

Julia Ward Howe Academics Plus Elementary School

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Philadelphia, Pennsylvania 19141

Main Office: 215.400.3650

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*“**H**ard work and **O**wnership are **W**orthy of **E**mpowerment”*



Student and Family Handbook **2017-2018 Academic Year**

T. Joi Blunt, Proud Principal
Randi Klein-Davila, Assistant Superintendent
Learning Network 7

September 2017

Dear Students and Parents:

Welcome to the 2017-2018 school year! It is with great pleasure and excitement that I introduce myself as the Proud Principal of HOWE Academics Plus. I look forward to be a member of our educational community. I moved to Philadelphia when I started my undergraduate degree at Temple University, and I never left. Since my arrival to the “City of Brotherly Love,” I engulfed myself into the children of the city. I have had various positions in and out the School District of Philadelphia including: Special Education Teacher, Special Education Liaison, School-based Teacher Leader, and Instructional Coach.

The staff and I are eager to continue the progress **that** this elementary school in the heart of the city **is** making. It is with great pride that we carry the torch of pride of our city and students at HOWE Academics Plus. Our plan is to use our unique perspectives and talents to enhance the learning experience. Our small family can create the most successful leaders with collaboration and celebration of learning. We are all here for the betterment of our students. To that end, it is **Children First** at HOWE Academics Plus.

I have an “Open Door” policy and look forward to working with the members of the HOWE family. I believe in transparency. It is the building block for positive relationships between the school, families, and the community. I am eager to earn your trust and forge the relationships necessary to do the hard work of educating our children and instilling in them the desire to achieve. Critical decisions on the best course of action for our children will need to be made. **“Hard work and Ownership are Worthy of Empowerment”** is the reason our students will be our future leaders. These early years are critical in their development to be successful in their future academics. Our expectation at HOWE is that all students will acquire the academic and personal skills needed to succeed in their education, **interact with** a global society, and **succeeding in** the pursuit of their dreams. We invite families to become actively involved in our school because every parent/guardian has something to contribute. You know your children best. Parents/guardians may be asked at times to complete a survey, serve on a committee, or attend an assembly program. We hope you will **become an active partner** and frequently commit **to Howe School**.

This handbook offers suggestions on how parents/guardians can help to support our goal of success for every student. Please review this handbook to become more familiar with our school, and keep it handy for reference throughout the school year. Regular and open communication is important to us. Please contact us immediately whenever you have a question or concern.

Respectfully,

Ms. T. Joi Blunt

Ms. T. Joi Blunt
PROUD Principal

“When the spirit of people is strong, focused and vibrant, wonderful things happen.”

PARENTAL INVOLVEMENT

Parents and caregivers play a vital role in the education of their children. You are encouraged to participate in all school activities, workshops, conferences, and meetings. Your cooperation is an important part of your child's progress. We encourage and expect you to support, promote, and work with your child in the following areas:

- 🍏 **ATTENDANCE:** Please send your child to school and on time daily
- 🍏 **HIGH EXPECTATIONS:** Believe that your child will do well in school
- 🍏 **BASIC SKILLS:** Communication, computation and reading
- 🍏 **DISCIPLINE:** Exercising self-control
- 🍏 **STUDENT PROGRESS AND ACHIEVEMENT:** Follow up on interim reports, report cards, and conferences
- 🍏 **READ:** Please listen to your child read nightly for a minimum of 20 minutes
- 🍏 **PARENTAL SUPPORT:**
You can participate in your child's education by:
 - ✓ Attending report card conferences and parent workshops
 - ✓ Signing homework assignments to verify your involvement
 - ✓ Responding to both written and telephone communications
 - ✓ Setting appointments to meet with your child's teacher
- 🍏 **ACCURATE & UPDATE INFORMATION:** Parents should inform the school when there is a change in address or telephone number. The school sends important information by mail and email. If the school does not have a correct address, this information may not reach a student's home. It is imperative that we have a correct phone number in case of an emergency. All students must have an emergency contact number on file in the main office.

HOWE VISION

Howe Academics Plus is a safe, rigorous, and innovative school in which collaboration and celebration are the center of learning. All stakeholders participate in empowering student voice in order to help them grow into productive leaders of the future.

HOWE MISSION

Our mission is to provide a learning environment designed to empower all students to find success academically and socially. We will cultivate an environment that provides a consistent, clear understanding of what students need to learn. Students will learn to take on sense of responsibility for their own learning. In addition, we will actively engage in maintaining and creating new school partnerships with all stakeholders in the educational process of our children.

Rigor

Our central purpose is to create an intellectual climate, ensuring that all students are challenged to meet and exceed high expectations in all subject areas

Reading

All subject areas develop and nurture literacy and critical thinking skills

Relevance

Researched-based information and data is what guides and drives our instruction so that children can make connections between learning and their lives

Relationship

Our school community demonstrates mutual respect, tolerance, and caring by providing positive academic and extracurricular activities

Recognition

Our school values recognition of our students, faculty, parents, and community for their talents and contributions

HOWE SCHOOL COLOR

Navy and White

UNIFORM POLICY

Uniforms are mandatory for all students attending Philadelphia Public Schools.

Boys - Navy pants, white collared button down shirt, (long sleeve in the winter and short sleeve in the summer), and dark shoes or sneakers.

Girls - Navy skirts, skorts, jumper dress or pants, white collared button down shirt, (long sleeve in the winter and short sleeve in the summer), and dark shoes.

On gym days, students may wear gym uniform (Howe t-shirt/sweatshirt and navy bottoms/sweatpants).

NO

- Hats or ***hooded sweatshirts***, (in the building)
- Oversized shirts
- Baggy pants or blue jeans allowed
- Flip-flops, sling-back, heely shoes or sandals allowed. *Students must wear shoes/sneakers that safely enclose their feet.*

REMEMBER:

- 1. ATHLETIC PANTS, TIGHTS, DENIM or JEGGINS ARE NOT A PART OF THE UNIFORM CODE (even if under uniform).***
- 2. Students being out of uniform will cause them to have infractions leading to restrictions from school wide activities.***

EMERGENCY CLOSINGS AND DISMISSALS

School Closings will be officially announced on KYW-1060AM and the School District of Philadelphia's website: www.philasd.org. The announcement will state that "All Philadelphia Public Schools are closed or are dismissing at" A specific school will be named only in the event that there is a problem at that school.

DISMISSALS

The classes will wait to hear their floor announced for dismissal. The 3rd floor dismisses at 3:00pm, followed by the 2nd floor dismissing at 3:05 p.m., ending with the 1st floor at 3:09 p.m. The teacher will escort classes into the schoolyard for dismissal. The older siblings will pick up the younger siblings in the yard. Parents will pick up their children from the yard. All Parent(s) and Caregivers are expected to pick up their child promptly at 3:09 p.m. K-2 parents/guardians are expected to sign their child out with the homeroom teacher. Please make arrangements to pick up your child on time.

EARLY DISMISSALS

All students are expected to attend school for the entire day. When students leave early, they miss vital information that is necessary for their academic success. When it is absolutely necessary to pick up a child due to medical reasons, students must be officially signed out from the Main Office. Please consider the following reminders for Early Dismissals:

- ✓ **Students may not be picked up from their classrooms.** The Secretary will contact the classroom teacher informing them of the dismissal.
- ✓ Telephone calls for early dismissals cannot be honored.
- ✓ Students who leave school early must be signed out in the Early Dismissal Log Book located in the Main Office.
- ✓ **PROPER IDENTIFICATION MUST BE GIVEN (STATE ID)**

INCLEMENT WEATHER

Admittance: On rainy or snowy weather days, students from Kindergarten through 2nd grade will enter the lunchroom and be seated prior to going to their classrooms. Grades 3, 4 and 5 will enter the gymnasium prior to going to their classrooms. Supervision will be in those locations. Children who fail to follow the rules during this time will be receiving

appropriate consequences. Please let your children know that they are to come in and take their seats. ***Every student should have at least one book to read in his or her book bag at all times. No toys are permitted. They will be confiscated.*** Students are expected to read or sit quietly during this time.

TRANSPORTATION

Free transportation is provided to eligible students based on certain criteria. The mode of transportation is determined by Transportation Services in conjunction with the school administration. A student must be a resident of Philadelphia, and also fall into one of the following categories to receive school district transportation:

1. Be designated by the Office of Specialized Services as a participant in a Special Education class, whose participation requires that transportation is needed to enable the student to get to school.
2. Live more than a mile from his/her school and participate in voluntary school desegregation program of the School District of Philadelphia.
3. Be in grades 1-6 and live one to two miles or more from the assigned school.
4. Be in grades 1-8, whose route to school is determined to be hazardous by PENDOT.
5. Be assigned by the Office of the Chief Executive Officer to attend a school other than his/her regularly assigned school for reasons of overcrowded conditions, and be in need of transportation as determined by the School District's Transportation Division. By recommendation of the CEO to the SRC, be one whose extenuating circumstances dictate an extraordinary need for District-provided transportation.

SECURITY AND VISITORS

Students may not enter the building prior to 8:00 am, as there is **NO** supervision for children before 8:00 am.

Safety for our children and staff is a crucial factor. **You must have identification to enter the building. ALL VISITORS MUST STOP AT THE FRONT DESK UPON ENTERING TO SIGN IN AND THEN PROCEED TO THE MAIN OFFICE.**

For safety reasons, parents will **NOT** be able to escort their child to the classroom. When a student comes in late, the child will be sent directly to the classroom unless a staff member is able to escort the child.

Parent(s)/Guardian(s), and community partners may volunteer in classrooms other than their child (ren), upon state and federal background clearances.

Parent(s)/Guardian(s), and community partners are needed to monitor schoolyard activities during lunch and recess daily. ***We encourage you to please volunteer.***

COUNSELOR

The Counselor is an important link between the students and the school. A student may visit the Counselor's Office for assistance in many areas including personal concerns, social issues, etc. The HOWE staff is fully aware of the needs of our students and we will do our best to serve both students and parents. If an appointment is needed, please feel free to contact the Counselor at 215.400.3650.



SCHOOL NURSE

A nurse is available each day of the week if a student has been injured or is ill. A student must receive a permission slip from their teacher to see the nurse. Any student who is sick will not be sent home unless accompanied by a parent or an adult authorized on the child's Emergency Contact Form. The School District has mandated screenings and mandated physicals. You will receive information regarding the screenings throughout the year from the Health Room. To reach our nurse Ms. Walters, please call 215.400.3650.

All students must comply with State and District health and immunization requirements. Failure to do so may result in exclusion from school.



BREAKFAST PROGRAM

Breakfast is provided daily in the morning from 8:00am to 8:25am. The breakfast program ends at 8:25 am. in time for morning admit at 8:30am.



LUNCH PROGRAM

Lunch is provided, however, students are welcome to bring their own lunch. Lunch must include a sandwich or entrée. Remember, no glass bottles are permitted on school premises. Since lunch is an essential meal, students should consume foods that are healthy, including fruits, vegetables, milk, and juice.

Candy, sunflower seeds, and chewing gum are prohibited.

After the student eat lunch, they will have recess in the schoolyard. Lunch and recess are 45 minutes total. In the event of inclement weather, lunch will 30 minutes with no recess.

CAFETERIA NORMS

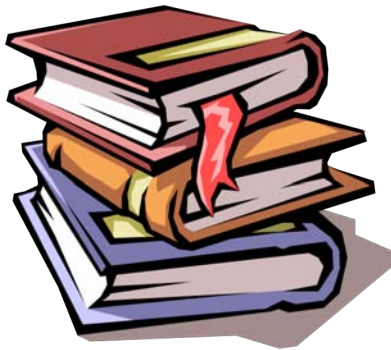
- **Walk in**
- **Sit at your assigned tables**
- **Listen to announcements**
- **Line up and get your lunch**
- **Sit and eat your lunch**
- **Use good table manners**
- **Respect adults supervising the lunchroom**
- **Clean up your area of the table**
- **Throw away your trash**
- **Return to your seat**
- **Line up and go to class**
- **Food is to be kept in the lunchroom at all times and may not be taken out of the lunchroom to the yard**

- **Students must have permission from the adult in charge to leave their seats during lunch**

RECESS NORMS

- **Be courteous and be a good sport.**
- **Follow game and play equipment rules.**
- **Stay within playground boundaries/zones.**
- **Play ball games only in designated areas.**
- **Use *only* school equipment (Unless otherwise approved); *do not* bring toys or balls from home.**
- **Do not chew gum and/or bring and eat food on the playground.**
- **Do no push, pull, or trip others.**
- **Throwing objects such as rocks, sticks, or dirt is strictly prohibited**
- **Do no play chase games or tag in schoolyard.**

PREPARATION FOR CLASS



Each student is expected to report to class with the required supplies. The teacher determines the required supplies for individual classrooms. Teachers will issue school textbooks within the first two weeks of school. Students are responsible for the care of issued materials. During the first week of school, your child's teacher(s) will send home a list of supplies need for the student for the year.

For Advisory Classes (to stay in Advisory Classes):

Materials	Quantity
Ream of Copy Paper	1
Tissues	1 Box
Construction Paper	1 Pack
Paper Towels	1 Roll
Hand Sanitizer	1
Clorox Wipes	1

For Home Use:

Materials	Quantity
Pens	1 Box
No. 2 Pencils	1 Box
Highlighters	3
Colored Pencils or Markers	1
Scissors	1 Pair

Please see your child's classroom teacher for a complete list of supplies needed for this academic year.

TEXTBOOKS/EDUCATIONAL MATERIALS

Textbooks are the property of the School District of Philadelphia and HOWE Academics Plus. Students assume full responsibility for the care of these materials on loan. Books will be issued by classroom teachers and must be returned to the same teacher at the conclusion of the school year or withdrawal from HOWE. In the event of lost and/or stolen books, students will be fined at a cost of \$60.00 for used books and at a cost of \$85.00 for new books.

Lost books due to theft or other circumstances will not be accepted as an excuse for non-payment or for not completing class assignments. If a textbook is lost, you will be required to pay for that book before another one will be issued. Also, you will be required to pay for the cost of a new book if a textbook is damaged. Students are permitted to cover all textbooks and replace the covers if they become worn during the school year.

Students are expected to take their textbooks and essential materials home EVERY NIGHT, including weekends.

HOMework POLICY



Meaningful homework is assigned to help students become more self reliant, learn to work independently, improve the skills taught in the classroom and to complete assigned projects. Homework will be assigned 5 days a week. Homework assignments should be returned when due. The length of assignments increase with grade level. If a student does not study or complete tasks at home, it will be considered as an indication that he/she is not satisfactorily fulfilling class requirements.

Suggested time spent on homework assignments:

Grade	Minutes per night
K	30
1- 2	45
3 - 4	50
5	60 - 90

When a student misses school, their parent and/or the student should check with the teacher immediately upon their return to school to make up missed assignments. A buddy's phone number can be helpful for exchanging homework information. ***Failure to obtain classroom assignments is no excuse for missed work and could affect the student's grade.***

HOMework TIPS

Teachers give homework for many good reasons. As a parent, you can help your child learn at home in the following ways:

1. Set up a regular time and quiet place for your child to work. Try to make it away from distractions such as television, radio and other loud noises.
2. Have your child get all of the materials needed for homework, such as pens, pencils, erasers, a calculator, paper, books, highlighters, and place them all in one spot instead of having to search every day for these items
3. Make a homework calendar. Have our child list all homework due. Many teachers have their classes do this and you can help your child plan assigned homework time.
4. If your child is having trouble with homework, talk to his/her teacher about the homework. The school may be able to offer tutoring or extra help.
5. Ask your child for any teacher comments on homework assignments.

SUPPORTING YOUR CHILD’S DEVELOPMENT AT HOME:

Raising Readers

A love of reading begins at home. If your child sees you reading books, newspapers, and magazines regularly, then s/he will want to read as well. Be a reading mentor and talk to him/her about what you are reading. Have discussions about what your child is reading in class or independently. Have your child read aloud to you. If your child is a beginning reader, have him/her read street signs aloud when you are walking or traveling in the car or bus.

To encourage reading, talk to your child about his/her interests and then find related books at the local library. A weekly or bi-monthly trip to the library is a wonderful way to encourage reading. Additionally, many libraries and bookstores sponsor storytelling events and author-visits for children.

You child will get more out of books if you talk about what s/he is reading. Ask questions that help him/her summarize the reading and identify the main themes. You might ask such questions as:

What was the story about?

Where did it take place?

When did it take place?

Was there a moment that was especially exciting or moving? How did it come about?

Was there a character that you really liked? Why?

What was the main thing the author wanted you to learn?

You will prepare your child for greater success in school if you make sure that reading is a large part of his/her life. Reading aloud to your child and helping your child become a lifelong reader will have a profound influence on his/her academic potential and intellectual growth. Additionally, your child will experience all of the joy that books can bring!

Highly Effective Writers

At home, you can model practical uses for writing by showing how to write lists of items your child needs, phone messages, recipes, letters, steps to perform a task, or directions to a friend’s house.

Writing letters is a fun way to share information with others. This form of communicating may be better for some people who cannot express themselves as well in person or are shy. Writing can also be an effective way to let out worries or problems. Also, consider other ways to get your child involved with writing outside of school. Reading and writing go hand-in-hand!

Please note: *Since reading and research are vital components of our instructional program, we encourage all Howe Students to have a Library Card from the Free Library of Philadelphia.*

TEST TAKING HINTS



- 🍏 *Relax and ignore any distractions.*
- 🍏 *Read the directions carefully and then follow them.*
- 🍏 *Review the entire test **FIRST** to see what is asked, then plan your time accordingly.*
- 🍏 *Read each question twice before answering.*
- 🍏 *Think before you write.*
- 🍏 *Be certain to answer the question that is asked.*
- 🍏 *Check your paper's spelling and grammar before you turn it in.*
- 🍏 *Make every effort to complete the test.*
- 🍏 *Always answer the easier questions first, and then return to the more difficult ones.*

PROGRESS REPORTS

Progress reports will be issued once per month prior to the distribution of report cards. This report will inform parents of students who are failing, performing successfully, misbehaving and having attendance/lateness problems. Parents are expected to sign these documents and return them to the Homeroom teacher. Parents can also monitor grades daily on the SchoolNet.

SCHOOLWIDE EXPECTATIONS

We have adopted four principles for the members of the HOWE community. Please integrate these schoolwide expectations throughout daily instruction:

- **Be Responsible**
- **Be Respectful**
- **Be Peaceful**
- **Be Problem Solvers**

SCHOOL NORMS



WE MUST...

- H** – *Hope for a beautiful positive day and a brighter better tomorrow*
- O** – *Overcome any obstacles that get in our way*
- W** – *Winning attitude at all times*
- E** – *Energize and exercise our right to do our best every day*

CODE OF CONDUCT

The School District of Philadelphia has adopted a Code of Conduct, available on our website. Teachers will review the contents of the code, especially the Levels of Offenses and recommended interventions during the first days of school.

DISCIPLINE

Discipline, as a minimum, has three objectives in mind:

- ❖ **PRESERVE** the optimum environment in which to deliver instructional services.
- ❖ **RESPOND** to disruptive influences with corrective measures in a firm and consistent manner while attempting to correct defiant behavior and keep disrupters in school.
- ❖ **REMOVE**, as a last resort, the disrupters from the educational environment so that the majority may pursue their educational goals.

The School District of Philadelphia has the authority to make reasonable and necessary rules governing the conduct of students in school. As provided by Section 1317 of the School

Code of the Commonwealth of Pennsylvania: Authority of Teachers, Vice Principals and Principals over Pupils. Every teacher, assistant principal and principal in the public schools shall have the right to exercise the same authority as to conduct behavior over the pupils attending this school, during the time they are in attendance, including time required going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1983, P.L. 315)

RESPECTING MEMBERS OF THE SCHOOL

COMMUNITY



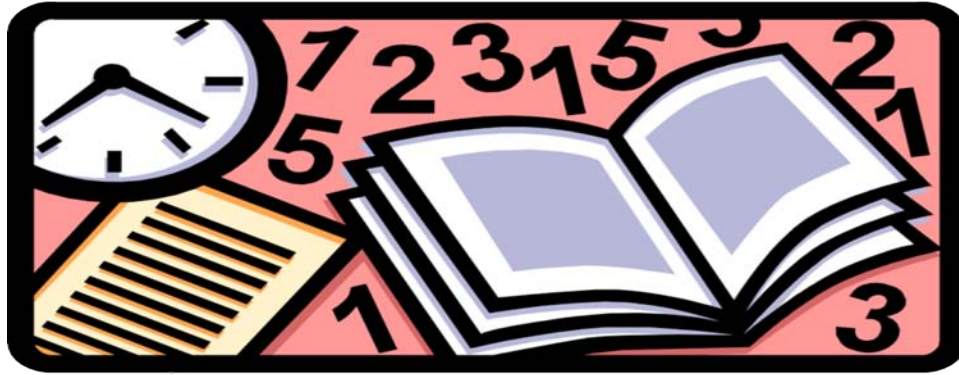
The fundamental premise of this policy is that students will show tolerance to all members of the school community. All students have the right to be free of intimidation either by word, gesture or deed that is sexual, racial, cultural or religious in nature. We strive to teach our children to love and respect themselves first. All HOWE students will be required to respect all members of our learning community (fellow students, teachers, administrators, etc.) Students who violate this premise will be subject to disciplinary action as determined by the administration.

BULLYING

The School District of Philadelphia has a strict policy on bullying. The policy is attached to the HOWE Student Handbook. It is also available on our website.



ATTENDANCE & LATENESS



SCHOOL BEGINS at 8:30 AM and ends at 3:09 PM

All students are required to attend school every day and on time. You are required by law to notify the school when your child misses any instructional time. A written explanation of the absence or lateness is required upon your child's return to school.

The District records excused and unexcused absences daily in compliance with the law. Parents/Guardians will be notified from the local school by phone and in writing after their child's unexcused absences. Any child who is absent from or late to school without a valid written reason for a total of three (3) days or more is considered truant. The following is a series of events that may take place if a child is truant:

- ❑ Parents/Guardians will receive formal notification, parent teacher conferences or visits from Parent Truancy Officers to determine the nature of the absences.
- ❑ A report may be forwarded to the Response to Instruction & Intervention Team, the Department of Human Services, or the Office of Truancy Prevention Office.
- ❑ The student as well as the parent/guardian may be compelled to comply with the procedures and orders of the Family Court's truancy program. Parents/guardians may be subject to a fine, community service or parenting classes.

Please do not allow your children to arrive in the morning before 8:00 a.m. There is no supervision for the children before 8:00 a.m.

All HOWE students are expected to be present and on time each day for school. Students must bring a signed note by a parent or guardian stating the reason for absence. NO absence will be excused without a note. When a student is absent, he/she is missing essential information. Absences should be avoided whenever possible. Students are also responsible for any work missed during their absence.

Students arriving after 8:30 will be marked late. Students must receive a late pass from the first floor, and then proceed to class. Just as in absences, students miss important information. Please ensure that your child arrives on time for school each day.

AUDIO & ELECTRONIC DEVICES

Electronic games, radios, compact discs (CD's), compact disc players (CD player), tape recorders, beepers, cellular phones, iPods, mp3 players, iPhones, digital cameras or any other electronic devices are not permitted to be used or brought into the building during school hours. If a student is using the device during school hours it will be confiscated. The school is not responsible if a student brings an electronic device to school and the device is stolen, lost or damaged.



School District of Philadelphia Consequences

- 1st Offense: Confiscated
Returned to the Parent
- 2nd Offense: Confiscated Not
returned until the last student
day, June 12, 2018.

KEEPING UP-TO-DATE

We are committed to keeping our community up-to-date with all events and activities. Forms of communication besides phoning include:

- Website: <http://webgui.phila.k12.pa.us/schools/h/howe>
- Remind 101: a texting service. We must have an updated cell phone number.