. We are here for you and your child(ren)!*

## **UNIFORM:**

The uniform for all Kindergarten to 5<sup>th</sup> grade Southwark students is:

- Tan or Navy khaki pants/bottoms
- Solid navy sweat pants can be worn on your child's gym days.
- Solid navy blue or yellow/gold polo shirt or T-shirt – non-Southwark logos and/or designs are not permitted
- Southwark uniform shirts are available (sold at school)
- Solid navy blue or yellow/gold sweatshirts or sweaters for cold weather

The uniform for all 6<sup>th</sup> to 8<sup>th</sup> Grade Southwark students is:

- Official Upper School light blue shirt (sold at school and required)
- Student choice of pants/jeans/bottoms
- Solid sweat pants can be worn only on gym days.
- If your child does not come to school in uniform, they will be required to attend an after-school detention. Repeat violations of this procedure will require a parent/caretaker to meet with administration.

Additional Procedures for all students:

- Hoodies are not permitted to cover the head while in the school building and classrooms
- Hats and other (non-religious) head coverings are not to be worn in the building
- All open-toe shoes are not permitted due to safety reasons
- Shorts must be knee-length and shirts must be waist-length

*If families are in need with uniform assistance, please contact your child's School Counselor.*

## **TECHNOLOGY:**

All Southwark students are assigned a District Chromebook. This device is a laptop that allows our students to use the Chrome Internet Browser to access anything on the web, and G Suite applications such as Docs, Drive, and Google Classroom. Students can log into this device with their @philasd.org account to connect with teachers through Google Classroom and access classwork.

### **Chromebook Procedures for Parents**

It is your child's responsibility to take care of their Chromebook device and charger. The Chromebook is for school work only. Adding outside games or apps can cause the device to not function properly. Siblings should not trade devices - please make sure each of your children are using their assigned device.

**Damaged Devices:**

If a Chromebook becomes damaged, it must be brought to Southwark School so it can be assessed and then replaced or repaired. Sometimes replacement/repair can take up to a week, but we will do our best to help your child receive a functioning device as soon as possible.

**Lost Devices:**

Should your child's Chromebook become lost or misplaced, have them immediately inform their homeroom teacher. The lost device will be reported to the District and put in an unusable locked state until it turns up again and is returned to Southwark School. Your child will be issued a new device for use in school.

**Locked Devices:**

If your child's device has the image of a padlock on it, it has been put in a locked state and your child's teacher must be notified so it can be unlocked.

Students that go to another school within the School District of Philadelphia will take their assigned device to their new school. Any students coming to Southwark from another school within the District should have their assigned device from their previous school with them.

**BULLYING:**

Bullying is when someone repeatedly, and on purpose, says or does mean or hurtful things to another person who has a hard time defending himself or herself. There are three key components to bullying:

1. Involves an aggressive behavior
2. Typically involves a pattern of behavior repeated over time
3. Imbalance of power or strength

Bullying can be direct: hitting, taunting, and name-calling. Bullying can be indirect: rumors, exclusion, and cyberbullying.

Students who believe they have been subjected to any form of bullying, harassment, or discrimination are encouraged to report this to any staff member or their counselor. They can also have a parent/guardian report it on their behalf.

Southwark will investigate all reports of bullying and harassment and appropriate actions will be taken following the investigation.

**WELLNESS SERVICES:**

School Nurse:

- There is a full-time nurse five days a week who will be available to assist students and families. Southwark's School Nurse is Jasmine E Peno BSN, RN, If families wish to contact the School Nurse, she can be reached through the main school number or email at [jpeno@philasd.org](mailto:jpeno@philasd.org).

### School Counselors:

- There are three School Counselors to support students individually or in groups, focusing on personal, social or school issues, and mediates problems between children and collaborates with teachers, parents and community partners. Our Counselors are:
  - Mr. Timothy McCullion ([tmccullion@philasd.org](mailto:tmccullion@philasd.org)) – Grades K-2
  - Ms. Vania Hoyte ([vhoyte@philasd.org](mailto:vhoyte@philasd.org)) – Grades 3-5
  - Ms. Johanna Bogdan ([jomthompson@philad.org](mailto:jomthompson@philad.org)) – Grades 6-8

### STEP Team:

- Southwark has the STEP (Support Team for Educational Partnership) program.
  - STEP is a school-based program to assist families, students, school staff to improve educational outcomes for children with mental health, behavioral concerns, trauma and homelessness.
- STEP provides the following services:
  - Individual therapy, group therapy, family therapy (Consent is needed for services).
  - Crisis management and intervention.
  - Training and professional development for behavioral health, behavioral management.
  - Provide ongoing case management to support families with appropriate community resources.
- The STEP Team consists of the following school-based roles:
  - STEP Clinical Coordinator
  - STEP School Behavioral Consultant
  - STEP Case Manager
  - STEP Family Peer

### **CELL PHONE PROCEDURES:**

In order to maintain a proper and focused learning environment, Southwark collects cell phones from all 5<sup>th</sup> through 8<sup>th</sup> grade students. Students are prohibited to have cell phones on their person during the school day.

- Each homeroom will have their own designated lock box and each student is required to place their cellphone in the lock box upon entering their classroom in the morning.
- Lock boxes will be collected by climate staff and locked in a secure area for the remainder of the day.
- Students will receive their cellphones at the end of the day prior to dismissal.
- If a student is found with a cell phone during the school day, the cell phone will be confiscated by a staff member and a parent/caregiver will be required to come pick up the phone.