

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



**Student/Parent Handbook  
2024-2025**

**Dr. Luke Zeller, Principal  
Cynthia Cruz Vega, Assistant Principal  
Tamara Edwards, Assistant Superintendent  
Dr. Tony B. Watlington, Superintendent**

**Mission**

At JH Brown, all students, teachers, administrators, families, and community members collaborate in order to learn and grow together to ensure excellence in education for all students through deep engagement and critical thinking. Through this collaboration, we create an inclusive, student-centered school, where all students, staff, and community members are respected and valued for who they are and where we make all decisions based on what is in the best interest of the child.

**Vision**

JH Brown is an inclusive, student-centered school where all students, teachers, administrators, families, and community members work together to establish deep engagement and critical thinking in every classroom for every student by learning and growing together.

**The School-Wide expectations are:**

**Be Responsible**

**Be Respectful**

**Be Safe**

**J. H. Brown School Goals: 2024-2025**

**Goals 2024-2025**

\*\*ELA (3-8) School Goal: By QTR 4, 33% will score proficient or advanced on STAR Benchmark

\*\*ELA (K-3) School Goal: By QTR 4, 41% will score proficient or advanced on STAR Benchmark

\*\*Math School Goal: By QTR 4 14% will score proficient or advanced on STAR Benchmark

\*\*EL Student Subgroup Goal: At least 25% of grade 3-8 students will score proficient/advanced on the ELA PSSA

\*\*Attendance School Goal: 66% of students will attend school 90% of the school year

\*\*Climate school Goal: 97% of students will have zero suspensions



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

***School Year 2024-2025***  
***Revision Date: 5/19/22***

**SCHOOL HOURS**

8:30 - 8:50	<ul style="list-style-type: none"> <li>● Breakfast in the cafeteria</li> </ul>
9:00	<ul style="list-style-type: none"> <li>● Start of the school day</li> </ul>
3:00	<ul style="list-style-type: none"> <li>● No early dismissals after 3:00 pm</li> </ul>
3:39 PM	<ul style="list-style-type: none"> <li>● Dismissal</li> </ul>

Kindergarten,	Kindergarteners enter the cafeteria for breakfast, and get picked up by teachers in the cafeteria. At the end of the day kindergarten and 1st grade students will be dismissed from the auditorium and parents sign students out with their teacher.
Grades 2nd - 8th	Students are dismissed through the school yard on Craig street.

**ATTENDANCE POLICY**

- Students need to attend school on time every day unless ill or have an emergency.
- We begin attendance interventions after 3 absences.

**EMERGENCY EVACUATIONS**

- Our alternate school site in case of emergency is Ramp Playground on the 3300 Solly Ave. (215-685-8746).

### CONTACT INFORMATION

- Please update us ASAP if you have a change in contact information.

### SCHOOL NOTICES and Class DOJO

- We use DOJO to communicate

### REPORT CARDS AND CONFERENCES

- Attending report card conferences allows teachers and parents to communicate.

### FIELD TRIP

### SCHOOL HEALTH SERVICES

- School Health Services provides a variety of services to students: screening for healthy development, special programs and assistance with referrals.
- School District Requirements:
  - o Immunizations—No student will be admitted to school without documentation of proper immunizations.
  - o 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.
  - o 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.
  - o Mandated Screenings:  
<https://www.philasd.org/studenthealth/student-health/mandated-screenings/>

### COUNSELING AND SOCIAL WORK SERVICES

- Call Mrs. Terri Zenak, our certified counselor, at (215) 400-3320 to discuss how your child's academic, personal, and social growth can impact their success in school.

## **JH Brown GOALS**

- **\*\*ELA (3-8) School Goal: By QTR 4, 33% will score proficient or advanced on STAR Benchmark**
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- **\*\*EL Student Subgroup Goal: At least 25% of grade 3-8 students will score proficient/advanced on the ELA PSSA**
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  - \*\*Climate school Goal: 97% of students will have zero 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.**

**Respect all parents, staff, students, and each other while in school.**

**•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.**

**Respect all teachers, staff, students and each other while in school.**

**Be aware of technology usage and social media accounts.**

**To stay up-to-date with my child's education, I should promptly read and respond to any notices from the school or school district that are received by my child or by mail.**

**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 negatively 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 be asked to take their assigned seats. If your child would like breakfast, have them come in through the Craig Street entrance. 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 10am-2:00 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. **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 recess, 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 8:30-8:50am everyday in the cafeteria.. 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: Expedition Learning (EL)**

**Grades K-8 Math: IM Illustrative Math**



## Homework

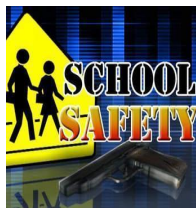
Homework is assigned to students Monday-Thursday. Occasionally, teachers may assign homework on Friday or a long-term project may be due on Monday. Homework is an important component of the learning process. It allows students to *independently* work on activities that are similar to the concepts and 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 15, January 30-31, and March 27-28.** 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**
- 2. Be Responsible**
- 3. Be Safe**

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 understand the significance of children engaging in social media, texting, and chat rooms as a means of communication with their 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 caught engaging in online bullying towards another child, a thorough investigation will be carried out and this kind of behavior can lead to a suspension from school. It will be considered a form of cyberbullying. 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 POLICY DURING SCHOOL HOURS BEGINS.** This school year students will be required to place their cell phones in a cell phone locker located in their classroom first thing in the morning. If the student refuses to lock up their phone, and gets caught with the cell phone the following will be the progressive consequences:

- The first time a student gets caught with a cell phone, it will be taken away and given back to the student at the end of the school day.
- The second time a student gets caught with a cell phone, it will be taken away and a parent/guardian has to pick up the phone from the office.
- The third time a student gets caught with a cell phone, it will be taken away and given back at the end of the school year.



## **Driving in Upper School Yard**



**Parents/guardians are prohibited from driving in the upper school yard.** We need to ensure that our students are safe in the morning when arriving at 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.** **Students will not be served anything homemade.** We encourage you to celebrate at home.