

JOHN HANCOCK

**Demonstration Middle School
General J. Harry LaBrum Campus**

Student/Parent Handbook

2020 – 2021

COLLABORATION - INQUIRY - INVESTIGATION - REFLECTION

**SCHOOL DISTRICT OF PHILADELPHIA
John Hancock Demonstration Middle School
General J. Harry LaBrum Campus
10800 Hawley Road
Philadelphia, PA 19154
Office - 215-400-3122
Fax - 215-400-3123**

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

**Dr. Nicole Bourque
LaBrum Campus Assistant Principal**

**Mrs. Kimberly Stokes
Hancock Campus 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.*

IMPORTANT DATES 2020-2021

<u>Date</u>	<u>Activity</u>
September 2, 2020	First Day for Grades K-12
September 7, 2020	Labor Day – Schools Closed and Administrative Offices Closed
September 28, 2020	Yom Kippur – Schools Closed and Administrative Offices Closed
October 16, 2020	Professional Development Half Day – 3 Hour Early Dismissal
October 19 - 21, 2020	Interim Reports
November 3, 2020	Election Day – Schools Closed for Staff & Students
November 11, 2020	Veterans’ Day – Schools Closed and Administrative Offices Closed
November 23 - 25, 2020	Report card conferences
November 26 - 27, 2020	Thanksgiving Holiday – Schools Closed and Administrative Offices Closed
December 11, 2020	Professional Development Half Day – 3 Hour Early Dismissal
December 21 - 23, 2020	Interim Reports
December 24, 2020	Winter Recess – Schools Closed
December 25, 2020	Winter Recess – Schools Closed and Administrative Offices Closed
December 28 - 31, 2020	Winter Recess – Schools Closed
January 1, 2021	New Year’s Day – Schools Closed and Administrative Offices Closed
January 15, 2021	Professional Development Half Day – 3 Hour Early Dismissal
January 18, 2021	Dr. Martin Luther King Day – Schools Closed and Administrative Offices Closed
February 3 - 5, 2021	Report Card Conferences
February 12, 2021	Lunar New Year, Professional Development Half Day – 3 Hour Early Dismissal
February 15, 2021	Presidents’ Day – Schools Closed and Administrative Offices Closed

March 1 - 3, 2021	Interim Reports
March 26, 2021	Professional Development Half Day – 3 Hour Early Dismissal
March 29 - April 1, 2021	Spring Recess – Schools Closed
April 2, 2021	Good Friday – Schools Closed and Administrative Offices Closed
April 7 - April 9, 2021	Report Card Conferences
May 4, 2021	Election Day (tentative) – Schools Closed for Staff & Students
May 13, 2021	Eid-al-Fitr – Schools Closed
May 28, 2021	Professional Development Half Day – 3 Hour Early Dismissal
May 31, 2021	Memorial Day – Schools Closed and Administrative Offices Closed
June 9 - 11, 2021	Graduation Window
June 11, 2021	Last Day for Students
June 18, 2021	Juneteenth (observed) – Schools Closed and Administrative Offices Closed

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1. Attendance & Lateness Policy

- 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 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 calendar days of the absence, the absence will be considered unexcused.** After three unexcused absences, your child may be considered truant and referred to a support organization. Notes can be emailed/sent to the child's advisor and/or Ms. Allie at amaranon@philasd.org.
- 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. When a student has been absent, excused with a parent note or unexcused, totaling eight (8) days (cumulative), all subsequent absences require a doctor's note.
- E. Per the School District of Philadelphia Attendance Policy, at the 10th unexcused absence, a truancy referral will be submitted to the Office of Attendance & Truancy.
- F. Students who report to their assigned morning location after 8:30 AM are considered late. When a student enters the school building after 8:30 AM, they must report to the late desk to receive a late slip before entering the classroom or the cafetorium. If the late desk is not staffed when the student walks in, they should report to the Main Office.

Our late policy is as follows:

- 3 Tardies - Parent will be contacted/informed of the Lateness
 - 5 Tardies - Lunch Detention
 - 10 Tardies - Lunch Detention and Parent/Guardian Meeting to create Lateness Plan
 - 15 Tardies - 30 minute After-school Detention (each time) and parent will be contacted
 - 20 Tardies - Parent/Guardian Meeting to revise Lateness Plan
- G. Please note that absence and lateness events become part of the student's official school record. Attendance and punctuality are a significant factor that high schools use to determine eligibility. Every year we see wonderful students denied acceptance to select high schools due to their attendance record.
 - H. HALF-DAY ABSENCES – If a student arrives at school after 10:30 AM or has an early dismissal before 1:09 PM, they will be marked as having a half-day absence.

2. Books, Materials and Supplies

- A. Students will be issued school chromebooks, textbooks, and a student planner/agenda book (if available). Each student is responsible for those textbooks if lost or stolen.
- B. This Student Planner/Agenda is the property of the Hancock Middle School - LaBrum Campus and must be immediately replaced in the event it is lost or damaged. The cost of a replacement is \$7.00.
- C. Each student is responsible for all lost or stolen textbooks/novels signed out by the student.

- i. The School District of Philadelphia Policy 224 on textbooks states that each student has the responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his/her use.
- ii. Students are responsible for the care, maintenance and timely return of all chromebooks and textbooks assigned to them. The Hancock Middle School - LaBrum Campus requires students and parents to sign a compact acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school.
- iii. Students and/or parents will be assessed consequences for lost or damaged chromebooks and textbooks. Imposition of one or more of the following penalties is permitted:
 - 1. A charge for the replacement of the chromebook/textbook/Student Planner.
 - 2. Withholding of a report card.
 - 3. Loss of privileges such as participation in sports, extra curricular activities, dances, trips, other special events, and commencement exercises.

3. **Communication - How Hancock can support your child and you**

- A. The Hancock Middle School - LaBrum Campus 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 Middle School - LaBrum Campus website provides extensive up-to-date information regarding the programs and policies of the Hancock School.
 - i. In order to make certain that all student/parent concerns are acknowledged, we request that all students/parents utilize the following lines of communication:
 - a. Student concerns should be directed to the person (teacher or aide) who is on duty or responsible for the group or activity.
 - b. If the teacher or aide is not available, please seek support from the school counselor. The Hancock Middle School - LaBrum Campus Counselor, Ms. Alexandra Maranon can be contacted directly at 215-281-2667.
 - c. The School Nurse can be reached at 215-281-2641.
 - d. In the event that further administrative support is necessary, please contact the Hancock Middle School - LaBrum Campus Office at 215-400-3122. Dr. Nicole Bourque, the Assistant Principal, is available via email at nbourque@philasd.org.
 - e. Mr. Griffin, the School Principal, is also available via phone at 215-400-3122 or email at bgriffin@philasd.org.
- B. Communication is key to the educational process. Each Tuesday all important documentation will be sent home for your review. Please be on the lookout for handouts/flyers each Tuesday. The Remind system is also used to send messages on a regular basis - please be sure to sign up for our school wide Remind system as this is our most immediate source of communication.

4. **Computer Science**

- A. Students receive Computer Instruction in our state of the art lab during in-school learning. Every student must have his or her own set of headphones for computer science. There is also a computer station with Internet access in every classroom. Teachers will also be using laptop and Chromebook carts. Please be sure to sign the release form for Internet use after reading the Acceptable Use Policy.

5. **Delayed School Opening**

- A. During hybrid and in-school 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-school 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 AM and there is a two-hour delayed opening, the pick up time will be 9:30 AM). All school trips that are scheduled will be canceled. Breakfast, lunch, after-school programming, and athletics will not be affected and will function as normal. 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.

6. Dress Code/School Uniforms

- A. 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 Hancock Middle School - LaBrum Campus Uniform.
- B. All students should come to school clean and well-groomed. Good personal hygiene is practiced at home as well as in school.
- C. **Daily Uniform:**
 - i. **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.

The following uniform expectations pertain to our return to the brick and mortar building:

ii. **Student Tops**

1. Grades 6-8 students must wear Navy blue collared polo shirts.
2. LaBrum is moving towards all students wearing Navy blue shirts.
3. For the 20-21 school year, Grade 7 students are still permitted to wear light blue (powder blue) collared shirts.
4. For the 20-21 school year, Grade 8 students are still permitted to wear white collared shirts.
5. Students also have the option of wearing a plain navy Hancock or LaBrum School t-shirt or LaBrum Gear t-shirt. **NO OTHER Hancock/LaBrum t-shirts are permitted.**
6. When cold in the classroom, students may wear SOLID black, blue, white, or gray sweaters, fleeces, or crew neck sweatshirts over their uniform shirts. These items cannot have any writing or stripes on them. Logos smaller than 1.5 inches are okay.
7. LaBrum hoodies can be worn if hoodie passes are earned by students (schoolwide weekly incentive based on attendance & behavior).
8. Student Council provides opportunities for students to purchase “LaBrum Gear” such as a LaBrum jacket or sweatshirt that may be worn.
9. On Dress Down days, students are expected to dress in a manner that is respectful to themselves and others.

iii. **Student Bottoms**

1. Students are to wear khaki (tan) bottoms.
2. Shorts can only be worn in the months of September, October, April, May or June. Shorts must fall to the knee.
3. No jeans.
4. No logos on the clothing are allowed with the exception of Hancock/LaBrum School Logo clothing.

iv. **Student Footwear**

1. Footwear may be shoes or sneakers. Shoes must have rubber soles. No flip flops or open-toe shoes. No slippers or slip-on shoes without a full back. Sneakers are recommended footwear.

v. Gym

1. Grades 6-8 Students are to wear a navy gym shirt with SOLID navy, black, or gray sweatpants or leggings. Bottoms may not have stripes, be marbled, or mixed colors. Students must wear sneakers for gym.

D. Additional Uniform Information

- i. Jewelry is discouraged.
- ii. Jackets must be kept in lockers and are not permitted to be worn in the classroom.

7. Early Dismissals

- 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. 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. If your child needs to be dismissed early, he/she must bring a written note signed by the parents stating the time and reason for the early dismissal. During hybrid and in-person learning, parents will then report to the office with valid picture identification and sign your child out at the kiosk. Your 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. The identified adult must be listed on the student's approved parent contact list; otherwise the student will not be released. ***Please note that valid picture identification is required to enter the LaBrum Middle School.***
- D. An early dismissal, unless in an emergency, is permitted up until 30 minutes 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 are listed in this handbook. Please check the school calendar at the front of this handbook 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 document, which is posted in the LaBrum Main Office.
- H. All early dismissals must be made in the School Main Office during office hours.

8. Eighth Grade Closing Exercises

- A. At the close of each school year, Hancock Middle School - LaBrum Campus holds a ceremony honoring its eighth graders who are being promoted to high school. Hancock Middle School - LaBrum Campus offers many awards including academic, citizenship, and effort. Students may only participate if they meet the academic and behavior criteria set up by the school.
- B. Students will not have the privilege of participation in the Closing Exercises if they:
 - i. Have an excessive number of latenesses or absences.
 - ii. Receive an F in any subject for a final grade.
 - iii. Are on behavioral probation at the time of the exercises.
 - iv. Fail to meet the point requirements on the Eighth Grade contract.
- C. Students are given three (3) invitations. Please respect this and only send three representatives from each family. We ask parents that are not using all their invitations to return them to the school so that other families may use them if needed.
- D. The eighth grade planning committee sets up various activities throughout the year for the eighth graders and helps to raise funds to lower the cost for the class trip, tee shirt, yearbook, and gown.

9. Emergency School Closing

- A. During hybrid and in-person learning, when school is closing due to extreme weather conditions, an announcement will be made over the radio and television 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).” 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.

10. Food and Food Services

- A. **BREAKFAST** – Research indicates that students who begin school with a healthy breakfast will have greater academic success. Breakfast is provided to all students free of charge in the Cafetorium before Morning Exercises from 8:15 AM to 8:30 AM.
- B. **LUNCH** – Each student has a scheduled lunch period. Lunch is provided to all students free of charge in the Cafetorium during their scheduled lunch period.

11. Gifted Support

- A. The Gifted Support program allows students who have been identified, by meeting qualifications, an opportunity for additional challenging and creative experiences during the day.

12. Health and Physical Education

- A. Health and Physical Education are included in every student's curriculum. Students should bring a notebook, their agenda book, and wear sneakers for those days when they have gym. Boots are not permitted. Any student who cannot participate in gym for medical reasons must provide a doctor's note stating the reason.
- B. See uniform section for appropriate gym uniform.

13. Homework Policy

- A. Homework is to be assigned Monday through Friday of each week.
- B. Every student is issued an agenda book and expected to record all assignments in the agenda. Students are required to review the agenda with a parent/guardian every school night and have the parent/guardian sign the agenda every school night.
- C. Homework is a reflection of curriculum taught and should either reinforce or enrich skills taught by the teacher. Projects may be homework assignments.
- D. Summer Homework Projects will be assigned every June and are required to be turned in to the September teachers. The Summer Homework Projects will be graded in September and considered a major grade for the first report card.

14. Health Services/Medications

- A. **PLEASE DO NOT SEND MEDICATIONS TO SCHOOL WITH YOUR CHILD.** Drugs such as nose sprays, antihistamines, cold tablets, cough syrups, and aspirins should remain at home. 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. All students who take medication in school will need a new form from the doctor completed each September. At the end of the school year, if your child has medication in school, it must be picked up by a parent. As per school district policy, any medication left in school will be destroyed. No medication will remain in school over the summer.
- B. 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 in order to protect others from infection. For their own health and safety, students are not permitted to contact their parents via personal cell phone directly to come to pick them up should they feel ill - they must follow the procedures mentioned above (a cell phone infraction will be issued for any student who fails to adhere to these guidelines).

- C. Care given in school is limited to first aid in cases of accident and illness until the parent or emergency contact is reached and the child is released.
- D. All sixth grade students are required to have a Report of Physical Exam and updated immunization record. Failure to provide immunization records will result in school exclusion.

15. Lavatories

- A. Students may use the bathrooms before school, after school, and during lunch. Students may not use the bathrooms between classes. They must report to class and then have their student planner/agenda signed to use the bathroom. However, since they have three opportunities to use the bathroom during the day, unless there is an emergency, students should not ask to use the bathroom during class time. Students with special medical conditions should bring a note from the doctor.

16. Lockers

- A. Each student will be issued a locker at the beginning of the school year. Students should not share lockers or combinations with any other student. All items kept in the locker are the student's responsibility and Hancock Middle School - LaBrum Campus assumes no fiscal or other responsibility for items taken from a locker. As a protection for students, do not store cash or other valuables in your locker.
- B. Students may go to their lockers four (4) times a day: in the morning during advisory; the beginning and end of the lunch period; and at the end of the day.
- C. All hats, outer clothing, book bags, and electronic devices must be kept in the locker. Because our halls are narrow, students are permitted to carry only their textbooks, notebooks and writing tools during the day. The locker is loaned to the student, and to protect the health and safety of all students, the school administration reserves the right to inspect any locker for illegal items such as weapons, drugs, or alcohol.

17. Lost and Found

- A. Lunch boxes, books, book bags, boots, and sneakers should have identifiable marks.
- B. Students may check the Lost and Found in the lunchroom for lost items.

18. Money/Personal 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 technology (cell phones, smartwatches, etc.) and other personal items/toys are not allowed in school. We cannot be responsible for the loss or damage of any personal items.

19. Morning Entrance Procedures (During hybrid and in-school learning)

- A. **Breakfast**
 - i. Breakfast is offered to all students free of charge in the Cafetorium at 8:15 AM before morning exercises. Students are not to enter the school building before breakfast, prior to 8:15 AM. All students must be in the Cafetorium by 8:25 AM.
- B. **Normal Weather/Inclement Weather**
 - i. In normal weather, students should arrive at school no earlier than 8:15 AM, but no later than 8:30 AM, when the entrance bell rings.
- C. **Opening Exercises: On Tuesdays and Thursdays**
 - i. At 8:30 AM, while in the Cafetorium, there will be opening exercises for the beginning of the school day marked by important announcements, Pledge to the Flag, and Daily Affirmation.
 - ii. All students will be quiet for the duration of Opening Exercises.
- D. **Mondays, Wednesdays, and Fridays**

- i. Students should report to the Cafetorium and then will be directed to their ADVISORY teacher's classroom. Students must be in the Cafetorium by 8:30 AM so that they will be considered on-time.

20. Parent-Teacher Conferences

- A. As a parent, you may want a conference with your child's teacher. This may be arranged by writing a note/email to the teacher, contacting the office, counselor, or Principal. **Parents may not, under any circumstances, go directly to the teacher's room without stopping at the office.**
- B. Parent-teacher conferences will be scheduled for each of the first three marking periods. LaBrum Middle School follows an open house format during conferences. Students will be dismissed at 12:00 PM. See the calendar on page 2 for conference dates.

21. Parent Volunteers

- A. Parents are welcome and encouraged to volunteer at the John Hancock Middle School - LaBrum Campus. All parents wishing to volunteer must first contact the Hancock Middle School - LaBrum Campus Main Office for a copy of the school volunteer policy and the 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.
- B. Please note that during the COVID-19 Pandemic, access to the Hancock and LaBrum Schools may be limited and/or not permitted due to safety expectations.

22. Safety

A. Walking/Automotive Safety

- i. 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.
- ii. 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.
- iii. Students must only cross streets at corners, even when accompanied by an adult.
- iv. Parents will review with their children where to go if school is dismissed early for an emergency.
- v. 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.

B. Schoolyard Safety

- i. Please leave your pets at home when dropping off or picking up your children. 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.

C. Health Safety

- i. By order of the School District, Hancock Middle School - LaBrum Campus 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 students, please do not discard cigarette butts on the school premises or in the school waste cans. Please refrain from smoking cigarettes or any form of tobacco in our schoolyard and/or on the sidewalk directly adjacent to the school.
- ii. During the COVID-19 Pandemic, all SDP, state, and federal health and safety guidelines must be followed at all times.

23. School Schedule

- A. **8:15 AM** - Students are to assemble in the Cafetorium for breakfast.
- B. **8:30 AM** - Start of the student day.
- C. **8:30 - 8:40 AM** - Opening Exercises - Announcements, Pledge of Allegiance and Daily Affirmation.
- D. **3:09 PM** - Dismissal for all students.
- E. **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 215-400-3122 so that we can alert your child's teacher and others.
- F. Students and adults are not permitted to reenter the building after dismissal without permission from the principal.

24. Student Rights and Responsibilities

- A. Each student attending the John Hancock Middle School - LaBrum Campus 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 Middle School - LaBrum Campus 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 Middle School - LaBrum Campus 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 Middle School - LaBrum Campus Community. Any person who violates the rights of students or teachers or willingly hinders the academic, social and emotional growth of any John Hancock Middle School - LaBrum Campus 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/guardians expectations can be fulfilled.

25. Student Behavior Expectations

- 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. 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 of proper behavior, respect and responsibility. It is a continuing 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.
 - i. **SCHOOLWIDE RULES:**
 - BE SAFE... BE RESPECTFUL... BE RESPONSIBLE
 - 1. Keep hands, feet, and objects to yourself.
 - 2. Follow directions from all teachers and staff members the first time they are given.
 - 3. Always walk. Do not run.
 - 4. Use school appropriate language.
 - 5. Speak respectfully to others at all times.
 - 6. Bullying has no place in our school.
- C. All students are expected to behave in an acceptable and responsible manner while at school, on field trips, riding school buses, on the playground, and in other school related situations. Good behavior, courtesy and cooperation are essential for learning.
- D. The following is offered as a guide to acceptable student behavior:
 - i. All students shall be responsible for their learning experiences, including responsiveness to lessons and completion of assignments.

- ii. Respect for adults, fellow students, school regulations and property, and personal belongings shall be observed.
- iii. All students are expected to be cooperative, polite, and demonstrate fair play while in school and attending school-related activities.
- iv. Self-control and good citizenship are expected for all students.
- v. Proper and appropriate language shall be used at all times.
- vi. Appropriate grooming and personal appearance are the responsibility of the student.
- vii. All students are expected to be prepared for class and arrive on time according to the schedules set by the school.
- viii. Good table manners and appropriate cafetorium behavior are expected of all students.
- ix. All students are requested to walk (not run) while in the school building and on their way to and from the schoolyard.
- x. Absolute obedience for fire drills and other drills/emergency procedures is required of all students.
- xi. All students are expected to keep the school building and grounds clean and neat. Dispose of waste paper and trash in the proper receptacles.
- xii. All students are to observe acceptable audience behavior while participating in large group activities.
- xiii. 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 Dean, School Counselor or the Main Office.
- xiv. Possession of Weapons - Pennsylvania Act 26 State that no weapons are permitted in school. Students who bring weapons to school can be expelled. **Tools, razors, pocket knives, etc. can be considered weapons.**

E. Virtual Learning Expectations

- i. Students need to be in a quiet place so they can concentrate.
- ii. Please sit up at a desk or table, not lying down in beds, sofas, or walking around.
- iii. Students should be prepared. They'll need a pencil and paper to show their work. They can print out the documents or view it online.
- iv. Dress appropriately - no hoodies on your head or sunglasses.
- v. Screens are pinned on the Teacher ONLY. D/HH students should pin their interpreter.
- vi. Mics should be muted throughout the class session unless instructed to do otherwise.
- vii. When the Meet/Zoom session has started, limit comments to the lesson.
- viii. Be present and adhere to the time slots for each teacher to help stay on track with each lesson.

26. Student Cellular Phones

- A. The School District 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 www.philasd.org.
- B. In the event that a student is observed using a cell phone during the school day the following will occur:
 - i. **First Infraction** - Warning by teacher/staff member. Documented in student planner.
 - ii. **Second Infraction** - Device surrendered to teacher/staff member; returned at the end of the day. Warning letter sent to student's home.
 - iii. **Third Infraction** - Device surrendered, submitted to the Dean of Students. Device held until the end of the day (3:09 PM), returned to parent/guardian after the form is signed by parent and student indicating knowledge of policy and future steps. Following the third infraction, students will turn their cell phone in to the School Secretary to be stored in the Main Office during the school day.
 - iv. **Fourth Infraction** - Device surrendered, submitted to the Dean of Students. Device held until the end of the week. Returned to parent/guardian at close of the workday

(2:45 PM) after form is signed indicating acknowledgement of policy and future steps.

- v. **Fifth Infraction** - Device surrendered, not to be returned until the end of the school year. If an item is not claimed, it may be donated to charity, sold with proceeds going to school use, or recycled.

27. Student Lunchroom Expectations and Regulations

- 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 for the duration of the lunch period.
- E. Students must respect all staff and their fellow students.
- F. Students are to speak respectfully to all Cafetorium staff.
- G. Students are responsible for depositing their trash in the receptacles and for cleaning up their own area.
- H. If a student does not follow these regulations/expectations, disciplinary steps will be taken.

28. Student School Bus Expectations and Interventions

- A. The safety on a moving vehicle is vital to all children on the bus and the entire Philadelphia community. We expect all children riding the Yellow School Buses to sit in their seats, talk quietly, respect adults on the bus, and not eat on the bus.
- B. We request that all parents please help us to maintain safety on all buses by reminding your children that you expect them to follow all rules.
- C. If a discipline report is submitted for a child to the school, the following will be done:
 - First Report - Recess Detention/Notice Sent Home
 - Second Report - Double Recess Detention/Notice Sent Home
 - Third Report - Removal From the Bus for One (1) Day – Conference with Assistant Principal and/or Dean
 - Fourth Report - Removal From the Bus for Three (3) Days – Conference with Principal
 - Fifth Report - Removal From Bus for Five (5) Days with warning of Permanent Removal
 - Sixth Report - Permanent Removal

29. Student – Discipline/Code of Student Conduct

- A. Fighting is not allowed in the school or on its grounds. Fighting can result in immediate school suspension.
- B. Students who have difficulties in 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. Students who misbehave and require more serious attention may be given a 60-minute after-school detention after parents have been notified (after school detentions are typically held on Tuesdays and Fridays). In this way, parents may expect their child to be late or arrange for later pick-up after the detention.
- D. The School District of Philadelphia has a strict Code of Student Conduct, 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 behavior 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/or the MTSS 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.

30. Student Council

- A. The Student Council consists of two bodies: School Officers (President, Vice President, Secretary, and Treasurer) who are elected in a school wide election; and Class Officers, who are representatives elected from each advisory. The Student Council acts as a liaison between the students, faculty, and administration. They have fundraisers for school projects, do

community service projects, sponsor activities for each grade, and sponsor cultural awareness projects.

31. 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 May 15, 2021.

32. Title One Funded Programs

- A. Title I Parent Involvement Policy and School-Parent Compact are reviewed and revised as needed on a yearly basis. A copy of the Title I Parent Involvement Policy and Parent-School Compact are located at the end of this Handbook.

33. Visitors

- A. For the safety and security of students and school staff, all visitors must have proper identification prior to entering the school building. All visitors are required to report to the Main Office upon arrival to the school and sign in at the Visitor Kiosk. Former students are not permitted to visit classroom teachers during instruction. All visitors must use the front entrance to enter the school.

34. School Song and the Affirmation

**John Hancock Middle School
General J. Harry LaBrum School Song
Lyrics and Music by Mr. Allen Halber**

*A school they built Northeast of town,
It's said to be the best around
Where races and creeds in harmony
Are learning to live peacefully.
LaBrum, LaBrum, will guide our lives.
A place where education thrives.
As the earth goes 'round and changes come,
We know we can count on our LaBrum
To help us learn and show concern,
Your knowledge we will never spurn.
LaBrum, LaBrum, will guide our lives.
A place where education thrives.
Throughout our lives we won't forget,
The things we learned, the friends we met
And every year it will be clear,
As we all lift our heads to hear,
LaBrum, LaBrum, will guide our lives.
A place where education thrives.*

**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!*

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)