

JOHN HANCOCK DEMONSTRATION ELEMENTARY SCHOOL

PARENT / STUDENT HANDBOOK 2020-21

**Together we make a difference in our
students' future.**



**SCHOOL DISTRICT OF PHILADELPHIA
John Hancock Demonstration Elementary School
3700 Morrell Avenue
Philadelphia, PA 19114
215-400-3120**

**Mr. William J. Griffin
Hancock School Principal**

**Mrs. Kimberly Stokes
Hancock School Assistant Principal**

**The school arrival and dismissal times, and all times referred to within this document are based on an 8:30-3:09 PM school day. During the 20-21 school, it is possible that arrival/dismissal times may be adjusted to account for hybrid and/or in-person learning due to the COVID-19 Pandemic. Should the arrival/dismissal time change, all times will be adjusted accordingly.*

The School District of Philadelphia
JOHN HANCOCK DEMONSTRATION ELEMENTARY SCHOOL
3700 MORRELL AVENUE
PHILADELPHIA, PA 19114-1927

Mr. William J. Griffin, Principal
Mrs. Kimberly Stokes, Assistant Principal

Office (215) 400-3120
Fax: (215) 400-3122

Dear Parents /Guardians,

I welcome you to the 2020-21 school year.

It is our pleasure to present you with the John Hancock Elementary School Parent Handbook. Kindly review our handbook with your child taking note of the supports, policies and procedures that have been put in place to ensure a successful school climate.

We are responsible for educating and supporting all of our children. Below is a list of the seven basic needs of children:

- *A need for safety and structure*
- *A need for relationships*
- *A need for belonging*
- *A need for self-worth*
- *A need for independence*
- *A need for competence and mastery*
- *A need for self awareness and control*

I request that we all work together in a respectful manner in order to serve as positive role models for our children. Please remember that they are looking to us for direction. Together we make a difference!

Thank you,

William J. Griffin, Principal

School Year Calendar : 2020-21

** Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication.*

The following is the calendar for all schools and Pre-Kindergarten Programs for the school year:

<u>Date</u>	<u>Activity</u>
<u>August 24, 2020</u>	<u>First Day for Staff</u>
<u>August 24 - 31, 2020</u>	<u>District-wide Professional Development</u>
<u>September 2, 2020</u>	<u>First Day for Grades K-12 – Student Attendance</u>
<u>September 7, 2020</u>	<u>Labor Day – Schools Closed and Administrative Offices Closed</u>
<u>September 28, 2020</u>	<u>Yom Kippur – Schools Closed and Administrative Offices Closed</u>
<u>October 16, 2020</u>	<u>Professional Development Half Day – 3 Hour Early Dismissal</u>
<u>October 19 - 21, 2020</u>	<u>Interim Reports</u>
<u>November 3, 2020</u>	<u>Election Day - Schools Closed for Staff & Students</u>
<u>November 11, 2020</u>	<u>Veterans’ Day – Schools Closed and Administrative Offices Closed</u>
<u>November 23 - 25, 2020</u>	<u>Report card conferences</u>
<u>November 26 - 27, 2020</u>	<u>Thanksgiving Holiday – Schools Closed and Administrative Offices Closed</u>
<u>December 11, 2020</u>	<u>Professional Development Half Day – 3 Hour Early Dismissal</u>
<u>December 21 - 23, 2020</u>	<u>Interim Reports</u>
<u>December 24 - 31, 2020</u>	<u>Winter Recess – Schools Closed</u>

<u>January 1, 2021</u>	<u>New Year's Day – Schools Closed and Administrative Offices Closed</u>
<u>January 15, 2021</u>	<u>Professional Development Half Day – 3 Hour Early Dismissal</u>
<u>January 18, 2021</u>	<u>Dr. Martin Luther King Day – Schools Closed and Administrative Offices Closed</u>
<u>February 3 - 5, 2021</u>	<u>Report Card Conferences</u>
<u>February 12, 2021</u>	<u>Lunar New Year, Professional Development Half Day – 3 Hour Early Dismissal</u>
<u>February 15, 2021</u>	<u>Presidents' Day – Schools Closed and Administrative Offices Closed</u>
<u>March 1 - 3, 2021</u>	<u>Interim Reports</u>
<u>March 26, 2021</u>	<u>Professional Development Half Day – 3 Hour Early Dismissal</u>
<u>March 29 - April 1, 2021</u>	<u>Spring Recess – Schools Closed</u>
<u>April 2, 2021</u>	<u>Good Friday – Schools Closed and Administrative Offices Closed</u>
<u>April 7 - April 9, 2021</u>	<u>Report Card Conferences</u>
<u>May 4, 2021</u>	<u>Election Day (tentative) - Schools Closed for Staff & Students</u>
<u>May 13, 2021</u>	<u>Eid-al-Fitr – Schools Closed</u>
<u>May 28, 2021</u>	<u>Professional Development Half Day – 3 Hour Early Dismissal</u>
<u>May 31, 2021</u>	<u>Memorial Day – Schools Closed and Administrative Offices Closed</u>
<u>June 9 - 11, 2021</u>	<u>Graduation Window</u>
<u>June 11, 2021</u>	<u>Last Day for Students</u>
<u>June 14, 2021</u>	<u>Last Day for Staff/ Full Day Professional Development</u>

I. Attendance Policy- Please note that we will follow this policy during Virtual, Hybrid and In-Person Student Learning.

- A. Our experience has shown that the students who experience the greatest degree of difficulty are those with the poorest attendance and punctuality records. Students need to be in school.
- B. Pupils are expected to attend school every day except when they are ill. Regular attendance is essential to the educational growth of every child. It is critical that each student maximize the time spent in the classrooms. Time missed due to excessive absences or lateness is a loss of valuable, consistent, sequential instruction, which cannot be made up with extra work. If it is necessary for a child to be absent, parents must send a note (emailed or sent through the Remind Application during the times when students are learning virtually) explaining the absence on the day of the student's return to school. If the school does not receive a note excusing the absence within three days, the absence will be considered unexcused. After three unexcused absences, your child may be considered truant and referred to a support organization.
- C. In the event that your child will be absent from school for a period of time due to a family vacation, please be aware that your child will be marked absent for the days he or she is not attending school, and the absences will be documented on your child's permanent attendance record as unexcused.
- D. Children arriving after 8:30 a.m. are considered late. If a student arrives after 8:30 a.m. during the Opening Exercises, that student is late. If a student arrives after Opening Exercises, the student must report to the Main Office by way of the Main Entrance for a late slip before entering the classroom.
- E. Students are expected to be present during scheduled Google Meet and Zoom Sessions with their teacher each day during Virtual Learning to receive direct instruction. Students will also be expected to complete work asynchronously (independently and in small groups) during the Virtual and Hybrid Learning times.

Below is the Standard Attendance Process followed at Hancock Demonstration School

- 3 unexcused absences- Families of students with 3 unexcused absences will receive a warning letter.
- 6 unexcused absences- A required meeting is held with the school counselor and a Student Attendance Improvement Plan (SAIP) is developed to improve attendance. Additional interventions are outlined for families (such as potential DHS referral, Family Empowerment Services, or Truancy Court). Supports to families are offered and suggested where applicable.
- 9 unexcused absences- handwritten notes will no longer be accepted to excuse absences. A doctor's note is required to excuse absences at this point.

II. Early Dismissals- Please note that we will follow this policy during Virtual, Hybrid and In-Person Student Learning.

- A. It is imperative that your child remains in school the entire day. Medical and dental appointments should be made during non-school hours. We ask that parents avoid signing students out early for appointments as much as possible. School District

- Policy does not approve of students being signed out for non-emergency appointments. Signing students out of school disrupts the educational process.
- B. If your child needs to be dismissed early during the period of virtual learning, the parent must submit an emailed note to the teacher (Notes may also be sent through the Remind Application). During in person and hybrid learning times it is also acceptable to submit a handwritten note signed by the parents stating the time and reason for the early dismissal.
 - C. During hybrid and in-person student learning all persons picking a child up from school must be listed on the student's contact form and must have photo identification in order to validate their identity. These persons will be asked to show identification to the camera, prior to gaining entrance to the school building. The person picking up will then report to the office and sign the child out in the "Sign-Out Book." The child will then be called to the office. For the safety and security of your child, no child will be dismissed without an identified adult (over 18 years of age) to accompany him/her.
 - D. During hybrid and in-person student learning ,an early dismissal, unless in an emergency, is permitted up until 30 minutes (2:40 p.m.) before the end of the school day.
 - E. Early Dismissals and/or late arrivals are monitored very carefully and are part of the child's official school record.
 - F. Notices of early dismissals for report card conferences and staff development will be sent out in a timely fashion. Please check the School District Website www.philasd.org, the Remind Application and or Hancock School Advisory Council Facebook Page for dates and times of these and other activities and events.
 - G. Please reference the Special Release Procedures for School District of Philadelphia students- September 9, 2013-Revised Date: October 13, 2017 document, which is located at the end of this handbook for all Special Release mandates.

III. Emergency School Closing

- A. During hybrid and in-person student learning ,when school is closing due to extreme weather conditions, an announcement will be made on television news stations early in the morning. The announcement will be "ALL PHILADELPHIA PUBLIC SCHOOLS ARE CLOSED." When it is necessary to close school during the school day, radio and television stations will also make announcements. It will be announced as " ALL PHILADELPHIA PUBLIC SCHOOLS WILL CLOSE AT (time)."If this should occur, parents and caregivers are asked to tune in to the local news, visit The School District of Philadelphia's website at www.philasd.org, or call the District's Parent hotline at (215) 400-INFO (4636).
- B. It is imperative that we have on file current home information, emergency contact numbers and work numbers. It is also important to review with your child the instructions for what to do in the event that you are not home when he/ she arrives home from school.

IV. Delayed School Opening

- A. During hybrid and in-person student learning , due to inclement weather or other emergencies, it may be necessary to cancel school for the day or have a "**delayed opening.**" If this should occur, parents and caregivers are asked to tune in to the

local news, visit The School District of Philadelphia's website at www.philasd.org, or call the District's Parent hotline at (215) 400-INFO (4636).

- B. During hybrid and in-person student learning in the event of a delayed opening a specific opening time will be announced for all schools and early childhood programs.** Dismissal time will remain the same. Yellow bus transportation will run, but bus pick up times will be pushed back in accordance to the time of the delayed opening for students (e.g. – If a student's normal pick up time is 7:30 a.m. and there is a two-hour delayed opening, the pickup time will be 9:30 a.m.). All school trips that are scheduled will be canceled. Breakfast, lunch, after-school programming, and athletics may not be affected. The School District will announce if the weather affects after school programming. We strongly encourage you to make arrangements for your child's supervision when schools are closed or delayed and to review these arrangements with your child periodically.

V. General School Safety

A. General Safety

1. During the COVID-19 pandemic, the Hancock Demonstration School will follow all School District of Philadelphia Health and Safety protocols. Please note that as the epidemic evolves, the District policies may be adjusted and changed. Parents are encouraged to visit the Philadelphia School District website for updates. While the epidemic continues, please be certain to contact the school office before any visit to the school, and confirm all appointments. It is possible that parents and visitors may not be permitted to enter the building based on District Health and Safety Protocols. Please be patient and understanding during this time.
2. Until otherwise cleared, all parents and visitors are expected to wear a face mask and follow social distancing guidelines while on school grounds and or while inside the school building.
3. Once approved to enter the school, all parents and visitors must use the Main Entrance doors on West Crown Avenue to enter the Hancock Elementary School. All parents and visitors must bring identification and know their child's name, room number and the name of their child's teacher. To ensure the safety of all of our children and school community, **identification must be shown prior to entering the school** building. For the safety of our school community it is critical that all visitors are prepared to present proper identification when visiting the Hancock Schools.
4. All parents and Visitors may only enter the school building through the front entrance, and must ring the bell in order to be screened prior to entry. Only students or staff members may enter the building through the back/ Rainforest doors for if and when breakfast is available.
5. During inclement weather days, only students or staff members may enter through the back/Rainforest doors and/or the Car Loop doors in order to get into the Cafetorium. At no time can parents/visitors use these doors to enter the school.
6. Parents and visitors are not permitted in the kindergarten hallway. During inclement weather days only students and staff may enter the kindergarten hallway. Staff members will greet the students at the kindergarten hallway doors and supervise the students in the hallway until school starts.

7. In the event that parents or visitors want to enter the building for a school function, they must come to the Main Entrance doors on West Crown Avenue, wear a face mask, follow social distancing guidelines, present proper identification, then register at the Main Office and receive a visitor's badge.
8. We ask parents to schedule appointments if there is a need to visit the school or meet with the administration or your child's teacher. So that the proper staff members are able to meet with you and address any questions/concerns please call the school first. Scheduling appointments and calling in advance allows us to anticipate your arrival. The school phone number is 215-400-3120. Please leave a message if no one is available to answer your call and someone will get back to you.

B. Visitors

1. During the COVID-19 pandemic, the Hancock Demonstration School will follow all School District of Philadelphia Health and Safety protocols. Please note that as the epidemic evolves, the District policies may be adjusted and changed. Parents are encouraged to visit the Philadelphia School District website for updates. While the epidemic continues, please be certain to contact the school office before any visit to the school, and confirm all appointments. It is possible that parents and visitors may not be permitted to enter the building based on District Health and Safety Protocols. Please be patient and understanding during this time.
2. For the safety and security of students and school staff, all visitors are required to report to the Main Office upon arrival to the school.
3. Former students are not permitted to visit classroom teachers during instruction. Visitors must use the front entrance to enter the school.
4. All parents and visitors must bring identification and know their child's name, room number and the name of their child's teacher. To ensure the safety of all of our children and school community, **identification must be shown prior to entering the school** building. For the safety of our school community it is critical that all visitors are prepared to present proper identification when visiting the Hancock Schools.

C. Walking/Automotive Safety

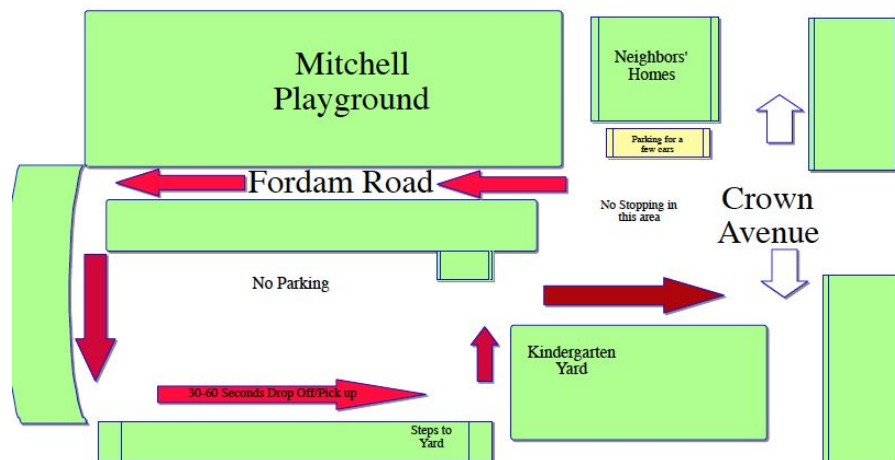
1. There may be changes to this policy due to COVID-19 as we transition to In-Person or Hybrid Learning.
2. The entire Hancock School area tends to get very congested during the opening and dismissal of school. We encourage parents to park on some of the side streets a block away from the school and walk their children to and from the schoolyard.
3. The Philadelphia Police have informed the Hancock School that they will ticket illegally parked cars in the area. This includes parking in the middle of Morrell Avenue, parking within 15 feet of a crosswalk, and parking in front of our neighbors' driveways. Please adhere to all traffic and parking rules when driving near our school for the safety of our students.
4. For the safety of our children, please do not double park at any time. Please do not block the driveways of our neighbors. Please do not prompt your children to run across any street unescorted.

5. Please do not park around the perimeter of the school. The perimeter areas are designated for our school buses.
6. Please do not park your car within 15 feet of the crosswalks or in any way that forces our children to cross the streets in an unsafe manner.
7. Crossing Guards and Safety Patrol Students are posted at intersections near the school. Students must respect both supervisory roles.
8. It is critical our crossing guards focus on the safety of our students. Please limit any interactions that distract them from focusing on our students.
9. We encourage the parents of fourth and fifth grade students to allow their children to walk to and from school.
10. All adults including parents, teachers, staff and community members serve as role models for our students. Please follow the laws of our community and strive to model safe practices. Hancock students must only cross streets at corners, even when accompanied by an adult. Please cross only at the crosswalks and utilize the traffic lights when crossing Morrell Avenue. Please be respectful and follow the directions of our staff and the crossing guards. Our students are watching.
11. Parents need to frequently review with their children where to go if school is dismissed early for an emergency. Parents will fill out forms in the fall to inform the school of their plan.
12. Students are encouraged to come directly to school and to go directly home after school has been dismissed. This is for their safety. Parents are asked to please support this policy.

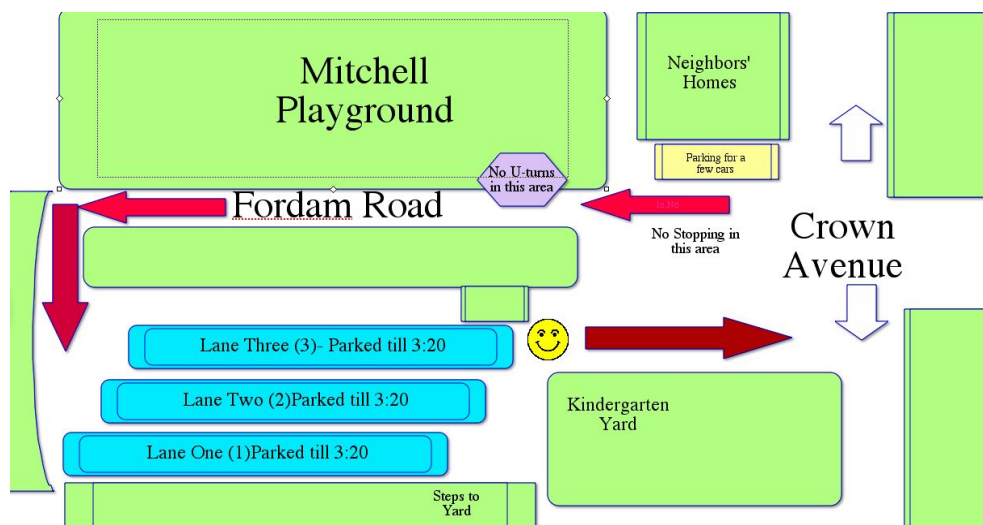
D. Drop-off/ Pick-up Loop (Fordham Road adjacent to Mitchell Playground)

1. There may be changes to this policy due to COVID-19 as we transition to In-Person or Hybrid Learning. Please remain in your car to the greatest extent possible in order to keep students, staff and families safe.
2. In January of 2010, we started the Drop-off/ Pick-up Loop at the Hancock Elementary School. The Hancock Staff and a few parents implemented the Car Loop because together we felt it was best for all of our children. We started the Drop-off/ Pick-up Loop to make sure our children were as safe as possible and to also provide a courtesy for our parents and guardians. The Drop-off/ Pick-up Loop at the Hancock Elementary School is a function of the Hancock School Community. The entire Hancock School Community (students, staff and parents) must work together in order for it to function.
 - We ask, for the safety of every member of the Hancock School Community, that all drivers choosing to use the Drop-off/ Pick-up Loop to literally follow every procedure. Please drive slowly and give the right of way to all pedestrians. Please follow the directions of our crossing guards, realizing that their primary focus is the children and not directing Car Loop traffic. Please realize that in order for the Drop-off/ Pick-up Loop to safely function, every driver must be committed to following the procedures. Please be patient with and respectful of the Hancock Car Loop staff, Car Loop parent volunteers and other parent drivers. Please do not use the Drop-off/ Pick-up Loop if you are not committed to following the procedures.

3. During inclement weather, heavy snow/ice and/or unsafe conditions, the principal may close the Drop-off/ Pick-up Loop. Please be aware that during inclement weather additional parents tend to utilize the Drop-off/ Pick-up Loop. During inclement weather please expect delays.
4. The following procedures must be utilized when using the Drop-off/ Pick-up Loop in the **morning**:
 - a) In the morning the Drop-off loop is open from 8:15 am to 8:30 am.
 - b) Drivers are to use Fordham Road to enter the Drop-off/ Pick-up Loop. Drivers are only permitted to go south on Fordham Road prior to entering the Drop-off/ Pick-up Loop. Drivers may not stop, park, or make U-turns on Fordham Road. Parking is not permitted in the morning Drop-off Loop.
 - c) Drivers, please do what you can to come early. Each morning cars tend to back up in the Drop-off/ Pick-up Loop at about 8:26 a.m. Prior to that time most cars are in and out of the Drop-off/ Pick-up Loop without delay. This practice will decrease some congestion in the Drop-off/ Pick-up Loop and ensure that your child is on time for school.
 - d) Please slow down when driving through the Drop-Off/ Pick-Up Loop. Please drive no more than 15 miles an hour.
 - e) Drivers are then expected to loop around only stopping at the sidewalk adjacent to the schoolyard and school building. Drivers need to strive to make full use of the long sidewalk adjacent to the schoolyard and school building. Please pull your car up as far as possible, thus making space for multiple cars to stop and drop off their passengers at the same time.
 - f) Drivers must only temporarily stop to drop off their passengers. For safety purposes, passengers should only use the passenger side of the car/ vehicle to exit. Children passengers should never exit the driver side of the car without parental assistance.
 - g) Passengers will then immediately enter the proper schoolyard or proper door during inclement weather. **SEE DIAGRAM BELOW.**
 - h) **Morning Drop off Diagram:**



5. The following procedures must be utilized using the Drop-off/ Pick-up Loop in the **afternoon**:
- Drivers need to decide if they are going to use the Drop-off/ Pick-up Loop, and they need to be in the Drop-off/ Pick-up Loop by 3:05 p.m. In choosing to use the loop they are agreeing to remain parked in the loop at least until 3:20 p.m. Drivers should inform their children when they plan on using the Pick-up Loop.
 - Drivers are to use Fordham Road to enter the Drop-off/ Pick-up Loop. They are only permitted to go south on Fordham Road prior to entering the Drop-off/ Pick-up Loop. They may not stop, park or make U-turns on Fordham Road.
 - Drivers are then expected to loop around and park in one of the three lanes available for parking. (Please note that cars in lane one will eventually exit first.) Drivers are then expected to place their cars in park and turn off their engines.
 - Access to lane three is at the end of lane two. Drivers must attempt not to block access to lane three. Drivers at the end of lane two should utilize lane three if any parking spaces are available.
 - At 3:05 p.m., or when the Loop is full, no additional cars will be permitted to enter the Drop-off/ Pick-up Loop and all movement of cars will need to stop.
 - As students are dismissed from school under the directions of the drivers, they may enter their cars.
 - Once all students are safely in their cars, at approximately 3:20 p.m., cars will be directed to leave the loop in a slow, orderly fashion. All of lane one will exit first, then all of lane two and finally all of lane three. In the event that some cars remain on Fordham Road, they will be the last to leave the loop. **SEE DIAGRAM.**
 - Afternoon Pick-up Diagram:**



E. Schoolyard Safety and Safe Supervision

- Please leave your pets at home when dropping off or picking up your children. Some students are afraid of dogs, so therefore it is best to leave

your dog at home. Dogs/pets are not permitted in the schoolyard and are not permitted near the gates of the schoolyard. Dogs/pets may not be stationed on the sidewalk directly adjacent to the school.

2. Students in kindergarten, first and second grade are to be picked up inside of the schoolyard.
3. For the safety of all Hancock Students it is critical that all children are picked up at dismissal/3:09 pm. Once all students are dismissed, the schoolyard and adjacent areas are no longer supervised. Students are not permitted to wait on a corner alone for pick-up.

F. Health Safety

1. By order of the School District, Hancock School will provide a smoke-free environment to its students, parents, visitors and employees. No smoking will be tolerated in the building or on school property, including the schoolyard and surrounding sidewalks. For the safety of our children, please do not discard cigarette butts on the school premises or in the school waste cans. Please refrain from smoking cigarettes, pipes, cigars, vaping or any form of tobacco/other smoking products in our schoolyard and/or on the sidewalk directly adjacent to the school.

VI. Morning Entrance Procedures

A. Breakfast

1. There may be changes to this policy due to COVID-19 as we transition to In-Person or Hybrid Learning. Please note that start and end times may also be changed in the event that the Hancock Demonstration School and the School District of Philadelphia adopt a Hybrid Learning Model.
2. Children may be dropped off at the Rainforest door, where they will be greeted by staff, beginning at 8:10 a.m. if they are receiving breakfast.
3. Children who are not participating in the breakfast program should not arrive in the schoolyard until 8:20 a.m.
4. Research indicates that students who begin school with a healthy breakfast will have greater academic success.
5. Breakfast is served to all students, free of charge, starting at 8:10 a.m. (Kindergarten students receive breakfast in their classrooms after the school day has begun.) Students are not to enter the cafeteria after 8:25 a.m. Students must enter the Cafetorium by way of the Rainforest schoolyard doors. Students are supervised in the Cafetorium by noontime aides and are encouraged to return to the schoolyard as quickly as possible. All students must be in the schoolyard by 8:28 a.m.

B. Normal Weather

1. There may be changes to this policy due to COVID-19 as we transition to In-Person or Hybrid Learning. Please note that start and end times may also be changed in the event that the Hancock Demonstration School and the School District of Philadelphia adopt a Hybrid Learning Model.
2. In normal weather, students should arrive at school no earlier than 8:20 a.m., but no later than 8:28 a.m., when the entrance bell rings. Dropping your child off prior to 8:20 a.m. is considered extremely unsafe, as staff are not

available to supervise students at this time. Students are not to leave the yard for any reason.

C. Inclement Weather

1. There may be changes to this policy due to COVID-19 as we transition to In-Person or Hybrid Learning. Please note that start and end times may also be changed in the event that the Hancock Demonstration School and the School District of Philadelphia adopt a Hybrid Learning Model.
2. In the event of inclement weather conditions (temperature below 32 degrees, strong wind, rain, snow), students should arrive at school no earlier than 8:20 a.m. Dropping your child off prior to 8:20 a.m. is considered extremely unsafe, as staff are not available to supervise students at this time. All students, with the exception of kindergarten students, will utilize the Rainforest door (schoolyard doors closest to Morrell Avenue on the outside corridor) to enter the school building.
 - a) Kindergarten students will enter the school building through the kindergarten doors adjacent to Fordham Road.
 - (1) Kindergarten students who enter the hallway are monitored by aides until their teacher arrives.
 - (2) Kindergarten students are supervised by their teachers at 8:30 a.m.
 - b) All students in grades 1-5 will enter the Cafetorium through one side door utilizing the same outside corridor.
 - (1) Assigned classroom areas will ensure that students will sit with those students assigned to the same classroom.
 - (2) Climate Support Staff will supervise students in the Cafetorium and the arrival of bus students.
 - (3) Teachers will report to the auditorium by 8:30 a.m., participate with their students in the Opening Exercises and then escort students to their classrooms.
 - c) Students who arrive by bus and receive breakfast should report to the Cafetorium as soon as they arrive in the schoolyard.

D. Opening Exercises

- a) There may be changes to this policy due to COVID-19 as we transition to In-Person or Hybrid Learning. Please note that start and end times may also be changed in the event that the Hancock Demonstration School and the School District of Philadelphia adopt a Hybrid Learning Model.
- b) During the Virtual Learning time, students are to report to their Google Classroom with their teacher for their Community Meeting at 8:30 AM. Administration will hold a Virtual Morning Meeting each day at 8:55 AM with the entire K-5 school and during this time, students will hear the Pledge of Allegiance, and Affirmation. They will be encouraged to participate with their microphones turned off. Staff will also share important announcements with students and families during this time each day.

- c) During in-school learning only and when approved, students will come to order schoolyard standing in a line on their room number with the sounding of the 8:28 a.m. bell.
- d) During in-school learning only and when approved at 8:30 a.m., while in the schoolyard/ Cafetorium, there will be opening exercises for the beginning of the school day marked by important announcements, Pledge to the Flag, a Patriotic Song and Daily Affirmation.
- e) During in-school learning only and when approved, all students will be quiet during the duration of Opening Exercises.

In order to make certain that each student is able to see and hear the Opening Exercises, we request that all parents/ guardians stand behind all student groups (During COVID-19 pandemic, parents entering the schoolyard must wear a face mask and maintain at least 6 feet distance as per Social-Distancing guidelines. There may be additional changes to this policy due to COVID-19 as we transition to In-Person or Hybrid Learning.

During the morning exercises, we always want to model respect within our school community by refraining from any actions which may interfere or distract others from participating in the announcements, song or Pledge of Allegiance. Please remember the children are watching.

- Students and parents may not enter by the front doors prior to the completion of Opening Exercises.

VII. Parent-Teacher Conferences/ Report Card Conferences

- A. As a parent, you may want a conference with your child's teacher. This may be arranged by writing a note to the teacher, contacting the office, counselor, or principal. Conferences during times of virtual learning/ and or hybrid learning may be held virtually via Zoom or Google Meet as scheduled by the teacher.
- B. Report Card conferences with parents will be scheduled on the dates indicated below. Scheduled times will be issued to your family for those conferences. Students will be dismissed at 12:09 p.m.
 1. **First Report – November 23, 2020, November 24, 2020 and November 25, 2020.**
 2. **Second Report – February 3, 2021, February 4, 2021 and February 5 2021.**
 3. **Third Report- April 7, 2021, April 8, 2021 and April 9, 2021.**

VIII. School Schedule

- A. There may be changes to this policy due to COVID-19 as we transition to In-Person or Hybrid Learning. Please note that start and end times may also be changed in the event that the Hancock Demonstration School and the School District of Philadelphia adopt a Hybrid Learning Model.
- B. **8:25 a.m.** - Students are to assemble in their respective schoolyard (Kindergarten or Rear Schoolyard). They may not enter the school building by way of the front doors or go to any other parts of the building.
- C. **8:28 a.m.** - Students line up in the schoolyard by room number to be admitted into the building. Teachers meet their students in the yard and escort them to their rooms.

*During inclement weather or excessively cold temperatures, teachers will meet students in the Cafetorium. (See inclement entrance procedures).

- D. **8:28 - 8:35 a.m.** - Opening Exercises-Announcements, Pledge of Allegiance, Daily Affirmation and other patriotic songs.
 - 1. Students are late if they arrive after 8:30 a.m. Late students who arrive during this time period should report to their schoolyard line in a manner that does not interfere with the Opening Exercises.
 - 2. Late students who arrive after Opening Exercises must report to the Main Office via the Front Main Entrance for a late slip.
- E. **8:40 a.m.** - Instruction Begins/Intervention Period
- F. **11:15 a.m. - 12:00 p.m.** - Supervised lunch and recess for students in Grades 2 and 3.
- G. **12:00 - 12:45 p.m.** - Supervised lunch and recess for students in Grades 4 and 5.
- H. **12:45 - 1:30 p.m.** - Supervised lunch and recess for students in Grades K and 1.
- I. **3:00 p.m.** - **Students riding buses** will report to the Front Hallway or Library.
- J. **3:05 p.m.** - **Kindergarten dismissal** - Kindergarten students are dismissed.
- K. **3:05 p.m.** - **Safety Patrol Students** holding dismissal posts are dismissed.
- L. **3:05 p.m.**- Dismissal for students in Grades 1, 2 and 3. Students in Grade 1, 2 and 3 will meet their parents or parent determined escorts at their room number locations. Parents are expected to allow each student to assemble at their room number location before they remove their child from the line.
- M. **3:09 p.m.**- Dismissal for students in Grades 4 and 5. Walking students will be dismissed from the doors leading to the yard. Grade 4 and 5 students serving as escorts for siblings are expected to report immediately to the proper room number location to obtain their younger sibling.
- N. **Parents, it is imperative that your children know who will be picking them up from school in the afternoon. Please inform/ remind them each day if necessary. If there is a change in your child's normal pick-up routine, please call the school Main Office at 215-400-3120 so that we can alert your child's teacher and others.**
- O. **3:12 p.m.- All students remaining in the schoolyard after dismissal will be escorted back into the School Main Office for safety reasons and for a late pickup. Late pickups are documented and should only occur in an emergency. Once in the School Main Office, an adult must provide valid identification, have his/her name confirmed on the Student Contact Form and sign students out of school. Patterns of late pick ups will result in a mandatory conference with administration and could result in additional interventions.**
- P. **Students and adults are not permitted to re-enter the building after dismissal without permission from the principal.**

IX. Food and Food Services

- A. There may be changes to this policy due to COVID-19 as we transition to In-Person or Hybrid Learning.
- B. **BREAKFAST**- Breakfast is provided to all students from 8:10 a.m. to 8:28 a.m. free of charge in the Cafetorium. All kindergarten students receive breakfast daily during the school day.
- C. **LUNCH** – Lunchtime occurs between 11:15 a.m. and 1:30 p.m.
 - 1. **ALL Students are eligible for and can receive free lunch.** Families in the School District of Philadelphia no longer need to complete applications to receive this benefit.

- D. Parents/Guardians are responsible to make sure arrangements are made for their child to eat by sending a packaged lunch if students will not take advantage of the free lunch prepared daily by our cafeteria staff.
- E. Please be supportive of the School District's nutrition guidelines as we support student wellness for the student's here at Hancock. More information regarding the district's nutrition and wellness initiatives may be found on the website: <https://www.philasd.org/nutrition/>
- F. We encourage parents of students with food allergies to inform the administration and/or school nurse of food allergies. Students with peanut allergies are offered seats at designated tables in the Cafetorium to address contamination concerns.
- G. Lunches brought to school from outside places (such as McDonalds or Wendy's) are discouraged. We do not have the staff capacity to deliver these lunches to students. All students are eligible and welcome to eat free lunch every school day.

X. Student Rights, Student Responsibilities and Community Responsibilities

- A. Each student attending the John Hancock Elementary School has the right to learn, to seek happiness in academic, social and emotional experiences and to complete assigned tasks without interruption or jeopardy to their safety. Each teacher at the John Hancock Elementary School has the right to teach, to seek professional satisfaction in the growth of his/ her students and to complete all duties and responsibilities without interruption. Parents and Guardians of students at the John Hancock Elementary School expect their children to grow academically, socially and emotionally because of the mutual efforts of the John Hancock School staff, other students and parents/guardians in the John Hancock Elementary School Community. Any person who violates the rights of students or teachers or willingly hinders the academic, social and emotional growth of any John Hancock Elementary School student shall be held accountable. School rules, policies of the School District of Philadelphia, and Pennsylvania state law have been established so that student and teacher rights as well as parent/ guardian expectations can be fulfilled.
- B. At the Hancock Schools, first and foremost, we are a student-centered and student-focused organization and community. As individuals and the greater community, we ask ourselves “ What would I want for my own child?” We are primarily committed to student success and approach everything we do with a “students come first” strategy. We always cast our students in a positive manner. When we have a concern with a student, we keep confidentiality, working with our colleagues and administration to actively seek solutions and interventions with the goal of building a successful student.
- C. We work and partner with the parents of our students, knowing that together we can foster their child's success. We believe it is an honor to work with other people's children and it is also an honor that many of our parents look to us for support and answers. We are empathetic to parents knowing that they only want the best for their children. We believe every initiative considered must first take into account how it will impact our students. Secondly, we believe that supporting the needs of the school and supporting the needs of stakeholders will benefit our students. Therefore, we will strive to provide a safe, instructionally successful environment and culture in order to support, acknowledge and nurture the development and growth of our students, the school and all stakeholders.

XI. Student Behavior

- A. The primary purpose of school is to educate its students. Education cannot occur when one or more students disrupt the classroom or create a situation where students, staff, or guests feel unsafe. In order to maintain the order necessary to run a school program, disciplinary policies must be in place for the common good of the school community. The definition of discipline is to hold students accountable through active engagement.
- B. PBIS- Our school implements PBIS (Positive Behavioral Interventions and Supports) in order to make Hancock safe and improve student behavior. Students earn points for positive behavior and when they show positive behavior, they use their points to earn rewards. Rewards may be individually based, classroom based and school-wide. The goal of PBIS is to teach students positive and appropriate behavior. Students must be present to earn points. Please be mindful that attendance impacts the points earned, as students may only earn points on a given day if they are present in school to earn their points.
- C. The elementary school years set the tone for success in an educational program. Good habits and appropriate behavior are learned early in a child's development. It is also at this time, when parental involvement is at its highest, that it is important for school staff and parents to work together to achieve and maintain a school atmosphere conducive to learning and feeling safe. Discipline is a way of reaching that goal. Students must reflect about their behavior and learn ways of improving or preventing inappropriate behaviors. Parents are an important part of the Hancock Team, and they can assist by ensuring the learning proper behavior, respect and responsibility. It is a continuous learning process. What a child learns at home can and will be carried into school. The following School-wide Rules are to be used and referred to frequently.

1. SCHOOL-WIDE RULES

BE SAFE...BE RESPECTFUL...BE RESPONSIBLE

- a) Keep hands, feet and objects to yourself.
 - b) Follow directions from all teachers and staff members the first time they are given.
 - c) Always walk. Do not run.
 - d) Use school appropriate language.
 - e) Speak respectfully to others at all times.
 - f) Bullying has no place in our school.
- D. All students are expected to behave in an acceptable and responsible manner while at school, on field trips, riding school buses, in the schoolyard, and in other school related situations. Good behavior, courtesy and cooperation are essential for learning.
 - E. The following is offered as a guide to acceptable student behavior:
 - 1. All students shall be responsible for their learning experiences, including responsiveness to lessons and completion of assignments.
 - 2. Respect for adults, fellow students, school regulations and property, and personal belongings shall be observed.
 - 3. All students are expected to be cooperative, polite, and demonstrate fair play while in school and attending school-related activities.
 - 4. Self-control and good citizenship are expected of all students.
 - 5. Proper and appropriate language shall be used at all times.

6. Appropriate grooming and personal appearance are the responsibility of the student. Outdoor clothing is not to be worn in school.
 7. All students are expected to be prepared for class and arrive on time according to the schedules set by the school.
 8. Good table manners and appropriate cafeteria behavior are expected of all students.
 9. All students are requested to walk (not run) while in the school building and on their way to and from the schoolyard.
 10. Absolute obedience for fire drills and other drills/ emergencies is required of all students.
 11. All students are expected to keep the school building and grounds clean and neat. Dispose of waste paper and trash in the proper receptacles.
 12. All students are to observe acceptable audience behavior while participating in large group activities.
 13. All students are to follow routine lines of communication. Student concerns should be directed to the person (teacher or aide) on duty or responsible for the group or activity. If the teacher or aide is not available: report concerns to the school counselor or the Main Office.
 14. Possession of weapons- Pennsylvania Act 26 states that no weapons are permitted in school. Children who bring weapons to school can be expelled.
- F. The Hancock Demonstration School adheres to the Code of Conduct put forth by the School District of Philadelphia. The 2020-21 Code of Conduct may be found on the School District website as follows:
<https://www.philasd.org/studentrights/wp-content/uploads/sites/67/2020/08/82120-20-21-Code-of-Conduct-8.24.2020.pdf>

XII. Lunchroom Regulations- Student Expectations

- A. Students are to enter the Cafetorium quietly and be seated. Students will use indoor voices only.
- B. Students are to follow directions the first time given.
- C. Students are to sit properly with both legs under the table
- D. Students are to remain seated until their table is called to receive or obtain their lunches. Students are to ask for permission to get out of seats.
- E. Students are to remain quiet during eating time.
- F. Students must respect teacher aides and their fellow students.
- G. Students are to speak respectfully to all cafeteria staff.
- H. Students are responsible for depositing their trash in the receptacles and for cleaning up their own area.
- I. Students are to line up quietly in the yard at the end of recess, before their teacher escorts them into the building.
- J. If a student does not follow these regulations/expectations, discipline steps will be taken.

XIII. Discipline

- A. Fighting and/or assaults are not allowed in the school or on its grounds. Fighting and/or assaults can result in immediate school suspension.
- B. Children who have difficulties getting along with others are to bring those problems to a teacher, aide, classroom assistant or counselor.
- C. Students who do not follow rules may be given a detention during recess or lunch.
- D. The School District of Philadelphia has a strict discipline code, which we follow. This code is described in a booklet, which is available through the District. If your child is experiencing difficulty which results in behavioral problems, there are many steps which the school can and will take to try to resolve these problems. These include: notifying the parent, referral to the counselor, referral to the principal and the Response to Instruction and Intervention process. However, when the situation is serious (fighting, damage to property, insubordination, use of profanity, possession of a dangerous weapon or drug), suspension from school for an appropriate period of time will be enforced.

XIV. Communication - How Hancock can support your child and you.

- A. The Hancock School is committed to support the education of every student, providing up-to-date information and student/ parent support. We urge students and parents to stay informed and to report concerns to the school. The Hancock School website at www.philasd.org/schools/hancock provides extensive up-to-date information regarding the programs and policies of the Hancock School.
- B. In order to make certain that all student/ parent concerns are acknowledged, we request that all students/ parents utilize the following lines of communication.
 1. Student concerns should be directed to the person (teacher or aide) who is on duty or responsible for the group or activity.
 2. If the teacher or aide is not available, please seek support from the school counselor. The Hancock School Counselor, Ms. Jordan Weckerly-Nawa, can be contacted at 215-400-3120 or by email at jnawa@philasd.org
 3. For issues specifically related to discipline please contact Ms. Christina Pisa at 215-400-3120 or by email at capisa@philasd.org.
 4. The School Nurse, Janice Smith is available by phone at 215-400-3120 or by email at jasmith@philasd.org.
 5. In the event that further administrative support is necessary, please contact the Hancock Main Office at 215-400-3120. Mr. Griffin, the School Principal, is also available via email at bgriffin@philasd.org. Mrs. Stokes, the Assistant Principal is also available at kastokes@philasd.org
- C. Communication is key to the educational process. This year, we will continue to communicate important messages to families through the Remind Application and our Hancock School Advisory Council Facebook Page. In addition, we will send messages through the school-wide call system and email system. Please be sure to sign up to be a part of these messaging systems. Also be certain to update any contact information through the Hancock Office by calling the secretary, Ms. Thompson at 215-400-3120 or contacting the secretary via email at marlthompson@philasd.org

XV. Student Placement

- A. The administrative team will determine student placement. Exceptions will only be made in rare cases. If you want to request a certain teacher or section for your child

due to extenuating circumstances, please submit a letter of explanation to Mr. Griffin by April 30, 2021.

XVI. Dress Code/School Uniforms

Virtual Learning Dress Code Expectations:

- A. The Hancock School has issued Virtual Learning Dress Code Expectations during the times students will be learning virtually from home. Below is a description of the Virtual Learning Dress Code Expectations:
1. Uniforms will not be required for virtual learning.
 2. Students are to wear school appropriate dress that does not distract from the virtual learning process.
 3. Pajamas may not be worn during virtual learning.
 4. Hats, hoods and sunglasses may not be worn during virtual learning. Any headwear worn should not be a distraction from learning.
 5. Clothing should be respectful of others and may not include profanity, derogatory terms, racial slurs, or sexual content.
 6. Clothing must be appropriate and not transparent or overly-revealing clothing.

In-Person Dress Code Expectations:

- B. The School District of Philadelphia has issued a mandatory School Uniform Policy for all students enrolled in the Philadelphia Public Schools. Students must wear school uniforms in school each day. Below is a description of the In-Person and Hybrid Learning Hancock School Uniform:
1. All students should come to school clean and well-groomed. Good personal hygiene is practiced at home as well as in school.
 2. Navy blue or white shirts with collars and navy blue or khaki slacks is the required uniform. Shirts must have collars.
 3. Girls may wear khaki slacks, knee length navy blue skirts, knee length navy blue skorts or jumpers if desired.
 4. Shorts are only permitted during the following months: September, October, April, May, and June. When shorts are appropriate, to knees is the required length.
 5. No jeans, sleeveless tops or midriff tops are permitted.
 6. Logos are not permitted on clothing with the exception of Hancock or LaBrum School Logo clothing.
 7. Footwear may be shoes or sneakers. Light up sneakers and skate sneakers are not permitted. Shoes must have rubber soles. Sneakers are recommended footwear. No open toe shoes, or heels are permitted.
 8. On gym days, children will wear navy and/or gold t-shirts and navy sweatpants in cold weather, and navy and/or gold t-shirts and navy shorts or sweatpants in warm weather.
 9. When cold in the classroom, students may wear navy blue, white or khaki sweaters or crew neck sweatshirts over their uniform shirts. Hooded sweatshirts are not permitted.
 10. Headbands are allowed as long as they are not interrupting instruction.

11. Leggings are not permitted as part of the Hancock uniform. Girls may wear navy or white stockings or leggings under their skirt if the weather is cold.

XVII. Money/Expensive Items

- a. Please do not allow your child to bring large sums of money or expensive items to school.
- b. If we find that your child has an excessive amount of money, it will be taken and parents will be notified so they may retrieve it.
- c. Personal audio equipment and other electronic items/toys are not allowed in school. We cannot be responsible for the loss of those items.
- d. Any money brought into school (trip money, event money, uniform money etc.) must be in a sealed white envelope clearly labeled with the student's name, purpose of the money and room number. Money must be given to the classroom teacher at the beginning of the day.

XVIII. Cellular Phones

- a. The School District of Philadelphia prohibits students from using personal cell phones during school hours on school grounds, school-sponsored activities and on buses or other vehicles provided by the School District. The principal has the authority to address issues that are disruptive to the academic environment that may arise from the improper use of telecommunication devices. A copy of the complete policy can be found on <https://www.philasd.org/>.
- b. In the event that a student is observed using a cell phone during the school day the following will occur:
 1. **First Infraction** - Device surrendered, submitted to the Principal. Device held and returned to parent/guardian after the form is signed by parent, indicating knowledge of the policy and future steps.
 2. **Second Infraction** - Device surrendered, submitted to the Principal. Device held and returned to parent/guardian after the form is signed by parent, indicating knowledge of the policy and future steps.
 3. **Third Infraction** - Device surrendered, submitted to the Principal. Device held until the end of the week. Returned to parent/guardian at close of the school day (3:10-3:30 p.m.) after form is signed indicating acknowledgement of the policy and future steps.
 4. **Fourth Infraction**- Device surrendered, submitted to the Principal. Device held for 10 school days. Returned to parent/guardian on the tenth school day at the close of the school day (3:10-3:30 p.m.), after the form is signed indicating acknowledgement of the policy and future steps.
 5. **Fifth Infraction**- Device surrendered, not to be returned until the end of the school year. If the phone is not claimed, it may be donated to charity, sold with proceeds going to school use or recycled.

XIX. Lost and Found

- A. Children's names should be sewn or written onto items of clothing that may easily be lost. Lunch boxes, books, book bags, boots, and sneakers should have identifiable marks.
- B. Student may check the Lost and Found in the lunchroom for lost items.

XX. Medications

- A. PLEASE DO NOT SEND MEDICATIONS TO SCHOOL WITH YOUR CHILD.** Drugs such as nose sprays, antihistamines, cold tablets, cough syrups and aspirin should remain at home or on your medical shelf. We cannot monitor the misuse of over-the-counter drugs. If, however, your child needs medication prescribed by your doctor for a prolonged period of time and it must be taken at school, you may come into the school office or make an appointment with the school nurse to receive clearance for your child to be given the medication by our school nurse or principal. The doctor must fill out forms for any medications, **including over the counter medications that** must be administered in school.

XXI. Health Services

- A. A child who is too ill to remain in class reports to the school nurse or office. If it is necessary that the child be sent home, parents or the emergency contact will be notified. Children who are ill before school should not attend to protect others from infection.
- B. Care given in school is limited to first aid in an accident and illness until the parent or emergency contact is reached and the child is released.

XXII. Books, Materials and Supplies

- A. Parents will be offered the opportunity to pick books up from the school to use at home with students when they are delivered to the Hancock Demonstration School. If parents chose not to pick up books to use with students, then those students who have not picked up books will be offered their books when school resumes to In-Person or Hybrid Learning. Each student is responsible for those textbooks if lost or stolen.
- B. Each student is responsible for all lost or stolen library books signed out by the student.

XXIII. Physical Education

- A. The Hancock School physical education department provides all children with the opportunity to participate in a variety of learning activities with an emphasis on physical fitness and body movement. Students are asked to wear appropriate clothing under their regular dress for school as directed by the teacher.

XXIV. Science

- A. Students are exposed to hands-on science instruction regularly by a full-time (five days per week) science teacher. The goal of science instruction is to help students to understand and to develop problem-solving techniques through the scientific method.

XXV. Homework Policy

- A. Homework is to be assigned Monday through Friday of each week (sometimes over the weekend).
- B. Every student must have an assignment book or some method of recording assigned homework.

- C. During Hybrid and Virtual Learning, students will be asked to submit assignments electronically as assigned through Google Classroom.
- D. Homework is a reflection of curriculum taught and should either reinforce or enrich skills taught by the teacher. Projects may be homework assignments.

XXVI. Transportation to LaBrum - The following is based on School District Policy and subject to change.

- A. School Bus transportation to Labrum Middle School is limited.
 - 1. Students with IEPs receive bus services based on what is indicated in their IEPs.
 - 2. Students who live within the school boundaries and live on the east side of Frankford Avenue are eligible for school bus transportation or a SEPTA Transportation Pass (Trans-pass) to LaBrum Middle School. Students who live on the west side of Frankford Avenue (Hancock side of Frankford Avenue) are not eligible for school bus transportation or a SEPTA Transportation Pass (Trans-pass) to LaBrum Middle School.
 - 3. Students who are part of the School Choice Program receive a SEPTA Transportation Pass (Trans-pass) in order to travel to LaBrum Middle School. No school bus transportation is provided. (If your child is part of the School Choice Program please prepare your child to use public transportation for middle school.)

XXVII. Trips

- A. Trips are a very important part of our educational program. They enhance and enrich the students' experiences. Please volunteer to attend as a chaperone.

XXVIII. Title One Funded Programs

- A. Title I Parent Involvement Policy and Parent-School Compact are reviewed and revised as needed on a yearly basis. They are sent home to families in the fall and are published in this Handbook.

XXIX. Parent Volunteers

- A. There may be changes to this policy due to COVID-19 as we transition to In-Person or Hybrid Learning.
- B. Parents are welcome and encouraged to volunteer at the John Hancock Elementary School. All parents wishing to volunteer must first contact the Hancock Main Office to obtain a copy of the school's volunteer policy and necessary clearance documentation. All potential volunteers must attend volunteer training. Each volunteer must meet and interview with the principal or assistant principal. During this interview, the principal or assistant principal will review volunteer policies and volunteer expectations, and access final approval of all potential volunteers. Once approved, the principal or assistant principal will then determine the most appropriate placement/assignment for the volunteer, which in most cases will not be in the same classroom as the volunteer's child. Additional information will be available at the conclusion of the interview.
- C. Information regarding the Philadelphia School District's Volunteer policies may be found on the District website through the F.A.C.E. Organization (Family And Community Engagement) at <https://www.philasd.org/face/volunteer/complete-the-volunteer-orientation/>

We require families to complete the process of obtaining clearances and the orientation in order to volunteer in our school community.

XXX. Celebrations/Birthdays/Food Events

- A. There may be changes to this policy due to COVID-19 as we transition to In-Person or Hybrid Learning.
- B. If permitted, as per School District of Philadelphia Policy, students may bring a small pre-packaged treat to share with their class on their birthday. Please send items to be shared in the morning with your child. Please be certain that the treat is packaged in a way that your child is able to carry the treat themselves. It is disruptive to classroom learning to send treats later in the day, as the classroom teacher needs to be able to plan the best time to serve the treat to the students in the classroom.
- C. When families are asked to bring food to an event during the school day, we request that families bring foods free of such allergens as nuts. We cannot guarantee this request will be followed, but we do think this approach will generally reduce the risk of exposure and increase community awareness.
- D. Larger treats such as a birthday cake or pizza party are not permitted as a way of celebrating student birthdays. These treats generally take longer to serve and may impact the planned learning of students in the classroom. It is also cumbersome for the teacher to serve these treats to the number of students he/ she has in the classroom.

XXXI. Special Release Procedures for School District of Philadelphia Students-September 9, 2013

SPECIAL RELEASE PROCEDURES FOR SCHOOL DISTRICT OF PHILADELPHIA STUDENTS

EFFECTIVE DATE: SEPTEMBER 9, 2013

REVISED: OCTOBER 13, 2017

I. Protocols

- A. Only the principal or the principal's designee may grant the early release of students during the school day. The principal and designee must be fully informed regarding procedure and process.
- B. All of the following procedures apply to all of the students in the building, including pre-kindergarten students.
- C. Under no circumstance may a pre-kindergarten through 12th grade pupil be released to an adult who is not properly identified. In addition to obtaining valid identification from the individual who is picking up the student, school-based staff must also check the student's pocket/record to determine if the child's parent or legal guardian has approved or denied the individual access to the student. If there are any Judicial orders in the student's record/pocket and there are any concerns about those orders, please contact The Office of General Counsel at 215-400-4121.
- D. Valid identification must include the photograph and signature of the individual picking up the student. A government-issued ID is preferred.
- E. The release must take place in the school office and not in any other location in the school. Students may not be released from the nurse's office. Under no circumstance should non-school staff be wandering unaccompanied in the school building.
- F. Visitation by parents/guardians that do not have an educational purpose will not be permitted.
- G. If it is not an emergency situation, those individuals listed on the emergency pickup card cannot remove the child from school without the parent/guardian's approval.
- H. When a written request is received by the parent/guardian to release any student to someone other than the guardian, the authenticity of the request must be established. Telephone requests must be carefully screened. Parents/guardians should be advised that approval of release of their child to

another adult, based on written or telephone requests, may be refused.

For all students released early, the following information must be recorded in the school office:

1. Date
2. Pupil's name
3. Room Number
4. Time of dismissal
5. Adult's name (printed and signed)
6. Relationship to student
7. Type of identification used
8. Staff initials
9. If age-appropriate, student initials

Please see the attached Early Dismissal Log to be initiated daily.

- I. All of the above procedures must also be followed when the school day has officially ended and there are remaining students who are being picked up late.
- J. When confirming identification, all adults who are picking up students must remove their headwear, including but not limited to burqa, chadar, boshiya, niqab, or hats. All staff should be culturally sensitive in asking adults to remove these items and this activity should take place if at all possible in a private area and by a person of the same gender.
- K. All students, including pre-kindergarten and kindergarten students, must enter through the main door.
- L. During the school day, parents/guardians may not come into the schoolyard during recess without the expressed approval of the school principal. Students may not, under any circumstance, be dismissed early from the schoolyard. All early dismissals must occur in the main office.
- M. All schools must establish and communicate a protocol whereby visitors are permitted into the building (by outside intercom or another method). All visitors must be carefully monitored when entering a school building to ensure each travels directly from the entrance to the school's main office.
- N. All staff must wear their School District of Philadelphia identification badges, at all times, in part to distinguish staff from visitors.
- O. Emancipated minors with a court order may be released without an accompanying adult.
- P. Students 18 years of age or older, who live independently without a guardian, may be released without an accompanying adult.
- Q. All emergency contact information must be entered into the School Computer Network (SCN). Please contact the SDP help desk for assistance.

II. Circumstances That Warrant an Early Release of a Pupil to be Granted

A. Medical and Dental Appointments

1. Dismissal of students for medical or dental appointments may be permitted only for emergency purposes. A note from a physician or a dentist should certify the emergency (need not be submitted in advance).
2. The School Handbook distributed to parents at the beginning of the school year must inform parents that medical and dental appointments should be scheduled during non-school hours. This policy should be reiterated during the school year, as needed.
3. If a student is released for emergency medical or dental treatment, the date, time of the release and time of return must be on file in the school office

B. Illness or Injury

1. A parent or other responsible adult must be contacted to come to the school when a student's illness or injury requires immediate notification.
2. The parent, guardian, or other designated adult representative of the family who comes to school must report to the office and provide valid identification, checked against school records, before the student is released.

C. Suspensions

1. Students are to remain in the building until the close of the school day unless released to the parent, guardian or other responsible adult. The identification of the adult must be

verified in accordance with this procedure.

D. Hearings

1. When a student or parent presents a summons from Juvenile Court, the principal must dismiss the student in accordance with this procedure.

Note:

- It is the responsibility of the principal to inform and review with all school staff the Special Release Procedure, as well as post this procedure prominently throughout the school and on the website in multiple languages. This procedure should also be distributed throughout the year, at multiple occasions.
- Schools should forward reminders to parents, at every opportunity, to update: (1) parental contact information, (2) list of approved individuals who may pick up their child (once identification is confirmed), and, (3) court orders or special instructions regarding their child.

Issuance Date: September 9, 2013

William R. Hite, Jr., Ed.D.

The John Hancock Demonstration Schools
Parent and Family Engagement Policy
School Year 2020-2021
Revision Date: 4/30/20

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

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

- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child’s learning
- (B) Parents are encouraged to be actively involved in their child’s education at school
- (C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT
REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

Section A: JOINTLY DEVELOPED

The John Hancock Demonstration Schools will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Parents were invited to attend the Annual Title I Spring meeting and asked to give suggestions for reviewing and amending a school-wide Parent and Family Engagement Policy and School-Parent compact. This meeting was held on April 30, 2020. Input will also come from the Title I Parent Survey. Suggestions will be included in the updated plan.

Section B: ANNUAL TITLE I MEETING

The John Hancock Demonstration Schools will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school’s Title I program, the nature of the Title I program, the parents’ requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

A Back to School Night will be scheduled in September 2020. During this event, a special Title I parent meeting will be held. Parents will hear about the purposes of Title I and Hancock’s Title I budget. We will also discuss how Title I supports student achievement through the purchase of teaching staff and supplemental materials, requirements of Title I, parent rights to know, the state academic content standards and assessments, ways to monitor student progress and work with educators as equal partners and information about the curriculum the school will provide and ways in which parents can help students be academically successful.

Section C: COMMUNICATIONS

The John Hancock Demonstration Schools will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information

related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- 1. The Hancock Schools use translated copies of documents provided by the Family and Community Engagement Office. All communications from the school use parent friendly language, specifically those documents relating to standardized testing and other assessments.**
- 2. The school maintains regular contact with families to discuss student progress. Teachers regularly communicate through written communication, electronic communication, calls home or via email to discuss student progress.**
- 3. The Hancock Parent and Family Engagement Policy will be distributed to students in their agenda book as well as to parents at Back to School Night (September 2020)**
- 4. Information about parent meetings and workshops will be sent out in advance in readable formats. These meetings will be held at various times of the day to accommodate parent schedules. During these meetings our school will collect the Parent Engagement Survey to solicit parent feedback that will be shared with our Staff.**

Section D: SCHOOL-PARENT COMPACT

The John Hancock Demonstration Schools will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

Parents will be asked to give suggestions at the Spring Title I input meeting for reviewing and amending a school-wide Parent and Family Engagement Policy and School-Parent Compact. Due to the COVID-19 school closures, input will be gained via Google forms and will be conveyed to parents via social media and communication applications. This year the input meeting was held with parents on April 30, 2020. Suggestions were included in the updated plan.

Section E: RESERVATION OF FUNDS

The John Hancock Demonstration Schools will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

Parents are invited to several meetings throughout the school year, including the Winter Title I Input meeting to review the school budget, Breakfast/Dessert with the Principal, and monthly SAC meetings where the budget is discussed and reviewed with opportunities for parent input and feedback. Parents are given opportunities at these meetings to give input into the use of Title I funds, particularly the 1% parent set aside funds. Parent Engagement Surveys are provided throughout the school year. This past year, the parents met with the principal on December 5, 2019 to review and discuss the Title I funds and 1% parent involvement set aside.

Section F: COORDINATION OF SERVICES

The John Hancock Demonstration Schools will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

The Hancock School will work with various independent organizations, businesses, universities, and Federal, State, and local public entities in order to provide and support parent engagement, student support and health services, school support and programming and extra curricular supports and services.

Section G: BUILDING CAPACITY OF PARENTS

The John Hancock Demonstration Schools will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
2. Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - a. The challenging State's academic standards
 - b. The State and local academic assessments including alternate assessments
 - c. The requirements of Title I, Part A
 - d. How to monitor their child's progress
 - e. How to work with educators to improve the achievement of their child

During Back to School Night in September 2020, we will address the State Academic Standards with our parents. In addition, Hancock Schools holds workshops for parents throughout the year to ensure that parents understand the curriculum, state standards, and academic assessments and how parents can work with educators and monitor student progress. Individual student progress is also discussed at Report Card Conferences and provided by quarterly Interim reports. Parents also have access to student progress through the School District of Philadelphia's Parent Portal. Additionally, we hold parent workshops on strategies for parents to support their children and have Family Educational Events.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

The John Hancock Demonstration Schools will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

Staff will receive training at several professional development meetings held throughout the school year. The responses from Title I Parent Surveys will be shared with the staff to inform some of the professional development sessions. Presentations will also provide the

staff with strategies to enhance and facilitate parental engagement at the school, effective parent conferences and communication with families.

The John Hancock Demonstration Schools will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

Hancock Schools hold workshops for parents such as Parent Portal, Reading and Math strategies and have Family Educational Events.

***John Hancock Demonstration Schools
School-Parent Compact
2020-2021 School Year
Revision Date 4/30/20***

Dear Parent/Guardian,

JOINTLY DEVELOPED

The parents, students, and staff of the John Hancock Schools partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held in early Spring of each year to review the compact and make suggestions based on student needs and school improvement goals. This year, the parent input meeting was held with parents through virtual platforms on April 30, 2020. Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.

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

THE SCHOOL DISTRICT OF PHILADELPHIA ANCHOR GOALS:

1. 100% of students will graduate, ready for college and career.
2. 100% of 8-year-olds will read on grade level.
3. 100% of schools will have great principals and teachers.
4. SDP will have 100% of the funding we need for great schools, and zero deficit.

John Hancock Demonstration Schools GOALS:

1. No more than 75% of students will score Below Basic on the ELA PSSA.
2. No more than 50% of students will score Below Basic on the Math PSSA.
3. At least 75% of students will attend 95% or more of school days.
4. At least 95% of all students in Grades 3-8 will have zero out-of-school suspensions and 100% of all students in Grades K-2 will have zero out-of-school suspensions.
5. 70% of the staff will take leadership roles in the school.
6. At least 75% will earn As and Bs in all core courses.

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

SCHOOL/TEACHER RESPONSIBILITIES:

John Hancock Demonstration Schools will:

- Create a partnership with every family in each class.
- Monitor student progress in reading and math and update parents monthly.
- Make sure that students get help as soon as it is needed.
- Provide high quality, challenging, and engaging instruction in a supportive environment.

PARENT RESPONSIBILITIES:

We, as parents, will:

- Provide our children with a healthy learning environment at home.
- Communicate with our child's school and teacher as often as we can.
- Encourage our child's learning at school, at home, and in the community.
- Learn as much as we can about our child's curriculum so that we can assist in his/her learning.
- Let the school know that we are an equal partner in our child's academic success.

STUDENT RESPONSIBILITIES:

We as students, will:

- Be on time, attend all classes and bring in a note within 3 days when absent.
- Read at least 30 minutes **every** day outside of school.
- Ask for help from an adult whenever I feel threatened or uncertain.
- Complete my homework and assignments on time.
- Practice my math and reading skills at home.
- Do my best each and every day.

COMMUNICATION ABOUT STUDENT LEARNING:

John Hancock Demonstration Schools are committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Monthly Newsletters
- Parent Portal
- Teacher websites or other web-based communication resource
- Parent Teacher conferences
- Weekly folders/communication
- Emails to parents on student's progress
- Phone calls, text messaging, and/or Robo-calls

ACTIVITIES TO BUILD PARTNERSHIPS:

John Hancock Demonstration Schools offer ongoing events and programs to build partnerships with families.

- School Advisory Council
- Parent-Teacher Conferences
- Parent Workshops

- Curriculum Nights
- Volunteering/Observing
- Open House
- Multimedia activities (podcasts, teacher-created videos)

HANCOCK SCHOOL SONG

John Hancock we salute you and pledge our loyalty.
 To teachers, all who guide us step by step each day.
 Devoted students, we who have placed our trust in thee.
 John Hancock School will lead us ever on our way.

An Affirming Pledge to Myself **By Marva Collins**

This day has been given to me fresh and clear.
 I can either use it or throw it away.
 I promise myself that I shall use this day to its fullest,
 Realizing it can never come back again.
 I realize this is my life to use or throw away.
 I am the only person who has the power to decide what I will be.
 I make myself what I am.
 Because, I am somebody!
 I am somebody!
 Respect me. Protect me. Never neglect me.
 My mind is a pearl!
 I can do anything in the world!
 If my mind can conceive it, and my heart can believe it, I can
 achieve it!
 Because, I am somebody!