

**Joseph H. Brown Elementary School  
3600 Stanwood Street.  
Philadelphia, PA 19136  
215-400-3320**



**Student/Parent Handbook  
2022-2023**

**Ms. Arthurea Smith, Principal  
Christopher Eutsey Assistant Principal (Interim)  
Tamara Edwards, Assistant Superintendent  
Dr. Tony B. Watlington, Superintendent**

**The School-Wide expectations are: WE ARE BROWN!**

**B**-“Be Prepared”

**R**- “Respect Yourself and Others “

**O**-“Own Your Actions”

**W**-“Work Hard”

**N**-“Never Give Up”

### **J. H. Brown School Goals: 2022-2023**

**Anchor Goal: 100% of 8-year-olds will read on grade level**

Board Goals:

- At least 51% of grade 3-5 students will score proficient/advanced on the ELA PSSA
- At least 50% of grade 3 students will score proficient/advanced on the ELA PSSA
- At least 36% of grade 3-5 students will score proficient/advanced on the Math PSSA

Additional Goals:

1. At least 52% of all students will attend school 95% of days or more in Q4.
2. At least 98% of students will have zero out-of-school suspensions

# **Student Calendar 22-23**

August 29 - September 2, 2022	Kindergarten Interviews – 3 Hour Early Dismissal (Kindergarten Only)
September 5, 2022	Labor Day  – Schools Closed and Administrative Offices Closed
September 16, 2022	Full Day Professional Development – Schools Closed for Students
September 26, 2022	Rosh Hashanah  – Schools Closed and Administrative Offices Closed
October 5, 2022	Yom Kippur  – Schools Closed and Administrative Offices Closed
October 7, 2022	Professional Development Half Day – 3 Hour Early Dismissal
October 10, 2022	Indigenous People Day  – Schools Closed and Administrative Offices Closed
October 12 - 14, 2022	Interim Reports
November 4, 2022	Professional Development Half Day – 3 Hour Early Dismissal

November 8, 2022	Election Day – Schools Closed for Staff and Students
November 11, 2022	Veterans' Day – Schools Closed and Administrative Offices Closed
November 15, 2022	Term 1 Ends – Grades Due
November 21 - 23, 2022	Report Card Conferences – 3 Hour Early Dismissal
November 24 - 25, 2022	Thanksgiving Holiday – Schools Closed and Administrative Offices Closed
December 2, 2022	Full Day Professional Development – Schools Closed for Students
December 16, 2022	Professional Development Half Day – 3 Hour Early Dismissal
December 21 - 23, 2022	Interim Reports
December 26, 2022	Christmas (Observed) – Schools Closed and Administrative Offices Closed
December 27 - 30, 2022	Winter Recess – Schools Closed

January 2, 2023	New Year's Day (Observed) – Schools Closed and Administrative Offices Closed
January 3, 2023	Full Day Professional Development – Schools Closed for Students
January 16, 2023	Dr. Martin Luther King Day – Schools Closed and Administrative Offices Closed
January 20, 2023	Professional Development Half Day – 3 Hour Early Dismissal
January 25, 2023	Term 2 Ends – Grades Due
February 1 - 3, 2023	Report Card Conferences – 3 Hour Early Dismissal
February 17, 2023	Professional Development Half Day – 3 Hour Early Dismissal
February 20, 2023	Presidents' Day – Schools Closed and Administrative Offices Closed
February 27 - March 1, 2023	Interim Reports
March 3, 2023	Professional Development Half Day

	– 3 Hour Early Dismissal
March 17, 2023	Professional Development Half Day – 3 Hour Early Dismissal
March 24, 2023	Term 3 Ends – Grades Due
March 29 - 31, 2023	Report Card Conferences – 3 Hour Early Dismissal
April 3 - 6, 2023	Spring Recess – Schools Closed
April 7, 2023	Good Friday – Schools Closed and Administrative Offices Closed
April 14, 2023	Professional Development Half Day – 3 Hour Early Dismissal
April 21, 2023	Eid al-Fitr – Schools Closed and Administrative Offices Closed
May 5, 2023	Professional Development Half Day – 3 Hour Early Dismissal
May 8 - 10, 2023	Interim Reports
May 16, 2023	Election Day (Tentative)

	– Schools Closed for Staff and Students
May 19, 2023	Professional Development Half Day – 3 Hour Early Dismissal
May 29, 2023	Memorial Day – Schools Closed and Administrative Offices Closed
June 9 - 13, 2023	Graduation Window
June 13, 2023	Last Day for Students/ Term 4 Ends



*Joseph H. Brown Elementary School*  
**Parent and Family Engagement Policy**

***School Year 2022-2023***  
***Revision Date: 5/19/22***

In support of strengthening student academic achievement, JH Brown receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

<b>JH Brown agrees to implement the following requirements as outlined by Section 1116:</b>				
Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).				
	-Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.			
	-Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.			
	-If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.			
	-Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:			



Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:				
	(A) Parents play an integral role in assisting their child’s learning			
	(B) Parents are encouraged to be actively involved in their child’s education at school			
	(C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child			
	(D) Other activities are carried out, such as those described in Section 1116 of the ESSA			
<b><u>DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT</u></b>				
<b><u>REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY</u></b>				
<b><u>COMPONENTS</u></b>				
	<b>Section A: JOINTLY DEVELOPED</b>			
	JH Brown will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.			
<i>Each month the Home &amp; School Association conducts a meeting with parents. Meeting times vary in order to accommodate parent schedules.</i>				
<i>Parents are encouraged to join the Student Advisory Council (SAC) which meets once a month to support academic achievement, improve school climate &amp; culture, &amp; strengthen family engagement.</i>				
<i>Parents are invited and encouraged to attend Title I parental input meetings in Winter 2022 to discuss the upcoming budget 2022-2023 school year. Parents are invited and encouraged to attend a meeting in Spring (2022) which will provide review and give input into this document, as well as the Compact. Parents were notified of this meeting through flyers and monthly calendars sent home with students as well as a phone blast. The Parent Family Engagement Policy and School Compact for school year 22-23 was updated on May 19, 2022 via a virtual meeting with parents.</i>				

	<b>Section B: ANNUAL TITLE I MEETING</b>			
	JH Brown will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.			
	<p><i>During Back to School Night in September, our Annual Title I Program is introduced &amp; explained. At this time, the principal or designee will share information about the requirements of Title I part A, parent rights to know, state and local assessments including the PSSAs, school curriculum, how to work with educators and to track student progress.</i></p> <p><i>2) Parents are invited to provide input during our Winter budget meeting as well as our meeting in the Spring to develop the Parent and Family Engagement Policy &amp; School-Parent Compact. Parents who are unable to attend these meetings are encouraged to utilize email or contact the Principal directly to give feedback. Parents will be notified by flyer, the monthly calendar and School Messenger as well as the Facebook page.</i></p>			
	<b>Section C: COMMUNICATIONS</b>			
	JH Brown will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.			
	<p><i>Parents will be given the Parent Engagement Policy and Compact during Back to School Night as well as it will be sent home with students in their communication folder. These documents are also uploaded to our website. Parents are notified about various meetings, assemblies and events during the school year through flyers and monthly calendars. Meetings, training, and workshops are held at various times of the day to accommodate all families and their schedules. All communications sent home are in the family's home language. Any translation can be made available upon request. Additionally, Language Line provides phone translation services to contact parents &amp; conduct meetings.</i></p>			
	<b>Section D: SCHOOL-PARENT COMPACT</b>			

JH Brown will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high standards.				
<i>In the Spring of 2022, parents were encouraged to attend a meeting in which they could review and give input into this document, as well as the Compact. Parents were notified of this meeting through a flyer as well as School Messenger.</i>				
<b>Section E: RESERVATION OF FUNDS</b>				
If applicable, JH Brown will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:				
<i>Each Spring, parents are encouraged to attend a budget review meeting. At this time, parents can give input into how the school could spend the 1% parent set aside. The parents suggested that the funds be spent to allow the school to purchase a chromebook for each student and a SSA for K-2 students. Continue APTT meetings with K-3 families.</i>				
<b>Section F: COORDINATION OF SERVICES</b>				
JH Brown will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:				
<i>We engage with our local library, police district, churches, other community partners, organizations, &amp; businesses that provide clothing, school supplies, anti-bullying/anti-drug programs &amp; other resources to parents.</i>				
<b>Section G: BUILDING CAPACITY OF PARENTS</b>				
		JH Brown will build the parents’ capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:		
	● Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and			

		<ul style="list-style-type: none"> <li>● Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement</li> </ul>		
		<ul style="list-style-type: none"> <li>● Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:</li> </ul>		
		<ul style="list-style-type: none"> <li>● The challenging State's academic standards</li> </ul>		
		<ul style="list-style-type: none"> <li>● The State and local academic assessments including alternate assessments</li> </ul>		
		<ul style="list-style-type: none"> <li>● The requirements of Title I, Part A</li> </ul>		
		<ul style="list-style-type: none"> <li>● How to monitor their child's progress</li> </ul>		
		<ul style="list-style-type: none"> <li>● How to work with educators to improve the achievement of their child</li> </ul>		
<p><i>Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and</i></p> <p><i>Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement</i></p> <p><i>Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:</i></p> <p><i>The challenging State's academic standards</i></p> <p><i>The State and local academic assessments including alternate assessments</i></p> <p><i>The requirements of Title I, Part A</i></p> <p><i>How to monitor their child's progress</i></p> <p><i>How to work with educators to improve the achievement of their child</i></p>				
		<b>Section H: BUILDING CAPACITY OF SCHOOL STAFF</b>		
		JH Brown will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:		

*Surveys are made available to parents during all events, meetings and conferences. The results of the parent surveys are tallied and shared with staff during professional development throughout the school year. In August, staff will be trained on how to communicate and work with parents as equal partners.*

JH Brown will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request.

*Student of the Month Breakfast Celebration*

*Monthly Perfect Attendance Incentive Program*

*Golden Attitude Club*

*Father/Daughter & Mother/Son Dance*

*Instrumental Music Program –Spring Concerts*

*Honor Roll for grades K-8*

*Veteran's Day Assembly*

*Career Day*

*Grandparents' Day*

*Student Council*

*APTT Literacy Meeting for Parents, K-3*

*Parent and Family Portal through Infinite Campus*

*Sports Clubs: Soccer/Basketball, Grades 4-8*

*Before/After School Extracurricular Activities; including YouthCor Afterschool Program*

**Joseph H. Brown  
School-Parent Compact  
School Year 2022-2023  
Revision Date: 06/10/2022**

## **JOINTLY DEVELOPED**

**"The Parents, students, and staff of Joseph H. Brown partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held in the Spring of each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the School Family**

**Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.**

**During a meeting held in May 2022, this document was updated and agreed upon with parents.**

**"To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.**

**The Board of Education's updated Goals and Guardrails are available on the School District Website at [www. philasd.org](http://www.philasd.org).**

### **JH Brown GOALS**

**"At least 46% of grade 3-5 students will score proficient/advanced on the ELA PSSA.**

**At least 45% of grade 3 students will score proficient/advanced on the ELA PSSA.**

**At least 36% of grade 3-5 students will score proficient/advanced on the Math PSSA.**

**At least 52% of all students will attend school 95% of days or more.**

**At least 98% of students will have zero out-of-school suspensions.**

**"**

**To help your child meet the district and school goals, the school, you, and your child will work together:**

### **" SCHOOL/TEACHER RESPONSIBILITIES:**

**JH Brown will:**

**"• Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the State's student academic achievement standards.**

- Hold parent-teacher conferences four times per year during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress.
  - Provide parents with reasonable access to staff.
- \*Hold Academic Parent Teacher Team opportunities three times a year to K-3 parents

### **"PARENT RESPONSIBILITIES:**

**We, as parents, will:**

- Monitor attendance and send in absent notes to school within 3 days of the student's return.**
- Make sure that homework is completed.**
- Monitor the amount of television my child watches.**
- Obtain the needed volunteer documents in order to actively volunteer at my child's school, at school events and chaperone trips when needed.**
- Participate, as appropriate, in decisions relating to my child's education.( ex. Attend parent meetings)**
- Promote positive use of my child's extracurricular time.**
- Be aware of technology usage and social media accounts.**
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.**
- Serving, to the extent possible, on policy advisory groups, such as the School Advisory Council and/or the Home & School Association..**
- Utilize the Parent Portal to be aware of my child's grades and assignments on a regular basis.**

### **STUDENT RESPONSIBILITIES:**

- Attend school every day and on time.**
- Come to school ready and prepared to learn**
- Respect all teachers, staff and each other while in school.**
- Do my homework every day and ask for help when I need it.**
- Read at least 30 minutes every day outside of school time.**

**Give my parents or guardian all notices and information received by me  
from my school every day.**

**Refrain from utilizing social media accounts in a negative way toward  
other students.**

**Be responsible for technology that is on loan to you from the school.**

### **COMMUNICATION ABOUT STUDENT LEARNING:**

**" JH Brown is committed to frequent two-way communication  
with families about  
children's learning. Some of the ways you can expect us to reach you  
are:**

**Interim Reports ( Progress Reports)**

**Parent Portal**

**Parent Facebook Page**

**Robocalls**

**Text Message**

**Newsletter**

**Website**

**Phone Calls**

**Flyers**

**Emails**

**Class Dojo, Remind, See Saw or other teacher-used apps to connect with  
families.**

### **ACTIVITIES TO BUILD PARTNERSHIPS:**

**JH Brown offers ongoing events and programs to build  
partnerships with families.**

**"Home and School events**

**Parent workshops**

**APTT ( Academic Parent Teacher Team for K-3 classes)**

**Report card conferences**

**Parent Meetings**

**Parent Cafe**

**"**





## **School Hours**

The school day begins at 9:00 AM and concludes at 3:39 PM. School personnel are on duty to supervise students beginning at 8:30 AM. **Students should not arrive or be dropped off before 8:30 AM.** The entire school will line up in the schoolyard with the first bell ringing at 8:57 am and the final bell ringing at 9:00 am. Students should enter the building from Stanwood Street during inclement weather. Parents are **not** to enter the auditorium. The children will report to their assigned seating. Lastly, teachers will escort their classes inside using one of three entrances, which is closest to their classroom. Students will return to the lower yard for dismissal; lining up at their room number and dismissing when the bell sounds.

## **Office Procedures**

We strive to provide a warm environment where parents feel welcomed and respected. **Masks may be required due to CDC recommendations and/or SDP protocols.** The main office is open for business from 9am-3:30 pm daily. Parents should call or stop in the office to schedule a time to meet with the principal or an individual teacher. Requests to meet with the principal without an appointment (on the spot) may or may not be granted depending on the principal's calendar of events for that day.

## **Visitor Procedures**

Parents and visitors are welcomed at Brown School. **Due to COVID or other infectious disease, visitors may be restricted from the school building. Masks may be required due to CDC recommendations and/or SDP protocols.** ALL visitors are required to be

**role models for our students in their speech, actions, and reactions. Failure to do so may lead to the Principal or her designee asking you to leave the building.** Once identified on our A-1 system, visitors will proceed to the main office with ID and sign-in/scan through the visitor's kiosk machine. You will then receive a visitor's pass depending on the nature of your business, you will either be directed or escorted to the person or room you wish to visit.



## **School Uniforms**

The School District of Philadelphia has adopted a **mandatory school uniform policy for all students in grades K-12**. This policy was implemented to assist in creating a positive learning environment. Students who do not comply with the policy will receive warning letters as well as a parent conference with the School Assistant Principal. **Students who consistently refuse to wear the required dress will forfeit participation in activities such as trips, special events and graduation exercises.**

**The uniform attire is**

- **Dark or light blue polo shirts**
- **Blue or khaki pants, shorts, skirt or jumper**
- **Closed in shoes with socks**

\*Blue jeans **are not** a part of the uniform. Skirts and jumpers should be worn at an appropriate length. Boy's pants **must fit** so they do **not** show undergarments. No male or female student will be allowed to walk around with their pants hanging below their waist.

\* As the weather changes and outerwear becomes necessary, no student will be allowed to wear "hoodies", jackets, sweatshirts and other garments that cover the uniform ***in class***. However, students can wear appropriate *school uniform* sweaters if needed- Dark or light blue without a hood. If there is a heating problem that occurs, outerwear will be allowed as needed.

**The gym attire is:**

- **Blue or yellow t-shirt**
- **Blue sweat pants and shorts (at an appropriate length)**

- Sneakers (needed always or they will not be able to participate in Gym Class for safety reasons.
- Home & School will be selling J.H. Brown GYM t-shirt during the month of September. More information will be sent home in September.



## **Breakfast Program**

Research indicates that students who begin with a healthy breakfast will have greater academic success. **ALL** students will receive **FREE** breakfast between 9:00-9:30am everyday in class. Your child may eat before school if they do not want to eat the breakfast provided at Brown. A breakfast and lunch menu will be sent home at the beginning of each month.



## **Lunch Program**

Brown School does participate in the Federal Lunch Program. **All** children are eligible to receive a free lunch. Breakfast and lunch menus are sent home at the beginning of each month. You are allowed to bring lunch from home. Please refrain from bringing glass bottle beverages and food that requires the use of a microwave. Students are to remain seated unless directed by an adult staff member to leave their seat.

- I will remain seated & raise my hand before leaving my seat.
- I will use my inside voice & speak kindly to others.
- I will eat with manners and avoid throwing or wasting food.
- I will work with my table partners to clean our area before leaving the lunchroom.



## **Recess**

All students will have a twenty minutes recess period as part of their lunch period. During this time, students will have the opportunity to use the bathroom and participate in playtime in the schoolyard. Balls, ropes and other appropriate items will be available for students. Students will not be allowed to bring items in to play with for recess.

**Absolutely no rough or dangerous play will be tolerated.** Assigned adults will monitor all students.



## Attendance

Coming to school each day is essential for learning and academic success. Students should make every effort **to be present and on time each day. Upon returning to school from an absence**, students should return with a note signed by their parent that indicates the date(s) and reason for the absence. **An absence note must be submitted within three days of the absence. A doctor's note is required for 3 or more days of absences and after 9 "parent notes"**. Parents should notify the school if their child is expected to be absent for an extended period of time. It is the parent and/or child's responsibility to check with the teacher about assignments and missed tests as well as make-up work. Students and classes will be rewarded for perfect attendance



## Lateness

Arriving at school on time is an important work habit. Students arriving after 9:05 AM are considered late and must obtain a late note in order to be admitted to class. This note will prevent the student from being marked absent for the day. Late notes are distributed at a desk near the front door. Students who arrive late due to appointments or other circumstances with a parent should go to the main office to sign-in their child. Lateness is indicated on the official school record. Parents will be notified if their child is habitually late. Loss of recess, detention or additional consequences may be utilized if there is no improvement after the parental contact or conference.

## Early Dismissals

When students leave school before the end of the day, it is a disruption in the learning process. Therefore, it is **imperative** that students remain in school all day. Medical, dental and other appointments should be scheduled after school or on days when school is officially closed. **Students cannot leave the building without their legal guardian (parent). ID must be shown when you arrive to pick up your child for the early**

**dismissal. This is for the safety of your child. No early dismissals will be granted after 3:00 PM or 12:00 noon on early dismissal days.. Please be aware that early dismissals that occur before 12 noon will result in your child being marked present for only half of the day (regular day).**



## **Emergency School Closing**

When school is closed due to extreme weather conditions, an announcement will be made over radio and television stations early in the morning. The announcement will indicate, “All Philadelphia Public Schools Are Closed.” When it is necessary to close schools during the day, the radio and television stations will make the same announcement but also give a time. If the Brown School must close due to an emergency, parents will be notified. **It is imperative that we have on file current and accurate home information, emergency contact numbers, cell numbers and work numbers.**



## **Transportation**

State laws and regulations govern the operation of school buses. Students who come to school on the bus must return home on the bus unless they have a written signed note from their parent stating otherwise. Students who ride the bus should be dropped off and picked up in front of the school. Bus monitors will be assigned to each bus to supervise students. **Riding the bus is a privilege.** Improper conduct on the bus may result in that privilege being denied. Bus riders are expected to show respect for drivers and other students by adhering to the following rules:

- remain seated while the bus is in motion
- talk quietly
- keep hands and feet to themselves
- refrain from throwing objects on the bus or out the windows
- obey the bus driver
- refrain from using profanity

**\*Depending on the seriousness of the offense and the discretion of the principal or bus supervisor, the following disciplinary policy may be followed:**

1. First Offense: warning by principal or bus supervisor
2. Second Offense: warning letter sent home
3. Third Offense: removal from the bus for 3-5 days
4. Fourth Offense: removal from the bus for 5-10 days
5. Fifth Offense: permanent removal from the bus

These rules and consequences ensure safe transportation for all students. If you observe behavior on a school bus that may endanger the safety of students, please report it to any adult in the building.



## **Instructional Program**

Your teacher will provide you with a rigorous standardized curriculum. Individual learning styles will be addressed. Teachers will participate in ongoing professional development that will enhance their professional practice.

Reading/Language Arts, Mathematics, Science and Social Studies are taught by a mandated curriculum aligned to core standards.

**Literacy:** Literacy instruction focuses on the holistic development of reading, writing, speaking, and listening skills. The skills are interconnected and growth in one area produces growth in another area as research has found them to be reinforcing vocabularies with reading and listening being receptive and writing and speaking being expressive. However, language develops differently in each of these vocabularies where contemporary research has found that speaking and listening capacity is achieved in a different region of the brain than reading and writing, which must be intentionally mapped through regular practice aimed at building fluency. The grade-level standards and text drive the instruction and are analyzed during the intellectual preparation process. As students intertwine and enhance reading, writing, speaking, and listening skills, students deepen content knowledge, expand vocabulary, gain fluency (in all components - reading, writing, speaking, and listening), understand how grammar provides clarity, and learn how to comprehend and analyze their own and others' reading, writing, and speaking (Darling-Hammond, 2012).

In order to engage in the rich literacy learning described above, our youngest readers must not only access complex text, build knowledge, and grow their academic language as their older peers must do, but also master a foundational skill set that includes: concepts of print, alphabetic knowledge, phonological awareness, phonics, spelling, and high frequency words. These foundational skills not only require explicit and systematic instruction based on scientific research, but also permeate through all aspects of primary literacy instruction. Foundational skills are critically necessary, but not sufficient, for students to become skilled and passionate readers, writers, listeners, and speakers.

After students develop a strong understanding of foundation skills, the focus of English Language Arts instruction should transition to reading and analyzing texts of increasing complexity. Older readers must develop the ability to think critically about the texts that they read and develop their own interpretations of these passages. When discussing text dependent analysis, Jeri Thompson (2018) argues that in order for students to successfully analyze texts they “need to understand that authors make specific choices about literary and nonliterary elements, their craft and style,

and text structures for particular reasons.” With the support of the CCSS, students should regularly engage in repeated readings of complex text in order to develop the ability to make meaning as they read.

**Grades K-8: ELA: 4 curriculum units with accompanying text**

**Grades K-8 Math:ENVISION varying units of study by grade**



## **Homework**

Homework is assigned to students Monday-Thursday. Occasionally, teachers may assign homework on Friday or a long-term project may be due on Monday. Homework is an important component of the learning process. It allows students to *independently* work on activities that are similar to the concepts and ideas that were taught in class that day or during the week. It is imperative that you have a quiet place and time dedicated to completing your homework. If you find that you are unable to do the homework, you are urged to tell your teacher so he/she is aware that you need additional support. Teachers will maintain a homework log to document assignments. Homework is included in every subject as part of your grade.



## **Report Cards**

Report Cards are issued four times a year. **Parent conferences will be held: November 21-23, February 1-3, and March 29-31.** We will have one night conference scheduled during the first report card period and time slots are scheduled on a “first request, first served basis.” A copy of the report card is kept in your official school pocket and is also available in the student portal. Interim reports will be sent home 3-4 weeks before grades are submitted each report period.



## **Discipline**



It is the responsibility of the school to provide a safe, secure and positive learning environment. Discipline is a key element to the safety of children since it holds them accountable through adults teaching the importance of self-discipline. Good habits and appropriate behavior are learned early in a child's development. All students are expected to behave in an acceptable and responsible manner while at school, on field trips, riding the bus, in the school yard, lunchroom and other school related situations. Positive behavior, courtesy and cooperation are essential to learning. **J. H. Brown Elementary School adheres to the *School District of Philadelphia Student Code of Conduct*.** The code will be referred to often should circumstances warrant disciplinary action involving you. Multiple Blue or Pink slips written due to unsafe behaviors or actions will result in the student attending a lunch detention..

**\* The following behaviors will not be tolerated and will result in disciplinary actions:**

- Possession of Weapons and Dangerous Instruments
- Narcotics, Alcohol and Drugs
- Physical violence and/or threats
- Damage, destruction, or theft of school or private property
- Offensive language
- Graffiti
- Bullying

The school supports a **Single School Culture that supports POSITIVE behavior.** The school staff will continuously collaborate and share ideas in order to build processes and procedures that will result in student achievement, self-regulated behavior by our students and a climate that is conducive for learning and social growth for all students.

### **The school -wide rules are:**

- 1. Be respectful to yourself and others**
- 2. Be on time and prepared to learn**
- 3. Follow directions the first time they are given**
- 4. Remain in your seat unless told otherwise**
- 5. Keep hands, feet and objects to yourself**

We also participate in the BULLY PREVENTION PROGRAM and “Caught Being Good” that assists us in providing a positive, welcoming school climate for every child.



### **Safety and Security**

Your safety in the building during the school day is of utmost importance. Each classroom has posted **Safety Procedures in the event of an Emergency.** We routinely practice drills for



building evacuation and ***Shelter In Place***. There is a designated School Safety Team. In the event there is an unsafe situation in a neighborhood surrounding the school, it may become necessary for the school to **“Lock Down.”** During a “lock down” **all entrances are secured and no student can leave the building nor do we admit anyone into the building.** We understand that this policy is not always popular with parents but our main objective is safety. It would be unwise for us to release a student out into what has been determined is an unsafe environment. After the Philadelphia Police have assured us the surrounding environment is safe, the “lock down” will be lifted and we will resume our normal day.



### **Social Media/Texting/Chat Rooms**

We are very aware that children today may be using social media, texting, and even chat rooms as a form of communication with friends and/or family. However, we are also aware that some students may be participating in possible “bullying” tactics using these electronic/online sources. **If a student is found to be bullying another child online, there will be an investigation conducted and the behavior can result in a suspension from school. It will be considered a form of cyber bullying. While in school, students are prohibited from recording or taking pictures of staff or other students.** Please speak with your child about remaining safe and positive when on social media, texting, and/or chat rooms.



### **Cell Phones**

We recognize that parents/students utilize their cell phones to keep in touch with one another. Once a student contacts their parents and assures them they arrived safely at school our **NO CELL PHONE USE DURING SCHOOL HOURS BEGINS.** Students must utilize a phone in the main office if they need to contact their parents. **The phones of all students in grades 5-8 will be collected, placed in individual envelopes and locked in a secure place during the school day. Phones will be returned before dismissal. IF YOU CHOOSE TO BRING A PHONE TO SCHOOL, YOU MUST FOLLOW THE SCHOOL’S POLICIES RELATED TO CELL PHONES!**



### **Driving in Upper School Yard**

**We will *not tolerate* any parents/guardians driving in the upper school yard during school hours 8:40-9:00 AM & 3:15-3:45 PM. . We need to ensure that our students are safe in the morning when arriving to school and at dismissal.**



## **Birthdays**

**The celebration in class will be small and at the teacher's discretion.** We will allow students to bring cupcakes and juice boxes for their birthdays, but **the teacher must be contacted 2 weeks prior** so they are aware that the treats will be coming to school. **All food/drinks must be store-bought. Nothing homemade will be served to students.** We encourage you to celebrate at home.