

# **Student and Family Handbook**

## **Julia de Burgos Elementary**

**School District of Philadelphia**

401 W. Lehigh Ave.  
Philadelphia, PA 19133  
Phone: (215) 400-7080  
Fax: (215) 400-7081  
Location # 5170

### **Administration**

Maritza Hernandez, Principal

Aurelio Tellado, Assistant Principal

WE ARE TIGERS



## **Mission Statement**

### **Our Mission**

The mission of Julia de Burgos Elementary School is to provide a high quality education that will exceed expectations while empowering scholars to become life-long learners and responsible citizens. We believe that all students are individuals who are capable of learning and achieving at advanced levels given the right tools and through hard work, dedication, and application.

### **Our Vision**

At Julia de Burgos Elementary School, we will motivate, inspire, and educate ALL students in a safe, nurturing, and caring learning environment. We will collect, analyze, and use data to guide rigorous instruction, provide intervention, and enrichment opportunities for ALL students while empowering students to become productive and responsible citizens.

## **A Message from the Principal**

Dear Family of Julia de Burgos,

I am looking forward to another great school year for what will be a fantastic journey for the students, families, staff, and entire community of Julia de Burgos School, K-8. My name is Ms. Hernandez and I am the very proud Principal of Julia de Burgos Elementary School. I am honored to be working in the same community that I grew up in and believe in. I believe in setting high expectations, consistency, and a clear focus on our vision and mission.

By building relationships and creating partnerships with all members of the school community within the building and surrounding area, we will foster a love and desire for learning in all of our students. This year we will work hard to ensure that every student is learning and feels safe at all times.

I sincerely thank you in advance for welcoming me to the Julia de Burgos family and look forward to a great year.

The purpose of this handbook is to inform parents and students about the policies, procedures and expectations at *Julia de Burgos Elementary*. Our belief is that in order to be a successful member of our school community, you must familiarize yourself with the information contained in this document.

If you have any questions after reading this document, please feel free to call the school at 215-400-7080.

Cordially,

Maritza Hernandez

## BELL SCHEDULE

## LUNCH SCHEDULE

### Grades K to 8

1 <sup>st</sup> Period	8:30 - 9:00 ( <i>Admission/Homeroom</i> )	
2 <sup>nd</sup> Period	9:00 - 9:45	
3 <sup>rd</sup> Period	9:45 - 10:30	
4 <sup>th</sup> Period	10:15 - 11:00	1 <sup>st</sup> Lunch
5 <sup>th</sup> Period	11:05 - 11:50	2 <sup>nd</sup> Lunch
6 <sup>th</sup> Period	11:55 - 12:40	3 <sup>rd</sup> Lunch
7 <sup>th</sup> Period	12:45 - 1:30	4 <sup>th</sup> Lunch
8 <sup>th</sup> Period	1:30 - 2:15	
9 <sup>th</sup> Period	2:15 - 3:00	
	3:00 - 3:09 ( <i>Dismissal</i> )	

## VISITORS

ALL visitors must show a valid ID upon entrance into the building before being directed into the Main Office. All visitors must have a specific reason for the visit and obtain authorization from the MAIN OFFICE. **No visitor may go directly to the classroom to pick up/drop off students, or speak to a teacher unless the principal or assistant principal has approved such visit and escorts the visitor.** No visitor is to interrupt a staff member in the performance of their duties. All visitors must sign the visitor's register and wear the Visitor Pass sticker. Upon completing the visit, visitors must leave the building immediately.

Please follow these steps when visiting our school:

- Always enter the school by the front door located on 4<sup>th</sup> Street.
- Always come to the Visitor's Desk upon entering the building. You will be directed from there.
- Please sign in on the visitor's register and have your ID ready.
- Proceed directly to the Main Office.
- Tell the person who greets you why you are there.
- If it is to get your child for early dismissal, sign your child out in the book provided.
- If you are expected elsewhere in the building proudly wear the **Visitor's Sticker** that will be issued.
- Only go to the area designated on the sticker.
- Sign out at the Visitor's Desk before you leave the building.

Parents are welcome to observe classes with the **permission from both the classroom teacher and the principal/ assistant principal.** No parent is permitted to approach another person's child for any reason without the child's parent present. If you have a complaint or concern about another person's child you must tell an administrator who will

help you solve the problem.

## **SCHOOL HOURS**

### **BREAKFAST**

Breakfast will be served beginning at **8:00AM** and ending at **8:20AM** for all students in grades 1-8. Students Must arrive before **8:20** to eat breakfast in the cafeteria.

Students in Kindergarten or those who are assigned to Specialized classroom and arriving on a school bus will eat breakfast in their classroom after morning admission at 8:30.

### **ARRIVAL**

The school day is from **8:30 AM to 3:09 PM**. Main gates will open for students' arrival at 8:20 AM. At that time, students will wait in the schoolyard (Grades K to 5) 4<sup>th</sup> Street Side (Grades 6 to 8) Lawrence Street Side, and be picked-up by their teacher or school personnel by 8:25 AM. No parents or students may enter the building before 8:30 AM. Breakfast will be served in the classroom. **No parents or students will be allowed in the schoolyard before 8:20 AM. Supervision will begin at 8:20 AM.**

### **DISMISSAL**

Should your child need to remain in school after dismissal, he/she should bring a signed permission slip provided the day before. During school hours, students are to remain in the building. Permission to leave the building must be obtained from the main office. No student may ever leave the building early without an adult (21 or older) and without signing the early dismissal book in the main office. Students are dismissed at 3:09 PM. Early dismissals after 2:15PM are not permitted unless a true emergency arises.

#### Dismissal procedures:

1. All K students will be dismissed through the classroom yard doors on 4<sup>th</sup> Street at 3:00 p.m. Students who are not picked up by 3:09 p.m. will need to be picked up in the Main Office. Parents who are consistently late picking up their children will be asked to meet with administrator.
2. All 6-8 grade students will be escorted to the schoolyard on Lawrence Street at 3:09 p.m. **NO STUDENT IS ALLOWED TO LOITER IN THE LOBBY OR SCHOOLYARD.**
3. Students who attend afterschool program will be dismissed from the classroom and head directly to the cafeteria.

Students must meet siblings, friends, relatives and parents outside of the building. Students will follow these rules:

- Go directly from school to home. Please do not make any stops along the way.
- Try to find others to walk with to school.
- Never make anyone feel badly about themselves or afraid.
- Stay on the sidewalks or driveway.
- Never walk on someone's property.

- Cross only at corners.
- Throw trash in proper garbage disposals.
- Listen to the members of our community and the crossing guards.

All parents should meet their children outside of the yard gates. For those having to meet up with family members, please select a particular spot outside the gate to meet.

### **EARLY DISMISSALS**

Parents may request an early dismissal for an urgent reason. However, no student will be permitted to leave the school unless accompanied by a parent or adult designee, whose name appears on the student's file. A form of identification will be required. No early dismissal will be granted after 2:15 PM.

### **BREAKFAST / LUNCH**

Free breakfast and lunch are available for every student. Well-balanced and nutritious meals are served daily.

In order to make lunch a pleasant experience for all, students will:

1. Be seated at their assigned table.
2. Remain seated until called for lunch.
3. Leave all tables orderly.
4. Place all waste in trashcans.
5. Remain in the lunchroom during the entire lunch period.
6. Wait to be dismissed by individual tables
7. Radios, headphones, cell phones, electronic games or toys are not permitted in the lunchroom or anywhere in the building. If a student is found in possession of any prohibited electronic device, it will be confiscated. Only parents will be able to pick it up after a conference with Principal, Assistant Principal, or Dean of Climate.

Lunch will be served from 10:15 AM to 1:30 PM. Each lunch consist of 45 minutes (30 minutes of lunch and 15 minutes of recess). Lunch will be served during the following schedule:

1 <sup>st</sup> Lunch	10:15-11:00
2 <sup>nd</sup> Lunch	11:05-11:50
3 <sup>rd</sup> Lunch	11:55-12:40
4 <sup>th</sup> Lunch	12:45-1:30

### **ATTENDANCE**

In order to obtain a good education, students must have regular and punctual attendance. School begins at 8:30AM. Students are expected to arrive to school on time. Students must bring a note upon returning from an absence signed by the physician, parent or guardian explaining the reason for the absence. Attendance will be carefully monitored and legal action will be taken in cases of repeated unexcused absences. It is Julia de Burgos Elementary goal that no student will miss more than five (3) days due to absences.

### **LATENESS**

School begins promptly at 8:30 AM. Any student who arrives late consistently and/or

because they stopped at the store before coming to school will have to make up any loss time and be referred to Truancy. Students who arrive at school after 8:35 AM must get a late note at the front desk. Students who arrive after 8:35 AM must report to the main office to get a late note. Continued lateness to school causes unnecessary disruption and will result in disciplinary action. It is essential that students be on time for class. Students will be accountable for work missed. If students arrive past 10 AM or leave before 1 PM without an excused note, each occurrence will count as ½ day absence.

### **EMERGENCY INFORMATION**

Contacting parents is essential. Parents must notify the office of address and phone numbers and alternative phone numbers that can be used in emergency situations. Parents are responsible for reporting any changes in contact information including any changes in address, telephone number, guardianship, and emergency contact persons.

### **INCLEMENT WEATHER/SCHOOL CLOSINGS**

In weather emergencies, schools may close early or not open at all. If inclement weather or some other emergency necessitates a school closing, it will be announced on the radio. Announcements will be made between 6:00 am and 9:00 AM on KYW 1060 and other radio stations. The number for all Philadelphia public schools is 100. Our school number is 5170. For early dismissals, students must have a listed emergency destination and a current phone number.

Parents should always have an emergency plan in place should there be a possibility of an early dismissal. Announcements for inclement weather or other types of emergencies will be aired on TV channels: KYW, FOX, and NBC. You can also access this information on the School District of Philadelphia's website and KYW website.

### **EMERGENCY EVACUATIONS/FIRE DRILLS**

Fire drills are held in preparation for an emergency. Fire drill directions are posted in all rooms. Students must walk quickly and quietly as directed by their teachers. Everyone must leave the building for fire drills. The route is displayed in each room. **Silence** is to be observed during the fire drill. Students who are not in the classroom when the alarm is sounded will leave by the nearest exit and report to their homeroom teacher at the location specified for his/her homeroom. Noncompliance with these regulations will warrant disciplinary action.

### **TRANSPORTATION**

The students receiving transportation services are expected to demonstrate excellent behavior at all times while riding the bus to and from school. Transportation rules:

- Students must go directly to the bus-loading zone as soon as school dismisses and line up in an orderly fashion.
- Students will obey the driver and attendant.
- Students will remain seated until the bus comes to a complete stop.
- Students will not extend their head or arms out of the window at any time.
- Students will not throw objects of any kind in or out of the bus.
- There shall be no profanity, shouting, loud talking, whistling, loud laughing, scuffling, spitting, or disorderly or improper conduct of any kind on the bus.

- Students will not eat or drink any food or beverage on the school bus.
- Enter and leave the bus only through the front door.

The following will be the disciplinary action policy for students that receive bus referrals:

1 <sup>st</sup> Offense	-	Administrative warning
2 <sup>nd</sup> Offense	-	1-day bus suspension
3 <sup>rd</sup> Offense	-	3-day bus suspension
4 <sup>th</sup> Offense	-	5-day bus suspension
5 <sup>th</sup> Offense	-	10-day bus suspension

The number of days may vary depending on the seriousness of the offense. Riding the school bus is a service, not a right, and may be revoked if safety rules are not observed.

### **STUDENT DRESS CODE**

The Board of Education of the School District of Philadelphia adopted a uniform policy for all students. Students will wear the school uniform from the first day of school until the last day of school. Students are required to wear the complete uniform everyday. Parents are respectfully requested to comply with these regulations. The uniform and dress code are symbols of attendance at Julia de Burgos Elementary. Uniform inspections will be held on a regular basis.

Students are always to be neat, clean, and well groomed. Uniforms must be neat and cleaned. Remember that when students feel good about themselves, they will do better.

The mandatory, basic uniform for ALL Julia de Burgos Elementary students is:

- Dark gray pants, skirt, or jumpers (girls).
- Blue oxford style shirt (short or long sleeves).
- Tie depending on grade and gender
  - K-5 Ties are optional
  - 6-8 are Mandatory
- Black shoes or black sneakers (No Scuff or open-toed shoes)

**SCHOOL UNIFORMS WILL BE CLOSELY MONITORED. CHILDREN WHO CONSISTENTLY DISREGARD UNIFORM POLICY WILL RECEIVE A WRITTEN VIOLATION. RECURRING OFFENCES MAY REQUIRE A MEETING WITH PRINCIPAL, ASSISTANT PRINCIPAL OR DEAN, AND FURTHER DISCIPLINARY ACTION.**

Disciplinary action will be taken against students who do not comply wearing the school uniform. Prohibited clothing includes, but is not limited to:

- Hats, head wrappings, sweatbands, caps and headscarves are NOT to be worn in the building. This applies to both boys and girls. (Exception for religious reasons apply)
- Short pants, skirts or dresses more than three (3) inches above the knee are not allowed. Pant legs are not to be rolled up. Pants CANNOT be worn below the waist.
- Sleeveless t-shirts, tube tops, or see-through blouses showing parts of the

body are not to be worn.

- Sunglasses are not to be worn in the building.
- Large and/or expensive jewelry is not appropriate for school and should be left at home.

Because of their association and identification with gangs, the following articles of clothing are not permitted: bandannas, drags, headgear or any article of clothing or jewelry bearing gang symbols, names, initials, insignias or anything else which signals gang affiliation.

### **GRADING SYSTEM**

A	=	90-100 (Proficient)
B	=	80-89 (Basic)
C	=	70-79 (Basic)
D	=	65-69 (Below Basic)
F	=	0-64 (Below Basic)

Note: The grade of F is carried as a 60 for cumulative calculation of subject grade. This year, Report Cards are issued four (4) times per year. Report Card conferences are held three times a year. Report Card grades include teacher assessments for homework, class work, tests, quizzes, and participation in class activities, projects, and book reports. Students absent 20% or more may receive a passing grade with the recommendation of the teacher after successfully completing all assigned make-up work and tests. Number Marks are used to indicate behavior as follows:

- 1 =Excellent
- 2 =Satisfactory
- 3 =Unsatisfactory

### **HOMEWORK**

Homework will be given at least four (4) days a week. Home assignments, both written and study, are essential for the full academic development of the student. Homework strengthens and extends the learning experience of school. **Parents are asked to check and sign homework/agenda and homework assignment books.** It is possible that students are expected to complete every homework assignment. Students will be required to read **AT LEAST** 30 minutes each night at home.

### **BOOKS AND SUPPLIES**

Every student is required to have the following:

- Backpack is required
- Pencils, pens, rulers, etc.
- Notebooks, as required by teachers
- All textbooks issued by teachers for use in class and at home. (Students are required to cover textbooks issued by teachers.) Students are required to pay for lost, stolen or damaged books.
- All other materials necessary to complete the day's assignments.

### **PHYSICAL EDUCATION (GYM) REQUIREMENTS**

Physical Education is a subject required of each student by Pennsylvania state law. Students may be excused only upon presentation of a physician's certificate/note.

Students are required to wear regular daily uniform and sneakers. Students will be grade on participation and preparedness (being in the appropriate uniform for the activity).

### **SCHOOL LIBRARY**

The library is an integral part of the learning process. All students have access to books and other library materials. Grades K through 8 will be scheduled for library period on a weekly basis. Parents share the responsibility of caring for the books the children bring home.

Students must observe the following rules when using the library:

- The person in charge must sign out books borrowed from the library at the desk.
- Books must be returned within the prescribed time.
- A fine is charged for overdue books.
- If a book is lost, destroyed or damaged so that it can no longer be used it must be paid for by the student.
- Quiet, orderly behavior must be observed in the library at all times.

**Students who do not comply with this regulation may be denied the privilege of using the library for a period of time.**

We encourage parents to join a local library in order to instill in their children a love for reading.

### **LOCKERS**

**Will be used at the discretion of the classroom teacher or Administrator and are the property of the School District of Philadelphia.\***

At the beginning of the school day, all outerwear, such as coats, jackets, hats, etc. must be placed in the student's locker or designated space in the classroom. Empty book bags will be placed in lockers or designated space in the classroom. No locks will be allowed in lockers.

1. Eating, drinking and gum chewing are prohibited in classrooms and hallways. (Except for Breakfast)
2. Students must be prepared with the necessary school supplies.
3. All radios, headphones, cell phones, electronic games and paging devices are prohibited on school property. First time seen, these items will be confiscated and returned only to a parent or guardian. If seen a second time, these items will be confiscated and returned to a parent or guardian in June 2016.
4. Any student in the hallways during class time must have in his/her possession a signed pass. Failure to possess a signed pass will be considered a cut (out of class without permission) and will result in disciplinary action.
5. Any student who leaves the building during school hours without adult supervision will be subject to suspension.
6. The use of profanity or offensive language is absolutely prohibited in any area of the school.

## **STUDENT CODE OF CONDUCT**

All expectations and policies for behavior closely adhere to the School District of Philadelphia's Student Code of Conduct. To download a copy, please visit <http://www.philasd.org/offices/administration/policies/118.html>

## **BULLYING**

The SRC prohibits all forms of bullying by District students, and further prohibits reprisal or retaliation against individuals who report these acts or who are targets, witnesses and/or bystanders. The SRC encourages students or parents/guardians of students who have been bullied or witness bullying to immediately report such incidents to the school principal or designee, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. Any staff member who receives such a report shall immediately notify the principal or designee of same. If the behavior continues or if the school does not take action, students or parents/guardians should report the incident to the District's hotline at 215-400-SAFE (7233).

The SRC directs that reports and complaints of bullying shall be investigated promptly and thoroughly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

Bullying can be exhibited by an intentional physical, psychological, verbal, nonverbal, written, or electronic act or series of acts directed at another student or students, which occurs in and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening and hostile learning environment.
3. Substantial disruption of the orderly operation of the school.

Bullying is characterized by the following three (3) criteria:

1. It is intentional or deliberate aggressive behavior or harm doing, and
2. It is carried out repeatedly over time, and
3. It occurs within an interpersonal relationship where there is an imbalance of power (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful).

We have a **ZERO TOLERANCE** for Bullying and every incident will be investigated.

## **DETENTION**

Students may be held for detention until 3:24PM without notification to parents.

It may become necessary to issue afterschool detentions for violations of the student code

of conduct. Parents will be notified prior to the detention, which will be held after school for up to an hour.

### **SUSPENSIONS**

It may become necessary to place a student on temporary suspension for serious or repeated violations of school policies and procedures. Suspended students will be assigned to either an in-school suspension or an out-of-school suspension. The intent is to have both pupil and parent recognize that the pupil was involved in serious, disruptive and unacceptable behavior.

An out-of-school suspension results in the exclusion of a pupil from school and all school-related activities because of serious misconduct. Before a student is suspended, the principal, assistant principal and/or dean will meet with the student and discuss the reason for the suspension. Suspended students will be reinstated only after a parent or guardian meets with appropriate staff members as per a pre-arranged appointment. Students returning without a parent or guardian will be treated as a trespasser.

### **TEXTBOOK POLICY**

Parents and students are responsible for signing and returning Julia de Burgos Elementary Textbook Use Agreement to the school promptly. Please sign and return the Textbook policy attached.

### **PLAGARISM**

This policy is designed to enhance and enrich the academic and ethical education of students at Julia de Burgos Elementary. The information outlined in the following policy is intended to provide students with guidelines to enable academic judgment, develop integrity, and preserve honor.

Plagiarism/Cheating includes:

- Directly Copying the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the “works cited” page at the end of the assignment.
- Paraphrasing the ideas of another person without using all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the works cited page at the end of an assignment.
- Using and failing to properly credit any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students.
- Recycling previously submitted work. Recycling an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
- Using artwork or pictures without proper citation. Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.

Consequences of Cheating/Plagiarism:

Below is a list of consequences that will be used at the discretion of the teacher and administrator in whole or in part.

1. A zero on the assignment
2. Referral to the Dean
3. Parent Notification
4. A meeting with the principal, guidance counselor, and parents
5. Afterschool Detention
6. Removed from consideration athletics, enrichment activities and/or loss of other privileges.

#### **RESPONSIBILITIES OF PARENTS**

- IF YOU NEED TO CONTACT YOUR CHILD, PLEASE CALL THE SCHOOL. DO NOT CALL YOUR CHILD ON HIS/OR HER PHONE AS THEY MAY RECEIVE DISCIPLINARY ACTION FOR USING IT.
- Notify the school of any change of address or telephone number.
- Provide the school with an up-to-date emergency contact.
- Ensure that students attend school regularly and arrive on time. In case of absence, provide a written excuse note upon the student's return to school.
- Check to see that students are properly dressed for school in full uniform.
- Ensure that students bring their textbooks, notebooks and school supplies to and from school everyday.
- Attend report card conferences with child's teacher.
- While the student should assume the major responsibility for completing all homework assignments, parents are encouraged to take an active role by:
  1. Promoting a positive attitude toward homework assignments.
  2. Providing time and a quiet place at home for study.
  3. Assisting with preparation for tests.
  4. Checking student's work for neatness.
  5. Ensuring that all assignments are completed on time.
  6. Check student's work for teacher's notes or comments.

#### **HOW PARENTS CAN HELP THEIR CHILDREN**

At the end of each school day ask these questions:

1. How was your day? (Tell me about your day)
2. What did you do first, second, next, last, etc.?
3. What did you learn that you didn't know this morning?
4. What did you like best?
5. Did you have any trouble with anyone today?

Then ask to see their homework book, and review all long term and short-term assignments for understanding.

- Provide a special place to do homework free from distraction.
- Check homework daily. Discuss it. See if it is done correctly and sign it.
- Help your child keep their notebook and school bag organized. Encourage neatness in everything that they do and hand in to the teacher.
- Insist that all letters, fliers, notes, etc. be placed in a special place so that you see them.
- Read with your child. Read to your child and have him/her read to you every day.

### **GRADING SYSTEM**

A	=	90-100 (Proficient)
B	=	80-89 (Basic)
C	=	70-79 (Basic)
D	=	65-69 (Below Basic)
F	=	0-64 (Below Basic)

Note: The grade of F is carried as a 60 for cumulative calculation of subject grade. This year, Report Cards are issued four (4) times per year. Report Card conferences are held three times a year. Report Card grades include teacher assessments for homework, class work, tests, quizzes, and participation in class activities, projects, and book reports. Students absent 20% or more may receive a passing grade with the recommendation of the teacher after successfully completing all assigned make-up work and tests. Number Marks are used to indicate behavior as follows:

- 1 =Excellent
- 2 =Satisfactory
- 3 =Unsatisfactory

The behavior mark reflects the student's cooperation in obeying school and classroom rules, respecting the property of self and others, acceptance of responsibility and interaction with adults and other students. The mark for behavior is independent of the student's mark in achievement.

### **8TH GRADE END OF THE YEAR ACTIVITIES**

At Julia de Burgos Elementary School, it is our desire to provide our 8<sup>th</sup> grade students with many enrichment and extracurricular activities, such as a class trip, dances, and closing exercises. In order to participate, students must meet all the academic requirements that have been established by the School District Of Philadelphia and the rules and regulations of Julia de Burgos Elementary. Additionally, they must be in good behavior standing as measured by the school's Merit/Demerit System for conduct. Students are subject to lose privileges such as school dances, dress down day, Move-Up/Graduation Ceremony participation, trips, and any other school functions at the discretion of the school and for violation of any school and district policy according to the Student Code of Conduct.

### **HONOR ROLL AND RECOGNITION**

Students must have all A's and B's in basic subjects and no more than one (1) C in an expressive arts subject in order to be placed on the school Honor Roll. Students may not have any 3's in behavior to qualify for Honor Roll placement. Students with outstanding

records of attendance and punctuality for each report period will receive special recognition.

### **PHOTOGRAPHS**

Photographs of students are taken in classes and at special events for the yearbook, bulletin board displays, and promotions. Parents who do not want their child's picture taken must notify the principal in writing.

### **SCHOOL SAFETY**

Parking regulations must be respected whenever children are transported to school by parents. NO ONE is permitted to park in front of the school building where the yellow line is painted on the curb. This ensures that students can safely cross the street while entering and being dismissed from school. Police will ticket illegally parked cars.

### **PARKING LOT**

The parking lot is for Staff use only. Parents are not permitted to enter the parking lot at any time. For student and staff safety no students are permitted to walk through the parking lot. Students must walk on the perimeter of the school.

## Julia de Burgos Elementary

### Rules and Behavioral Expectations for Designated Areas

AREA⇒ RULE↓	Classroom	Hallway	Restroom	Cafeteria	School Yard Before/After School
<b><i>Be Respectful</i></b>	<ul style="list-style-type: none"> <li>▪ Use low voices</li> <li>▪ Use respectful tone, words, and behavior</li> <li>▪ Respect others' belongings</li> <li>▪ Avoid disrupting others' learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use low voices</li> <li>▪ Walk quietly without disturbing other classrooms</li> <li>▪ Respect property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use low voices</li> <li>▪ Respect others privacy</li> <li>▪ Keep the restroom clean</li> <li>▪ Respect property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use low voices</li> <li>▪ Listen to adult instruction</li> <li>▪ Chew with your mouth closed</li> <li>▪ Use good manners</li> <li>▪ Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use low voices</li> <li>▪ Take turns, share equipment</li> <li>▪ Use kind words and actions</li> <li>▪ Keep hands and feet to yourself</li> </ul>
<b><i>Follow Instructions</i></b>	<ul style="list-style-type: none"> <li>▪ Listen and follow directions</li> <li>▪ Complete assignments as asked</li> </ul>	<ul style="list-style-type: none"> <li>▪ Walk in a single file line</li> <li>▪ Walk instead of run</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use the restroom quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enter and exit quietly</li> <li>▪ Walk instead of run</li> <li>▪ Wait for table to be called</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exit the building and enter the playground safely</li> <li>▪ Stay in designated play area</li> </ul>
<b><i>Be Responsible</i></b>	<ul style="list-style-type: none"> <li>▪ Take care of self and materials</li> <li>▪ Clean up after yourself</li> <li>▪ Be honest in words and actions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Go directly to class</li> <li>▪ Stay out of the hallways unless you have a pass</li> <li>▪ Use water fountain appropriately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flush toilet after use</li> <li>▪ Report vandalism</li> <li>▪ Use the facilities correctly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow procedures for entering, getting lunch, and exiting</li> <li>▪ Eat only in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leave playground clean</li> <li>▪ Play fairly and show good sportsmanship</li> </ul>

# **N** **CELL PHONES!**

The use of cell phones and other telephonic devices (e.g. text messengers) is extremely disruptive of the educational environment. Cell phone use during school hours also reduces the safety of everyone in the school building.

- Students are not permitted to call their parents using their cell phones at any time during the school day. Phones are available in case of emergencies and at the discretion of School Administration.

The School District of Philadelphia’s Code of Student Conduct<sup>1</sup> was adopted to support a safe learning environment for the entire school community. The District’s policy regarding the use of cell phones reads as follows:

If a student brings a cell phone or telephonic device to school it will be confiscated and returned only to the parent or guardian of the student. ...upon a second violation or if the device is used during the commission of a crime the school will confiscate the device and it will not be returned. The Principal may donate the item to charity or sell items with proceeds going to a school use.

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El uso de teléfonos de celular y otros aparatos telefónico (e. g. mensajeros de texto) interrumpe el ambiente educativo. El uso del teléfono celular durante horas de escuela reduce también la seguridad de todos en la escuela.

El Código de Conducta del Estudiante del Distrito Escolar de Philadelphia fue adoptado para sostener un ambiente de aprendizaje para la escuela entera. La norma del Distrito sobre el uso de teléfono celular lee lo siguiente:

Si un estudiante trae un teléfono celular o aparato telefónico a la escuela será confiscados y devuelto sólo al padre o encargado del estudiante la primera vez. ...en una segunda infracción o si el aparato es usado durante la comisión de un crimen, la escuela confiscará el aparato y no será devuelto. El Director podrá donar el artículo a la caridad o venderlo y usar las ganancias para la escuela.

<sup>1</sup> The Code of Student Conduct is available at the main office and online at <http://www.phila.k12.pa.us/students/>.

## **SOCIAL MEDIA AND INTERNET USE**

Our goal is that students incorporate technology daily as assigned by the teacher. Any inappropriate use of technology during the school day will lead to disciplinary action.

Social Media is prohibited during the school day. Any inappropriate activity involving students and leading itself to the disruption of the school day, even if action is off school property will also lead to disciplinary action. Posting of any type during the school day will lead to a suspension and confiscation of cell phone or electronic device.

## **HEALTH AND MEDICAL SERVICES**

There is a full-time nurse on duty five days a week. She has health-room hours for minor illness and injuries, and is available all day for medical emergencies. Every student will receive a hearing and a vision test. Parents are requested to have the child examined by the family eye doctor if a child does not pass the vision test. The nurse is available for limited first aid in emergencies and to see children on an as-needed basis. If an illness or injury warrants an early dismissal, the parent or legal guardian will be notified. Students are not to leave school on their own. A parent or an adult designee whose name appears on the student's file, a person over 18 years of age, must accompany students. Short-term medications can be administered with a note from the parent and if medication is in a prescription-labeled bottle. Long-term medications cannot be administered without proper written authorization from a physician. All approved medications will be kept in the nurse's office. Students may not possess medications in school.

Any student requiring either medication or medical treatments during the school day must have a *MED-1 Form* completed by their private physician. An *S865 Form* must be completed by the parent/guardian and returned to the nurse. All forms must be obtained from the Health Room. Children who have fevers or other contagious illnesses should not be sent to school. If the nurse calls a parent or guardian because the child is sick, it is the parent or guardians responsibility to take the child home. School personnel will contact parents of students who become ill during the day.

If there is a documented chronic problem such as asthma or a heart condition, an MEH-23 medical form must be filled out by a medical doctor and filed with the school nurse and the gym teacher. The form is available from the health room and valid only for the current school year. If there is a temporary illness such as a cold or sprain, then a note from the parent or guardian is sufficient for that day only.

**Students may not bring any kind of medication, including Tylenol to school. All medications brought to school must be in a labeled pharmacy container and given to the nurse at the start of the school day.** No medication will be administered in school except by direct order of the family physician. Any child who is to receive medication during school hours must have a form completed by the physician with explicit directions as to medication, dosage, time of administration and possible side effects. No child may bring (aspirin, Motrin, etc.) medication to school and administer it to him/herself.

Students MUST bring all types of drugs and treatments to the nurse and must be administered by the nurse on duty. This policy also applies to over-the-counter drugs, ointments, cough drops, etc. Failure to cooperate with this policy may result in disciplinary consequences.

### **ILLNESS DURING SCHOOL HOURS**

If a child becomes ill during the course of the school day, he/she reports to the nurse's office. If the child must be sent home, the parents will be notified. It is imperative that the emergency cards are kept up to date so that a responsible adult can be reached. The nurse handles situations that occur during the school day – not for lingering illnesses that have been noticed at home. Please do not send your child to school if he/she is ill.

### **COUNSELING SERVICES**

The guidance counselor is a specially trained person who helps all students. Counselors meet with students on an individual basis about anything that concerns them whether it is a personal problem, social problem or a school concern. The counselor also works with teachers, school and community personnel and parents to establish a better understanding of young people. Counselors also meet with groups of students for guidance activities and to discuss high school selection.

### **ADMINISTRATIVE PROCEDURES**

#### **CHANGE OF ADDRESS**

Parents are asked to inform the homeroom teacher and the school office in writing of a change of address and/or telephone number. The safety of your children is our main concern, and we must know how to reach you in case of emergency.

#### **VACATION**

Vacation should not be taken during the school year, but should be scheduled during winter and Spring breaks. Please note that vacations will be coded as UNEXCUSED absences per the School District of Philadelphia Attendance Policy. A copy of this attendance policy can also be downloaded from the district's website. In keeping with School district policy, the absences for vacations will be coded as parental neglect. They will be recorded as unexcused absences.

#### **SAFETY PROCEDURES**

Walkers – If you are having someone pick your child up, please ask him or her to stand inside the gate at the end of the schoolyard. If your child is walking home, please inform his/her teacher.

Car Riders – Parents are asked not to double-park their cars on Lawrence or 4<sup>th</sup> Streets. This poses a dangerous situation for our students. We've had a few threatening situations during the past school years where tempers flared and serious words were exchanged. There are parking spaces close enough around the school for all parents to park.

## **COMMUNICATION POLICIES**

Julia de Burgos Elementary is committed to keep students and parents fully informed of the events and activities of the school. A monthly calendar is sent home with announcements of special events, holidays, and early dismissal days. Please consult these dates carefully at the beginning of every month. We will also post communication on our Facebook and Twitter Feeds.

## **APPOINTMENTS WITH FACULTY MEMBERS**

As with any professional, it is requested that parents make an appointment to see their child's teacher. A note sent with your child requesting a certain day or time for a conference will suffice. The teacher calls you to confirm the appointment.

**At no time are parents to present themselves to a teacher during school hours or in the schoolyard prior to school or at dismissal.**

## **APPOINTMENTS WITH PRINCIPAL/ASSISTANT PRINCIPAL**

The principal and assistant principal are available before or during the school day to meet with parents who request an appointment. Please call the school secretary to make an appointment. If there is an emergency situation, the principal or assistant principal will make every effort to accommodate you.

## **INDIVIDUALIZE EDUCATION PLAN (IEP)**

School psychologist will evaluate children with special needs to determine if an I.E.P. (Individualized Education Plan) is needed. If you have questions or concerns in this area, please contact the Special Education Teacher at the appropriate building.

## **TESTING**

Standardized testing is conducted at Julia de Burgos Elementary during the fall and spring of the year. Assessments will be given periodically to evaluate students' progress. A schedule for PSSA testing will be sent home at least two weeks prior to testing. Additionally, this year students will participate in benchmark assessments three times during the school year, for marking periods 1, 2, and 4.

## **REPORT CARDS**

**Report cards are issued four times a year.** The purpose of the report card is to inform parents of the progress of their children and to provide guidance for their growth and development. Parents are asked to study the report card very carefully, note comments made by the teacher and request a conference if necessary.

Parents can monitor academic progress through the parent portal on the school district's website at <http://www.philasd.org/parents/> .

## **RETENTION NOTICES**

In the event that it is necessary to retain a child in a grade, the parents are notified three times during the year, in January at the end of the first semester, in March, and in May. A series of conferences are held to discuss the child's progress and the need for retention.

## **FIELD TRIPS**

The use of field trips to supplement instruction is desirable and very worthwhile. Each class is permitted to attend trips to educational settings. Preparing for and scheduling field trips is at the discretion of the grade teachers. Parental permission slips are required for each pupil who will participate in this instruction. The principal will decide the dress code. Since a field trip is primarily a learning experience, the time spent is considered part of the normal school day.

Students who have been suspended, or who have severe behavior issues may not participate in the classroom field trip. The final decision regarding attendance at a field trip will be at the discretion of the classroom teacher and members of the administrative team.

Students must return to school for the remainder of the school day after field trips, regardless of whether or not their parents served as chaperones. The children must remain for the entire school day and may not leave early.

## **PARTIES/CELEBRATIONS**

There will be opportunities during the school year for celebrations within the classrooms. **The principal or assistant principal must approve all parties.** They may include but are not limited to the following events:

These celebrations will be held at the discretion of the classroom teacher.

- Holiday celebrations
- Treat for the class may be provided at the end of the day. No formal party – games, crafts, etc. – is involved.
- Birthdays of children are always acknowledged in classrooms but formal parties are not given. However, if you wish to send in a treat for the entire class for the child's birthday, it is permissible. Teachers must be notified in advance.

## **SALES/SOLICITATION**

Fundraising or product sales are not permitted in school unless authorized by the principal. These include the sale of any items by students or parents on school premises. **CHILDREN MAY NOT SELL CRAFTS OF ANY SORT IN SCHOOL.**

## **PERSONAL PROPERTY**

Parents are requested to place the name of their child clearly on all personal items such as coats, jackets, book bags, etc. Please encourage your youngsters to be responsible for locating any lost items. Due to space constrictions, any lost items may be discarded after a number of days. This is done at the discretion of the building administrator.

## **AFTERSCHOOL PROGRAM**

Afterschool program will be staffed by *Congreso*. All problems and concerns about this

program should be discussed with the Head Teacher of this service. All information regarding this program will be sent directly to you from *Congreso*.

**Right to Amend**

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

**TEXTBOOK AND INSTRUCTIONAL MATERIALS**

It is essential that our students understand the importance of responsibility and the need to care for all instructional material. Each student is responsible for the proper care of school property including, textbooks, workbooks, supplies, technology, and independent reading materials. All of the above items must be used in the appropriate manner and by the student assigned.

Policy states that students should return books and school property on time and in the same manner distributed. Students and parents will be assessed for lost and damaged books/equipment.

One or more of the following penalties may occur at the discretion of Administration:

1. Charge for item replacement
2. Student to perform school services/community service
3. Withholding of a report card
4. Loss of privileges such as sports, extra curricular activities, closing activities (Move-Up Day/Graduation), etc.
5. Student May not be assigned another book/equipment until replaced or paid for which may affect the student's grades.

# THE SCHOOL DISTRICT OF PHILADELPHIA

## SCHOOL-PARENT COMPACT

*The Julia de Burgos Elementary, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the 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 that will help children achieve the State's high standards.*

*This school-parent compact is in effect during school year 2016-2017.*

### REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

(Provisions bolded in this section are required to be in the Title I, Part A School-Parent Compact)

#### School Responsibilities

The Julia de Burgos Elementary will:

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

*The school will provide high quality curriculum and instruction through differentiated instruction, small group, and through the use of various interventions that support all students learning styles.*

*Teachers will receive Professional Development regularly through the implementation of Professional Learning Communities.*

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

*Parents will be able to speak to teachers about child's progress during Back to School Night in September.*

*Monthly phone calls home which will be logged.*

*Mandatory Report Card Conference will occur in December, February, and April.*

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

*Parents will receive a progress report for Academic and Behavioral Gains/Concerns at the end of October. Report Card Conference will occur in December, February, and April.*

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Staff will be available to parents during their preparation period or as needed with an appointment after school.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

*All parents are welcomed to volunteer in the building with clearances.  
Parents can sign up in the main office to volunteer in all areas of the school.  
Parents can visit their child's classroom escorted by a staff member in the building and providing Identification at all times.*

#### Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Supporting morning admission and dismissal procedures, ensuring the safety of all students.*
- *Making sure that homework is completed.*
- *Participate in monthly meetings.*
- *Ensuring that students are using the intervention programs with fidelity.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my child's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating 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 being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.]*



#### Student Responsibilities (revise as appropriate to grade level)

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *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 to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *When necessary stay afterschool for tutoring and extra support.*

The Julia de Burgos Elementary will: (must be in all compacts)

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.

2. Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the Julia de Burgos Elementary will:

1. Recommend to the Regional No Child Left Behind District Liaison, the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the School District of Philadelphia in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the School District of Philadelphia to ensure that a copy of the State Education Agency's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

**SCHOOL DISTRICT OF PHILADELPHIA**

**JULIA DE BURGOS ELEMENTARY SCHOOL**

**PARENT INVOLVEMENT POLICY**

**PART I. GENERAL EXPECTATIONS**

Each school in its School-wide Parental Involvement Policy must establish the school's expectations for parental involvement. [Section 1118(a)(2), ESEA.]

The Julia de Burgos Elementary School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its School District of Philadelphia plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities 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 ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the School District of Philadelphia's plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will 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 parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that 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) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

**PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

[NOTE: The School- wide Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components. [Section 1118(a)(2), ESEA.] Regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.]

1. The Julia de Burgos Elementary School will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1112 of the ESEA:

*A parent meeting will be held the first Tuesday of each month to meet with the Principal and various members of the Leadership team. The first parent meeting was held on March 23, 2015. This meeting allowed for parents to volunteer and provide feedback to Administration in the development of our current plan and additional information needed for the School Parent Compact.*

2. The Julia de Burgos Elementary School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

*The school will hold a meeting in the Spring of 2017 to review and revise the school action plan based on a reflection of the current school year. This meeting will be organized by the Principal and take place in March 2017.*

3. The School District of Philadelphia will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- In collaboration with the Grants Compliance Monitor, School-based School Improvement Support Liaison, School-Community Liaisons, Philadelphia Home and School Council (PHSC), Title I Parent Advisory Committee, The Philadelphia Right to Know Educational Task Force, PARENT POWER, and other parent groups, provide workshops to schools on parent engagement.
- Provide professional development by parents/caregivers for new and existing principals and other administrators on how to develop promising partnerships with parents/caregivers.
- Train new and existing staff with parental engagement duties (e.g., School Improvement Support Liaisons, School-Community Liaisons, School Community Coordinators, and Bilingual Counselor Assistants) to assist school sites in implementing parental engagement.
- Make available the staff of the Office of Educational Equity, Office of Specialized Instructional Support, and Office of Parent, Family, Community Engagement and Faith-based Partnerships, and staff of the Assistant Superintendents for technical assistance.
- The Title I Office will provide technical assistance to schools and parent organizations, such as the Title I Parent Advisory Committee (PAC), Home and School Associations, The Philadelphia Right to Education Task Force, PARENT POWER, and other organized parent groups.
- Provide coordination of professional development efforts through the Office of Instruction and Leadership Support.
- Provide workshops to parents on supporting student achievement and parent engagement.
- Provide training and other information to School Advisory Councils (SACs). By November 2011, each SAC will outline how they plan to work with Title I PREP parents to schedule turn-around trainings for parents within their schools.
- Regional PREP parents will serve as advisors to principals and SAC members on how to address the needs of students and parents in their school's Action Plan and Title I Budget.
- In compliance with Imagine 2014, facilitate parent and family access to teachers and principals.

- Parent workshops will be held throughout the year focusing on Student Achievement.

4. The **Julia de Burgos Elementary** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:

*Congresso After School Program- Century 21 Grant*

*Literacy Night with parent*

*Math Skill development with Parents*

5. The **Julia de Burgos Elementary** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

*Survey sent will be sent to parents and available via the internet as well to request feedback and same survey will be distributed to parents at the end of the year which will be evaluated by Administration.*

6. The **Julia de Burgos Elementary School** will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The **Julia de Burgos Elementary School** will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the requirements of Title I-Part A,
- how to monitor their child's progress, and
- how to work with educators.

*Various workshops will be held throughout the year that meet the requirements set by the State's academic standards, student academic achievement, and assessments.*

*Parent workshop topics will include-*

- *Attendance and Academic Impact*
- *Curriculum- How can we help you help your child?*
- *Building Relationships between School and Home.*
- *Reading- What can we do to close the achievement gap.*

- B. The **Julia de Burgos Elementary School** will, with the assistance of the School District, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

*Parent workshop topics will include-*

- *Attendance and Academic Impact*
- *Interventions in Literacy- How can we help you help your child?*
- *Building Relationships between School and Home.*

- C. The **Julia de Burgos Elementary School** will, with the assistance of the School District, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents,

and in how to implement and coordinate parent programs and build ties between parents and schools, by:

*Providing professional development by community agencies that work with families from the school in order to build stronger relationships between school and home.*

*Provide professional development by parents/caregivers for new and existing principals to help develop the needs for other parents.*

- D. The Julia de Burgos Elementary School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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:

Establish a Parent Resource Center in our smaller conference room that will allow for parental involvement.

Open houses will be held for incoming Kindergarten students and students wanting to return to our school from neighboring schools and charters.

- E. The Julia de Burgos Elementary School will take the following actions to ensure that 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:

*All communication will be sent home to parents in English and Spanish.*

*Meetings will be held the 2<sup>nd</sup> Tuesday of each month to communicate upcoming events. During this meeting data collected will be shared and all Title I programming and budget changes as well as other pertinent information will be shared with parents and community members.*

### **PART III. SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

**NOTE:** The School's Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school, in order to maximize parental involvement and participation in their children's education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

\* \* \* \* \*

**PART IV.        ADOPTION**

This Julia de Burgos Elementary School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by parents and Administration.

The school will distribute this policy to all parents on or before September 15, 2018.

OUR AGREEMENT

STUDENT AND FAMILY HANDBOOK

PLEASE SIGN THIS PAGE, REMOVE IT FROM THE STUDENT AND FAMILY HANDBOOK AND RETURN THE SIGNED PAGE TO SCHOOL.

SCHOOL YEAR

We have read the Student and Family handbook. We understand the written policies and procedures of Julia de Burgos Elementary School. We will work to support them and comply with them as part of the school family.

We have read the ... (Please check off confirming you read each one)

Homework Policy

Attendance Policy

Cell phone/Technology Policy

Social Media Policy

Textbook/Equipment Policy

Bully Policy

We understand the expectations, rewards, as well as consequences.

Student Name \_\_\_\_\_

Homeroom \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_