

The School District of Philadelphia
John B. Kelly Elementary School
5116 Pulaski Avenue
Philadelphia, Pa. 19144
215-400-3580

Student/Parent Handbook
2020-2021



Every child deserves a champion, an adult who will never give up on them,
who understands the power of connection and insists that they become
the best that they can possibly be.... Rita Pierson

Dr. Victoria Pressley
Principal

Mr. Ricky Clark
Assistant Principal

Dr. William Hite
Superintendent

Kimberly Newman
Assistant Superintendent LN 6

History

Who was John B. Kelly?

John Brendan Kelly also known as Jack Kelly was born on October 4, 1889 in Philadelphia, Pennsylvania. He won three gold medals in the Olympics in the sport of rowing. He won 126 straight races in the single scull rowing event. Kelly also served in the United States Army. He also owned a construction company. He was the father of Grace Kelly, who was an actress and Princess of Monaco. Kelly died on June 20, 1960.

Principal's Message

Welcome back! I am excited to be granted the privilege of serving the families and community of Germantown as the Principal of John B. Kelly School. As a school community, we will do all that we can to make this year one that children will look back fondly upon and have wonderful memories.

This handbook will share important information to keep you informed about school events, expectations and procedures and policies. Please carefully read this booklet thoroughly to determine our expectations for your child as a member of our JB Kelly School family.

JB Kelly students are those that exhibit the qualities of those who love learning. They are on time, prepared and active participants in the learning process. We encourage student inquiry, creativity and discovery. We celebrate diversity in culture and promote student individuality.

Thank you for choosing John B. Kelly Elementary School and trusting us with your children.

If you have any questions or concerns feel free to ask questions of teachers, staff and administration. We look forward to your involvement. A copy of this handbook will be available in the school's main office. Further, the school district's website www.philasd.org has a parent information portal that provides up-to-date information.

Best wishes to you for a fantastic school year!

Dr. Victoria Pressley,
Principal

Mission Statement

The staff of John B. Kelly Elementary School will provide a safe, nurturing environment where all students can achieve at high academic levels. To ensure that all students reach their potential, we will maintain high expectations, promote academic excellence for all students and support their social and emotional well-being. We will prepare our students to become independent learners with the desires, the skills, and the abilities necessary for lifelong learning. We will foster a positive school climate which respects and values diversity and nurtures the self-esteem of every individual so they will be positive contributors to society. With the support of all stakeholders, our mission to help students reach their full potential and support the social and emotional well-being of all students will be achieved.

Vision Statement

The staff of John B. Kelly Elementary School will work to ensure that all students achieve at high academic levels by using innovative approaches to teaching and learning. We will deliver the curriculum with enthusiasm and motivate all students to acquire and integrate knowledge in meaningful ways. Our students will be able to use technology and apply higher order thinking skills in multiple situations to solve everyday challenges. We will meet the needs of all students by providing interventions based on individual student performance and needs. The staff of JB Kelly Elementary School will work to engage our parents/guardians so they actively adhere to our policies, participate in school activities, and enthusiastically support all school initiatives. With the support of all stakeholders, our vision of high achievement for all students will be achieved and sustained.

Equity Statement

We will collaborate to facilitate action for racial equity. We will work to build systems and identify practices that help ensure all students have opportunities for advancement and success. We will commit to getting to know our students as individuals and as learners and to being responsive to them in our teaching. We will commit to practices that cultivate empathy and to the creation of a community in which everyone feels they belong. We will aid students and families in advocating for themselves.

GENERAL INFORMATION

VISITOR SIGN IN PROCEDURES:

- All guests/visitors must stop at the front desk, show picture identification and sign in with a school representative. (Please include your full name, date, time and purpose of the visit.)
- All guests/visitors will be directed to the main office for further assistance.
- If approved, all guests/visitors will be given a visitor's pass that must be displayed throughout the duration of the visit.
- All guests/visitors will be escorted to locations outside of the main office area.
- All guests/visitors must return the visitors' pass to the main office and sign out at the front desk before leaving the building.
- Students will only be dismissed from the main office. Visitors may not request to pick up a student from the classroom.

THANK YOU FOR YOUR COOPERATION

SCHOOL HOURS

School begins promptly at 8:30 a.m., and ends at 3:09 p.m. It is school policy to provide supervision in the schoolyard only after 8:15a.m. Parents should not send or drop children off in schoolyard before 8:15 a.m. All children should be picked up promptly by 3:09 p.m. We expect all drivers near the school to follow road safety procedures and the school requested traffic pattern.

Digital Learning Hours

Online classes will begin promptly at 8:30am, and end at 3:09pm. Please have your child(ren) sign-in to their the classroom lesson at least 5 minutes prior to their lesson.

Lunch for all students during virtual learning will be at 11:15am

DAILY SCHOOL SCHEDULE (In School Schedule)

8:25 a.m.	First Bell – Students line up behind their classroom numbers in the schoolyard.
8:30 a.m.	Second Bell - Teachers will meet classes in the schoolyard and escort them to the classroom. All students K-5 line up in the schoolyard. Kindergarten will line up outside of their classroom door. Students are not permitted to use the front door of the school. If inclement weather occurs, students in grades K-3 go into the auditorium, 5 th in the gym and 4th go to the lunchroom.
11:30 a.m. - 12:15 p.m.	First Lunch and Recess (Kindergarten - 1 st)
12:15 p.m. - 1:00 p.m.	Second Lunch and Recess (2 nd - 3rd grades)
1:00 p.m. - 1:45 p.m.	Third Lunch and Recess (4th - 5th grades)
3:09 p.m.	All students K - 5 will dismiss to the schoolyard and line up with their teacher. Students going to After-School Programs will meet the leaders at a designated location.

SCHOOL ARRIVAL TIMES

All students in grades K-5 will line up in the schoolyard. Students **should not** arrive at school before 8:00 a.m. **Breakfast is offered to students in grades 1st -5th from 8:00-8:20am. Kindergarten students will eat breakfast in their classrooms at 8:30am.**

Students are not allowed to leave the school grounds once they have arrived at school.

Parents **MUST NOT** drop children at school before 8:00am. While there may be adults in the school, they are not required to supervise students who arrive early. Students may not go to a teacher's classroom before school unless that teacher is in the room and has made previous arrangements with the student.

DISMISSAL

Children are asked to refrain from playing on the playground equipment so the school staff can make certain that the Kelly students who are not with a parent or guardian can go directly home.

EARLY DISMISSAL REQUESTS

Parents/guardians are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early parents must present photo identification at the main office and sign the child out. **Habitual early dismissals adversely affect student learning, attendance and may affect student grades.**

Parents must present a Photo ID for an early dismissal. Only the legal guardian can sign a student out for early dismissal. Request for early dismissals must be arranged prior to 2:30 p.m. Messages will not be delivered to classrooms after that time. Students will not be given an early dismissal between 2:45 p.m. and 3:09 p.m.

When a child is picked up for an early dismissal, the parent/guardian must report to the school office and sign the child out before leaving the building. The office staff will call the classroom and have the child sent down.

The office staff will ask to see photo identification, state the relationship to the student, give reason for dismissal, and give their signature. The procedure is designed to ensure the safety of each and every child in this school. Children will be dismissed only to those listed on the emergency contact form. When confirming identification, all adults who are picking up students must remove their head wear, including but not limited to burqa, chadar, boshiya, niquab, or hats.

INCLEMENT WEATHER

ADMISSION

Children must enter the building through schoolyard entrance doors.

Grades K-3, will proceed to the auditorium, 4th in the gymnasium, and 5nd in the lunchroom and wait for their teachers to escort them to their classrooms.

- School staff will escort K-5 students to class at the conclusion of student movement.

Please do not send your child to school before 8:15 a.m., since there is no adult supervision. Once the children start moving towards their classrooms, we will ask for all students to wait in the main lobby until the hall is cleared.

DISMISSAL (SCHOOL-YARD HAZARDS)

In the event that our schoolyard is impassable, we will have a modified dismissal procedure. Parents will be notified of this change via the text message service and through a phone link.

- K-2 will dismiss through the Auditorium doors
- 3-5 will dismiss through the front main lobby doors

EMERGENCY CLOSINGS AND DISMISSALS

School Closings will be officially announced on KYW-1060AM and on the school district website. The announcement will state, "All Philadelphia public schools are closed." A specific school will be named only in the event that there is a problem at that school. *Early dismissals and late arrivals* will be announced on KYW-1060AM and on the school district website. Listen to this radio station for current information. Our school will also send a text alert via the remind application.

Please discuss with your child the possibility of an emergency school closing. Your child should know the name, address, and telephone number of the person you have designated as the emergency contact. Please make sure the emergency contact lives as near to the school as possible. Keep all directory information current; home address, home phone number, work phone number, cell number, email address, and emergency contacts.

TWO-HOUR DELAYED OPENING PROCEDURES

Please review the delayed opening procedures in the event of inclement weather or an emergency. It is important to remember the following:

- Student Arrival: 10:30am
- Student Dismissal: 3:09pm
- Admission: students enter through the front door and proceed to the auditorium

CONTACTING YOUR CHILD DURING SCHOOL HOURS

Parents should make arrangements for pick-up prior to the students arriving at school for the day. Please do not telephone school and ask to speak to your child – students will not be called from classrooms to answer telephone calls. *Messages will only be given to students in extreme emergencies.*

ATTENDANCE

School attendance law requires that children from the age of six be enrolled in and attend school regularly. All absences and lateness are recorded on the student's permanent record. Absences due to illness of the student, death in the immediate family, religious holidays, or family emergencies are generally considered lawful absences. The District specifies the following as valid reasons for absence from school:

1. Illness.
2. Quarantine.
3. Recovery from accident.
4. Required court attendance.
5. Death in family.
6. Educational tours and trips, with prior approval.
7. Authorized school activities.
8. Excused Lateness or Dismissal

If your child is absent from school, a written note to the teacher is required **within three days** of his or her return explaining the reason for the absence. After three consecutive absences parents can expect a letter reminding them of the importance of attending school every day. Any student who does not provide a note will be recorded as unexcused, parental neglect.

The School Board made the following changes to the Attendance Policy 204:

“There are two substantive changes in the Attendance Policy. The first is that if students arrive in school after 10:00 am without a note or leave before 1:00 pm without a note, they will be marked half a day unexcused absence. The half-day unexcused absences will accrue to full days. The trigger for a truancy referral remains ten (10) unexcused days. The second change is that after eight (8) cumulative absences for illness, the parent must secure a doctor's note for any future absences for illness.”

LATENESS POLICY

Classroom instruction begins as soon as school starts so it is important for children to arrive on time. When a student is not able to arrive on time, the student must fill out a late slip, and then go to the classroom. Excessive lateness will result in disciplinary and/or truancy action. Any student arriving after the daily morning entrance into the building is considered late.

LEGAL CUSTODY

Parents/Guardians are asked to inform the main office and the child's teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child (e.g., permission to pick up a child from school) based on official legal documents. It is important for the school to have a copy of the custody decree. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.

RELEASE OF A CHILD

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. The court order/custodial agreement is placed in a confidential file. Parent must also provide state issued or military identification for release.

TELEPHONE/ADDRESS CHANGES

Please notify the school immediately if there is a change in address, phones number or emergency contact numbers. This information is important in the event of an emergency or if your child becomes ill or injured. Important information is frequently mailed home so an accurate address is extremely important as well. Please do not put a "call block" for the school phone number on your phone. The school will only call you in case of an emergency or a classroom problem. Be sure your emergency contact is someone other than yourself or a phone number other than your own.

BREAKFAST

Breakfast is offered to all students in every morning. From 8:00-8:20am grades 1st-5th may have breakfast in the lunchroom.

LUNCH

Students eat lunch in the lunchroom. Children may bring their lunch or receive a free federally funded lunch. If a parent must bring a lunch to school for a child once classes have begun, the parent is to bring the lunch to the main office and it will be given to the child in time for lunch. (Please make sure the child's name and room number is on the bag) **We request that you DO NOT bring in McDonald's, pizzas, etc. for your child's lunch.** This can cause unnecessary problems with other children in the lunchroom. A lunch consisting of a simple sandwich, a small bag of chips, a piece of fruit and a small carton of milk is fine and is far more nutritious.

Noon Time Aides supervise our lunch program and recess time. During inclement weather, children will have a 30-minute lunch period.

PRETZEL PROCEDURE

- Pretzels will be served during lunch periods (dates will be provided on the student monthly calendars).

All proceeds from pretzel and candy sales will be contributed to the Student Activity Fund.



UNIFORM POLICY

Boys: Green or white polo shirts (long or short sleeve) and khaki pants or shorts.

Girls: Green or white polo shirt (long or short sleeve) and khaki pants, shorts, skirts, or jumpers. Skirts, shorts, and jumpers must be knee length or longer. (Girls are permitted to wear pants under their uniform skirts in cold weather). Dresses and skirts should not be too short. Two to three inches above the middle of the knee is acceptable.

Footwear: Shoes or sneakers with socks.

GYM REQUIREMENTS: It is significant for students to come well prepared for gym class. All students must wear sneakers to participate, and **sweat pants, tee shirts, and/or sweatshirts**. Girls are permitted to wear shorts under their dresses or skirts on gym day.

The following are ***not acceptable*** as part of the school uniform:

Shorts of mid-thigh or knee length

Jeans of any color

Stripes, Polka Dots, or Items with patterns (all items should be a solid color)

Undershirts/T-shirts with logos

Tank tops

Halter-tops

Midriff tops, spaghetti straps or see-through clothing

Sweatshirts other than the official school sweatshirt

Large or dangling earrings and novelty jewelry

Make-up, body glitter

Hard-soled shoes

Head wear other than for religious purposes (no bandanas, scarves, hats, etc.)

Sandals or flip-flops

Open-toe shoes

Cold weather – Outerwear may not be worn in class.

LOST AND FOUND

Valuable items found in and around the school should be turned in to the Main Office. Other items are placed on the Lost and Found table in the Kindergarten lobby. Please label all belongings, especially jackets and coats, backpacks, and lunchboxes. Students should not bring expensive items to school. Each student is responsible for taking care of his/her own property. **Valuable items and large sums of money should NOT be brought to school. The school will not be responsible for lost personal items.**

TEACHERS AND PARENTS WORKING TOGETHER

BACK TO SCHOOL NIGHT

Back To School Night is an important opportunity for parents and staff to meet. During this evening meeting, parents go to their children's classrooms where the teachers will introduce themselves, explain their classroom programs, and answer questions about the general program and classroom procedures. You will also have the opportunity to talk to the specialist teachers in the school. Our Virtual **Back to School Night will be held September 10, 2020 from 5-7pm**

PARENT/GUARDIAN VOLUNTEER

Please volunteer. John B. Kelly School expects parents to volunteer in the school and the classroom. Before you come, talk to the teacher. Arrange a good time, and be clear about your hopes when you are there. Let the teacher know of your special skills or interests, and also what you might not be comfortable doing. Some teachers plan what a volunteer will do, others ask you to join whatever they are doing when you come.

Volunteering in the classroom is a good way for you to understand and appreciate the experience your child is having at school. Remember, the teacher is responsible for the children and knows them well. You will be given directions on what to do and how to interact with the children. Treat each child with respect, kindness, and dignity. If you have any questions about what you observe, please, speak to the teacher.

Volunteers are needed to assist the school in many different ways, including working with children or providing assistance to the staff in various areas of the building. Parents/Guardians wishing to volunteer are invited to contact Mrs. Trego, or Ms. Vermonica Adenekan our school counselors at (215) 400-3580 to determine a mutually convenient time to meet. Currently, we are looking for help in the following areas:

- Lunch room/recess yard
- Morning admission yard monitors
- After school bus monitors
- Hall monitors
- Classroom assistance
- Front Desk
- Home and School Events
- Other (If you have another idea that you'd like to volunteer your help/skills, please let us know!)

All volunteers are required to complete child abuse and criminal background clearances before they can volunteer in the school. The state has made it easier and cheaper to obtain your clearances to volunteer in schools. The criminal background check through the PA State Police is FREE and results are received almost immediately through their online application. The child abuse clearance is also FREE and can be applied for online with a longer wait time. The FBI federal criminal history is available online with local fingerprinting locations for a fee of approximately \$28.00.

Here is the link to the new FAQs:

www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm

And here is the link to the application instructions online and in print:

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

PARENT/TEACHER ASSOCIATION

All parents and guardians of students are eligible to be members of the Parent/Teacher Association, and are invited to participate in the organization by attending monthly meetings, running for elective office, or volunteering through a variety of committees. The mission of the PTA is to build bridges which unite and sustain K-8 families and their community through stewardship and leadership and to support a stimulating and nurturing educational environment through advocacy, programs and activities.

Kelly Green Project The Hansberry Garden and Nature Center, a community garden in SW Germantown, initiated the Kelly Green Project in partnership with the local John B. Kelly Elementary School to find ways to transform the schoolyard into a true community asset, focused on children and their developmental needs.

This largely unused space should be a place to play, learn, grow fresh food and offer outdoor performance opportunities. In the broader sense, the initiative is an effort to wrap the community's arms around our children and insure them a safe, caring, and nurturing environment. The health of our community begins with our kids. For more information about the Kelly Green Project, visit their website

<http://kellygreenproject.org/>.

School Advisory Council

School Advisory Councils (or SACs) are part of the overall leadership structure at Kelly School. Providing a forum for open discussion and problem-solving, SACs give all stakeholder groups (administrators, parents, students, staff, and the larger community) a real voice in school-based decision-making and the power to influence all aspects of the work of the school. SACs promote collaboration and understanding and build support for the school's overall goals as well as individual programs, policies, and initiatives.

School Advisory Councils are comprised of peer-elected representatives from various stakeholder groups at the school, whose main responsibility is to collaborate with the principal on specific matters that affect student achievement and school improvement.

If you are interested in joining the Kelly School SAC, please complete an application. Applications can be found in the Main Office or on The School District of Philadelphia's website at https://docs.google.com/a/philasd.org/forms/d/1W2-FnYEEw7FDS_hjt-HnLoMrJVOWYL6_UfYU7RglFk/viewform?formkey=dDl6VG94a1JJbDY2dFVWR08yN2UzOVE6MQ.

COMMUNICATION

A school communication folder is sent home every Tuesday. All school flyers, newsletters and calendars will be placed in the folders on Tuesday morning for students to take home Tuesday afternoon. Many teachers use the folder to send home schoolwork and tests.

COMMUNICATION WITH TEACHERS

To contact a teacher, you may:

- Send a note with your child asking the teacher to write to you or call you. Tell the teacher when you will be available at work or home.
- Send a note with your child asking the teacher for an appointment. Specify the times when you can meet – before school, during the day, etc.
- Ask the school secretary to leave a note in the teacher's mailbox. Teachers will not be called to the phone during class time.
- Email your child's teacher on his/her school district email.
- You may also communicate with the teacher through Classroom Dojo. Be sure to download the application to your phone and consult your child's teacher for login instructions.

Teachers will respond to all communication within 48 hours.

- Some teachers may use an App or send text messages to communicate with parents

At Back to School Night, the teachers will tell you how they would like you to communicate with them. Our teachers welcome parent interest in their child's education and are responsive to your questions and concerns. A good question to ask is "Is there anything I need to know about or do that can help my child?"

Academic interim reports are distributed 4 to 6 weeks before a report card is issued. All children in danger of failing will get a report. Behavioral interim reports may be issued at any time.

Report card conferences are held three times per year: November, February, and April. You will receive an appointment notice. If you cannot make the appointment, reschedule with the teacher. This conference is when you and the teacher look at your child's achievement and behavior, and plan what is best for your child. Come prepared with any questions you may have or information you feel the teacher needs to know. Teachers can only be helpful if they are informed of a problem. The final report card will be sent home with the students in June.

You need to know your child's ability levels and know them honestly. Ask what you should be doing at home to support your child's needs. When you don't understand something, ask questions. Is this behavior typical, or a problem? Get specific information about the seriousness of a problem and what programs are available to help. An action plan with a timetable may be developed. Plan additional times, if needed, to discuss your child's progress.

WEBSITES

The School District of Philadelphia - www.philasd.org

The Pennsylvania Department of Education- <http://www.pde.state.pa.us>

FamilyNet- www.phila.k12.pa.us/parents/familynet

- FamilyNet helps you to track your child's progress. It requires you to know the student's School Identification Number and have a valid email address. They offer a link for a free email service.



HOMEWORK

Expect assignments Monday through Thursday each week, in addition to longer-range projects and reports. Students should review the day's class work. Contact the teacher if you do not see regular assignments being given. For older students, assignments may involve several days or weeks of preparation. Students should not wait until the night before this type of assignment is due to start the task. It is expected that students will need to use the public library for research. Studying for major tests should be done over several days. Major tests will be announced in advance.

If no tests or written work come home, check the bottom of your child's book bag. If you don't find anything, write a note to the teacher and ask if you have missed something. Papers get lost on the way home or just don't make it to parents.

Homework should be done in a comfortable place where the student has proper space and privacy. The student should have minimum distractions. Be sure to allow as much time as needed for the work to be completed without rushing.

The time spent on completing regular homework assignments will vary according to grade level. A good average is approximately 10 minutes per grade. Generally, homework each night should take approximately 25-45 minutes for 1st-3rd grades, 45-60 minutes for 4th-5th grades. If your child is struggling for hours with homework, notify the teacher.

Homework should be checked to see if the assignments are done correctly in the earlier grades and in the later grades if the student has a history of missing or incomplete assignments. Parents/guardians should feel free to *assist* the student if necessary, but not actually *do* the assignment. *Showing that you are interested in school by monitoring and assisting in home assignments is critical for ensuring success.* This links school with home, and is a way of keeping up with the student's progress in school.

TEXTBOOKS AND MATERIALS

Students are responsible for assigned textbooks. Textbooks will be issued by code numbers. Lost textbooks or books damaged beyond normal usage will be the financial responsibility of the student's family. It is not wise to loan textbooks to other students. A book contract will be issued for record keeping. Students are expected to always have the appropriate text and notebook in class.

FIFTH GRADE CLOSING EXERCISES

Fifth grade students will participate in closing exercises if they successfully pass their courses. Students who fail to successfully complete the fifth grade academic program and/or behave in an inappropriate manner will be excluded from end of year 5th grade activities. These activities include the 5th grade trip, 5th grade picnic, school dance, and/or closing ceremonies. A student's participation in these activities is contingent upon the successful completion of our fifth grade program, which includes academics as well as citizenship. We request your assistance in reviewing the following school rules and policies with your child.

* Students are expected to follow all school rules each and every day until the end of the year.

* Students are reminded that fighting and lack of respect for adults and their fellow students is unacceptable and will be dealt with in accordance with our school discipline code.

* Students are expected to complete all class and home assignments.

* "No students may engage in any conduct that jeopardizes the health, safety or welfare of any member of the school community, or in any conduct that disrupts or undermines the basic educational program" (The School District of Philadelphia, Code of Conduct).

What standardized tests are administered and when?

Standardized tests mandated by the Commonwealth of Pennsylvania and The School District of Philadelphia will be administered in grades 3-5. Students will respond to constructed response questions in writing and complete multiple-choice questions. Results of all assessments are used by teachers to differentiate instruction. These assessments are administered throughout the school year and parents have access to the results on the parent link of SchoolNet. Classroom teachers will provide additional information to students and parents/guardians prior to all testing, especially the PSSA in the spring.

Report Cards

The report card is a way of documenting student progress throughout the school year.

Report cards are issued four (4) times during the school year. They are given to parents during the Parent/Teacher Conference. Those conferences will be held on November 23, 24, and 25, 2020 for the first marking period with an evening conference on November 25, 2017, on February 3, 4 and 5, 2021 for the second marking period and April 7, 8 and 9, 2021 for the third marking period. **Final Report Cards will be distributed on the last day of school, June 11 , 2021.**

All students in kindergarten through grade fifth receive a report card for each of these marking periods. Report cards provide marks for all of the major subject areas, specialty areas, behavior, and effort, as well as an attendance report.

Parent-Teacher Conferences

Communication among parents/guardians, teachers, and school personnel is essential to a successful educational program. Conferences are of prime importance in sharing information about a child's progress during the school year. They provide opportunities for the exchange of information between parents/guardians and child's teacher regarding academic and emotional growth.

Report card conferences, involving the parents/guardians and teacher, are held at the end of the first, second, and third marking periods, at which time report cards are distributed. These conferences are usually scheduled for 10-minute blocks of time. If parents/guardians are unable to attend the conference at the scheduled time, the teacher must be notified at least 24 hours prior to the conference. If a longer conference is needed to address particular issues, a separate appointment should be made with the teacher.

In addition to the regularly scheduled conferences, a parent/guardian may arrange a conference at any time during the school year. Appointments can be made either by sending a note to the teacher or leaving a phone message for the teacher. The teacher will return the call so that a mutually convenient time can be arranged.

What is (Multi-Tier System of Supports) A multi-tier system of supports (MTSS) is a framework for providing instruction to students. MTSS includes three levels, or tiers, of instruction. Each tier has a set of evidence-based practices to meet the instructional goals.

Tier 1

For MTSS, a school must first establish its tier 1, or universal, supports. Universal supports are the instructional practices that help all students in a school. Once the universal supports are in place, staff can use assessment data to determine which students need additional supports.

Tiers 2 and 3

The intensity and duration of supports increase for tiers 2 and 3. The appropriate level of support for each student is determined by assessment data

What are the special education programs?

- ***Learning Support:*** The learning support program is developed for students who may need extra help in certain academic areas. Students identified for this program through MTSS, may acquire help for longer or shorter periods of time depending on their prescribed program. Contact the principal or counselor for more information.
- ***Speech/Language Support:*** The Speech and Language Therapist supports students who have been diagnosed as having a speech or language disorder (ie. mis-articulating, language delays, or physical disabilities that interfere with speech and language.) The special education teacher with the help of parents and teachers develop an individual program for each child.

How is a child identified for Gifted Support?

The Gifted Support program allows students who have been identified by meeting qualifications and MTSS. Parents and teachers may make requests for the Gifted Support Program. If you feel that your child qualifies for gifted support, you can speak to your child's teacher or the counselor.

When should I call the school counselor? The school counselor is concerned with the educational, vocational, personal, and social/emotional development of students in relation to their total school experience. Parents can call the counselor when a child has a problem adjusting to school.

Does John B. Kelly have extra-curricular activities? Yes, Kelly School emphasizes growth in the arts, humanities and the physical well being of all its students. Students in grades 1-5 are encouraged to participate in age appropriate activities. The purpose of these activities is to increase student self-esteem, build community spirit, and develop student potential. EC clubs are sponsored by staff members and include tutorial services. Information will be distributed as the year progresses.

Is there a nurse at the school? Yes, there is a nurse on staff 5 days per week. The school nurse takes care of students who become sick or injured during the school day, administers required medications, provides health screenings, and maintains a comprehensive health record for each student. All students must be up to date on immunizations. **Failure to comply with immunization requirements necessitates exclusion from school.** Nursing service is provided based on the number of students enrolled and may vary from year to year. The Health Room is located on the 1st floor across from the Auditorium.

If your child has a health problem or any physical activity restrictions, please inform the nurse in September. This information will be included in the confidential medical record and will be shared with the school staff based on their need to know.

What if my child needs medication during the school day? Medications may be administered in the school if necessary. For long term medications, please see the nurse for the School District form, which must be signed by your child's doctor and signed by

the parent before administration can begin. Short-term medications (less than 10 days), such as antibiotics, may be given with a signed note from the parent. The time when the medication must be administered should be indicated. All medications must be in the original prescription container with the pharmacy label in place. When the nurse is not in the building, the principal or her designee will administer medication.

HEALTH SUITE INFORMATION

Immunization of Students

All pupils must be completely immunized or exempted before admission to any public, parochial, or private school in Pennsylvania. The Pennsylvania Department of Health, the Philadelphia County Board of Health, and The School District of Philadelphia require this. The reason for requiring immunization is to protect pupils from preventable communicable diseases and their medical and educational complications.

Board of Education policy states first aid is only to be given for school injuries at the time they occur.

Injuries and illnesses that happen at home must be cared for at home.

Students who become ill while in school should get a pass to the nurse from the teacher in charge. If it is serious, the nurse will notify the home.

No sick student will be sent home unless accompanied by a parent or responsible adult.

Students are not permitted to leave the building to go home at anytime.

Consequences

- ***Discipline Referral Forms*** – Referral forms will be sent home for signature when a student breaks the code of conduct. Once a student has acquired three referrals, they will be referred to our Climate Manager.
- ***Office Discipline Referral*** – Office Discipline Referrals (formerly pink slips) are included in a student's permanent record. They are issued when a student acquires three or more discipline referral forms for the following violations: assault, physical fighting, terroristic threats, destruction of school property, theft, bullying, use of profanity, or any major infraction that violates the student's code of conduct.
- ***EH-42*** – Mandatory parent conference form sent home by the Climate Manager when the student code of conduct is violated.
- ***Suspensions*** – Out-of-School suspensions require reinstatements by the parent or guardian.

CELL PHONE POLICY

** This policy also applies to iPods, iPads, **

** MP3 players, personal laptop computers, etc. **

During the school day (defined as being from the time a student arrives at school each morning until school is dismissed for the day), **these devices also must be turned off and may not be used by students.** These devices are a potential distraction to the classroom learning environment and potentially disruptive to the school climate. Also, for safety reasons, while students are riding school buses this policy is in effect just as if the student was in a classroom during the school day.

In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone. **The only exception to this policy is in the event of an emergency school closing. If the announcement is made to close schools early, students will be permitted to use their cell phones to call a parent or guardian.**

The only reasons for school personnel to ask a student to surrender a cell phone, etc. would be:

a - if the cell phone **rang** or **vibrated** (which would mean that the phone **was turned on**, and in violation of the policy), or

b - if school personnel **saw the cell phone, etc.** (which would mean that the device **was visible or on the student's person**, and in violation of the policy).

If a student is found to be in violation of the Cell Phone Policy, **the device (cell phone, etc.) will be confiscated by school personnel.** Refusal by a student to surrender the device is not an option. Cell phones, etc. confiscated as a result will be returned to a parent or guardian.

STUDENT REFUSAL TO SURRENDER TELECOMMUNICATIONS DEVICE PROCEDURE

If a student is found to be in violation of the Cell Phone Policy, he/she will be asked by school personnel (teacher) to surrender the device. If he/she does so, the device will be returned to a parent or guardian.

WEAPONS POLICY

No weapons of any type are permitted on school grounds or on the bus. This rule includes all types of firearms, explosives, knives (including penknives), martial arts equipment, and any other item that could be classified as a weapon, including any toy replicas. Furthermore, no object may be used to intimidate or threaten other students. Students who violate this rule will be subject to disciplinary action and police arrest.

BULLYING/CYBERBULLYING

Bullying can be exhibited by an intentional physical, psychological, verbal, nonverbal, written, or electronic act or series of acts directed at another student or students which occurs in and/or outside the school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

- ☐ Substantial interference with a student's education
- ☐ Creation of a threatening and hostile learning environment
- ☐ Substantial disruption of the orderly operation of school.

Bullying is characterized by the following three (3) criteria:

- ☐ It is intentional or deliberate aggressive behavior or harm doing, and
- ☐ It is carried out repeatedly over time, and
- ☐ It occurs within an interpersonal relationship where there is an imbalance of power

Bullying should always be reported to an adult. All allegations of bullying will be investigated and acted upon.

We fully support, uphold, and endorse The School District of Philadelphia's Code of Student Conduct and utilize the approved corrective actions. The Code of Conduct can be found on The School District of Philadelphia's website at www.phila.k12.pa.us After going to the District website, click on **Search** at the top of the page, type **Code of Student Conduct 2020-2021**. Click on **2020-2021 Code of Student Conduct**.

POSITIVE SCHOOL-WIDE BEHAVIOR EXPECTATIONS FOR STUDENTS

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

CLASSROOM EXPECTATIONS FOR STUDENTS:

- Arrive at school and all classes on time.
- All students, in all grades, are expected to wear school uniforms
- All students are expected to follow directions the first time they are given.
- All students are expected to bring books, notebooks, pencils and all other required supplies.
- Students are not to bring scissors to school. The school will furnish scissors for any project when necessary.
- Students are not to bring any electronic items to school. This includes tablets, iPads, hand-held electronic games or other small electronic things. The school will not be responsible for them if they are damaged, lost or stolen.
- Students may bring cell phones to school but they must be turned off and given to the teacher. Cell phones will be returned at the end of the day. Students caught having cell phones out and/or using them during the school day will have them confiscated. They will only be returned to a parent or guardian.
- All students are expected to raise their hands and wait to be called on when answering questions and taking part in classroom discussions.

- All students are expected to use appropriate and respectable language at all times.
- All students are expected to refrain from wearing hats, hoodies or any other headgear in the school building.
- All students are expected not to eat during instructional times. Some teachers do include a snack time during their daily schedules, which is an exception.

OUTDOOR RECESS EXPECTATIONS

- All students are expected to follow directions the first time they are given.
- All students are expected to take care of personal needs such as using the bathroom.
- All students are expected to play in designated areas only.
- All students are expected to keep their hands and feet to themselves at all times.

LUNCHROOM EXPECTATIONS

- All students are expected to follow directions the first time they are given.
- All students are expected to stay in assigned seats unless given permission to move by a supervising adult.
- All students are expected to clean up after themselves and place all trash in the containers.

There is to be no running, talking, yelling or roaming in the hallways.

The school bathrooms are not play areas. Students are to treat the school bathrooms the same way they would treat their bathrooms at home.



STUDENT SUPPORT SERVICES

Climate Manager: The Climate Manager is responsible for handling all disciplinary issues at Kelly. Our progressive discipline plan includes, parent conferences, lunch and before/after-school detentions. The Climate Manager is also responsible for our positive school program, which includes our Kelly B's: Be Safe, Be Responsible, Be Respectful. Mr. Koniecki can be reached at **215-400-3580**.

Counselors: Our school counselors are available at Kelly School every day to assist students and parents in getting information about community services available to them including the Consultation and Education Program (C & E Program). Ms. Trego and

Ms. Adenekan, our counselors, may be contacted at **215-400-3580** for information or an appointment.

Nurse: The school nurse is available at Kelly School every day. Ms. McLendon, our nurse, can be reached at **215-400-3580**. Please feel free to discuss any health or medical concerns with her.

Special Education Programs: JB Kelly School has a variety of special education services. We have Learning Support classrooms, a Resource Room, Multiple Disabilities Support classroom, Speech Therapy, Itinerant Hearing Therapy, counseling, counseling referral services and a Consultation and Education Program (C & E Program) through Interact. In keeping with the State of Pennsylvania's plan for a least restrictive environment for special education students. If you feel your child is in need of any of these services, please contact the counselor, Ms. Trego K - 2nd grades or Ms. Adenekan 3rd - 5th grades.

School District of Philadelphia ACADEMIC CALENDAR FOR 2020 – 2021

Date	Activity
August 24, 2020	First Day for Staff
August 24 - 31, 2020	District-wide Professional Development
September 2, 2020	First Day for Grades K-12 - Student Attendance
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 and Administrative Offices 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 14, 2021	Last Day for Staff/ Full Day Professional Development
June 18, 2021	Juneteenth (observed) - Schools Closed and Administrative Offices Closed

SCHOOL DISTRICT OF PHILADELPHIA

JOHN B. KELLY ELEMENTARY SCHOOL

PARENT INVOLVEMENT POLICY

PART I. GENERAL EXPECTATIONS

Each school in its School-wide Parental Involvement Policy must establish the school's expectations for parental involvement. [Section 1118(a)(2), ESEA.]

The J. B. Kelly School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district-wide parental involvement policy into its School District of Philadelphia plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities 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 ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If The School District of Philadelphia's plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will 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 parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –

- (A) *that parents play an integral role in assisting their child's learning;*
- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that 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) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

[NOTE: The School- wide Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components. *[Section 1118(a)(2), ESEA.]* Regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.]

1. The **John B. Kelly School** will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1112 of the ESEA:
 - **Invite participation in parental involvement policy at general meetings, such as Back to School Night and SAC meetings, parent report card conferences**
 - **Invite participation through written regular notices that are sent home with students**
 - **Conduct surveys to determine areas of parent interest and ability to participate**
2. The **John B. Kelly School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - **Distribute a monthly calendar listing dates of all meetings, class trips, early dismissals, and professional development days during which time parents are invited to participate in school review and improvement**
 - **Post items of interest and for discussion on the parent table and on Kelly's website**
 - **Institute a suggestion box in the main office for parent input**
3. The **School District of Philadelphia** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - In collaboration with the Grants Compliance Monitor, School-based School Improvement Support Liaison, School-Community Liaisons, Philadelphia Home and School Council (PHSC), Title I Parent Advisory Committee, The Philadelphia Right to Know Educational Task Force, PARENT POWER, and other parent groups, provide workshops to schools on parent engagement.
 - Provide professional development by parents/caregivers for new and existing principals and other administrators on how to develop promising partnerships with parents/caregivers.
 - Train new and existing staff with parental engagement duties (e.g., School Improvement Support Liaisons, School-Community Liaisons, School Community Coordinators, and Bilingual Counselor Assistants) to assist school sites in implementing parental engagement.

- Make available the staff of the Office of Educational Equity, Office of Specialized Instructional Support, and Office of Parent, Family, Community Engagement and Faith-based Partnerships, and staff of the Assistant Superintendents for technical assistance.
 - The Title I Office will provide technical assistance to schools and parent organizations, such as the Title I Parent Advisory Committee (PAC), Home and School Associations, The Philadelphia Right to Education Task Force, PARENT POWER, and other organized parent groups.
 - Provide coordination of professional development efforts through the Office of Instruction and Leadership Support.
 - Provide workshops to parents on supporting student achievement and parent engagement.
 - Provide training and other information to School Advisory Councils (SACs). Each SAC will outline how they plan to work with Title I PREP parents to schedule turn-around trainings for parents within their schools.
4. The **J. B. Kelly School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under programs such as after school activities, sports, enrichment programs, summer school, etc:
- **Communicating need for participation through newsletters and monthly calendars**
 - **Posting notices on parent bulletin board**
 - **Sending regular invitations through the mail and student distribution in school**
5. The **John B. Kelly Elementary School** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.
- **Parent input will be solicited at report card conferences using written and verbal feedback from parents. Teachers will distribute and collect comment forms. This feedback will be used to determine effectiveness of the parent involvement policy at Kelly.**
 - **PTA will also conduct a survey to solicit parent input and effectiveness of parent involvement**
6. The **John B. Kelly School** will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The John B. Kelly Elementary School will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Title I-Part A,
 - how to monitor their child's progress, and
 - how to work with educators.
- **Communicate curriculum and goals in regular monthly calendars**
 - **Invite parents to volunteer in the classroom to experience the core curriculum**
 - **Encourage parent participation on educational school trips**
 - **Invite parents to informational and incentive assemblies throughout the year**

B. The John B. Kelly will, with the assistance of the School District, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- **Provide parent development sessions to inform parents regarding curriculum initiatives and technology throughout the year as needed**
- **We will inform parents of Title I information on September, 2020**

C. The John B. Kelly School will, with the assistance of the School District, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- **Engaging in regular staff development as designated by the district and region**
- **Providing regular parent access to SchoolNet and the School District website in order to inform them about curriculum, assessment and quality of life issues**
- **Provide workshops on how to communicate with parents**

D. The John B. Kelly School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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:

- **Posting opportunities on Kelly's website for parent involvement**
- **Providing a calendar of school activities that include opportunities for parent involvement**
- **Review of upcoming activities at PTA meetings**
- **Monthly visits for parents of preschool children to observe kindergarten classrooms**

- **Kindergarten visit from neighborhood preschools in spring**
- **Open House in May for parents**

E. The John B. Kelly School will take the following actions to ensure that 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:

- **Kelly School will distribute information using communication folders every week, calendars every month, and flyers in a uniform and understandable format as needed**
- **Kelly School will publish email and update information on our website in order to increase understanding**
- **Kelly School will have a Parent Desk in the main office with information of events and workshops that occur at school or at SAC meetings**
- **Kelly School will have a Back to School Night and a Title 1-information session on September 10, 2020.**
- **Kelly School will hold parent report card conferences during the school year**

PART III. SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School's Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school, in order to maximize parental involvement and participation in their children's education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

* * * * *

PART IV. ADOPTION

This John B. Kelly School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by a meeting with the SAC on Wednesday, August 30, 2019. Amended were made by new principal Victoria Pressley, August 24, 2020.

The school will distribute this policy to all parents on or before September 30, 2020.

Dr. Victoria Pressley, Principal
