

**Horatio B. Hackett Elementary School**  
**Student and Parent Handbook**  
**2018-2019**

Dear Parents and Guardians,

Welcome to Horatio B. Hackett Elementary School. This handbook contains useful information that will be important to you as your child progresses through Hackett. It is our hope that this handbook will answer many of your questions. However, if you have a concern that deals specifically with your child's needs and progress, you are encouraged to contact your child's teacher.

With your active help and support, we can work as partners in providing our children with the best educational environment possible. Please keep in mind our vision for the learning of all our students: Inspiring Young Minds to Dream Big. Our school goals are:

***Hackett's goals***

1. At least 70% of Kindergarten, 67% of 1st and 65% of 2nd grade students will score at target by the Spring Aimsweb assessment. (2017-18: K - 60%, 1st - 63.5%, 2nd - 60.5%)
2. At least 70% of Kindergarten, 67% of 1st and 65% of 2nd grade students will score at target by the Spring Aimsweb assessment. (2017-18: K - 60%, 1st - 63.5%, 2nd - 60.5%)
3. No more than 15% of 3rd grade students will score Below Basic on the Reading PSSA. (2018: 11.9%)
4. At least 55% of students will attend 95% of days or more. (2017-18: 46.6%)
5. 100% of teachers will reach the 90% positive points as measured by the monthly Class Dojo Classroom report.

There is much to be excited about this school year. With the addition of the full service kitchen, Eagles Playground and fulltime Playworks program our theme this year is, Love where you learn, learn where you play. We hope that your child will love coming to school each and everyday. We are here to help your child be successful. They couldn't do it without you and neither could we. I'm looking forward to our best year yet!

Todd Kimmel  
Principal

## **A MESSAGE TO OUR STUDENTS**

Hackett Elementary School is a very special place. We strongly believe that our students can achieve and attain their goals. Please know that we are all here to help you 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 with 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.

## **HOME AND SCHOOL NETWORKS**

Hackett offers many opportunities for parents and guardians to become involved in our school. Support Hackett and your child by volunteering your time (clearances needed), working with our Home and School Association, Friends of Hackett, School Advisory Council, Scholastic Book Fair or attending our Parent Meetings.

## **MISSION STATEMENT**

The mission of Horatio B. Hackett Elementary School is to recognize that each child is an individual; that each child is creative; that each child is provided the opportunity to succeed. The Hackett community respects the individual needs of children and fosters a caring and creative environment.

## **MONTHLY COMMUNICATION**

A Hackett calendar is given to each student on the first school day of each month to take home to families. Notices/flyers and School Messenger phone calls, text messages, and emails are also sent home announcing special events. Please remind your child about the importance of bringing all notices home and check his/her folder daily. For the most up to date information please join Classroom Dojo or check our website: <https://hackett.philasd.org/>

## **VISITOR POLICY**

Visitors are welcome at Hackett Elementary. **ALL** visitors must have photo identification to enter the building; please follow our Visitor Guidelines prior to visiting:

- 1.** Send a note or call your child's teacher to prearrange a time for an appointment when the teacher is not instructing his/her class.
- 2.** All parents and/or visitors must enter and exit through the York Street entrance of the building and report immediately to the Main Office. You will need to show photo identification and complete the visitor's log.
- 3.** Appointments with the principal can be made by calling the Main Office (215)-400-7470.

## **Hackett ELEMENTARY SCHOOL POLICIES AND EXPECTATIONS**

### **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 asked not to send tools or supplies such as metal or any type of 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.

### **HOMEWORK AND BOOKS**

Our school's homework policy states that each child will have a homework assignment Monday-Thursday. Please check your child's homework book or folder for daily assignments. As part of their homework, children are expected to read for at least 15-30 minutes each evening and complete a math page relating to the lesson learned that day. If your child is not coming home with assignments, call the school for clarification.

### **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 charged for lost and damaged books. Consequences for not returning books/school property may occur.

### **ELECTRONIC POLICY**

Electronic games, radios, cellular phones, iPods, mp3 players, iPhones, digital cameras, lasers, or any other electronic devices are not permitted to be used during school hours. If a student is using the device during school hours, it will be confiscated. Parents are responsible for supervising their child's social media use; if inappropriate social media use impacts the school/learning environment, consequences will be taken in accordance to the Student Code of Conduct. **The school is not responsible if a student brings an electronic device to school and the device is lost, stolen or damaged.**

### **SCHOOL UNIFORM**

It is important that we make a distinction between play clothes and school clothes so that we may maintain a proper working/learning atmosphere at Hackett. When students are neat and clean, they are better prepared to learn. We strongly believe that clothing and appearance make a difference in attitude and behavior.

A uniform policy has been adopted by The School District of Philadelphia, which is mandatory. The Hackett Elementary Uniform policy is listed below:

**All students must wear navy blue pants, skirts or jumpers and light blue collared shirts. During cold weather, students may wear a navy blue or white sweater or sweatshirt. If a hoodie is worn to school it must be removed when entering the building. Students are not permitted to wear hoodies in the building. NO open-toed shoes are allowed at school. Sneakers must be worn on gym days.**

### **NURSE**

If your child displays the following symptoms please do not send him or her to school: fever higher than 100.5 even after taking medicine, vomiting or diarrhea in the past 24 hours, eyes pink and crusty or any ear or throat pain. 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 for chronic illnesses such as asthma, diabetes, etc., please notify the nurse. Paperwork must be completed by a physician before medication can be administered in school.

Please do not send any medication into school with your child or hand it to your child's teacher. All medications must be given by the parent to the school nurse.

**When possible please do not make routine dental, medical , or appointments for your child during the school day. Please schedule them after school, or in the evenings.**

**If you have any questions please call the school nurse at 215-400-7470.**

## **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.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **Breakfast Procedure**

Students will have the option to eat breakfast in the cafeteria. Doors will open at 8:00am for students to eat breakfast. Each grade will sit at a separate table. Doors will close at 8:15am. Classroom assistants will be assigned to a grade and be responsible for them. At 8:20 students will be escorted to the yard or the gym during inclement weather. All other students will have the option to pick up a breakfast item from the grab and go station located at each entrance. Kindergarten and 1st grade will have grab and go items delivered to their classroom at 8:30am.

### **Normal Weather Conditions**

Supervision in the schoolyard will be provided by designated staff at 8:15 AM. When the warning bell rings, the children will line up at their assigned lines in the schoolyard. At 8:30 AM promptly, TEACHERS will greet their class in the schoolyard and escort them to their classroom. All students must walk in an established line. Children should always enter the building in a quiet and orderly fashion at all times. K- 2 will enter through the doors near the Music Room. 3-5 will enter through the double stairwell.

### **Inclement Weather Admission**

In the event of rain, snow or extremely cold weather conditions, any child who did not enter early for breakfast will be admitted to the building at 8:20 AM through the music room doors and must enter the building in a quiet and orderly manner. Students will be supervised by the designated staff. No student will be permitted to roam unsupervised in the building or go to any room without a note of explanation. Students should arrive at school as close to 8:30 a.m. as possible. Promptly at 8:30 AM, teachers will report to the gym to pick up their class and escort them to the classroom. Parents may only enter the building through the York St. entrance and are required to sign in the office.

## **Early Dismissal**

Removal from school prior to dismissal time is discouraged. Parents are advised that removing children from the school during the day is a disruption to the classrooms and the instructional program. Parents are encouraged to arrange family affairs and appointments at times other than during school hours. Dismissal for reasons other than for medical, dental appointments or illnesses may be coded as unexcused. We discourage any dismissals after 2:00 PM.

If an emergency should arise, and parents must remove students before the end of the school day, parents should note the following:

1. On the day of the appointment, teachers should receive a note stating the reason and the time at which the child will be picked up.
2. This information should be communicated to the school office staff.
3. Parents are expected to report to the school office to properly sign out the child.
4. The office will notify the teacher that the parent has arrived. **Students should never be dismissed directly to parents from the classroom at any time. All students are to be dismissed from the school office.**
5. If the child returns to school that same day, he/she must report to the office before going to the classroom. A note will be issued to the student indicating the time of arrival, etc.

## **End of Day Dismissal (3:09PM)**

The teacher will walk the ENTIRE class down the proper exit door reminding students to STOP at each floor landing. Lines should be quiet and orderly. Teachers must be certain that all children leave the school building in a safe and orderly fashion. At no time are children permitted to be dismissed individually or without direct supervision.

Kindergarten children will be dismissed at 3:00pm from the gym using the Trenton Ave. door. First and second grade classes are to be escorted to assigned areas outside of the exit doors near the Music Room

Third, fourth and fifth graders will dismiss from the double staircase into the yard.

Please utilize the Pink Dismissal forms this year. **It is the expectation that every teacher will walk their class to the yard and WAIT 5 minutes for students to be picked up.** Instruct your students if no one is here at dismissal, they are to return to you. Teachers are to escort students not picked up to the CAFE and log them in so phone calls can be made. Parents who are late at dismissal must go to the office via the front door with identification.

Teachers are to remain with their students until the last child has exited the building. No child is to remain after school unless they are in a club activity or have a note from the classroom teacher. Parents MUST receive at least 24 hours advanced notification if a child will be detained after school. *Exception: If a child takes a school bus, transportation arrangements will also have to be established with the parent.*

Special Education students should be escorted by their classroom teacher with the same expectations of conduct.

### **Extra Curricular Activity Dismissal**

Students in an approved extra-curricular activity MUST walk with the entire group and the teacher to the MAIN ENTRANCE (York Street) for dismissal. Students may never be dismissed individually. It is the sponsor's responsibility to ensure that all children have been picked up by their parent or safely dismissed. No child is to be left unattended. Sponsors should have current and updated "emergency contact" information on each student participating in their after-school program.

### **The School District of Philadelphia Attendance Policy:**

**"The Attendance Policy: After nine (9) cumulative absences for illness for which a parent writes an excuse note, the 10th absence for illness must be accompanied by a physician's note. In addition, if a student arrives after 10 AM or leaves before 1 PM without a valid excuse note, the student will be marked in the School Computer Network as half a day unexcused. Two half days will add up to one full day in the School Computer Network."**

**Keep in mind, again, that the excuse note must be turned into the classroom teacher within three days of the absence; otherwise it will be considered "unexcused or illegal."**

Late arrival interferes with school and class procedures. **Students are considered late if they are not with their lines in the schoolyard upon entering the building.** Students are expected to arrive at school on time and enter the building with their class. Once the classes have entered the building, students must enter the main door on York Street to receive a late pass. *Children's acceptance to future schools is often contingent on their attendance, punctuality, and school performance. Furthermore, excessive absences and tardiness negatively impacts our school wide data and progress.*

### **ATTENDANCE/LATENESS**

Attendance is vital to your child's academic success. It is important that your child attend school on-time every day. Time lost is very difficult to make up. Every minute of every day counts. *Per SDP policy, please note that doctor's appointments are not excused absences.*

**After three unexcused/illegal absences, you will receive a C-31, which is a legal document stating your child's absences and an RtII Plan will be initiated on your child. Students with excessive excused absences and latenesses will also have an MTSS/RtII Plan initiated.**

## **PERSONAL PROPERTY**

**The School is not responsible for personal property that is brought to school:**

- Bats and balls, basketballs, jump ropes, footballs, and other toys should not be brought to school.
- Please do not bring large amounts of money to school.
- Excessive jewelry and makeup should not be worn to school.

## **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. Accordingly, we pledge to do our best to keep you well informed. Please connect with your child's teacher(s) on ClassDojo. Below, you will find Hackett's School Wide Behavior Expectations for your reference.

**Hackett's School Wide Behavior Expectations are as follows:**

As a member of the Hackett community, our students are committing themselves to:

- Take Care of yourself
- Take Care of Others
- Take Care of Hackett
- Attend school daily and arrive on-time
- Dress in proper uniform attire everyday

We will work with you and your child to praise positive behavior. When mistakes occur we will work with your child to correct the behavior. When repeated misbehavior occurs we will use a progressive discipline approach.