

THE SCHOOL DISTRICT OF PHILADELPHIA

***FRANCIS HOPKINSON
ELEMENTARY SCHOOL***

2019-2020 Academic Year

Margaret Shriver
Principal

Robin Williams Assistant Principal

*This handbook has been prepared to serve as a resource for parents and students. The handbook highlights current policies, which provide an organizational framework for the operation of **Francis Hopkinson Elementary School**. It is the responsibility of each parent and student to carefully read this handbook and to follow all guidelines within it. As new policies are developed throughout the year, they will be added and sent to parents.*

Dear Parents/Guardians:

Welcome to the exciting new school year of 2019-2020. We at Hopkinson Elementary hope that all of our families had a wonderful summer. As we begin this journey of educating your children in a safe environment, it is important to know that we need your continued support to be successful.

With that in mind, this handbook has been prepared to serve as a resource and contains information that will be useful throughout the year. This handbook highlights current policies which provide an organizational framework for the operation of Francis Hopkinson Elementary School. In addition to this handbook, you are also encouraged to log on to our School District website at www.philasd.org or [FACEBOOK at Francis Hopkinson Elementary School](#) where further information and updates can be found regarding the School District of Philadelphia. Monthly calendars, announcements and flyers will keep you further informed.

Please feel free to visit our school should you have any concerns or suggestions.

Sincerely,

Ms. Margaret Shriver,
Principal

A MESSAGE TO OUR STUDENTS

We at Hopkinson hope that you sit with your parents and read this document together. We want both you and your parents to know how important education is to your lives. The Hopkinson staff will be here to ensure your education, but it is imperative that you take responsibility for your education. This document will help you and your parents learn the policies that Hopkinson will be enforcing for your safety and care. If you have any questions, feel free to ask anyone here at Hopkinson.

GENERAL INFORMATION

We need and value the support of our Hopkinson parents. There are many ways for you to assist in the educational progress of your children. Below you will find some suggestions for helping your child succeed:

- Provide a time and well-lit place for homework and reading to be done nightly.
- Make sure your child reads at least 20 minutes every day. An older child can sit with a younger child and read.
- Children need a good night's sleep. Please see to it that your child comes to school well rested, in uniform and ready to learn.
- Be sure your children come to school every day and on time. School starts at 8:30 a.m. and ends at 3:09 p.m. Your child is late at 8:40 am and will not be admitted to class without a late slip.
- Offer assistance with homework when appropriate.
- Check homework daily and sign completed homework.
- Check your child's book bag and notebook weekly for messages sent by the school.

BACK TO SCHOOL NIGHT

The Back to School Open House for all parents is being held on Wednesday, September 18, 2019. This is an opportunity to bring together the Hopkinson staff, parents, and community. The time is 5:00p.m. – 7:00 p.m. All parents will be admitted through the auditorium door

SCHOOL VISITORS

All school visitors must sign in at the main lobby and then proceed to the main office. If a parent/guardian needs to visit the STS room or the school nurse, he/she will be escorted to and from the destination as a safety measure. Parents may not enter the building and go directly to their child's classroom.

CHAPERONES

If you wish to attend a field trip with your child, state clearances must be obtained by each parent. The forms are located in the main office for your convenience. Once you receive the certified clearances in the mail, please bring them to the main office so they can be kept on file for three years.

NOON DISMISSAL DAYS

October 25, 2019

November 15, 20, 21, 22, 2019

January 24, 2020

February 5, 6, 7, 28, 2020

April 15, 16, 17, 24, 2020

May 22, 2020

EARLY DISMISSAL REQUESTS

When possible, routine medical and dental appointments are to be made after school hours. When a student has an early dismissal, the adult picking up the child must have picture ID and be listed as an emergency contact. Any student who arrives after 10:30 or dismissed before 1:30 will be considered absent for a half day. Half days will accumulate and into unexcused absences. This may place your child in danger of truancy. **No student will be dismissed after 2:15 P.M.!**

Anyone picking up a student must bring photo ID. This is to ensure the safety of your child.

EMERGENCY CONTACT

It is essential that the school be able to contact you or your designee in case of an emergency involving your child. This information needs to be on file in the main office. **Your current telephone number must always be on file in the school's main office.**

PARENT CONFERENCES

Parents are encouraged to bring any recommendations, questions, concerns or problems to the attention of the staff. When necessary, you may be invited to a conference with a teacher, a team of teachers, or an administrator. Your cooperation is essential. If you are unable to attend a requested conference, please call the school so our staff can make other arrangements. We are here to serve you and your children. Our staff is proud of Hopkinson School's academic program, and we invite you take an active role in your child's education.

REPORT CARD CONFERENCES

Report card conferences are held three times a year: November 20, 21, 22 2019; February 5, 6, 7, 2020 and April 15, 16, 17, 2020. A final report card will be issued on June 12, 2020. At these conferences, parents are required to meet with the teacher to discuss their child's progress and to review and sign their child's report card. If needed, conference verification letters for employers will be available in the main office.

STUDENT RECOGNITION/POSITIVE REINFORCEMENT PROGRAM

HONOR ROLL POLICY:

The school will have a school wide Honor Roll policy. First Honors are for students that receive all A's in ALL subjects. Second Honors are for students that receive all A's and B's in ALL subjects. "ALL classes" includes the Core subjects of Math, Reading, Science and Social Studies as well as all Prep classes.

Student/Parent of the Month:

A recognition program is established to honor those students and their parents monthly for being chosen by their teachers for being good citizens. Assemblies, certificates, parent invitations to honor the event are carried out monthly.

EC/Sports Clubs:

Clubs will be offered after 3:09 to support academics as well as sports. Attendance/behavior/uniform is key to being a participant of any club. If your child will participate in a traveling sports club, they will need the required physical forms. These forms are available in the main office.

Birthday Celebrations:

We do acknowledge all student birthdays with a birthday shout out over the loud speaker, a birthday card and a birthday pencil. We do not have birthday celebrations in the classrooms. If you wish to send in goodie bags for the class, they will be sent home with the students at dismissal.

HOPKINSON ELEMENTARY SCHOOL EXPECTATIONS

1. Students are required to bring their own notebooks, pens and pencils to school.
2. Students are not to be in the hallways without a hall pass or a partner.
3. Students are not to engage in any verbal or physical confrontations (fighting) or threaten or attempt to do bodily harm to any person on school grounds during, before, or after school hours. This includes to and from school. Students must inform an adult.
4. Repeated lateness and cutting of classes will be treated as serious offenses.
5. When absent from school, students are expected to have a written excuse or note to give to their teacher within 3 days or the absence will be coded as unexcused.
6. Cell phones, IPODS, beepers, and other electronic devices are not to be brought to school. They will be confiscated.
7. Hats and inappropriate headgear are not to be worn in school.
8. Causing damage to school property and/or attempting to graffiti school property is strictly prohibited. Students are not to bring markers or paint of any kind to school. These items will be confiscated.
9. Students are not permitted to have food, beverages, candy gum, etc., in the hallways, or classrooms.
10. Students are expected to proceed to and from class in an orderly fashion.
11. It is School District policy to wear uniforms. It is expected that your child wear the designated school colors everyday. The school uniform will be a navy blue collared shirt or navy blue Hopkinson logo t-shirt with navy blue or khaki pants. JEANS ARE NOT PERMITTED.

Attendance Policy

When Can A Child Be Absent?

Sometimes students have to miss school. These "excused absences" apply under circumstances such as illness or injury, teen parent leave (six weeks or 30 school days) after the birth of a child, death/funeral-related absence, education-related trips or activities, suspension, and religious holidays. A written notice from a parent or guardian must be submitted to the school immediately upon a student's return to school. Such notice must

include a valid telephone number or other means of contact for verification purposes. Certification of illness/injury/delivery is required if the absence extends for three or more consecutive days. The student/family has three days from the date of the absence to provide documentation to the school for an excused absence. After the third day, the school principal or designee has the discretion to approve or deny the note.

An “unexcused” or “illegal” absence occurs when a student is absent without a valid excuse in writing. That means that either no written notice was submitted to the school upon the student’s return or that the reason provided in the notice was deemed invalid. Examples of invalid excuses include (but not limited to) babysitting, waking up late, or being on vacation with family. A medical/dental appointment does necessitate an all day absence and the child is expected to be at school for part of the day on which that the appointment occurs.

Additional attendance and truancy information is available on The School District of Philadelphia’s Attendance and Truancy website - <http://webgui.phila.k12.pa.us/offices/a/attendance--truancy>

LUNCH PROGRAM

Students may either bring their own lunches or receive a free lunch. Each student is responsible for helping to keep the lunchroom clean and neat. All trash should be placed in the receptacle when a student has finished eating. No glass bottles or cans are to be brought to school. No food or drink of any kind is permitted outside the lunchroom. Food may not be eaten in the schoolyard. Students are not permitted to leave the school premises during lunch.

NURSE

The nurse’s office is located on the second floor of the main building. A student who feels ill must report to his/her assigned class and ask the teacher for a note to see the nurse. The nurse will not attend to any student without the teacher’s permission. Parents are encouraged to give proper medical care to their children and to use good judgment in sending students to school who do not feel well. The school will contact a parent in all cases of serious student illness or injury and request that the parent come to school immediately.

COUNSELOR

The school counselor’s role is to work with children, parents, school personnel, and community agencies dealing with school - centered problems. Counseling is one of the services designed to help your child make good use of school experiences. We have a two counselors and one bilingual counseling assistant at Hopkinson(Spanish). This will enable us to better serve the growing Hopkinson community.

Our counselors, Ms. Alden(Grades K-4) and Ms. Berger(Grades 5-8) are always willing to help a child or family. The counselors can be reached at (215) 400 - 2526. If you have a problem, the counselor is the person to see. Please call and make an appointment with him/her. Having the parent, counselor and teacher working together can solve many serious problems.

SCHOOL UNIFORM

Students are expected to follow their school’s dress code so that their appearance does not cause a disturbance, distract or interfere with the instructional program, or constitute a health or safety hazard. It is important that we make a distinction between play clothes and school clothes so that we can maintain a proper working/learning atmosphere at school. When students are neat and clean, they are better prepared to learn. We strongly believe that clothing and appearance do make a difference in attitude and behavior.

A uniform policy has been adopted by the Board of Education. It is to be implemented by all the schools in the Philadelphia School District. This year we will be transitioning to one color for a uniform. **The school uniform is a navy blue collared shirt or navy blue Hopkinson logo t-shirt with navy blue or khaki pants.** Hopkinson T-Shirts are available in the main office for \$6.00. Failure to follow the uniform policy will result in loss of privilege for trips/afterschool sports/clubs. JEANS ARE NOT PERMITTED.

LOST AND FOUND

Please label all of your child's belongings with the child's name and room number. Unmarked personal items left behind by the children are turned in to the lost and found. Belongings can be retrieved from the school's lost and found container, which is located in the basement outside of the small cafeteria in the main building. A lost and found box is also provided in the office of the Little School House for items in that building.

DAILY SCHEDULE

8:30 a.m.	Admission to building for all students. Breakfast is served only from 8:30-8:45.
8:40 a.m.(LATE)	Grades K-8 Students must receive a late note in the main foyer to be admitted to class.
8:45 a.m. - 3:09 p.m.	Instructional Program consisting of Reading/Math/Science/Social Studies/Specials
10:30 a.m. - 1:30 p.m.	Student Lunch Periods
3:09 p.m.	Dismissal for all students.

ARRIVAL AND DISMISSAL PROCEDURES

- All students in grades K - 8 are able to receive breakfast in their classrooms at 8:30 a.m. Breakfast ends at 8:45.
- School begins at 8:30 a.m. It is important that all students arrive at school on time. However, students should be sent to school late rather than be absent without just cause. A student is considered late at 8:40am.
- At dismissal, students will be escorted from the building by their teachers and must exit through their designated doors. Students may not reenter the building except in an emergency.

SCHOOL RULES AND DISCIPLINE CODE

1. During inclement weather, students will be admitted to the auditorium at 8:30 and the portable and LSH at 8:25 am.
3. When a minor infraction occurs, they are in most cases, handled by the classroom teacher. A reprimand or a deprivation of a privilege will take care of the majority of cases.
4. Repeated misbehavior may result in a telephone call or a note sent home. In some instances, the counselor/dean will be involved. Serious violations or repeated misbehavior will be referred to administration for disciplinary action.
5. In some instances a suspension may result. In that case parents will be requested to meet with an administrator.
7. Suspensions may result when a student violates the School District's **Student Code of Conduct.**

DEADLY WEAPONS ACT 26

Pennsylvania law (Act 26 of 1995) now requires that any student, regardless of age or grade level, found to be in possession of a weapon on school property, in a school program or event, or while traveling to and from school or a school program or event, (including school buses and public transportation) be subject to arrest and expulsion from the school district for at least one year.

The law defines a weapon as “any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.” The law does not require that the student use or try to use the weapon. Furthermore, weapons carried for self-defense are not exempt from the provisions of the law. Possession includes weapons found on the person as well as in school bags, desks, or lockers.

The law requires that when a weapon is discovered:

School officials must detain the student.

Police must be called, and they may arrest students age 10 or older.

The student must be suspended. The school must recommend that the student be expelled from the school district.

Thank you for helping us to maintain a safe school where safety and learning are our top priorities.

OTHER SUPPORTS AT HOPKINSON

STS

STS is a school - based behavioral health program which serves school-aged children and adolescents who are having behavioral or emotional problems that are impacting on the ability to be educated.

STS is a short-term, intense, rehabilitative service that facilitates movement to less intensive levels of care. It was developed as an alternative to conventional wraparound services.

Services provided by the STS team may include but not be limited to individual and/or group psychotherapy, behavioral modification and coping skills, modeling, one-to-one and/or group rehabilitation, assessments, therapeutic interventions with a child or family provided by a master’s prepared clinician, crisis intervention, case management, client-centered case consultation with teachers and other school personnel, training to teachers and school personnel, training to teachers and school personnel, participation in meetings regarding the individual child, assertiveness training planning, family support, service linkage and service referral. Family/caregiver involvement in the program is essential to the success of each child.

School Support Staff-

Community Relations Liaison- Nannette Corchado is our parent support person. She is located in the main office and is the liaison between our school and our community.

Special Education Liaison- Jillian Damiano is our support for students who have IEP’s and for students who may need an evaluation.

Assistant Principal- Ms. Williams is a support for student behavior/academics. If there are any concerns regarding your child’s behavior or a school incident, please contact Ms. Williams.

Climate Manager- Donald Devore assists with promoting positive student behaviors and relationships in the classroom and in the cafeteria/yard

Francis Hopkinson Elementary School Parent and Family Engagement Policy

***School Year 2019-2020
Revision Date: 3-11-19***

In support of strengthening student academic achievement, **Francis Hopkinson School** receives 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 **Francis Hopkinson School** agrees 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

Francis Hopkinson School 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.

- Winter & Spring Title I Parental Input Meeting
- Principal's grade level meetings to be held throughout the school year
- Monthly Parent Meeting

Section B: ANNUAL TITLE I MEETING

Francis Hopkinson School 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.

- Back to School Nigh schedule for September 18, 2019
- In the spring a meeting will be held to review data to write the School Improvement Plan and the federal Requirement Addendum.

Section C: COMMUNICATIONS

Francis Hopkinson School 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) Monthly Parents Calendar
- 2) School & District Flyers
- 3) Back to School Night
- 4) Monthly parents meeting
- 5) Parent Portal

Section D: SCHOOL-PARENT COMPACT

Francis Hopkinson School 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.

- Provide workshops to parents on supporting student achievement:
- Positive Discipline
- How to help with homework
- Literacy Centers
- Math Games
- Computer Intervention Programs
- Spring Title I Meeting
- Winter Title I Meeting

Section E: RESERVATION OF FUNDS

Francis Hopkinson School 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:

- Spring Title I Meeting

Section F: COORDINATION OF SERVICES

Francis Hopkinson School 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:

- Working in collaboration with FACE office
- Parents Café
- Working with collaboration with Concilio
- Bilingual-Spanish/Vietnamese Counselor Assistants

Section G: BUILDING CAPACITY OF PARENTS

Francis Hopkinson School 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
- B.
- Literacy Workshops
 - Family Engagement Liaison will facilitate monthly parent volunteer orientation
 - Math-Bingo Night
 - Parent-Teacher Conferences

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Francis Hopkinson School 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:

- District wide Professional Development

Francis Hopkinson School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Train parents to enhance the engagement of other parents.

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

- Encourage and motivate parents to attend the FACT Workshops and classes that The School District offer through the year.

Francis Hopkinson Elementary School

School-Parent Compact

2019-2020 School Year

Revision Date 3-11-19

Dear Parent/Guardian,

JOINTLY DEVELOPED

The parents, students and staff of Francis Hopkinson School partnered together to develop this school-parent compact for achievement. Teacher 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 March each year to review the compact and make suggestions base on student needs and school improvement goals. 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.

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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.

Francis Hopkinson School GOALS:

At least 70% of Kindergarten students will score target by the Spring Aimsweb.

At least 65% of 1st graders will score target by the Spring Aimsweb.

At least 55% of 2nd graders will score target by the Spring Aimsweb.

At least 43% of students will attend at least 95% of days or more.

At least 97% of students will have 0 out of school suspensions.

No more than 28% of 3rd grade will score below basic on the PSSA Literacy.

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

SCHOOL/TEACHER RESPONSIBILITIES:

Francis Hopkinson will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress.
- Provide parents reasonable access to staff.

- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

PARENT RESPONSIBILITIES:

We, as parents, will:

- **Monitor attendance**
- **Making sure that homework is completed**
- **Monitor amount of television my child watches.**
- **Volunteering in my child's classroom**
- **Promoting positive use of my child's extracurricular time.**
- **Staying informed about my child**
- **S education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate**
- **Attend the monthly Parent Meetings**
- **Participate at The School Advisory Council**

STUDENT RESPONSIBILITIES:

- **Do my homework every day and ask for help when I need it**
- **Read a t least 30 minutes every day outside of school time**
- **Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.**

COMMUNICATION ABOUT STUDENT LEARNING:

Francis Hopkinson School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Parent & Family Portal
- Attend all Parent Teacher Report Card Conferences
- Provide to each parent an individual student report about the performance of their child on the State assessment at least math, language arts and reading.
- Robo-Calls

ACTIVITIES TO BUILD PARTNERSHIPS:

Francis Hopkinson School offers ongoing events and programs to build partnerships with families.

- **School Advisory Council**
- **Parent Volunteer Orientations**
- **Eat. Right Now**
- **Parent Cafes**