

THE SCHOOL DISTRICT OF PHILADELPHIA



FRANCIS HOPKINSON ELEMENTARY SCHOOL

2020-2021 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 Hopkinson Families:

Welcome back! Or, if you are new to our Hopkinson family, welcome and thank you for choosing our amazing school for your child's education. I hope you are well and safe. We are ready to begin school again and are eager to have your children in front of us even if it is virtually. Our 1st day of school is on September 2nd at 8:30 am. While our main office is not open for visitors, our secretary is able to answer your calls from 8-3:30pm at 215-400-3970. This year will have a start like no other, but this challenge will be met by our staff and our families.

While we did experience several obstacles last school year as well as the start of this year, we did have several highlights in 2019-20. Here are a few:

- *We were recognized by the School District of Philadelphia for making 3 straight years of growth. Our score on the School Progress Report increased to 50.*
- The main building was gifted with brand new ceiling tiles in all classrooms and hallways as well as all new paint in each classroom, office and hallway in the Portable and main building.
- All classrooms and hallways were checked, and if necessary, repaired for any asbestos materials.

We are already gearing up for an incredible digital new school year. Our teachers have attended training sessions to better help all students learn and grow virtually. They have set up Google Classrooms for all students and will be in contact with you during the week of August 24th to introduce themselves and review student schedules.

Parent Meetings/Workshops will occur the 3rd Wednesday of each month (September 16 at 9:00) and the Zoom link will be on our school calendar. The school calendar will be available via our school website as well as your child's Google classroom and Class Dojo. Each day, teachers will send reminders and notes via Class Dojo. Teachers are also available via email and will respond within 24 hours.

If you need any support with technology, registration, instruction, etc, please call 215-400-3970 or send an email to mshriver@philasd.org.

We are here to help you.

Respectfully,
Margaret Shriver

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GRADE	8:30	9:00	9:30	10:00	10:30	11:00	11:30		12:00	12:30
K	Morning Meeting	Phonics	Literacy Live	SGI	SGI	Math Live	Math SGI		Lunch	R Al
1	Morning Meeting	SS/Sci	9:45 Math Live	10:15 Math SGI	Math SGI	11:15-Prep	Prep		Lunch	Ph
2	Morning Meeting	Prep Til 9:45	Literacy Live	Literacy SGI	Literacy SGI	11:15 Phonics	Phonics/Read Aloud		Lunch	Mat
3	Morning Meeting	SS/Sci	9:45-Prep	Prep	Math Live	Math SGI	Math SGI		Lunch	R Alou St
4	Morning Meeting	SS/Sci	9:45-Prep	Prep	Math Live	Math SGI	Math SGI		Lunch	R Alou St
5 304/309	Morning Meeting	Word Study	Literacy Live	Literacy SGI	Prep	11:15 Literacy SGI	Literacy SGI		Lunch	Sci S
5 305/310	Morning Meeting	Math Live	Math SGI	Math SGI	Prep	Prep	11:15 Science/SS		Lunch	Wor
6 301/303	Morning Meeting	Word Study	Literacy Live	Literacy SGI	Literacy SGI	11:15 Science/SS	Science/SS		Lunch	Mat
6 302/311	Morning Meeting	Math Live	Math SGI	Math SGI	10:45 Science/SS	11:15 Literacy Live	Literacy Live		Lunch	Lit S

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:

- Virtual Learning will be occurring for all students in Grades K-8 from 8:30-3:09.
- Please provide a quiet space for your child to meet with the teachers and complete online assignments.
- 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.
- 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.

SCHOOL VISITORS

During virtual learning, the school will not be open to visitors. When we resume in-school learning, our visitor policy will reflect district guidelines for safety.

CHAPERONES

Currently, there are no school trips planned for the 2020-2021 year. If this changes, we will update you.

EARLY DISMISSAL REQUESTS(Face to Face)

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.** Please contact jkaechele@philasd.org if you need to update information.

PARENT Phone/Virtual 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. 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.

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 VIA ZOOM.

EC/Sports Clubs:

Clubs will be offered after 3:09 to support academics as well as sports/music/art.. Attendance/behavior/uniform is key to being a participant of any club. If your child will participate in a virtual club, they will need the required forms. Teachers will email permission slips.

Birthday Celebrations(FACE to FACE):

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 have their own notebooks, pens and pencils to school.
3. Students are not to engage in any virtual verbal confrontations or threaten to do bodily harm to any person during, before, or after school hours.
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 emailed to their teacher within 3 days or the absence will be coded as unexcused.
6. Cell phones, IPODS, televisions are not to be on during the virtual instruction.
7. It is School District policy to wear uniforms. During virtual learning, students may appropriate clothing other than uniforms. It may not be pajamas and students must be completely dressed.

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

A schoolwide lunch will be from 12:00-12:45 and students are expected to return promptly at 12:45 for virtual instruction.

NURSE

If you need to speak with the nurse, please email her at Lbarrett@philasd.org to schedule a phone conference or a virtual meeting.

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 one counselor and one bilingual counseling assistant at Hopkinson(Spanish). This will enable us to better serve the growing Hopkinson community.

Our counselor, Ms. Berger is always willing to help a child or family. The counselor can be reached at rberger@philasd.org. If you have a problem, the counselor is the person to see. Having the parent, counselor and teacher working together can solve many serious problems.

SCHOOL UNIFORM

Students are expected to follow a 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 We strongly believe that clothing and appearance do make a difference in attitude and behavior. Students must be dressed appropriately during virtual instruction.

DAILY SCHEDULE

8:30 a.m.

Social Emotional Learning/Class Meeting

9:00-12:00

Literacy, Math, Science Social Studies, Prep Classes

12:00 p.m. – 12:45 p.m.

Student Lunch Period

12:45-3:09

Literacy, Math, Science Social Studies, Prep Classes

SCHOOL RULES AND DISCIPLINE CODE

1. 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 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 virtually 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

School Based Teacher Lead for Climate- Dawn Weber assists with promoting positive student behaviors and relationships in the classroom

Francis Hopkinson Elementary School

Parent and Family Engagement Policy

School Year Revision Date: 5-1-20

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:

1. (A) Parents play an integral role in assisting their child's learning
2. (B) Parents are encouraged to be actively involved in their child's education at school
3. (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
4. (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
- ● Monthly Parent Meeting
- ● This Parent and Family Engagement Policy and School-Parent was updated during the Spring Title I meeting held on May 1, 2020.

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.

The Annual Title I Meeting will be held during Back to School Night which is scheduled for September 23, 2020. At this time, the principal or designee will share information about the requirements of Title I part A, parent rights to know, state and

local assessments including the PSSAs, school curriculum, how to work with educators and to track student progress. At this meeting, we will provide various resource tables for parents.

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.

- Communications are sent to parents via the following methods:
 - ○ Monthly Parents Calendar
 - ○ School & District Flyers
 - ○ Shared during Back to School Night
 - ○ Class Dojo
 - ○ Monthly parents meeting
 - ○ 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.

Parents are invited to provide feedback to update the School-Parent Compact during our Spring Title I meeting. The 2020-21 Parent and Family Engagement Policy and School-Parent was updated during the Spring Title I meeting held on May 1, 2020

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:

- Parents are invited to the Winter Title meeting to review the school budget and priorities with the school leadership team. During this meeting, parents can give feedback into how the 1% parental involvement set aside funds are budgeted. This year, the Winter Title I Parental Input Meeting was held on December 10, 2019 for parents to provide input on how Title I funds will be used.

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:

- ● Work in collaboration with FACE office
- ● Host Parents Café, to discuss priorities and needs with the leadership team/Principal
- ● Working in collaboration with Concilio
- ● Bilingual-Spanish Counselor Assistants

- ● Working in collaboration with Eat Right Now

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:
 - ○ The challenging State's academic standards
 - ○ The State and local academic assessments including alternate assessments
 - ○ The requirements of Title I, Part A
 - ○ How to monitor their child's progress
 - ○ How to work with educators to improve the achievement of their child
 - ● **Annual Title I Meeting**
 - ● **Spring Title I Meeting**
 - ● **Winter Title I Meeting**
- ● **Literacy/Math Workshops**
 - ● **Family Engagement Liaison will facilitate monthly parent volunteer orientation**
 - ● **Parent-Teacher Conferences**
 - ● **Parents Cafe**

- • **In the Spring, a meeting will be held to review data to write the School Improvement Plan and the federal Requirement Addendum.**
- • **Provide workshops to parents on supporting student achievement:**
 - **Positive Discipline**
 - **How to help with homework**
 - **Literacy Centers**
 - **Math Games**
 - **Computer Intervention Programs**

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:

Hopkinson staff will participate in professional development in the Fall on Parent Engagement/ Working with Parents as Equal Partners. The results from parent surveys will be presented to staff as part of these PD sessions.

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 FACE Workshops and classes that The School District offer through the year.

Principal Signature Margaret Shriver

Date May 20, 2020

***Francis Hopkinson Elementary School
School-Parent Compact
2020-2021 School Year
Revision Date 5/6/20***

Dear Parent/Guardian,

JOINTLY DEVELOPED

The parents, students and staff of Francis Hopkinson School 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 the spring each year to review the compact and make suggestions based on student needs and school improvement goals. This year the meeting was held on May 6, 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.

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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 55% of Kindergarten students will score target by the Spring Aimsweb.

At least 45% of 1st graders will score target by the Spring Aimsweb.

At least 25% of 2nd graders will score target by the Spring Aimsweb.

At least 50% of students will attend at least 95% of days or more.

At least 96% of students will have 0 out of school suspensions.

No more than 35% 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 with reasonable access to staff.
- Provide parents with 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.
- Volunteer in my child's classroom.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child.
- Communicate 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.

- Ensure that the students read at least 30 minutes every day at home.

STUDENT RESPONSIBILITIES:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or guardian all notices and information received by me from my school every day.
- Respect all staff at the Hopkinson Elementary School.

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
- 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
- Implement the Reminder APP and to use the Class Dojo

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
- Workshop for parents about Reading/ Math