

THE SCHOOL DISTRICT OF PHILADELPHIA

Thomas K. Finletter Elementary
2019-2020 Parent/ Student Handbook

6101 N. Front Street
Philadelphia, PA 19120
Office – 215-400-3750
Facsimile – 215-400-3751
Website- <https://finletter.philasd.org>

Excellence is the Expectation!



Tamara Edwards, Principal

Randi Davila
Assistant Superintendent

Dr. William R. Hite, Jr.
Superintendent

Parents, Guardians, and Students,

It is with great pleasure that we welcome you to the 2019– 2020 school year at Thomas K. Finletter Academics Plus School. This handbook is a resource for you, so that you are aware of the essential information, procedures and expectations for your children to be successful in our school. We hope to ensure that your children have the most positive experience during their years at Finletter.

Please keep in mind, that we enforce the School District’s Code of Student Conduct to the fullest extent. That resource will be sent home with your child soon, or can be found on the School District of Philadelphia’s Website at www.philasd.org. The School District’s website also offers other valuable resources for parents to utilize.

In addition to our rules and policies found within this handbook, weekly and monthly correspondence will be coming home with students from teachers and administration. Please be sure to read through these important items so you stay informed of all the events and information that is taking place at Finletter.

Throughout the school year we will be having special events for you to participate in, and workshops to address many different topics. We encourage you to participate.

Thank you for your support and cooperation.

Mrs. Tamara Edwards, Principal

A MESSAGE TO OUR STUDENTS

Finletter is a very special place. We believe that you can achieve and attain your goals. We want you to know that we are all here to help each student in every way possible so that your dreams can become realities. The first step is that you believe in yourself and know that you are important. You are somebody and you have a great future. The second step requires effort on your part and ours, and we must have mutual respect and understanding. Always remember, we are here for you and your parents. There is no problem we cannot solve together.

THOMAS K. FINLETTER SCHOOL~2019-2020 LEADERSHIP TEAM MAIN NUMBER: 215-400-3750

PRINCIPAL.....	TAMARA EDWARDS~ tledwards@philasd.org
SECRETARY.....	SYLVIA CRUZ~slcruz@philasd.org
COUNSELOR(Grades K-4).....	BETHANNE BOGGS ~ bbogg@philasd.org
COUNSELOR (Grades 5-8).....	DOMINIC STINGER~ dstinger@philasd.org
DIRECTOR OF STUDENT SERVICES.....	SARA REESE~ sjreese@philasd.org
ESOL TEACHER LEADER.....	PATRICIA KIM~pkim@philasd.org
SCHOOL BASED TEACHER LEADER.....	LAUREN HARROW~lharrow@philasd.org
MATH TEACHER LEADERS.....	MICHAEL ROMEO~ mlromeo@philasd.org
EARLY LITERACY SPECIALIST	LINDSAY MANGOLD
SCHOOL NURSE.....	ALLISON DALTWAS~adaltwas@philasd.org
SPECIAL ED. LIAISON.....	EXTENTION 2000
TECHNOLOGY TEACHER LEADER.....	LYNNETTE IVERY~ livery@philasd.org

Finletter Strategic Framework

Mission:	Thomas K. Finletter 's mission is to educate all students in an environment that cultivates character, fosters positive behavior and scholarship where 100 % of our students experience academic and social success.
Values:	<ul style="list-style-type: none"> ~Achievement ~Culture of Collaboration ~Shared Responsibility ~Mutual Respect
Goals:	Strategies
Academics	<ul style="list-style-type: none"> ● Establish and maintain the highest level of academic expectations for all students. ● Utilize data to make strategic and informed decisions to ensure all students remain on target.
Talent	<ul style="list-style-type: none"> ● Attract, develop, and retain staff members who demonstrate a desire to succeed and that implement best practices in instruction leading to increased student achievement.
Social Emotional	<ul style="list-style-type: none"> ● Establish a safe and supportive learning environment where all members of the school community are empowered to discover their strengths and to achieve their maximum potential.
Family and Community Partnerships	<ul style="list-style-type: none"> ● Engage families and community members by creating a culture of collaborative practices that positively impact the school environment.

Mission/Vision

Our mission is to educate all students to high academic standards in an environment that cultivates character, fosters positive behavior and inspires a love of learning. We are committed to providing authentic experiences that will enable and empower students to become lifelong learners and productive citizens. We will assure that all students acquire knowledge, develop skills, and habits necessary to function productively in society. At Finletter, students will encounter rich, varied experiences that will accommodate their unique and individual learning styles. The entire staff at Thomas K. Finletter Academics Plus will work collaboratively with students, parents, and community members to foster productive, responsible citizens in the 21st century.

The vision for Thomas K. Finletter Academics Plus is to be a place where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe and supportive atmosphere. We seek to meet the needs of all learners within a student-centered, data-driven learning community where we continually collect, analyze and act on student performance data to improve teaching and learning. We will work in a partnership with our parents and community to create an environment where students are empowered to discover their strengths and to achieve their maximum potential. We set high expectations for all students and our entire school community shares the belief that all children can and will learn

Values:

- All members of the Finletter will promote a culture of collaboration, with a focus on best practices in instruction that lead to increased student achievement that is essential to the pursuit of academic excellence for all students.
- We seek to provide a safe learning environment and a high-quality program of instruction in which students effectively collaborate with their peers while learning to make choices and set personal goals for success.
- We acknowledge that a respectful environment in which students feel self-confident and proud of their work, results in a learning experience in which enjoyment, imagination, and independence flourish. Our program honors and values the diversity among us thereby enriching the learning experience.
- We value and seek to provide innovative programs to enhance and strengthen our curriculum, which include technology, visual and performing arts, and a variety of enrichment opportunities
- We work in unison to support home-school-community activities through active communication, effective forums, educational opportunities, and participation in community service.
- We value and recognize the contributions and input of every member of Finletter as vital to our collective success.

Finletter's mission, vision, and values will be sustained through quality professional practices, which will be monitored and modified to provide the best education possible for every student.

Important Dates for the 2019-2020 School Year

Tentative calendar subject to change

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BELL SCHEDULE~LUNCH SCHEDULES

8:25 a.m. - Start time for students/teachers greet students for admission

2:50 p.m. - Dismissal begins for ALL Students

<u>Period</u>	<u>Time</u>	<u>LUNCH SCHEDULE:</u>	
Admission	8:25 a.m.-School Begins	10:30 a.m. - 11:15 a.m.	1 st Period
	8:35 a.m.- Students are marked late	11:15 a.m. - 12:00 a.m.	2 nd Period
1	8:25 a.m. - 9:00 a.m.	12:00 a.m. - 12:45 p.m.	3 rd Period
2	9:00 a.m. - 9:45 a.m.	12:45 p.m. - 1:30 p.m.	4 th Period
3	9:45 a.m. - 10:30 a.m.	1:30 p.m.-2:15p.m.	5 th Period
4	10:30 a.m. - 11:15 a.m.		
5	11:15 a.m. - 12:00 p.m.		
6	12:00 p.m. - 12:45 p.m.		
7	12:45 p.m. - 1:30 p.m.		
8	1:30 p.m. - 2:15 p.m.		
9	2:15 p.m. - 2:50 p.m.		
<i>Prepare for a Prompt Dismissal by 2:50 p.m.</i>			

SCHOOL ADVISORY COUNCIL (SAC)

This organization is a vital link between the school and the home and contribute time and service to the school community. The SAC are primarily interested in enhancing the educational opportunities of our students. Your help, suggestions and interests are needed if our school is to continue to improve. There will be meetings scheduled throughout the school year. Watch the school calendar for the date and time.

FAMILY CONTRACTS

In addition to the Code of Conduct, each year parents are asked to sign an attendance, behavioral contract, cell phone policy contract and our uniform policy. These items are kept on file each year, as documentation that we have appropriately communicated with parents about behavioral expectations and consequences for students, and that parents are familiar with our cell phone policy. Please sign and return all of these important documents. (ALL contracts will be upheld even if they are not signed).

USE OF ELECTRONICS

Thomas K. Finletter strictly prohibits use of any electronic device by students in any setting of the school. Students who are caught recording, taping of any kind, or taking pictures will be subject to suspension and the device used will be confiscated. Students and parents will be required to sign a Technology Usage contract prior to students being permitted to utilize Finletter technology. This contract will outline the usage expectations and inform parents that they will be financially responsible for any damaged or stolen items.

CELL PHONE /ELECTRONICS POLICY

Cell phones, smart watches and other electronics are ***not permitted*** in school. If an adult sees a student with a cell phone or other electronic devices during the school day, it will be confiscated. The first time a cell phone is confiscated from a student, it will be returned to a parent –only! This is current school district policy: **NOTE: IF AN ELECTRONIC DEVICE IS CONFISCATED DURING A CRIMINAL ACTIVITY IT WILL NOT BE RETURNED. (SEE SCHOOL DISTRICT CODE OF CONDUCT)** Parents will be asked to sign off on this policy every school year to guarantee that everyone is aware of the policy so there is no dispute when/if an electronic device is taken from a student. (This policy will be upheld even if this form is not signed)

Picking up confiscated cell phones/electronics

- **Cell phones, smart watches and /or electronics cannot be picked up the same day they are taken.**
- **The main office will be available for cell phones and /or electronics returns between the hours of 3:15 PM and 3:30 PM.**
- **Cell phones, smart watches and /or electronics will not be released to students. Parents or legal guardians are required to pick up cell phones and /or electronics, these items will not be released to students.**

First Confiscation-Cell phones, smart watches, digital cameras, pagers, radios, headphones, I-Pods, games and other electronic devices are not permitted to be brought to school, including in the schoolyard. Once an electronic device is taken, a caregiver must come up to the office on **the next** business day between 3:15-3:30 p.m. Monday-Friday to retrieve the device. ***Devices will be held for a minimum of 24 hours and not be returned on the day that it was confiscated.*** Upon return of electronic device, parents/guardians are required to sign off on the Electronic Device Contract for Finletter prior to receiving the confiscated item.

Second Confiscation-If a student has an electronic device confiscated again- procedures for retrieving this device are the same as above with the exception that it will ***not*** be returned until 1 week (5 school days) after the device was taken. Once an electronic device is taken, a caregiver must come up to the office on **the 5th** business day between 3:15-3:30 p.m. to retrieve the device. Upon return of electronic device, parents/guardians will be given a 2nd and final warning and will be required to sign off on the Electronic Device Contract for Finletter prior to receiving the confiscated item.

Third Confiscation- If a student has another electronic device confiscated, it will ***not*** be returned until the last day of school in **June, 2020**.

SOCIAL MEDIA

Finletter supports students' use of social media in ways that have a positive impact on the learning environment. Student misuse of social media, whether on or off school grounds, when it creates a hostile, disruptive, or unsafe learning environment, is unacceptable. Therefore, it is the responsibility of parents to monitor social media activity and to ensure that it is not misused and/or threatening the safety and security of all students and staff. As a reminder cell phones are not permitted within the school building.

Parties

Instructional time may not be used to have class parties. Parents and Guardians are not permitted attend or to bring cupcakes to school without teacher's approval. Please allow a minimum of 24-hours in advance to discuss with the teacher, alternatives to celebrating birthdays while at school. Teachers must have an

administrator approve any school celebrations and any birthday celebrations involving food which, will be limited to 15-20 minutes and should be done at the end of the day 2:30-2:50 p.m.

BOOK POLICY

On July 12, 1999, the School Board adopted an expanded textbook policy charging that each student be responsible for the proper care of school property, including textbooks, supplies, and equipment entrusted to his/her use.

The policy also states that students should return books and school property on time. Students and their parents will be assessed for lost and damaged books. Consequences for not returning books/school property may occur.

Textbooks

Students are not permitted to take home textbooks. Teachers using textbooks to support instruction are responsible for the maintenance and care of each textbook. Teachers will be responsible for reviewing the expectations of textbook usage with students and for enforcing consequences if these expectations are not meant. In the event that your child misplaces or damages a textbook or novel belonging to Finletter, parents/guardian can be held liable to pay for the damaged materials.

BREAKFAST/LUNCH PROGRAM

Research shows that children who begin their day with a healthy breakfast have greater academic success. All of our students have the privilege of eating both breakfast and lunch at school. Breakfast is FREE for everyone. Grades K-3 each during the regular school day and grades 4-8 eat before school from 8:00 AM-8:20 AM)

Breakfast for the Little School House (Grades K-2) will be scheduled in brief increments after the 8:20 AM admission.

Students in grades 4-8 who wish to eat breakfast will report directly to the Main School House entering through the school yard doors closest to the cafeteria before school between 8:00-8:20 AM. After a student has finished eating breakfast, he/she will be expected to clean up all breakfast items and then walk directly to the designated classroom at 8:25 a.m. to wait quietly for the teacher.

Please ensure that students in grades K-3 are not sent to school early for breakfast because they will not be admitted into the building.

You can call the school and speak to our cafeteria manager, if you have questions.

CAFETERIA PROCEDURES

All students within the School district of Philadelphia are now entitled to a free school breakfast and lunch

- Students are permitted to pack lunches from home however; lunches are not permitted to be dropped off during the school day as it causes a disruption.

- Students are not permitted to bring or have fast food delivered. Students will not be called to the office to pick up lunch deliveries as it can cause a disruption of the school day and loss of valuable instructional time.
- Outside food from restaurants i.e. Dunkin Donuts and Burger King are not permitted to be brought into the building by/for students as it can cause a disruption of the school day.
- Students will be escorted to tables by their teachers to their permanent seats where they will sit with their feet under the table
- Students will be monitored by lunchroom personnel at all times
- Classes are chosen to go up first for food based on their behavior
- Classes are directed to line up
- Classes are to go up only when the food service area is clear – this will prevent injuries
- In the event of good weather, and good lunchroom behavior, students are permitted to go outside for recess

Cafeteria Expectations for Students

Cafeteria Rules

1. Stay in your seat
2. Use inside voices
3. Raise your hand to use the Share Table
4. Pass the trash to the end of the table when time
5. "Give Me 5" - to prepare for a safe and orderly dismissal.

Food or drinks may NOT leave the lunchroom. Students should use the bathroom prior to or upon leaving the lunchroom.

Eating and Drinking in the Classroom/Hallways

Students are not allowed to eat or drink during class time or while walking through the stairwells or hallways. Students will not be permitted to bring food items into the school during admission. If students do not wish to eat the breakfast provided by the school, please ensure that all meals are eaten and disposed of prior to entering the school building. Students should not have water bottles, juice boxes, or food in the classroom/hallways at any time. There will be an exception made for the use of water bottles in the classroom on hot days with administrator approval.

FINLETTER FUNDAMENTALS

BE KIND

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

BE A LEARNER

REWARDS FOR APPROPRIATE BEHAVIOR INCLUDE BUT ARE NOT LIMITED TO:

- Classroom incentives
- Dress Down Days – free pass
- Participation in special events
- Positive phone calls home
- Certificates and rewards

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR INCLUDE BUT ARE NOT LIMITED TO:

- Conference with teacher
- Conference with parent/caregiver with the teacher
- Detentions (PM) – Parents will be Notified
- Conference with the Principal
- Referral to Counselor, Dean, Climate Manager, or Principal
- Daily Report
- Student Support Room
- Participation in Community Service
- Exclusion from activities and school events
- In-House Suspension
- Suspension
- Recommendation for Disciplinary Transfer

Finletter will closely follow the School District of Philadelphia’s Code of student Conduct for all disciplinary infractions.

GENERAL DISCIPLINE POLICY

Every family will receive the updated version of the School District of Philadelphia’s Code of Student Conduct snapshot. For a full version of this document, please visit the school’s website. This Code of Conduct drives Finletter’s discipline policy. The purpose of this discipline policy is to share appropriate behavior, develop self-control in students and teach students to take responsibility of their own actions. In addition to our goal is to maintain a safe and orderly environment conducive to learning. Zero tolerance for physical confrontations, and bullying or harassment will be exercised.

Students that are suspended or no longer attend Finletter are not permitted on school ground. This includes students that are picking up younger siblings or meeting friends.

Finletter focuses on reducing and preventing recurrences of inappropriate behaviors, teaching students to manage their behavior, in appropriate ways and cultivating new behaviors that are necessary for learning. Parents will be involved at the onset of inappropriate behavior to ensure high standards of discipline. Please review the Code of Conduct with your child. Of particular concern is the possession of electronic devices including but not excluded to: cell phones, MPS players; electronic handheld toys, CD players, etc.,

Personal Property including but not limited to....

- Bats, balls, jump ropes, and other toys should not be brought to school.

- Please do not bring large amounts of money to school.
- Jewelry and excessive makeup should not be worn to school.
- Smart watches, electronic games, radios, cellular phones, iPods, mp3 players, iPhones, digital cameras or any other electronic devices are not permitted to be used or brought into the building during school hours. If a student is using the device during school hours it will be confiscated.
- **The school is not responsible if a student brings any items brought to school even if the device is stolen, lost, or damaged.**

SCHOOL RULES AND DISCIPLINE CODE

We know that parents want to be informed about their child's behavior. We also know that by working together, we can improve school citizenship.

All students are expected to behave in an acceptable and responsible manner while at school, on field trips, in the schoolyard, lunchroom and all other school related situations. Good behavior, courtesy and cooperation are essential for learning.

The following is offered as a guide to acceptable student behavior:

1. All students are responsible for their learning experiences, including class participation and completion of assignments.
2. Respect all school rules.
3. Self-control and good citizenship are expected from all students at all times.
4. Appropriate language shall be used at all times.
5. All students are expected to arrive on time by 8:25 AM and be prepared for class.

Under most circumstances when students fail to observe basic and essential school courtesies and school rules, parents of the students are notified to attend a parent-school conference to discuss the behavior and mutually seek a positive solution.

The School District's Code of Student Conduct is strictly followed.

Positive Behavior Interventions and Supports P.B.I.S.

What is P.B.I.S.- This type of school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management

plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms).

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional. Students will be invited to participate in PBIS activities as long as they meet behavioral requirements and do not have more than 2 absences, latenesses and early dismissals.

ACT 26 POLICY: The Pennsylvania General Assembly has enacted legislation (ACT 26), which requires all public schools to take a mandatory course of action in dealing with students who are found to be in possession of weapons. The law requires the arrest and disciplinary action, of any student found in possession of a weapon on school property, in a school program, or while traveling to or from a school program, including time on public transportation. The law defines a weapon to include, but not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other tool or implement capable of inflicting serious bodily injury. There is no requirement that the student use or try to use the weapon, and possession for self-protection is not a defense. Parents are encouraged not to send tools or supplies such as metal ruler or compass, or pointed scissors to school with your children. The law requires that violations will become a part of a student's permanent disciplinary record, and will be available to any school in which the student may later enroll. Parents will be required to sign an affidavit prior to enrolling their child in any public school to disclose the existence of any weapons violations or other serious violations.

These measures, required by ACT 26, are designed as a safeguard to ensure that all public schools are safe havens in which all students may interact in an environment and climate, which fosters learning, and strongly discourages potential acts of violence.

Please be aware of what your child brings to school. Thank you for helping us to maintain a safe school where learning is the top priority.

HOME ADDRESSES AND TELEPHONE NUMBERS

It is important that the school and the teacher have Emergency Contact Information for each student so that we can properly care for our children in the event of an emergency. Inform the school secretary and your child's teacher when you change your address or telephone number. It is vitally important that your correct address and phone number are on file in the main office in the event of an emergency that involves your child.

EMERGENCY DRILLS

The purpose of an emergency drill is to practice the evacuation of the building as quickly and orderly as possible in case of a real emergency. Students must be on their best behavior during drills, or they will face consequences. Drill will be run a minimum of once monthly. Please speak with your child about the importance of practicing these drills so that they are prepared when we have one.

Fire Drills

Efficient and complete adherence to procedures for exiting the building in the case of fire is essential for the safety of our children and staff. Please follow the evacuation directions for your individual classroom. Classes in areas such as the multipurpose room, auditorium, or lunchroom should use the nearest exit door to evacuate the building. If you are unsure of the proper exit pattern for your room, or the directions are not posted in your classroom, please notify an administrator immediately to receive a replacement card. During fire drills, all windows and doors must be closed and lights turned out. Fire drills are conducted on a regular basis at Finletter School. You will be notified of some, but expect unannounced drills as well. False alarms will be announced immediately over the public-address system. Children should be made aware of the procedures during the 1st week of school.

Shelter in Place-The Shelter in Place Plan is implemented in the event of a natural or man-made disaster, which would prohibit our students and staff from exiting the building. *Visitors will NOT be permitted into the building during this emergency procedure.*

Lock-In-This procedure is utilized when there is danger within the school building. *Visitors will NOT be permitted into the building during this emergency procedure.*

Lock Out-This procedure is utilized when there is danger within the surrounding school community and students are relocated from the outside of the school to a safe location inside of the school- *Visitors will NOT be permitted into the building during this emergency procedure.*

Lockdown- Lockdown occurs when there is a direct threat of danger either inside or outside of our building. The code for lock down is listed in the appendix of this handbook. *Visitors will NOT be permitted into the building during this emergency procedure.*

Shelter in Place or Lockdown-Procedures for lockdown or shelter in place will be submitted with the school safety plan that will be shared and posted in each classroom.

CRISIS PLAN

A copy of the Finletter Crisis Plan is available in the main offices of the Little School House and the Main School House. In the event of an emergency requiring evacuation of the building for an extended period of time, we will report to Grover Washington Elementary School. In the event of a lockdown for an emergency reason, no one will be permitted to enter or leave the building until lockdown is lifted.

EMERGENCY SCHOOL CLOSINGS

When school is closed due to extreme weather conditions, an announcement will be made over the radio and television statement early in the morning, usually by 6 am. The announcement will be, "ALL PHILADELPHIA SCHOOLS ARE CLOSED." When it is necessary to close school during the school day, television and radio stations will also make announcements. They are usually the first to know, even before we do, here at the school. You can also find this information on the School District's website (www.philasd.org). It will be announced that schools are closing at a specific time. Parents will be notified. It is extremely important that we have on file current phone information and emergency contact information. It is also important that you review with your child instructions for what to do in the event that you are not home when he/she arrives home from school. We strongly suggest that you list emergency contact information in the back of your child's notebook, or somewhere in their school bags.

If your child attends before or after care be sure to confirm that the provider will be picking up your child early in the event of an emergency closing or 12:00 early dismissal day. Parents and guardians are responsible for ensuring that students are picked up promptly as there will not be school staff available to supervise students once dismissal has concluded.

SCHOOL DAY – ADMISSIONS AND DISMISSAL

Admission Procedures

There is no provision for AM childcare, so please do not have students come to school too early. Finletter will not be responsible for student misconduct that occurs before school therefore, parents are asked to please ensure that students do not arrive at school prior to 8:25 AM unless they are in grades 4-8 and are going to the breakfast program between 8:00-8:20 AM.

- Students in grades 4-8 can enter the MSH building through the Recess Door- **beginning at 8:00 AM - 8:20AM for breakfast.** Students come through the rear recess door.
- Students in grades K-3 will receive breakfast with their teachers in the morning and **cannot** enter the building prior to our regular admission time of 8:25 AM.

LITTLE SCHOOL HOUSE

Little School House Admission at 8:25- NO parents/guardians/daycare workers.

- Kindergarten students enter on the side door by the Kindergarten rooms.
- First and Second grade students enter thru the front door on Godfrey Street.

Little School House Dismissal- (ALL students must be signed out)

Teachers in Grades K-2 have a special obligation to ensure that a parent, guardian, sibling, or designated adult meets each child and **signs them out.** If a student is not picked up, the teacher will escort them to the Main School House office and hand them and the sign-out sheet over to the designated adult who will monitor students until they are picked up.

- Starting at 2:50 PM- Kindergarten families are to come in the side door by the kindergarten rooms.
- Starting at 2:50 PM- First and Second Grade Families are to come in the front door, enter the cafeteria using the door on the right and then exit the cafeteria thru the door on the left (opposite door you came in), and then exit thru the front doors. (Create a circle!)
- Teachers are not available to conference or discuss specific students at this time.

MAIN SCHOOL HOUSE

Main School House Admission at 8:25- (Students are to enter thru the front doors)

Students (Grades 4-8) who are at breakfast will be sent to their classroom at 8:25.

The following rooms will come in the Spencer Street Door (front of building):
106, 107, 206, 207, 208, 209, 306, 307, 308, 309 and go to their room.

The following rooms will come in the Godfrey Street Door (front of building):
102, 104, 105, 204, 205, 210, 301, 302, 303, 304, 305, 311 and go to their room.

Main School House Dismissal- (All student are walked out by their teachers)

Grades 3-8~ Starting at 2:50 PM- the Upper School Academy will be released by the teacher out of the main entry doors on Front Street. Teachers will escort students out of the school building prior to 2:50 PM and ensure that students are vacating school grounds. Parents we need your support to communicate the importance of going directly home after school. Students that remain on school grounds may get cited for trespassing.

The following rooms will come out of the Spencer Street Door (front of building):
106, 107, 206, 207, 208, 209, 306, 307, 308, 309

The following rooms will come out the Godfrey Street Door (front of building):
102, 104, 105, 204, 205, 210, 301, 302, 303, 304, 305, 311

Parents are expected to pick up their children promptly by 2:50 PM at the designated location. Due to a lack of adequate supervision available, students must be picked up on time daily.

Parents are responsible for informing any childcare/daycare about the admission and dismissal policy at Finletter

Incident Weather Admissions

In the event of rain, snow, or extremely cold weather conditions, children will be admitted to the building at 8:25 a.m. and must enter the building in a quiet and orderly manner. Designated staff will supervise students. No student will be permitted to roam unsupervised in the building. Students will not be admitted, nor should arrive to school prior to 8:25 AM.

COMMUNICATION

The primary responsibility of our teachers is to be teaching your children during the school day. Teachers have preparation periods during the school day where they plan and collaborate to ensure effective teaching is occurring in classrooms. Teachers are available to speak with parents during the school day, **by appointment only**. Parent should not expect that teachers are available to speak with them during the school day, or before or after school, without an appointment, or over the phone during the school day. If you wish to meet with a teacher, please call the school office or write the letter a letter and send it in with your student to schedule an appointment with that teacher.

Regular communication with our families is very important to us. We have provided communication folders for parents, so please check your child's book bag regularly for correspondence from school. Please pay attention to the phone calls and messages that will come home and check our website often.

MANDATORY DRESS CODE/UNIFORM POLICY

All students in the School District of Philadelphia are required to wear uniforms. Our uniforms consist Khaki or Black uniform bottoms (shorts, skorts, skirts, pants or jumpers) and Dark Green polo shirts for grades K-5 and maroon Academy polo shirts for students in grades 6-8. (Polos will be sold at school with the Finletter name printed on them).

No hoodies, skull caps or outer wear are to be worn in the building at any time. Pullover sweatshirts are periodically available for purchase to be worn in the winter months. On gym days students may wear black or gray sweatpants or athletic shorts, and a Finletter T-Shirt. Uniforms are expected to be worn on class trips unless specified by the student's teacher. Any students out of uniform will not be permitted to attend the trip.

Students who come to school out of uniform or with clothing or items that are offensive or cause disruption to the academic environment will be asked to cover and/or remove them and they will be confiscated.

Consequences for not wearing a uniform to school include, but are not limited to confiscation, conference, detention and exclusion from privileges. Children may be asked to call home so that a uniform can be brought to school for them, or students will be asked to change in to a uniform we keep at school.

On occasion, we will announce dress down days when children will pay a small fee so they can dress out of uniform. Sometimes these might be around a theme. Money collected for dress down days will go in to our Student Activities Fund to benefit special programs or incentives for all students.

Non-Negotiable:

1. Tank tops and bare midriffs are not allowed in the school
2. Shirts must not display inappropriate graphics or words
3. Clothing that causes any type of distraction to the learning environment
4. No flip flops or open toe shoes.
5. No shoes with wheels, that light-up or cause any sort of distraction.
6. Large jewelry, headbands, scarfs
7. No hoodies worn in school.
8. No hats, ski masks or skull caps.

VISITATION, ADULT BEHAVIOR AND BARRING NOTICES

The main offices are open Monday-Friday between 9:00 AM and 2:30 PM. Please be sure to conduct all office business between these designated times. All visitors including parents, should come to school for a purposeful reason. **Visitors are required to stop by the main schoolhouse office to obtain visitors pass and state the reason for their visit.** Parents are not able to see any Finletter staff member without a scheduled appointment. Parents, guardians and other visitors are not permitted to walk students to classrooms or through the hallways. All adults in the building are expected to behave in an appropriate and respectful manner at all times. This includes parents and visitors. Adults should NEVER address children other than their own. If you have an issue or concern with another student, please see a staff member and we will address the problem. All visitors are asked to refrain from cell phone usage in the main office. In addition, visitors are also expected to be mindful of noise levels, language use, and maintain a professional and calm tone at all times.

Finletter administration has the authority to grant or deny a person's ability to enter the school and/or its premises. Any person who attempts to impair or disrupt the school program, activity or event, or whose conduct on school property jeopardizes the safety and security of our stakeholders, or endangers school property, will be treated as a trespasser. That person will be asked to leave school grounds, and will receive a letter approved by the legal department of the School District of Philadelphia barring them from school

grounds for the future. That person could be subject to arrest and prosecution. Students who have been coded absent or suspended from school are considered trespassing if they are on school premises unescorted by an adult.

Cleanliness of the School Building

Students should be encouraged to respect our school by helping to keep it clean. Encourage children to pick up debris and clean up after themselves.

Honor Roll Requirements

<p><u>Distinguished Honor-Roll Award</u></p> <ul style="list-style-type: none"> ● Student must earn all “A’s” on his/her report card. ● A student must not receive unsatisfactory (below a 2) in any conduct, study skill, study/work habit area ● This includes all specials classes ● No Pink Slips or disciplinary referrals 	<p><u>Second Honor-Roll Awards</u></p> <ul style="list-style-type: none"> ● Student must earn all “A’s” & “B’s” on his/her report card, with one grade of “C” ● A student must not receive unsatisfactory (below a 2) in any conduct, study skill, study/work habit area ● This includes all specials classes ● Maximum of 1 pink slip for the quarter
<p><u>First Honor-Roll Award</u></p> <ul style="list-style-type: none"> ● Student must earn all “A’s” & “B’s” on his/her report card. ● A student must not receive unsatisfactory (below a 2) in any conduct, study skill, study/work habit area ● This includes all specials classes ● No Pink Slips or disciplinary referrals 	<p><u>Attendance Award</u></p> <ul style="list-style-type: none"> ● Students must have been present <i>every day for the entire school day</i> during the quarter. ● Students cannot have any latenesses or early dismissals during the quarter.

HOMEWORK

Homework is assigned to strength basic skills, extend classroom learning, reinforce good study skills and inform parents of what children are learning in school. Homework is assigned daily (Monday-Friday). Students are expected to complete every homework assignment. Parents should be checking homework regularly and should also provide appropriate materials and a place in the home that is free of noise and distractions so children can concentrate and complete their homework. Please review homework with your children and read together every day. Students will be required to have an extra copybook to record daily homework assignments. Students will not be receiving agendas this year.

READING BOOKS AND SCHOOL SUPPLIES

Students are expected to have their own school supplies with them every day to ensure they are prepared for learning. Without the proper tools for learning students cannot fully participate in the learning. Teachers will provide a list of what supplies are needed, and may request certain items throughout the school year. After Winter Break, it is usually a good time to replenish school supplies. Check with your children often to make sure they have what they need every day. In addition, certain books will come home for homework or reading and it is very important that these books are returned to school every day. Students who deface, lose or

misplace books will be responsible to pay for the cost of the book. Books are expensive, so please take the best care of your books.

TESTING

Throughout the school year, students participate in a variety of assessments. We will keep parents informed of when these tests will occur. It is extremely important that students are not absent on testing days.

PARKING

Please do not double park in front of the building, or block driveways, or use handicap parking spaces without a tag at admission time or dismissal time. Parents are not to park or block the staff parking lots. This is extremely dangerous. In addition, please do not drive vehicles in to the schoolyard past the parking lots anytime during the school day. For the safety of our students please refrain from dropping students off across the street from the school building. The lot across Godfrey Street is private property and vehicles illegally park may be tickets and/or towed.

ATTENDANCE

The Goal is 95%-Which means students cannot miss more than 8 days of school!

School begins promptly at 8:25 AM

Students are LATE if they arrive at 8:35 AM

Punctuality and good attendance are two of the basic principles of good work habits. Parents and caregivers should make every effort to have children in school and on time every day. Our goal is to have perfect attendance. Children must be in school to receive the maximum benefit of the educational program. Failure to attend on a regular basis inhibits a student's ability to meet high academic expectations. Following an absence, a student is required to submit a note explaining the reason for the absence. All absences are not excusable.

All absences shall be treated as unlawful/unexcused until the school/district receives a written excuse explaining the reason(s) for the absence, **to be submitted within three (3) calendar days of the absence.**

Failure to provide a written excuse within three (3) days will result in the absence being counted permanently as unlawful/unexcused.

All absences of three (3) or more consecutive school days shall be supported by a physician's statement verifying the illness.

The School District of Philadelphia is taking many families to Truancy Court for excessive poor attendance and/or unexcused absences. Poor attendance could result in a parent having to pay a large fine, or participate in Community Service. To avoid this, please send students to school daily and make sure they have a note. The Principal must excuse all long-term absences. Vacations or traveling abroad are unexcused absences.

There are two substantive changes in the Attendance Policy:

1. If students arrive in school after 10:00 am without a note or leave before 1:00 pm without a note, they will be marked half a day unexcused absence. The half-day unexcused absences will accrue to full days.
2. The trigger for a truancy referral remains ten (10) unexcused days. After eight (8) cumulative absences for illness, the parent must secure a doctor's note for any future absences for illness.

** Policies may differ for 8th Grade Students who are expected to demonstrate leadership qualities and accountability*

As a reminder, special admit schools will deny students because of attendance and lateness so ensure that attendance remains a top priority throughout the school year.

We will not honor any early dismissal after 2:30 PM. Any student with an early dismissal/lateness will not be eligible for perfect attendance incentives/awards.

LATE ARRIVAL

Late arrival interferes with school and class procedures. **Students are considered late if they arrive at or after 8:35 AM.** Students are expected to arrive at school on time and enter the building in line with the class. When students arrive late, they are to sign in at the desk located in the lobby. As a reminder, children's acceptance to school is often contingent on their attendance, punctuality, and school performance.

PARENT MEETINGS AND SCHOOL-WIDE EVENTS

Throughout the school year we will be holding meetings, workshops and special family events as well as monthly parent meetings. Please watch the calendars for dates. We encourage you to participate! If a meeting needs to be rescheduled, parents/guardians are responsible for contacting that specific staff member by phone or email to reschedule the meeting prior to the start time.

NURSE

If your child complains of illness at home, please do not send him or her to school. We have a school nurse if a child becomes ill in school. It is the parent's responsibility to care for the child and to follow through with medical care at home.

If your child has a condition, which requires special consideration or medication such as asthma, diabetes, etc., please notify the nurse.

COUNSELOR

The school counselor's role is to work with children, parents, other school personnel, and with community agencies around school-centered problems. Counseling is one of the services designed to help your child make good use of school experiences.

A child's problem may center on educational planning, learning difficulties, home and neighborhood conditions, personality or emotions, behavior, recreation or attendance.

Our counselor is always willing to help a child or family. The counselor can be reached at 215-400-3750. If you have a problem, or if your child has a problem, the counselor is the person to see. Please call and make an appointment with her. Many serious problems can be solved when the parent, counselor and teacher work together.

PRINCIPAL COMMUNICATION

It is the goal of the principal to have an open-door policy for parents however; the principal may not be immediately available. If a parent needs time with the principal, they should contact the main office at 215-400-3750 to make an appointment. When you call to speak with administration, please leave a detailed message with the secretary. We can better assist you if you provide as much information regarding your question or concern, as possible. To promote a fast response, prior to contacting the principal directly, please ensure that you have spoken to the teacher and/or staff member via phone or scheduled conference to see if they are able to address your questions or concerns.

PARENTAL CONCERN FORMS

Parents/Guardians may be required to complete a parental concern form (located in the main office and accessible on the school's website) to identify the area of concern and to ensure that this issue/concern/question is delegated to the appropriate staff member.

REQUESTING A MEETING WITH TEACHERS/STAFF

Parents may request a conference with their child's teacher (s) if they have questions or concerns that cannot be addressed over the telephone or via written communication. Teacher conferences need to be scheduled with the teacher at least 24 hours in advance of the desired date.

Building Security

The focus will be to maintain a safe and secure learning environment for all students. The main entrance to the Main School House is on Front Street and to the Little School House is on Godfrey Avenue. These are the ***only*** doors that parents and visitors are permitted to use to enter and leave the building and all other doors must be secured during school hours.

Visitors to the School

All visitors and parents are required to report to the main office and present a valid photo identification upon entering the building. No one should report to a classroom without first obtaining a visitor's pass from the main office. Any failure by a visitor to follow these directives is to be reported to the principal.

Children will not to be dismissed from the classroom directly to their parents. The office procedures for early dismissals are to be followed **at all times and any deviation from these procedures will be immediately reported to the main**

No student or visitor may enter the building before 8:25 a.m. unless they have a pre-scheduled appointment with an administrator or a teacher. Permission must also be granted for students to remain in the building after dismissal. Students attending clubs or sporting events must have prior written permission from parents and supervising staff. Students are not to be kept for detention unless parents have been notified 24 hours in advance and written permission has been granted.

ALL VISITORS TO FINLETTER SCHOOL MUST SHOW PHOTO IDENTIFICATION BEFORE ENTERING THE BUILDING AND WHEN REQUESTED BY SCHOOL PERSONNEL

