

# **THE SCHOOL DISTRICT OF PHILADELPHIA**

**HON. LUIS MUÑOZ MARÍN**  
**ELEMENTARY SCHOOL**  
**3300 North 3rd Street**  
**Philadelphia, PA 19140**  
**(215) 400-3920**



**Mr. Ariel Lajara**  
**Principal**

# **Student Handbook**



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## SCHOOL PROFILE

The Hon. Luis Muñoz Marín Elementary School is located in 3300 N. Third Street. We are a Title I dual-language school serving students starting in pre-kindergarten until they graduate from the 8<sup>th</sup> grade. Our school provides a World-Class Educational Program to approximately 750 students.

There is total of 26 regular education classes, 3 full day kindergarten classes, 3 Life Skills Support classes, 1 Multiple Disabilities Support class, and 3 pre-kindergarten classes.

Special Education students are being mainstreamed in the regular program. Special Education teachers provide services to the students in the regular program classrooms. Specialist teachers teach Physical Education, Health, Art, Writing, Social Studies and Technology to our students.

The physical plant that houses our student population was constructed in 1997 and offers the following comforts:

- Auditorium
- Music room
- Piano room
- Cafeteria
- Central Air Conditioning
- Elevator service to provide easy access for the handicapped
- 2 Computer Labs
- Library Spacious Instructional Media Center (IMC), which contains a collection of books, audiovisual materials and computers for students and staff to use
- Gymnasium
- Teachers' Resource Room in the IMC
- All Classrooms equipped with Interactive Whiteboards & Mobile Computer Labs
- Parking Lot
- 1 Art Room
- Playground in Small Yard
- Large Yard

## School Hours

Regular school hours are from 8:20 a.m. to 3:09 p.m. Professional development will take place during the year on School District scheduled days.

## SCHOOL MOTTO

**Motto:** At Marín we push our students to **DREAM** big **LIVE** with purpose and **ACHIEVE** success.

*We are Marín!*

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## **SCHOOL MISSION**

The Honorable Luis Muñoz Marín Elementary School family strives to educate the whole child, mentally, physically, and socially. We are a diverse, collaborative and data driven community that empowers our students to achieve postsecondary success.

## **PHILOSOPHY**

“We value equity in academic attainment and hold high expectations for all the diverse groups of students in our school”. “We believe that all students can learn.”

## **POINTS OF PRIDE**

- Teacher sharing ideas and materials
- Parental Support
- Structured Curriculum
- Athletic Programs
- Attendance Rewards & Announcements
- Constructive Responses for Math and Reading
- On level Guided Reading books
- ESOL Push-ins and pullouts
- Diverse & Supportive Staff
- Outside Support / Keystone Playground
- 100% Uniform Compliance
- Reading Curriculum for students' individual levels
- Extra curriculum activities
- PSSA Training
- Interdepartmental Cooperation
- New Teacher Academy
- Lots of Professional Development
- Nice Facilities / AC
- Grade group meetings
- Visible Student Work
- Excellent Physical Education Facility
- Supportive Bilingual Community
- Bilingual Teachers
- Kindergarten & 8<sup>th</sup> grade graduation
- Technology Labs
- Head Start Program
- ALL CITY & REGIONAL SPORTS CHAMPIONSHIPS:
- Baseball, softball, basketball
- Dual Language Program

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## **SALUTE TO THE FLAG AND MORNING ANNOUNCEMENTS**

In accordance with the Board Resolution passed on November 8, 1976, the Salute to Flag is to be carried out at the beginning of each school day. The Pledge of Allegiance is to be recited, and the National Anthem is to be sung at every official assembly.

The following procedures will be in effect daily:

1. At 9:10 A.M. advisors should bring the students to order. PA announcements will include the Pledge of Allegiance in English and Spanish.
2. The Pledge of Allegiance will be led over the PA system. Homeroom teachers are to supervise its observance. Pupils in the halls are to stop and remain silent until the Pledge and moment of silence are over, and then continue to the classroom. The cooperation of all staff members is needed to carry out these procedures.

### **The Pledge of Allegiance:**

I pledge allegiance  
to the flag of the United States of America,  
and to the republic for which it stands,  
one nation under God,  
indivisible,  
with liberty and justice for all.

### **Juramento a la Bandera:**

Juro lealtad a la bandera  
de los Estados Unidos de América,  
y a la república que representa,  
una nación bajo Dios,  
indivisible, con libertad y justicia  
para todos.

*All teachers must have an American flag in the classroom. See the secretary, immediately if there is not a flag in your classroom*

## **MAIN OFFICE PROCEDURES**

All entrances are constantly monitored by cameras. Anyone entering the building without approval will be considered trespassing and subject to legal consequences. Surveillance cameras and a front door buzzer system are installed and are operational at the Hon. Luis Muñoz Marín Elementary School. These systems are helping us to provide a safer environment for our students, parents, visitors and staff members. The following is the procedure to be followed in order to ensure that these systems are effectively used.

- The main entrance will be locked at all times.

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- For safety reasons, all staff members must use the main entrance at all times, when entering and leaving the building. All exits must be kept secured at all times. Parents can make appointments with their children teachers by sending a note to the teacher with their child. Teachers may schedule to meet with parents during their prep or after school hours. **For safety reasons, parents are not allowed to go to the classroom without administrator's approval.**
- Early dismissal of students will not be permitted after 2:30 p.m. Exceptions will be made on emergencies only. It is the School District of Philadelphia's recommendation that parents schedule doctor's appointments for their children on Saturdays or after school hours. The secretary will ask for an ID and the parent must sign out when picking up a student for early dismissal. **NO EXCEPTIONS! Teachers are not to release any students with anyone that comes to pick them up at the door.** The secretary will call the teacher when a student is being dismissed early.  
Children are responsible for the work they miss and they must be informed that the grade will be affected when they leave early. An Early Dismissal will be considered a Half Day absence.  
Students will be dismissed with parents only. Parents who want a person on the emergency contact to pick up a student must provide written approval to the Principal.
- The lobby is not a recreational area. For safety reasons, no one will be allowed to loiter in the lobby.
- Late Students: An SSA will be at the main entrance to receive the students who arrive after the yard gate is closed. Parents are to leave the students at the door. A safety, or SSA will escort young students to their classrooms. Students must be admitted into the classrooms without a late note up to 8:45 am. The teacher is responsible for marking the student late and informing the parents of their lateness.
- At 8:25 a.m. Kindergarten students' parents/guardians will bring their students through the big yard directly to the small yard gate. The parent guardian must stay with the student until the classroom door opens at 8:30 a.m. and is received by the teacher. Children are not allowed to use the playground at arrival time. Breakfast will be served to the Kindergarten students in the classroom at 8:30 a.m.
- The parents of the other students will not be allowed in the yard. Parents or guardians are to leave their children at the gate.

**During Morning Arrival:**

- Kindergarten students will enter through the little yard at 8:25 a.m.
  - 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> grade students will go directly to the cafeteria.
  - 4<sup>th</sup> and 5<sup>th</sup> grade students will go to the gymnasium
  - 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students will go to the auditorium

The students will be supervised by the School Police, Leads, and Specialists Teachers while waiting at the assigned areas. The teachers will arrive to their assigned areas at 8:30 to pick up their students.

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Parents or guardians are to leave their children at the gate with the exception of the kindergarten students' parent who may walk them into the side door of the building. Parents are not allowed inside the cafeteria without administrative approval.

**5. Dismissal Time Procedure:**

- Kindergarten students will be picked up by their parents/guardians in the small yard
- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> grade students will be escorted by their teachers to the big yard. Teachers are not to leave the yard until all his/her students have been picked up. Young students not picked up by a relative, older brother or sister must be brought to the main office and the parent contacted.
- 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students will be escorted by their teachers through door # 2 exit located on the corner of 3<sup>rd</sup> and Ontario.

## **OFFICE PROCEDURES**

Office procedures have been established to protect the confidentiality of the records and files, as well as to increase the quality of service to teachers, parents and children. The office staff can be of greater service to the school when traffic and unnecessary distractions are kept to a minimum. Whenever possible teacher should anticipate needs and arrange to pick up forms, records, etc., during non-instructional time.

## **PUPILS' POCKETS**

Pupil pockets and cumulative records for classes are stored in the main office file cabinets and may be used, checked, maintained and revised in the office. Pupil pockets must remain in the office cabinets at all times. Teachers will be held responsible for any missing pocket or record. Pupil pockets or cumulative records may be signed out with secretary or School Improvement Support Liaison, and returned to the office before the end of the school day. They cannot be taken out of the building. Copies of documents in the pupil pockets cannot be made without administrative approval.

Each teacher is responsible for maintaining his/her student's records. Make sure that there is a pocket for each one of your students in the cabinet.

## **ATTENDANCE**

At Marín we strive for 100% attendance from every child. The simple truth is that students who are not in the building cannot learn. Of course, medical and family emergencies occur. However, we are committed to ensuring that all of our students attend school on a daily basis.

## **ATTENDANCE AND PUNCTUALITY OF PUPILS**

### **State and District Attendance Policy:**

The policy of the School District requires that school-aged students enrolled in the schools of this District attend school regularly, on time, and for the entire school day in accordance with the laws

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of the State of Pennsylvania. Please refer to the link below for the full SDP truancy policy.  
<http://webgui.phila.k12.pa.us/offices/a/attendance--truancy>  
 In order for students to be academically successful they must be in attendance at school every day and on time.

## ATTENDANCE & INTERVENTIONS

Student attendance is vital towards the success of all students. Below are the intervention steps prescribed by the SDP and Marín policy.

Attendance Steps	
Missed Day Excused/ Unexcused	Intervention
1	Teacher phone call and Robo call
2	Teacher phone call and Robo call
3	Legal Notice sent home, Counseling meeting/Phone call. RTII/MTSS and Truancy Elimination Plan.
4	Robo call and teacher discussion with student/family
5	Referral to Carson Valley, a truancy prevention agency. Mandatory meeting with Climate Manager – Create attendance plan
6	Robo call and teacher discussion with student/family or administrator
7	Mandatory meeting with Assistant Principal
8	Robo call and teacher discussion with student/family
9	Mandatory meeting with Principal
10	Reporting to truancy office
11	Robo call and teacher discussion with student/family or administrator
12	Meeting/Discussion with Assistant Principal
13	Robo call and teacher discussion with student/family or administrator
14	Robo call and teacher discussion with student/family or administrator
15	Meeting/Discussion with Principal
16	Robo call and teacher discussion with student/family or administrator
17	Robo call and teacher discussion with student/family or administrator
18	A student who misses 18 or more days may be asked to repeat their current grade. The Principal, with teacher input, will make final the decision.

## EXCUSED ABSENCES

If a student is ill and cannot attend school a note signed by the parent/caregiver must be brought to school after an absence. Please indicate the dates and reasons for the absence. Other key policies:

- Absences will be coded “unexcused” if a note is not provided by the parent or caregiver.
- Absences for vacations, waking up late, and illnesses or appointments of a sibling will be considered unexcused.

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- When a pupil is absent for three days due to illness, a written doctor’s note documenting the medical necessity for the absence must be brought to school and given to the home based teacher. Please notify the school if a pupil is to be absent for several days.
- After 9 handwritten notes doctors note will be required.

## MISSED SCHOOL WORK

Every effort should be made to make up work missed as a result of illness or other excused absence. Furthermore, students are responsible for making up work that is missed as a result of suspension or any other disciplinary actions. Work missed because of absence, including suspension, will lower academic marks.

Students who have 3 or more unexcused absences will be referred to the appropriate counselor for a Truancy Elimination Plan.

**Please be advised that all cases of truancy will be referred to Truancy Court. Refer to the Code of Student Conduct Handbook for further information and policies regarding Attendance and Truancy.**

## TARDINESS

At Marín we believe that our day must begin promptly. Every moment of the school day is important and students must be ready to learn at the ringing of the first bell. As such, in the timeliness is expected and rewarded.

For those students who are tardy, the consequences are as follows:

1 <sup>st</sup> Infraction:	Within the first 20 minutes, students must report to the designated location and receive a late note. Students provide a valid phone number and parents are immediately called.
2 <sup>nd</sup> Infraction	Detention
3 <sup>rd</sup> Infraction	Mandatory Parental or Guardian Conference

## MTSS/RTII

The Multi-Tier Student Services and Response to Instruction and Interventions (MTSS/RTII) is the local and state mechanism designed to remove barriers to learning via the implementation of research based instructional and behavioral strategies. Research indicates that the most effective strategies are those that are systematic and build capacity across the school, the classroom, and the community.

Each grade team must meet regularly to address students at risk. One period has been identified bi-weekly in the schedule, for MTSS/RTII meetings. Minutes should be taken and copies sent to the MTSS/RTII Coordinator and administrator.

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The AP will maintain a MTSS/RTII flowchart of students discussed. Teachers' responsibilities will be discussed and explained by the counselor during PD and meetings. MTSS/RTII training will continue to be given during the year. Students cannot be retained without evidence of MTSS/RTII, which includes strategies and interventions to help all students succeed.

## GRADING SCALE

Students Earn a Letter Grade of :	Averages:	General Assignments:	Assignment Scale:
A	90-100	● Tests and Projects	50% of Grade
B	80-89	● Quizzes	25 % of Grade
C	70-79	● Class work	15% of Grade
D	65-69	● Homework	10% of Grade
F	60-64		

## HOMEWORK

It is the expectation of the administration that any homework assignments given will be meaningful and related to the content being taught. Creative assignments that include involvement are suggested.

Homework may consist of any of the following:

- Projects that exceed 1 day
- Research that relates to a topic being discussed.
- Preparation for an in-class assignment, test oral or written presentation.
- Reading-comprehension, inference, vocabulary review.
- Development of a study guide or similar organizer.
- Interviews
- Problem solving and questions to develop critical thinking
- Homework will be marked and the grade recorded in the grade-book.
- Homework must be returned in a timely manner to students.
  
- Homework will exceed 30 minutes per subject on any given night (less for children in lower grades.)

In order to make homework meaningful, it will be discussed and reviewed on a daily basis.

Children will receive minimum of four homework assignments per week. Parents will be informed when students do not bring homework to school.

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## **PARENTAL INVOLVEMENT**

The positive involvement of parents will lead to positive results in student behavior and achievement. Teachers will inform parents of their child's progress. Teachers will send an interim report to the home if there are signs of learning problems.

Positive notes will be sent to the parents to recognize students' progress and achievement. Copies of the interim reports may be picked up in the main office. If needed, meeting will be scheduled with parents during teacher prep periods in order to ensure we are supporting our families.

Teachers will not schedule meetings during instructional time unless approved by an administrator. Meetings with parents or visitors can be held in the conference room, classroom or main office. Parents or visitors are not permitted in the classrooms or hallways without administrative approval.

## **INTERIM REPORTS**

Interim reports will be issued every six weeks. This report will inform parents of students who are in danger of failing, performing successfully, misbehaving and/or having attendance/lateness problems. Interim reports are mailed to parents for review. The home-based teacher will keep a copy.

## **HOMEWORK TIPS**

Meaningful homework is assigned to help students become more self-reliant and to improve the skills that have been taught throughout the day. Homework will be assigned four to five days a week. Students will also be assigned short-term and long-term projects. Homework must be returned when it is due. Length and difficulty of assignments are expected to increase with grade level.

Homework is a regular part of school, and you can help your child do well. Teachers give homework for many good reasons: to practice and review class lessons, to get students ready for the next lesson, to teach them how to work on their own and to teach them to use resources. As a parent, you can help your child learn at home in the following ways:

- Have your child record all homework and assignments on his/her agenda
- Set up a regular time and a quiet place for your child to work.
- Try to make it away from distractions such as television, radio and other loud noises.
- Have your child get all of the materials needed for homework-pens, pencils, erasers, calculator, paper, books, and highlighters-all in one spot instead of searching for things.

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- Check your child's work for neatness and completion. The quality of achievement is related to being well prepared for school.
- If your child is having trouble with homework, talk to each teacher about the homework. The school may be able to offer tutoring or extra help.

## **VISITOR PROCEDURES**

Parents, relatives, and friends interested in the welfare of our students are always welcome although it must be pointed out that unnecessary interruptions interfere with the functions for which the school exists. Whenever possible, schedule an appointment with the home based and/or subject teacher before coming into the building.

**For safety reasons, all visitors must sign in and obtain a visitor's pass at the main office.**

We have a "Parenting Center", where a pre-scheduled parent teacher meeting will be held. Formal parent conferences will take place at the end of each marking period. All parents are urged to attend to discuss their child's progress.

### **Open-Door Policy**

We encourage parents to visit their child's class. We ask that you do not engage our child, the teacher, or other students in the classroom. If you have questions or concerns as a result of your visit, please do not hesitate to make an appointment with an administrator.

## **TRESPASSING ON SCHOOL DISTRICT PREMISES**

The Trespassing Ordinance, Philadelphia Code of Ordinances, Chapter 10-824, was passed by City Council to prevent unauthorized entry on school premises.

The provisions of the ordinance are as follows:

- No one may enter any facility of the School District of Philadelphia without the consent of the person in charge of the facility.
- Failure to obtain consent within fifteen minutes of entering or the creation of a disturbance may be considered a violation of the ordinance.
- Employees and pupils of the School District of Philadelphia may not enter any facility to which they are not regularly assigned without the consent of the person in charge.
- Persons who violate this ordinance are subject to a fine of not more than \$300 and imprisonment for not more than ninety days.

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- Persons found in room other than the office or in hallways not located between an authorized entrance and the office will be considered in violation of this ordinance.
- Persons asked to leave the building or who have been given a written notice of exclusion, including students on suspension, transferred from the school or expelled from the District, are subject to arrest and prosecution under the defiant trespass section of the Philadelphia Crime Code.

## **PROMOTION AND GRADUATION**

The Board of Education wishes to acknowledge each student's successful completion of a School District approved instructional program by an award of a diploma or certificate at closing exercises. The guidelines for promotion are the following:

1. A student who has completed the requirements for graduation may not be denied a certificate of completion for disciplinary purposes but may be denied participation in move-up day ceremonies upon the decision of the principal.
2. All students in grades 6-8 are required to pass Reading, Mathematics, Science and Social Studies.
3. Students in grade eight are also required to complete a multidisciplinary project or a service-learning project successfully.
4. Attendance rate of 90% or better
5. No major conduct concerns

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## STUDENT CODE OF CONDUCT

As per School District of Philadelphia policy, we adhere to standards of academic and behavior excellence. Below you will see both the SDP and Marín student code of conduct policy.

Disruptive Behaviors	Rule	Consequences Levels				
		Level 1: In-school interventions (including in-school suspension)	Level 2: Out-of-School Suspension	Level 3: Contract w/ intervention or Lateral Transfer	Level 4: Disciplinary School Assignment	Level 5: Disciplinary School Assignment Expulsion/Referral
Failure to follow classroom rules/Creating disruption	1A	✓				
Inappropriate dress	1B	✓				
Failure to carry hall-pass and/or appropriate ID	1C	✓				
Failure to participate in class/Unpreparedness	1D	✓				
Truancy/Excessive tardiness/Cutting class	2	✓				
Possession of inappropriate personal items	3B	✓				
Profane or obscene language or gestures	4	✓				
Inappropriate use of an electronic device	5B	✓	✓	✓	✓	✓
Mutual fighting (without serious bodily injury)	6	✓	✓			
Forgery of administrator, teacher, or parent's/guardian's signature	7	✓	✓			
Alteration of grade reporting, excuse notes, and/or school documents	8	✓	✓	✓	✓	
Destruction and/or theft of property (less than \$500)	9	✓	✓	✓		
Harassment (including Sexual Harassment)	10A	✓	✓	✓	✓	✓
Bullying/cyber-bullying	10B	✓	✓	✓	✓	✓
Intimidation	10C	✓	✓	✓	✓	✓
Sexual act (consensual)	11	✓	✓	✓		
Threatening students/staff with aggravated assault	12		✓	✓	✓	
Destruction and/or theft of property (totaling \$500 or more)	13		✓	✓	✓	
Breaking and entering school property	14		✓	✓	✓	
Robbery	15A		✓	✓	✓	✓
Extortion	15B		✓	✓	✓	✓
Mutual fighting (with documented serious bodily injury)	16		✓	✓	✓	
Simple assault	17		✓	✓	✓	
Possession of alcohol and/or drugs	18		✓	✓	✓	✓
Possession and/or use of fireworks, incendiary devices and/or explosives	19		✓	✓	✓	✓
Assault on school community member(s)	20		✓	✓	✓	✓
Instigation and/or participation in a group assault	21		✓	✓	✓	✓
Aggravated assault	22			✓	✓	✓
Sexual act (non-consensual)	23		✓	✓	✓	✓
Possession of a weapon	24			✓	✓	✓
Reckless endangerment	25		✓	✓	✓	✓

\*Consequence Levels are not mutually exclusive. If a student is referred to the Office of Student Rights and Responsibilities, that student will also be suspended out of school for some period between 1-10 days. Please note disciplinary hearings ONLY apply to 6<sup>th</sup>-12<sup>th</sup> graders. There are NO out of school suspensions for the following violations: 1A,1B,1C,1D, 2, 3B and 4.

Parents can also access the Student Code of Conduct at

<https://www.philasd.org/studentrights/wp-content/uploads/sites/67/2017/07/Code-of-Conduct-2016-2017-revised-final-2-2.pdf>

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Some infractions of the Code of Student Conduct may also be crimes. The Memorandum of Understanding (MOU) lists the crimes that must be reported to the Philadelphia Police Department. Additionally, The School District of Philadelphia has a Memorandum of environments, each visitor to public school buildings or grounds must receive authorization from the school principal or his/her designee. The Code of Student Conduct applies to all students while traveling to and from school, using any mode of transportation, as well as during any school related event. Additionally, the Code applies to off ground and after-hours behavior if there is a nexus to the school and the learning environment at the school is disrupted.

Understanding with the Philadelphia Police Department outlining the Diversion Program that is an alternative to arrest & criminal prosecution.

## **ZERO TOLERANCE POLICY**

The District has a zero tolerance policy for serious infractions which involve incidents of bullying, gang/group violence, or possession of a weapon. This includes toy guns and or any object used as a weapon. Violation of this policy, which is clearly outlined in the Code of Student Conduct, could lead to arrest, suspension, and/or expulsion and transfer to an Alternative school.

## **DUE PROCESS**

*The following section is taken directly from The School District of Philadelphia student code of conduct.*

All students are to be treated with fairness and respect. Students have a right to be heard and are to be provided the opportunity to explain their version. If you feel you need victim services, please contact the Office of Safe Schools Advocate at phone number 215-656-538.

## **SUSPENSION**

Short-term Suspension is an exclusion from school and/or any school activity or function for a period of three or fewer school days. Students who are suspended must meet with the principal or his/her designee prior to the suspension. During the conference, the student has the right to the procedures described under Student Conference Procedures outlined in this Code of Student Conduct.

### **Procedures:**

*The following section is taken directly from The School District of Philadelphia Student Code of Conduct policy.*

At parent conferences, parents, guardians, and caregivers can expect that school administrators will adhere to SDP protocol.

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For the purposes of The School District of Philadelphia's Code of Student Conduct, suspensions comprise three categories: In-school, short-term, and long-term.

1. Notice of a conference will be provided to the parent/guardian in writing and either hand-delivered to the home, sent by certified mail, faxed, emailed, or communicated by other reasonable means.

## **OUT-OF-SCHOOL SUSPENSION**

Long-term Suspension is an exclusion from school and/or any school activity or function for a period of four to 10 school days. Students who are given a long-term suspension are to participate in a student conference and a parent/guardian conference. During the parent conference, the student and parent/guardian have the right to the procedures described under Parent/Guardian Conference Procedures section in the Code of Student Conduct. In addition, prior approval by the Deputy Chief of the Office of Student Rights and Responsibilities is required for all suspensions exceeding eight school days.

1. Inform the student of the reason for a conference.
2. Give the student an opportunity to respond to allegation(s).
3. Discuss student's problem behavior and ways to correct it.
4. Inform the student of the corrective action and/or next steps to be taken.
5. Document the problem behavior and intervention.

## **DISCIPLINE REFERRAL PROCEDURES**

Below you will find the steps that all teachers take prior to sending a student to the discipline office or administrator. It must be pointed out that these steps need not to be followed in any particular chronological order.

Steps:

1. Talk to the student
2. Buddy System
3. Detention
4. Call Parents
5. Conference with parent
6. Discuss Problem with teachers at the house meeting
7. Refer to counselor
8. Cancel privileges: recess, trips, activities, etc.
9. Report Form

The following are tools used to document incidents with the purpose of taking measures for the improvement and preservation of student positive behavior:

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1. EH28S (Interim Report) Form is used to send messages home regarding a student's particular progress and behavior. This form is available in English and Spanish.
2. H-25 (Cut Slip) Form is used to report absences without permission to class. This form should be sent promptly to the discipline office or administrator.
3. Student's Behavior Disciplinary Action Report
4. EH-20 (Pink Slip) Legal form is used by the School District of Philadelphia to document behavior.

### **AFTER SCHOOL DETENTIONS**

Teachers may assign after school detention to their students. Any staff member assigning a detention to a student must

- Provide written communication to the parent at least two days prior to the day of the detention.
  - This written communication should provide a place for the parent to sign thereby acknowledging receipt of notification.
- Keep a copy of the letter sent to the parent as evidence.

### **HALL PASSES**

Students must remain in their classrooms, under the teacher's supervision at all times.

Teachers are responsible for providing a hall pass if the student must leave the classroom **due to an emergency**. The pass must include: the name of the student, the date, the time, the reason for leaving the classroom, and the teacher's signature. Wooden or any similar objects cannot be used as a hall pass. Students will not be permitted in the hallways.

### **MANDATORY UNIFORM POLICY**

**Hon. Luis Muñoz Marín Elementary School Dress Code:**

**The School District of Philadelphia requires that all students wear the school uniform every day.**

- Burgundy Color Polo Shirt with school logo
- Khaki (tan) Color Pants or Skirt
  - (Skirts cannot be more than three 3 inches above the knee)
- Black belt
- Black shoes or all black sneakers.

Students are to wear a school uniform as directed by the School District Policy. All outer clothing belonging to children is to be hung up. Coats are not to be draped over chairs or worn. Hats are not to be worn in classrooms, etc., except for religious reasons. Hats must be placed with coats.

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Part of the decorum of each classroom depends upon adherence to school wide procedures. Children will be expected to follow these procedures in all classrooms.

## **NEW ELECTRONICS POLICY**

Cell phones, electronic games, iPods, mp3 players, digital cameras or any other electronic devices are not permitted inside the building during school hours.

**Your student's electronic device will be confiscated if seen bulging in pockets, waistband, or shirts by ANY staff member. It will not be given back to them until the last day of school, June 12th, 2017. There are no exceptions.**

The policy is in effect due to the increased usage of cellphones during class time for non-instructional purposes. In addition, during PSSA Testing, the Pennsylvania Department of Education issues fines for cell phones and a student's permanent testing scores can be negatively compromised.

- 1. First Occurrence** - Be given a warning and will be able to pick-up their cell phones by the end of the day by a parent.
- 2. Second Occurrence** – Cell phone will be stored and held for the year.

## **LATENESS TO CLASS**

The primary responsibility for student's arriving to class on time rests with the classroom teacher. When a student is late to class at arrival or during transitional periods, teachers should take appropriate disciplinary action. This includes such steps as detentions, contacting parents by telephone or letter. A child must not be detained until a parent or guardian is first notified. There are no exceptions to this policy.

If a student continues to come to class or school late in spite of various teacher efforts, the student should be referred to our School Improvement Support Liaison in the main office. The letter must include the corrective measures already taken by the teacher to remediate the problem. Teachers can set the proper tone for class by:

- Being punctual for all classes
- Providing pre-class work
- Beginning class work promptly
- Taking roll every period and handling lateness and cuts.

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## **CHILD ABUSE AND NEGLECT**

As amended by S.B. 348, under P.L. 438, ACT 124, 1975, Section 11, any person who in good faith reports suspected child abuse, “shall have immunity from any liability, civil or criminal, that may otherwise result from such action.”

School personnel, because of their sustained contact with school age children, are in a position to identify children who may be abused or neglected. Thus, all employees are legally mandated to report any suspected child abuse. It is not our role to neither investigate nor determine the validity of the suspected abuse. You are to immediately provide the counselor, the nurse or an administrator, the information you have obtained. The counselor will, after conferring with an administrator, contact the Chief Line and/or DHA Hotline.

## **FOOD SERVICES FOR STUDENTS**

The Division of Food Services is proud to be a part of the education process. National statistics confirm that eating a full breakfast contributes to greater alertness, fewer absences and higher energy levels. According to the National School Lunch Program, breakfast contributes to one fourth of the Recommended Daily Allowances and lunch contributes one third of the Recommended Daily Allowances. The Division of Food Services believes that by participating in the school meal program, students are better prepared to learn.

Marín’s cafeteria is located on the first floor and all students are eligible for free breakfast and lunch. Students must have school ID’s or know their ID number in order to receive breakfast or lunch. Breakfast will be served in the classroom during the advisory period. Students must be on time to receive their breakfast. Specific tables will be assigned at lunch and students are to remain seated until their table is called. When called that table will get their food and return to their table. All students are to:

- Pass through the cafeteria in a safe and orderly manner.
- Deposit all lunch litter in wastebaskets.
- Leave the table and floor in your area clean.
- No food may be taken from the cafeteria.
- Follow all directions given by adults.

Students who wish to bring lunches from home may do so. Beverages, sandwiches and other foods are also sold in the cafeteria daily. **No glass containers or soda bottles are permitted on school grounds.**

All food and beverage items are restricted to the cafeteria area during your lunch period. If your child has medically necessary dietary concerns, please notify the school’s nurse.

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## **EMERGENCY CLOSING OF SCHOOLS**

### **Citywide School Closings for a Full Day**

If the District Superintendent is given reasons in advance not to open schools, every attempt will be made to have information regarding the citywide closing on the air by 5:00 A.M. The broadcast number for all day schools of the School District of Philadelphia is 100. When public schools are closed citywide, no transportation will be provided for Philadelphia pupils attending non-public schools.

## **SCHOOL CLOSING DURING SCHOOL DAY**

If inclement weather or any other emergency leads to a decision to close a school prior to regular dismissal time, every effort will be made to broadcast the information on KYW (AM – 1060) radio and television by 11 A.M. If the decision is made to close the schools during the afternoon, but before the regular dismissal time, every effort will be made to have the information broadcast by 1:00 P.M. Emergency messages will be sent via our School Messenger telephone system. You may also check for closings on the School District of Philadelphia’s website at [www.philasd.org](http://www.philasd.org).

## **EXTRACURRICULAR ACTIVITIES AND SPORTS**

### **ELIGIBILITY STANDARDS for K – 8 ATHLETICS**

- Students at Marín have the opportunity to participate in a wide variety of extracurricular activities. These programs take place before and after school.
- Extracurricular programs include academic groups, skill groups, sports programs, service organizations and performing groups. Participation in these activities is based upon good academic performance, attendance and behavior.
- Students failing two or more major subjects cannot participate in extracurricular activities. These students are required to participate in tutoring. Pupils will be excluded for poor behavior, lateness to class and/or lateness to school or excessive absences.

Students who elect to participate in these programs are subject to school regulations regarding appropriate behavior and building entrance and exit procedures.

Signed parent/guardian slips are required for student participation in before and after school activities.

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For students (grades 6 through 8), the academic requirement is that any student who fails two or more subjects which meets five (5) periods a week is ineligible for participation in sports or extracurricular activities.

## **ATHLETIC ATTENDANCE STANDARDS**

1. Absence from school on the day of an extracurricular activity will result in the student's ineligibility to participate in that event or activity.
2. Three or more unexcused absences during a report card period make a student ineligible for extracurricular activities for the remainder of that report period and the next report card period.
3. Cuts are deemed to be absences from school for the purposes of athletic and extracurricular eligibility.
4. The terms "sports" and "extracurricular activities" shall include all interscholastic sports in after-school athletic program, dramatic (including school shows and stage crews), school bands (including All-City Band), school orchestra (including All-City Orchestra), school chorus (including All-City Chorus), art competitions, student government, yearbook and school newspaper, chess, debating and other teams, and all school clubs.

## **SCHOOL DISTRICT POLICIES ON NONDISCRIMINATION**

The School District of Philadelphia is committed to the principle and practice of equal employment opportunity for all persons without regard to race, color, religion, age, sex, sexual orientation, ancestry, national origin, handicap, disabled or Vietnam era veteran status, consistent with job qualifications and safe performance of work requirements.

Ethnic, racist or sexist slurs or other personal derogation not related to legitimate factors concerning work are offensive and unacceptable employee behavior. Sexual harassment is also a form of unlawful and unacceptable sex discrimination and includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

## **SAFETY TIPS –HELP KEEP YOUR CHILD SAFE EACH DAY**

### **(1) Know your child's School contact information**

Main Office Number: (215) 400-3920

Nurse's Name and Number: Bashira A. Charles Rm. 168

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Principal's Name: Mr. Ariel Lajara

**(2) Remember to update the school with your child's contact information**

Present Address and Phone Number  
Emergency Contact Person's Name and Number  
Medical Information

**(3) To and From School**

Develop a buddy system to ensure safe travel  
Always warn children to stay away from strangers  
Always take a route known to the parents  
Teach children to go straight to school and to after-school destinations  
Do not write your child's name on the outside of backpacks and accessories  
(You do not want a stranger to know your child's name)

**(4) Kids Facts**

Make sure child knows their full name and telephone number  
Teach your child his/her teacher's name and room number  
Encourage children to listen to all school staff in emergencies

**(5) Lock Down & Stay Down / Shelter in Place (No one in, No one out)**

In case of extreme school and community emergencies ALL children will remain in school until further notice is given by school officials, Philadelphia Police, and/or Fire Department

No one is allowed in and no one is allowed out for safety measures!  
Please watch local news and listen to KYW 1060 for further details.  
*PROPER PHOTO I.D.* is required to pick-up your child.

**(6) Report all concerns to our 24-hour hotline (215) 400-SAFE. Operators are available 24 hours /7 days a week to respond to your concerns. You can also email concerns to: [Safetynet@phila.k12.pa.us](mailto:Safetynet@phila.k12.pa.us).**

## **VOLUNTARY TRANSFER PROGRAMS**

Parents may file transfer applications for children to attend schools of choice in the Voluntary Desegregation Program, other elementary, middle or high schools/programs outside of the neighborhood attendance area, and special admission (middle and high) schools. Parents must apply within the appropriate time frame: between the first day of October and the third Friday of November of the current school year, for placement in schools the following September. All applications must be received by the application deadline.

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## **ELEMENTARY/MIDDLE SCHOOLS TRANSFER APPLICATION PROCESS**

- **Use Pupil Transfer Request Form (EH-36)** to apply to schools in the Voluntary Desegregation Program or other elementary/middle schools within the School District. Selection of students for admission is completed by a computerized student assignment lottery process.
- **Use the Application for Admission Form (EH-38)** to apply to special admission middle schools/programs: Conwell Middle School, Girard Academic Music Program (G.A.M.P.), Grover Washington Music Magnet Program, or Masterman Middle School. Selection is based on the student's ability to meet each school's admissions criteria related to attendance, punctuality, behavior, grades and standardized test scores. Admission decisions are made by a selection committee from each special admission middle school.
- **High School Admission Transfer Application Process**  
**Use the High School Admission Form and Pupil Data Transcript** to apply to Neighborhood High Schools/Program, Criteria-Based High School Programs, Criteria-Based Area Vocational Technical Schools, and Special Admission High Schools. Selection of students for admission:
  - **Open High Admission High Schools** – students are selected randomly by a computerized lottery process;
  - **Criteria-based High Schools/Programs** – students meeting standardized admissions criteria related to attendance, punctuality, behavior and grades are placed in the lottery and selected randomly by a computerized process;
  - **Special Admission High Schools** – Selection is based on the student's ability to meet each school's own set of admissions criteria related to attendance, punctuality, behavior, grades, and standardized test scores. Admission decisions are made by a selection committee from each Special Admission High School.

**FOR ADDITIONAL INFORMATION:** Call the Office of Student Placement at: **(215) 400-4290**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. Freedom of Expression**

Students have the right to express themselves unless the expression interferes with the education program, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, takes away another individual's lawful rights or undermines the school's basic educational mission.

- ### **B. School Newspapers and Publication**
- Students may use publications, flyers, announcements, assemblies, group meetings, buttons, armbands and other means of common communication, provided that the use of school communications facilities

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shall be the responsibility of the staff in charge of those facilities. Identification of the individual student or at least one responsible person in a student group is required on posted or distributed materials. School newspapers and publications shall comply with the following:

1. Students have a right to report the news and to comment within the provisions of this section and the Review Procedures that follow.
2. School officials should supervise student newspapers published with school equipment, and remove obscene or other material that would cause a disruption of, or interference with, school activities.
- C. **Students have the responsibility to obey laws governing character attack.** Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Students may not engage in harassment, as defined in the Code of Student Conduct, nor may they communicate threats to the safety or welfare of any member of the school community or their property.

## **TITLE I PROGRAM**

**Section 1118(a)(2), of the Elementary and Secondary Education Act (ESEA)** mandates that schools give information to parents/caregivers regarding:

1. The achievement of their children;
2. The choices they can make about their children's education;
3. The performance of their schools; and
4. Information regarding their children's teachers.

## **HIGHLY QUALIFIED STAFF**

**Section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)** requires principals to notify parents of the parent's rights to request information. Notice will be sent out in September regarding the qualifications of the child's teacher. Parents must be notified, if a child is being taught, for four consecutive weeks, by a teacher who is not highly qualified. These notices will be sent out at the end of September and at regular intervals if students are being taught by a substitute who is not highly qualified.

## **PARENT INVOLVEMENT POLICY**

**Section 1118(a)(2), of the Elementary and Secondary Education Act (ESEA)** requires all schools receiving Title I funds to develop a written parental policy and to involve parents in planning, reviewing and improving parental involvement programs. A copy of the School District

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of Philadelphia Parent and Family Engagement Policy, as well as the individual School Parent Compact will be sent out to parents in September. The District Policy will be available in different languages.

## **SCHOOL PARENT COMPACTS**

**Title I, Part A of the Elementary and Secondary Education Act (ESEA)** requires that each school have a School Parent Compact. The purpose of the compact is to define the respective responsibilities of school staff, parents and students in the educational process. The compact must describe the school's responsibilities for providing a high quality curriculum in a supportive and effective learning environment and also the ways that parents will support their child's learning. The compact is sent out to parents in September and is available in different languages.

## **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

### **School Responsibilities**

The **Hon. Luis Munoz Marin Elementary School**, will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

*The school will provide high-quality curriculum and instruction in a supportive and effective learning environment that will enable success for every student as follows:*

- *Will treat each child with dignity and respect to meet the individual needs of the whole child be it socially, emotionally, or academically*
- *Will provide opportunities to empower, engage and educate parents as they are vital to the success of this school and its students*
- *Will provide a safe, positive and healthy learning environment for each student to minimize distractions in the learning process.*
- *Will assure appropriate participation of parents in the decisions relating to the education of their children through a shared decision process via School Advisory Council*
- *Will implement Philadelphia School District Core Standards with fidelity and rigor*
- *Will supplement standards and curriculum by computer-based technological supports through programs such as: I-READY, Lexia, Smart Boards, and MTSS/RtII*
- *Will create a data driven culture in which student performance will be reviewed regularly and which will dictate the course to follow to either remedy or supplement as necessary.*

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**2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:

*The parent-teacher conference to discuss the Parent and Family Engagement Policy and the School Compact will be held on Monday October 4, 2017.*

**3. Provide parents with frequent reports on their child's progress.** Specifically, the school will provide reports as follows:

The School will inform parents of their child's progress through Dual Language communication via

- Individual Education Plan progress monitoring
- PSSA statewide screening
- Multi-Tiered Student Services and Responses to Interventions and Instruction (MTSS/RTII)
  - Levels 1-3
  - Telephone calls and/or e-mails
  - Interim Reports sent home on:
    - October 9-11, 2017
    - January 3-5, 2018
    - May 9-11, 2018

- Report Card Conferences will be held on:
  - November 20 - 22, 2017
  - February 14 - 16, 2018
  - May 2-4, 2018

Parents may use the SCHOOLNET system and the School District page to access scoring on school examinations and policies.

**4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

Staff members are available at school for consultation with parents during teachers' preparatory periods with prior appointments. Appointments are also scheduled before and after hours. Teachers are also available during Back to School Night and Report Card Conferences. Parents' concerns are also addressed by teachers via phone calls and/or e-mails. Parents can also visit the school during its hours of operation to communicate concerns with Administration, Office Staff, Counselors, Dean of Students, Climate Manager, School Nurse and/or School Improvement Support Liaison

**5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities** as follows:

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Parents will have opportunities to schedule classroom visits with teacher. Open House days, by grades, will be scheduled during the school year for parents to come to the school and spend time in their child's classroom observing and participating in classroom activities. Parents are also encouraged to participate in class trips and school assemblies. Parent volunteer in the main office, at the front desk, in the lunchroom and they assist with other activities.

### **Parent Responsibilities**

**We, as parents, will support our child's learning in the following ways:**

- *Making sure my children get to school on time every day.*
- *Sending my child dressed in uniform every day.*
- *Making sure assignments / tasks are done before they play.*
- *Reading more books with my child*
- *Monitoring amount of television my child watches*
- *Serving as a volunteer in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my child's education*
- *Promoting positive use of my child's extracurricular time*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I School Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups*



### **Student Responsibilities (revise as appropriate to grade level)**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

*Ways in which students will support their academic achievement, such as:*

- *Get to school on time every day*
- *Develop a positive attitude about school*
- *Do my homework every day and ask for help when I need it*
- *Return completed homework on time*
- *Read at least 30 minutes every day outside of school time*
- *Be a cooperative learner and carry out the teacher's instructions and directions*
- *Ask for help when needed*
- *Participate in appropriate extracurricular activities*

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- *Be respectful to school personnel, other students, and school property and follow all school rules and procedures and be prepared to learn.*
- *Give to my parents, or the adult who is responsible for my welfare, all notices and information received by me from my school every day*

The **Hon. Luis Munoz Marin Elementary School**, will: **(must be in all compacts)**

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within

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the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

**To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the Hon. Luis Munoz Marin Elementary School, will:**

1. Recommend to the Regional No Child Left Behind District Liaison, the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the School District of Philadelphia in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the School District of Philadelphia to ensure that a copy of the State Education Agency's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

## **TRANSPORTATION POLICY**

Free transportation is provided to eligible students based on certain criteria. The mode of transportation (school bus or student tokens via SEPTA) 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:

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 the voluntary school desegregation program of the School District of Philadelphia.
3. Be in grades 1 through 6 and live one and one-half miles or more from the assigned school.
4. Be in grades 1 through 8, whose route to school is determined to be hazardous by the Pennsylvania Department of Transportation.
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.

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6. By recommendation of the Chief Executive Officer to the School Reform Commission, is one whose extenuating circumstances dictate an extraordinary need for District-provided transportation.

## **PARENT and FAMILY ENGAGEMENT POLICY**

**2017-2018**

### **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 **Hon. Luis Muñoz Marín Elementary 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

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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.

**Hon. Luis Muñoz Marín Elementary School agrees to implement the following statutory requirements:**

- Put into operation programs, activities and procedures for the involvement of parents. Those programs, activities and procedures will be planned and operated with meaningful conversations with parents of participating children.
- Will involve the parents in decisions about how the funds for parental involvement are to be spent.

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

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1. The **Hon. Luis Muñoz Marín Elementary 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:

The school seeks to involve parents in an organized way in the planning, review, and improvement of Title I programs as follows:

- Invite parents to participate in the development of Parental Involvement Policy and School Parent Compact at parent meetings such as:
- Back to School Night (September 19<sup>th</sup>)
- Surveys will be distributed on Back to School Night September 19<sup>th</sup>, November 20-22, at the school during report card conferences, and again on May 2<sup>nd</sup> thru the 4<sup>th</sup>. The surveys will be continuously reviewed, and a formal tally and assessment will be conducted in February. In addition, an assessment of parent and family activities will be conducted. The results will be discussed at the SAC meetings.
- Monthly parent meetings/workshops, SAC meetings (October 4<sup>th</sup>, November 1<sup>st</sup>, December 6<sup>th</sup>, January 10<sup>th</sup>, February 7<sup>th</sup>, March 7<sup>th</sup>, April 11<sup>th</sup>, May 9<sup>th</sup>, June 6<sup>th</sup>),
- Report Card Conferences (November 20-22; February 14-16; May 2-4). On November 1<sup>st</sup>, there will be a Parent Workshop with the topic: “How to assist parents in helping their children with academic achievement”.
- Parent and Family Engagement Policy (PIP) will be reviewed by parents on October 4<sup>th</sup> and will be distributed on October 9<sup>th</sup>
- Notify parents in English and Spanish of all school activities and opportunities to volunteer in the School District of Philadelphia via Flyers and School Messenger Broadcasts.
- Conduct surveys to identify areas of parent interest and ability to participate (September 19<sup>th</sup>)
- Parents are invited to meet with leadership team to jointly develop our school-wide parental involvement plan under section 1112 of the ESEA on October 4, 2017.
- The Bilingual School Improvement Support Liaison will be present to provide the opportunity for Spanish speaking families to share their input.

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2. The **Hon. Luis Muñoz Marín Elementary School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - Conduct Parent Surveys during Back to School Night, Report Card Conferences, and End of Year to ensure parent input is part of the planning process when evaluating programs and/or Parent Involvement Policies.
  - Conduct Parent workshops to foster communication and provide support
  - Meet at an agreed time to involve parents in the process of school review and improvement under section 1116 of the ESEA[MS1] (May 9<sup>th</sup>)
  - 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
  - In the spring, parent meetings will be held with the principal and leadership team to review the data to discuss and develop the Comprehensive School Plan and the school budget.
  
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

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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). By November 2011, each SAC will outline how they plan to work with Title I PREP parents to schedule turn-around trainings for parents within their schools.
- Regional PREP parents will serve as advisors to principals and SAC members on how to address the needs of students and parents in their school's Action Plan and Title I Budget.
- In compliance with School district 2014, facilitate parent and family access to teachers and principals.

**Hon. Luis Muñoz Marín Elementary School** will build capacity for strong parental involvement. We will ensure effective involvement of parents and a partnership among parents, and the community to improve student academic achievement by the following activities and will provide assistance to parent in understanding topics such as:

- How to monitor a child's progress
  - How to work with educators to strengthen student math & reading
  - Hold parent monthly meetings
  - Hold Annual Title I meetings
  - Schedule parents' visits to the classrooms
4. The **Hon. Luis Muñoz Marín Elementary School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other program:
- **Head Start & Home Instruction Programs**

**The School will conduct activities such as:**

- Hosting Open House for incoming kindergarten students on May 21, 2017
  - Transitioning Activities will be held on May 21, 2017 for both K and 8th graders transitioning to High School
  - Hosting Parents Meetings
  - Maintaining a Parent Resource Area at the school
5. The **Hon. Luis Muñoz Marín 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

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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.

**Annually, Hon. Luis Muñoz Marín Elementary School** Leadership Team will evaluate the effectiveness of the parental involvement policy in improving the quality of the school's Title I service. Parental input will be collected from a variety of correspondence such as meetings, conversations, phone calls, surveys, etc., and used in the decisions regarding how funds set aside under Title I will be designated for parental involvement activities.

A Parent involvement comment form and survey will be available in the school office for parents to express any dissatisfaction regarding any plan of participating children. There will be a monthly parents' meetings in order to provide parents more opportunities to express the effectiveness of this parental involvement policy to improve its quality.

There will be meetings set up as a part of the school calendar (ex. Title I, Parent/Teacher Conferences, etc.), as well as the opportunity for parents to request meetings to allow them to participate in decision-making relating to their child's education.

Hon. Luis Muñoz Marín Elementary School will provide opportunities to encourage and increase parent involvement (Many of these items are mentioned in the SIP):

- Back-to-school Night/Open House
  - Parent/Teacher Conferences
  - Teacher team meetings which can be requested by parents and/or teachers
  - Regular and as needed reporting of academic and behavioral progress (Interim Academic Report, report cards, Daily Behavior Calendar, etc.)
  - A variety of extracurricular activities
  - Multiple forms of communication including "School Messenger" (An automated phone messaging system)
  - General information can be obtained daily through the school website
  - Parent Volunteers forms may be obtained at LMMS /a criminal background, child abuse, FBI clearances are required. Volunteers should also take the course for mandating reporting and participate in an orientation.
  - Opportunities to visit/observe classes by appointment
  - Student Code of Conduct Handbook
- The Leadership Team will involve parents in the planning and writing of the School Action Plan (April and May 2018)
- Host monthly School Advisory Council (SAC)/Parent meetings to provide ample opportunities for communication and discussion amongst parents and staff

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- The School Improvement Support Liaison and School Based Teacher Leader will conduct Parent Surveys at the Back to School Night in September 2017 and during report card conferences in November 2017, February 2018, and May 2018, to identify parent concerns, suggestions, and interests/topics for Parent Workshops. This information will be shared with the Leadership Team and during monthly SAC/Parent meetings.
  - During parent meetings in October 2017 January 2018, and May 2018 discussions will take place to involve parents in the process of school review and evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. School Advisory Council parents and Leadership team will collaborate in this endeavor. Parents will provide input as to what is working, what could be improved and suggestions on how to achieve this.
  - Meetings and materials will be delivered in English and Spanish and concerns will be accepted in written forms utilizing the School District's Family Concern Intake Form[MS1] . Parents will be informed of these opportunities via bilingual flyers (English-Spanish), bilingual calendars and newsletters, bilingual phone calls via school messenger, and bilingual banners advertising both upcoming and present parent meetings.
6. The **Hon. Luis Muñoz Marín Elementary 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 **Hon. Luis Muñoz Marín 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.

Evaluation will be done by attendance, surveys, and conversational feedback. Outcomes will be conveyed through the school website, newsletter, flier, staff meetings, etc.

- **Hon. Luis Muñoz Marín Elementary School** will communicate curriculum and goals in regular monthly newsletters published by the classroom teachers and administration.
- Invite parents to volunteer in the classroom to experience the core curriculum

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- Encourage parent participation on educational school trips and aid them with processing their clearances.
- Provide information about the School District of Philadelphia parent activities and resource
- With support from the Office of Parent, Family, Community Engagement & Faith-Based Partnerships, the School Based Teacher Leader and School Improvement Support Liaison will conduct workshops to enable parents to become familiar with PA Curriculum/Assessment/Conferences (November 2016), MTSS/RtII (December 2017), Technology Resources and Intervention Programs (January 2018), and PSSA (March 2018),
- Title 1 requirements and school performance are reviewed during Back to School Night (September 19, 2017) by our Assistant Principal, and will be reviewed as necessary during Parent meetings (monthly) and School Action Plan reviews (April-May 2018) by the School Based Teacher Leader and School Improvement Support Liaison.
- Hon. Luis Muñoz Marín Elementary School will hold additional meetings if necessary to inform parents of the school's participation in the Title 1 program and to explain the requirements of the program and their right to be involved.

B. The Hon. Luis Muñoz Marín Elementary School 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:

- Parents' Resource Area
- Homework Help Workshop
- Training in the use of the school website
- Training in the use of the School Net
- School information in the school website
- Student assistance plans (MTSS/RTII)
- Parent/Teacher Conferences
- Team Meetings
- Monthly Reading Newsletter
- Classroom Visits
- School book fair

- Hon. Luis Muñoz Marín Elementary School will conduct on site parent workshops, which will be facilitated by the School Based Teacher Leader, Bilingual School Improvement Support Liaison, and Counselor, that will provide training and materials on the school district curriculum, Literacy/Math programs (November 2017), MTSS/RtII (December 2017), and PSSA (March 2018).
- Parent Workshops will be offered for Technology programs used in school such as I-Ready and Lexia and parent resources (January 2018).

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- Teachers will use Report Card conference time to explain individual academic supports in place for our students
- Bilingual School Improvement Support Liaison will provide training and parent access Parent Portal and the School District website in order to inform them about curriculum and student/school performance (November 2017). Computers will be available for parent use.

C. The **Hon. Luis Muñoz Marín Elementary 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:

- providing assistance to parents in understanding the education goals, parent involvement requirements, and how to monitor a child's progress and work with teachers to improve the performance of their children.
- providing information on how they can participate in decisions relating to the of their children's education.
- providing materials and coordinating necessary information to help parents work with their children to improve their children's learning.
- educating teachers, pupil services personnel, and other staff, in the value and benefit of contributions of parents, and in how to reach out, communicate with, and work with parents as equal partners, and build ties between home and school.
- coordinating and integrating parent involvement programs and activities to the extent feasible and appropriate.
- developing appropriate roles for community organizations and business in parent involvement activities.
- conducting activities designed to help parents become full partners in the education of their children such as a parent resource area.
- ensuring that information is sent to the homes in the language used at home.

- Teachers will be invited to participate in scheduled monthly parent workshops held at **Hon. Luis Muñoz Marín Elementary School** in order to build collaborative relationships with parents.
- Professional Development sessions that address parental involvement concerns and initiatives and how to reach out to, communicate with and work with parents as equal partners will be provided for teachers during School District Staff Development (November, 2017) with follow up discussions as needed during Professional Learning Community meetings.

D. The **Hon. Luis Muñoz Marín Elementary 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

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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:

To the extent feasible and appropriate, Hon. Luis Muñoz Marín Elementary School will coordinate and integrate parental involvement programs and activities with Head Start and Home Instruction. A parent resource area is available to encourage and support parents to participate in the education of their children. The School will also conduct other activities such as:

- Open House
  - Transitioning Activities
  - Hosting Parents Meetings
  - School activities and assemblies
  - Home Instruction Program
- Provide a calendar of school activities that include opportunities for parent involvement
  - Provide a resource center at school for parents to participate in their children's education.
  - Provide materials and resources for preschool parents at monthly parent meetings.
- E. The Hon. Luis Muñoz Marín Elementary 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:
- All written communication translated accordingly
  - Verbal communication through the use of an interpreter
  - Communicate through at least three forms of media
  - Ensuring that the information is easy to read and provided in a reasonable amount of time before the event
- Hon. Luis Muñoz Marín Elementary School will send home monthly calendars, weekly flyers and/or daily notices written in both Spanish and English.
  - Hon. Luis Muñoz Marín Elementary School will provide information to parents through the use of School Messenger in both English and Spanish.
  - All parent communications will be in parent friendly language.
  - Parent meetings in English and Spanish will be held on a monthly basis.

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- The school improvement support liaison, school counselors, school based teacher leaders, assistant principals, and the principal will provide information/translation to parents that do not understand school programs or events.
- Hon. Luis Muñoz Marín Elementary School will utilize the services of the Multilingual Family Support Office and Translation and Interpretation Center to provide phone, website, and/or document translations.

**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.]

\* \* \* \* \*

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**PART IV. ADOPTION**

This **Hon. Luis Muñoz Marín Elementary School** Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by \_\_\_\_\_.

The school will distribute this policy to all parents on or before October 31, 2017.

\_\_\_\_\_  
*Ariel Lajara, Principal*

\_\_\_\_\_  
*Date*

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## **PARTE I. EXPECTATIVAS GENERALES**

Cada escuela en su Póliza Escolar de Participación de los padres debe establecer las expectativas de la escuela en cuanto a la participación de los padres. *[Sección 1118(a)(2), ESEA]*

La escuela **HON. LUIS MUÑOZ MARÍN** acepta implementar los siguientes requisitos reglamentarios:

- El distrito escolar implementará programas, actividades y procedimientos para la participación de los padres en todas sus escuelas de conformidad con los programas de Título I, Parte A, de acuerdo con la sección 1118 de la Ley de Educación Primaria y Secundaria (Elementary and Secondary Education Act, ESEA). Dichos programas, actividades y procedimientos se planearán e implementarán con la aprobación de los padres de los niños participantes obtenida tras su consulta.
- De conformidad con la sección 1118, el distrito escolar trabajará con sus escuelas a fin de asegurar que las políticas requeridas de participación de los padres a nivel escolar cumplan con las estipulaciones de la sección 1118(b) de la ESEA, y que cada una incluya, como un componente, un acuerdo entre la escuela y los padres conforme con la sección 1118(d) de la ESEA.
- El distrito escolar incorporará esta póliza distrital de participación de los padres en su plan del Distrito Escolar de Philadelphia, desarrollado según la sección 1112 de la ESEA.
- Para el cumplimiento de los requisitos de la participación de los padres de conformidad con el Título I, Parte A, en medida de lo posible, el distrito escolar y sus escuelas brindarán vastas oportunidades para la participación de padres con dominio limitado del inglés, padres con discapacidades y padres de niños migratorios, lo que incluye proporcionar la información y los informes escolares según 1111 de la ESEA en un formato entendible y uniforme, incluyendo formatos alternativos a pedido, y, en la medida de lo posible, en un lenguaje que los padres puedan entender.
- Si el plan del Distrito Escolar de Philadelphia sujeto al Título I, Parte A, desarrollado siguiendo los lineamientos de la sección 1112 de la ESEA, no es satisfactorio para los padres de los niños participantes, el distrito escolar enviará los comentarios de los padres con el plan en el momento de la presentación ante el Departamento Estatal de Educación.

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· El distrito escolar contará con la participación de los padres de los niños que asisten a las escuelas incluidas en el Título I, Parte A en las decisiones sobre cómo se gasta el 1% de los fondos del Título I, Parte A reservados para la participación de padres, y se asegurará de que no menos del 95% del 1% reservado sea directamente asignado a las escuelas.

· El distrito escolar estará regido por la siguiente definición reglamentaria de participación de los padres, y espera que las escuelas sujetas a Título I implementen los programas, las actividades y los procedimientos de conformidad con esta definición:

*Participación de los padres hace referencia a la comunicación de los padres de manera regular, significativa y bidireccional en cuanto al aprendizaje académico estudiantil y otras actividades escolares, e incluye asegurar:*

*(A) que los padres desempeñen un papel integral en pos del aprendizaje de sus hijos;*

*(B) que se promueva activamente la participación de los padres en la educación de sus hijos recibida a través de la escuela;*

*(C) que los padres sean socios íntegros en la educación de sus hijos y que se los incluya, según corresponda, en la toma de decisiones y en los comités asesores para contribuir en la educación de sus hijos;*

*(D) la implementación de otras actividades, como aquellas descritas en la sección 1118 de la ESEA.*

· El distrito escolar informará a los padres y a las organizaciones de padres sobre el propósito y la existencia del Centro de Información y Recursos para los padres (Parental Information and Resource Center) que opera en el estado.

La escuela **HON. LUIS MUÑOZ MARÍN** acuerda implementar los siguientes requisitos estatutarios:

- Poner en marcha programas, actividades y procedimientos para la participación de los padres. Esos programas, actividades y procedimientos serán planeados y operados con conversaciones significativas con los padres de los niños participantes.
- Involucrar a los padres en las decisiones sobre cómo se van a gastar los fondos para la participación de los padres.

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**PARTE II. CÓMO IMPLEMENTARÁ LA ESCUELA LOS COMPONENTES OBLIGATORIOS DE LA PÓLIZA DE PARTICIPACIÓN DE LOS PADRES PARA LOS DISTRITOS**

1. La escuela **HON. LUIS MUÑOZ MARÍN** tomará las siguientes medidas a fin de involucrar a los padres en la implementación conjunta de su plan de participación de los padres en la escuela, según la sección 1112 de la ESEA:

La escuela busca involucrar a los padres de una manera organizada en la planificación, revisión y mejora de los programas del Título I de la siguiente manera:

- Invitando a los padres a participar en el desarrollo de la Póliza de Participación de los Padres y el Convenio Escolar de los Padres en reuniones de padres tales como:
  - Noche de Regreso a la Escuela (19 de septiembre)
  - Distribución de encuestas en la Noche de Regreso a la Escuela el 19 de septiembre, 20 al 22 de noviembre, en la escuela durante las conferencias de calificaciones y de nuevo del 2 al 4 de mayo. Las encuestas serán continuamente revisadas, y en Febrero se realizará un recuento y evaluación formal. Además, se llevará a cabo una evaluación de las actividades de los padres y la familia. Los resultados se discutirán en las reuniones del Comité de Asesoramiento escolar, mejor conocido por sus siglas en inglés SAC.
  - Reuniones / talleres de padres mensuales, reuniones del SAC (4 de octubre, 1 de noviembre, 6 de diciembre, 10 de enero, 7 de febrero, 7 de marzo, 11 de abril, 9 de mayo, 6 de junio)
  - Conferencias de calificaciones (del 20 al 22 de noviembre, del 14 al 16 de febrero y del 2 al 4 de mayo). El 1 de noviembre, habrá un Taller de Padres con el tema: "Cómo ayudar a los padres a ayudar a sus hijos con logros académicos".
  - La Póliza de Participación de Padres y Familias (PIP) será revisada por los padres el 4 de octubre y será distribuida el 9 de octubre.
  - Notificaciones serán enviadas a los padres en inglés y español de todas las actividades escolares y oportunidades para ofrecerse como voluntario en el Distrito Escolar de Philadelphia a través de Folletos y Transmisiones de Mensajes Escolares.
  - Encuestas se realizarán para identificar las áreas de interés de los padres y su capacidad de participar (19 de septiembre)

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- Los padres están invitados a reunirse con el equipo de liderazgo para desarrollar conjuntamente nuestro plan de participación de padres en toda la escuela bajo la sección 1112 de la ESEA el 4 de octubre de 2017.
- La Coordinadora de Apoyo a la Mejora Escolar Bilingüe estará presente para brindarles la oportunidad a las familias hispanohablantes de compartir sus aportes.

2. La escuela **HON. LUIS MUÑOZ MARÍN** tomará las siguientes medidas a fin de contar con la participación de los padres en el proceso de revisión y mejoramiento escolar, según la sección 1116 de la ESEA:

- Llevará a cabo encuestas de padres durante la Noche de Regreso a la Escuela, Conferencias del Boletín de Calificaciones y a Finales del Año para asegurar que el aporte de los padres sea parte del proceso de planificación al evaluar los programas y / o las Pólizas de Participación de los Padres.
- Realizará talleres de padres para fomentar la comunicación y brindar apoyo
- Convocará una reunión en un tiempo acordado para involucrar a los padres en el proceso de revisión y mejora de la escuela bajo la sección 1116 de la ESEA [MS1] (9 de mayo)
- Distribuirá un calendario mensual que incluya las fechas de todas las reuniones, viajes de clase, salidas tempranas y días de desarrollo profesional durante los cuales los padres están invitados a participar en la revisión y mejora de la escuela
- En la primavera, se llevarán a cabo reuniones de padres con el director y el equipo de liderazgo para revisar los datos para discutir y desarrollar el Plan Escolar Comprensivo y el presupuesto escolar.

3. El **Distrito Escolar de Philadelphia** proporcionará la siguiente coordinación necesaria, asistencia técnica y otro tipo de apoyo para ayudar a las escuelas sujetas al Título I, Parte A en la planificación y la implementación de actividades eficaces de participación de los padres, a fin de mejorar el logro académico estudiantil y el desempeño escolar:

- En colaboración con el Monitor de Cumplimiento de Becas, la Coordinadora de Mejoras Escolares, Personas encargadas de Enlaces de Escuela y Comunidad, El Concilio de Philadelphia de Escuela y Hogar (PHSC), El Comité de Consejo de Título I para Padres, El Grupo de Trabajo para la Educación de la ciudad de Philadelphia-El Derecho de Saber, El Poder del Padre, y otros grupos de padres, proveer talleres a las escuelas acerca del proceso de participación de padres.
- Proveer desarrollo profesional dado por padres/encargados para directores nuevos y existentes y a otros administradores en cómo desarrollar sociedades prometedoras con padres/encargados.

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- Entrenar a personal nuevo y al existente también que tienen responsabilidades con el proceso de la participación de padres ( por ejemplo: La Coordinadora de Mejoras Educativas, Personas encargadas de Enlaces de Escuela y Comunidad, Coordinadoras de Escuela y Comunidad y Asistentes Bilingües del Consejero) a ayudar a que las escuelas implementen el proceso de participación de padres.
- Hacer disponible el personal de la Oficina de Igualdad Educativa, Oficina de Apoyo de Instrucción Especializada, Oficina de Participación de Padres, Familia y Comunidad y Asociaciones Religiosas, y el personal de Asistentes al Superintendente para asistencia técnica.
- La Oficina de Título I proveerá asistencia técnica a las escuelas y a organizaciones de padres, tales como el Comité de Consejo de Padres Título I (PAC), Asociaciones de Escuela y Hogar, , El Grupo de Trabajo para la Educación de la ciudad de Philadelphia-El Derecho de Saber, El Poder del Padre y otros grupos de padres organizados.
- Proveer coordinación de esfuerzos de desarrollo profesional por medio de la Oficina de Apoyo de Instrucción y Liderazgo.
- Proveer talleres para padres en cómo apoyar logros académicos de los estudiantes y en el proceso de participación de padres.

Los padres regionales del PREP servirán como asesores de los directores y miembros del SAC sobre cómo atender las necesidades de los estudiantes y padres en el Plan de Acción de su escuela y en el Presupuesto del Título I.

De acuerdo con el Distrito Escolar 2014, facilitar el acceso de padres y familias a maestros y directores.

**La Escuela Elementaria Hon. Luis Muñoz Marín** desarrollará la capacidad para una fuerte participación de los padres. Garantizaremos una participación efectiva de los padres y una asociación entre los padres y la comunidad para mejorar el rendimiento académico de los estudiantes mediante las siguientes actividades y brindaremos ayuda a los padres para entender temas como:

- Cómo controlar el progreso de un niño
- Cómo trabajar con los educadores para fortalecer las matemáticas y la lectura de los estudiantes
- Reuniones mensuales con los padres
- Reuniones anuales de Título I
- Programar visitas de los padres a las aulas

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4. La escuela **HON. LUIS MUÑOZ MARÍN** coordinará e integrará estrategias de participación de los padres en la Parte A con estrategias de participación de los padres incluidas en los siguientes programas adicionales:

- Head Start y Programas de Instrucción en el Hogar

La Escuela llevará a cabo actividades tales como:

- Tener Casa Abierta para los nuevos estudiantes de kindergarten el 21 de mayo de 2017
- Las Actividades de Transición se llevarán a cabo el 21 de mayo de 2017 para los estudiantes de K y 8 que pasarán a la Escuela Secundaria
- Reuniones de Padres
- Mantenimiento de un área de recursos para padres en la escuela

5. La escuela **HON. LUIS MUÑOZ MARÍN** tomará las siguientes medidas para realizar, con la participación de los padres, una evaluación anual del contenido y la eficacia de esta póliza de participación de los padres en el mejoramiento de la calidad de los programas sujetos al Título I, Parte A. La evaluación incluirá identificar los obstáculos para lograr una mayor participación por parte de los padres en las actividades pertinentes (con especial atención en los padres con problemas económicos, discapacidades, dominio limitado del inglés, alfabetismo limitado o pertenecientes a grupos étnicos o raciales minoritarios). La escuela recurrirá a los resultados de la evaluación de sus actividades y la póliza de participación de los padres a fin de diseñar estrategias en pro de una participación más eficaz y revisar, en caso de que sea necesario (y con la participación de los padres) las pólizas en esta materia.

Anualmente, el Equipo de Liderazgo de la Escuela Luis Muñoz Marín evaluará la efectividad de la póliza de participación de los padres en la mejora de la calidad del servicio Título I de la escuela. Los datos de los padres se recogerán de una variedad de correspondencia, como reuniones, conversaciones, llamadas telefónicas, encuestas, etc., y se utilizarán en las decisiones sobre cómo se destinarán los fondos asignados bajo el Título I a actividades de participación de los padres. Un formulario de comentarios y encuesta de participación de padres estará disponible en la oficina de la escuela para que los padres expresen cualquier insatisfacción con respecto a cualquier plan de los niños participantes. Habrán reuniones mensuales con los padres para proporcionar a los padres más oportunidades de expresar la efectividad de esta póliza de participación de los padres para mejorar su calidad.

Habrán reuniones establecidas como parte del calendario escolar (por ejemplo, Título I, Conferencias de Padres / Maestros, etc.), así como la oportunidad para que los padres soliciten reuniones para permitirles participar en la toma de decisiones relacionadas con su educación del niño.

la Escuela Luis Muñoz Marín brindará oportunidades para alentar y aumentar la participación de los padres (Muchos de estos objetivos se mencionan en el , Plan de Mejoras de la Escuela, SIP):

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- Noche de regreso a clases / Casa Abierta
- Conferencias de padres y profesores
- Reuniones del equipo de maestros que pueden ser solicitadas por los padres y / o profesores
- Reporte regular y según sea necesario de progreso académico y conducta (Informe Académico Intermedio, boletines de calificaciones, Calendario Diario de Comportamiento, etc.)
- Una variedad de actividades extracurriculares
- Múltiples formas de comunicación incluyendo "Mensajero Escolar"/School Messenger" (Un sistema automatizado de mensajería telefónica)
- La información general se puede obtener diariamente a través del sitio web de la escuela
- Formularios para Padres Voluntarios pueden obtenerse en la Escuela Luis Muñoz Marín tales como : Formularios de antecedentes penales, abuso infantil, las autorizaciones del FBI los cuales son todos necesarios para poder servir como voluntario. Los voluntarios también deben tomar el curso para ser reportero obligatorio y participar en una orientación.
- Oportunidades para visitar / observar las clases con cita previa
- Manual del Código de Conducta Estudiantil

· El Equipo de Liderazgo involucrará a los padres en la planificación y redacción del Plan de Acción Escolar (abril y mayo de 2018)

· Organizará reuniones mensuales del Comité de Asesoramiento Escolar (SAC) / Reuniones para Padres para proveer amplias oportunidades para la comunicación y discusión entre los padres y el personal

· La Coordinadora de Apoyo para el Mejoramiento Escolar y el Líder de Maestros en la Escuela llevarán a cabo encuestas de padres en la Noche de Regreso a la Escuela en septiembre de 2017 y durante las conferencias de calificaciones en noviembre de 2017, febrero de 2018 y mayo de 2018 para identificar preocupaciones, temas para talleres de padres. Esta información será compartida con el Equipo de Liderazgo y durante las reuniones mensuales de SAC / y de Padres.

· Durante las reuniones de padres en octubre de 2017, enero de 2018 y mayo de 2018, se llevarán a cabo discusiones para involucrar a los padres en el proceso de revisión escolar y evaluación del contenido y efectividad de esta póliza de participación de los padres en mejorar la calidad de sus programas Título I. Los padres del Comité de Asesoramiento Escolar y el equipo de Liderazgo colaborarán en este esfuerzo. Los padres proporcionarán información sobre lo que está funcionando, lo que podría mejorarse y sugerencias sobre cómo lograrlo.

· Las reuniones y materiales serán entregados en inglés y español y las preocupaciones serán aceptadas en formas escritas utilizando el Formulario de admisión de preocupación familiar del Distrito Escolar [MS1]. Los padres serán informados de estas oportunidades a través de folletos bilingües (inglés-español), calendarios y boletines bilingües, llamadas telefónicas bilingües a través del mensajero escolar y pancartas bilingües que anuncian las próximas reuniones con los padres.

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6. La escuela **HON. LUIS MUÑOZ MARÍN** incrementará su propia capacidad y la de los padres para lograr una participación sólida de estos últimos, a fin de asegurar una participación eficaz y en beneficio de una alianza entre la escuela, los padres y la comunidad, para obtener mejores logros académicos estudiantiles a través de las actividades especificadas a continuación:

A. Con la ayuda del Distrito Escolar, la escuela **HON. LUIS MUÑOZ MARÍN** brindará asistencia a los padres, según corresponda, para que entiendan aspectos tales como los siguientes, al tomar las medidas descritas en este párrafo:

§ Los estándares del contenido académico del estado;

§ Los estándares del logro académico estudiantil del estado;

§ Las evaluaciones académicas locales y estatales, que incluyen evaluaciones alternativas;

§ Los requisitos del Título I, Parte A;

§ Cómo supervisar el avance de su hijo; y

§ Cómo trabajar con los educadores.

- **La Escuela Elementaria Hon. Luis Muñoz Marín** comunicará currículo y metas en boletines mensuales regulares publicados por los maestros y la administración.
- Invitará a los padres a ser voluntarios en el aula para experimentar el currículo básico
- Fomentará la participación de los padres en los viajes escolares educativos y les ayudará a procesar sus permisos.
- Proporcionará información sobre las actividades de los padres del Distrito Escolar de Filadelfia y
- Con el apoyo de la Oficina de Padres, Familia, Compromiso con la Comunidad y Alianzas Basadas en la Fe, el Líder de Maestros de la Escuela y La Coordinadora de Apoyo para el Mejoramiento Escolar llevarán a cabo talleres para familiarizar a los padres con el Currículo del Estado de PA/ Evaluación / Conferencias (noviembre de 2016) MTSS / RtII (diciembre de 2017), Recursos tecnológicos y programas de intervención (enero de 2018) y PSSA (marzo de 2018),
- Los requisitos del Título 1 y el desempeño de la escuela son revisados durante la Noche de Regreso a la Escuela (19 de septiembre de 2017) por nuestro Subdirectora y serán revisados según sea necesario durante las reuniones de los padres (mensuales) y del Plan de Acción Escolar (abril-mayo de 2018) Líder de maestros con base en la escuela y La Coordinadora de Apoyo para el Mejoramiento Escolar
- **La Escuela Elementaria Hon. Luis Muñoz Marín** realizará reuniones adicionales si es necesario para informar a los padres de la participación de la escuela en el programa Título 1 y explicar los requisitos del programa y su derecho a participar.

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B. Con la ayuda del Distrito Escolar, la escuela **HON. LUIS MUÑOZ MARÍN** proporcionará materiales y capacitación para ayudar a los padres a trabajar con sus hijos en pro de un mayor logro académico, como alfabetización y el uso de tecnología, según corresponda, para promover la participación de los padres, al proporcionar:

- Área de Recursos para Padres
  - Taller de ayuda con la tarea
  - Capacitación en el uso del sitio web de la escuela
  - Capacitación en el uso de la red escolar
  - Información escolar en el sitio web de la escuela
  - Planes de ayuda estudiantil (MTSS/RTII)
  - Conferencias de padres y profesores
  - Reuniones de equipo
  - Boletín de Lectura Mensual
  - Visitas a la clase
  - Feria del libro escolar
- La Escuela **HON. LUIS MUÑOZ MARÍN** conducirá talleres para padres en la escuela, los cuales serán facilitados por la Maestra Líder de la Escuela, La Coordinadora Bilingüe de Mejoras Educativas y las Consejeras y que proveerán entrenamiento y materiales en el currículo del Distrito Escolar de Philadelphia, Programas de Lectura y Matemáticas (Noviembre 2017), MTSS/RTII (Respuesta a Instrucción e Intervención) (Diciembre 2017 y preparación para el examen estatal PSSA (Marzo 2018).
- Talleres para padres serán ofrecidos en programas tecnológicos utilizados en la Escuela como I-Ready y Lexia y recursos para padres (Enero 2018).
- Los maestros usarán el tiempo de conferencia del boletín de calificaciones para explicar los apoyos académicos individuales que tienen nuestros estudiantes.
- La Coordinadora Bilingüe de Mejoras Escolares proveerá entrenamiento y acceso a los padres en el “portal para Padres” y en la Página del Distrito Escolar para poder informarles acerca del currículo y del desempeño académico de los estudiantes y de la escuela (Noviembre 2017). Computadoras estarán disponibles para el uso de los padres .

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C. Con la ayuda del Distrito Escolar, la escuela **HON. LUIS MUÑOZ MARÍN** educará a sus maestros, al personal de servicio estudiantil, a los directores y demás miembros del personal sobre cómo llegar a los padres, comunicarse con ellos y trabajar con ellos como socios iguales, sobre el valor y la utilidad de las contribuciones de los padres, y sobre cómo implementar y coordinar los programas para los padres y crear vínculos entre los padres y las escuelas, al:

- Proveer asistencia a los padres en la comprensión de los objetivos de la educación, los requisitos de participación de los padres, y cómo monitorear el progreso del niño y trabajar con los maestros para mejorar el desempeño de sus hijos.
- Proporcionar información sobre cómo pueden participar en las decisiones relativas a la educación de sus hijos.
- Proporcionar materiales y coordinar la información necesaria para ayudar a los padres a trabajar con sus hijos para mejorar el aprendizaje de sus hijos.
- Educar a los maestros, al personal de los servicios de los alumnos y al resto del personal, en el valor y el beneficio de las contribuciones de los padres y en la manera de comunicarse y trabajar con los padres como parejas iguales y establecer vínculos entre el hogar y la escuela.
- Coordinar e integrar los programas y actividades de participación de los padres en la medida de lo posible y apropiado.
- Desarrollar roles apropiados para organizaciones comunitarias y negocios en actividades de participación de padres.
- Llevar a cabo actividades diseñadas para ayudar a los padres a convertirse en socios plenos en la educación de sus hijos, como un área de recursos para los padres.
- Asegurarse que la información se envía a los hogares en el idioma utilizado en el hogar.

· Se invitará a los maestros a participar en los talleres de padres mensuales programados en la Escuela Hon. Luis Muñoz Marín para construir relaciones de colaboración con los padres.

· Se ofrecerán sesiones de Desarrollo Profesional que abordarán las inquietudes e iniciativas de la participación de los padres y cómo llegar a comunicarse con los padres y trabajar con ellos como parejas iguales durante el Desarrollo Profesional del Personal del Distrito Escolar (noviembre de 2017) y con más conversaciones a seguir de acuerdo a la necesidad de ellas durante Reuniones de Aprendizaje Comunitarias Profesionales.

D. En la medida que sea posible y adecuado, la escuela **HON. LUIS MUÑOZ MARÍN** coordinará e integrará programas de participación de los padres y actividades con los programas Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers y programas pre-escolares públicos y otros, y

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Phone: 215-400-3920 | Fax: 215-400-3921



realizará otras actividades, como la creación de centros de recursos para los padres, que incentiven y apoyen a los padres para lograr una mayor participación en la educación de sus hijos, al:

En la medida de lo posible y apropiado, La Escuela Elementaria Hon. Luis Muñoz Marín coordinará e integrará los programas y actividades de participación de los padres con Head Start e Instrucción en el Hogar. Un área de recursos para padres está disponible para alentar y apoyar a los padres a participar en la educación de sus hijos. La Escuela también llevará a cabo otras actividades tales como:

- Casa abierta
- Actividades de transición
- Reuniones de Padres
- Actividades y asambleas escolares
- Programa de Instrucción en el Hogar

- Proporcionar un calendario de actividades escolares que incluyan oportunidades para la participación de los padres
- Proporcionar un centro de recursos en la escuela para que los padres participen en la educación de sus hijos.
- Proporcionar materiales y recursos para padres preescolares en reuniones mensuales con los padres.

E. La escuela **HON. LUIS MUÑOZ MARÍN** tomará las siguientes medidas a fin de asegurar que la información relacionada con los programas, las reuniones y otras actividades de la escuela y los padres se envíe a los padres de los niños participantes en un formato entendible y uniforme, incluso en formatos alternativos a pedido, y, en la medida de lo posible, en un lenguaje que los padres puedan entender:

- Toda la comunicación escrita se traduce como corresponde
- Comunicación verbal mediante el uso de un intérprete
- Comunicarse a través de al menos tres formas de medios
- Asegurarse que la información sea fácil de leer y proporcionada en un tiempo razonable antes del evento

- La Escuela Elementaria Hon. Luis Muñoz Marín enviará mensualmente calendarios mensuales, folletos semanales y / o avisos diarios escritos en español e inglés.
- La Escuela Elementaria Hon. Luis Muñoz Marín proporcionará información a los padres a través del uso del Mensajero Escolar en inglés y español.
- Todas las comunicaciones de los padres estarán en un lenguaje amigable para los padres.
- Las reuniones de padres en inglés y español se llevarán a cabo mensualmente.

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- La coordinadora bilingüe de mejoras escolares, consejeras escolares, maestros líderes basados en la escuela, subdirectores y el director proporcionarán información / traducción a los padres que no entienden los programas o eventos escolares.
- La Escuela Elementaria Hon. Luis Muñoz Marín utilizará los servicios de la Oficina de Apoyo Familiar Multilingüe y el Centro de Traducción e Interpretación para proporcionar traducciones de teléfono, sitio web y / o documentos.

### **PARTE III. COMPONENTES DE LA PÓLIZA DE PARTICIPACIÓN DE LOS PADRES EN LA ESCUELA**

**NOTA:** La póliza de participación de los padres en la escuela puede incluir párrafos adicionales que indiquen y describan otras actividades discrecionales que la escuela elija implementar, en consulta con los padres, a fin de incrementar la capacidad de los padres para la participación en la escuela y en el sistema escolar en pro del logro académico de sus hijos, tales como las siguientes actividades discrecionales descritas en la sección 1118(e) de la ESEA:

- Instar a los padres a participar en el desarrollo de la capacitación para maestros, directores y otros educadores, a fin de mejorar la eficacia de dicha capacitación;
- Proporcionar la alfabetización necesaria a los padres con los fondos del Título I, Parte A, en caso de que el distrito escolar haya agotado todos los otros recursos de financiación razonables y disponibles para dicha capacitación;
- Pagar los gastos razonables y necesarios asociados con las actividades de participación de los padres, que incluyen el transporte para permitir a los padres asistir a las reuniones y las sesiones de capacitación relacionadas con la escuela;
- Capacitar a los padres a fin de mejorar la participación de otros padres;
- Organizar reuniones escolares en diferentes horarios o celebrar reuniones en los hogares entre los maestros u otros educadores que trabajen directamente con los niños participantes y los padres que no puedan asistir a aquellas reuniones celebradas en la escuela, a fin de maximizar la participación de los padres en la educación de sus hijos;
- Adoptar e implementar métodos modelos para mejorar la participación de los padres;
- Establecer un comité asesor de padres para el distrito a fin de brindar asesoramiento sobre todas las cuestiones relacionadas con la participación de los padres en los programas sujetos al Título I, Parte A;
- Desarrollar roles apropiados para las empresas y organizaciones basadas en la comunidad, incluidas organizaciones religiosas, para actividades de participación de los padres; y
- Proporcionar otro tipo de apoyo razonable para las actividades de participación de padres según la sección 1118, que éstos puedan requerir.

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<b>2017-2018 Academic Calendar</b>	
<b>Date</b>	
August 28, 2017	First Day for Staff
August 28, 2017	School-based Professional Development
August 31, 2017	District-wide Professional Development
September 1, 2017	Reorganization – <i>Academic Year Preparation</i>
September 4, 2017	Labor Day – <i>Schools and Administrative Offices Closed</i>
September 5, 2017	First Day for Grades 1-12 – <i>Student Attendance</i>
September 5, 2017	First Day for Prekindergarten, Head Start and Bright Futures – <i>Student Attendance</i>
September 5-11, 2017	Early Childhood Experiences Interviews – <i>Kindergarten Parent/Teacher Interviews</i>
September 12, 2017	First Day for Kindergarten – <i>Student Attendance</i>
September 21-22, 2017	Rosh Hashanah – <i>Schools and Administrative Offices Closed</i>
September 29, 2017	2018-2019 School Selection Process Begins
October 9 – 11, 2017	Interim Reports
October 27, 2017	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
November 7, 2017	Election Day – <i>Schools Closed</i>
November 10, 2017	Veterans' Day Observed– <i>Schools and Administrative Offices Closed</i>
November 13, 2017	2018-2019 School Selection Process Ends
November 20 – 22, 2017	Report Card Conferences
November 23 – 24, 2017	Thanksgiving Holiday – <i>Schools and Administrative Offices Closed</i>
December 8, 2017	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
December 25, 2017	Winter Recess – <i>Schools and Administrative Offices Closed</i>
December 26 – 29, 2017	Winter Recess – <i>Schools Closed</i>
<b>2018</b>	
January 1, 2018	New Year's Day – <i>Schools Closed and Administrative Offices Closed</i>
January 2, 2018	Staff Only – <i>Professional Development</i>
January 3 – 5, 2018	Interim Reports
January 15, 2018	Dr. Martin Luther King Day – <i>Schools and Administrative Offices Closed</i>
February 14 – 16, 2018	Report Card Conferences
February 19, 2018	Presidents' Day – <i>Schools and Administrative Offices Closed</i>
March 14 – 16, 2018	Interim Reports
March 16, 2018	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
March 29, 2018	Spring Recess– <i>Schools Closed</i>
March 30, 2018	Good Friday– <i>Schools and Administrative Offices Closed</i>
April 2, 2018	Spring Recess – <i>Schools Closed</i>
April 27, 2018	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
May 2 – 4, 2018	Report Card Conferences
May 15, 2018	Pennsylvania Primary Election Day – <i>Schools Closed</i>
May 9 – 11, 2018	Interim Reports
May 18, 2018	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
May 28, 2018	Memorial Day – <i>Schools and Administrative Offices Closed</i>
June 8 – 12, 2018	Graduation Window
June 12, 2018	Last Day for Students
June 13, 2018	Last Day for Staff

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## SIGNATURE PAGE

Dear Guardian (s),

Thank you for choosing HON. LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL. We hope to serve and support you as we empower your child towards academic success.

Please sign and hand a copy of this signature page to the front office.

Thank you once again!

Sincerely,

Mr. Lajara- Principal

**Student Name (Print):** \_\_\_\_\_

**Grade/Section:** \_\_\_\_\_

**Parent Name (Print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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