

*The School District of Philadelphia*  
**H.A. BROWN ACADEMICS PLUS ELEMENTARY**

1946 E. Sergeant Street Philadelphia, PA 19125

Telephone: (215) 400-7490

Fax: (215) 400-7491

Twitter: @habrown1946

Website: <https://philasd.org/habrown>

Facebook: HA Brown

**Connie Carnivale, Principal**  
[cacarnivale@philasd.org](mailto:cacarnivale@philasd.org)

**Parent/Student Handbook**  
**2022-2023**



**BROWN SCHOOL PLEDGE**

I will respect others and myself by the way I speak and behave.

I will be on time and present every day unless I am ill.

I will not fight or be unkind.

I will act in such a way that I will be proud of myself and others will be proud of me too.

I come to school to learn, and I will learn.

I will have a good day.

**“H.A. Brown, where everybody is somebody”**



## VISION

Our vision at H.A. Brown Elementary School is that all students can **achieve academic growth**. At H. A. Brown, this will be an **on-going** process that is based upon collaboration and **feedback** from assessments. Student achievement will be sustained in the quality of **professional development** practice, which will be modified and monitored in order to provide the **best education possible** for every student. We will **communicate** and **collaborate** with all school **stakeholders** including students, **parents**, teachers, and **community partners**. The instructional program will support **creativity**, **problem-solving** abilities, and **technological awareness** so that we prepare students to be **competitive** in today's economy. It is our **goal** to develop their 21<sup>st</sup> century skills in order to enhance the abilities of our students to be **successful in society**. We prepare our students with the skills necessary to be successful in high school while providing the necessary foundation to be college-bound and **career-ready**.

**Our core values:** Connections      Collaboration      Respect

## MISSION

At H.A. Brown Elementary School our Mission is to provide a safe environment where children can become technologically creative life long learners developing the needed academic and social skills to think critically and independently. School-wide instructional strategies that will be implemented to support these skills are cooperative learning, higher-order thinking, and focused small group instruction. There is an emphasis on staff development and learning, student participation in authentic and meaningful work, as well as opportunities to share and collaborate among staff, students, parents, and community partners. Our mission also promotes multicultural and cultural awareness. All of these systems collaboratively, will support and sustain the achievement of all students.

## EXPECTATIONS

Our Positive Behavior System at H.A. Brown has the following expectations that are addressed daily throughout our building:

***Be Responsible***  
***Be Respectful***  
***Be Peaceful***  
***Be Positive Leaders***  
***Be Problem Solvers***

## NON-NEGOTIABLES

- 1. RESPECT is given to all members of our school community.***
- 2. Hallway and stairwell ETIQUETTE is used at all times.***
- 3. HOODLESS uniform sweaters or sweatshirts are used (no hoodies, hats, vests, or head scarves).***
- 4. Eating and drinking is ONLY in the cafeteria during your scheduled lunch period.***



## **H.A. Brown Academics Plus Elementary School, #521**

1946 E. Sergeant Street, Philadelphia, PA 19125

School: 215 400-7490 / Fax: 215 400-7491

Connie Carnivale, Principal Email: [cacarnivale@philasd.org](mailto:cacarnivale@philasd.org)

Twitter: @habrown1946 Website is <https://philasd.org/habrown>

Dear Parents, Guardians, and Students,

Hello and welcome back to the 2022-2023 academic school year at H.A. Brown Elementary School. We are looking forward to working with you and your child. The staff has worked hard to develop a variety of programs to enhance the education offered at H.A. Brown. I am very excited about the activities we have planned. For example, we have our in-school electives including Robotics, Broadcast news, Yearbook, choir and many more fun activities for your child. In May, we will again hold our annual community a Multicultural Fair and Community Art Show, as well as the ever-popular Talent Show. The H.A. Brown staff is committed to offering a well-rounded education to all of our students. We also look forward to working with our parent and community partners to develop college and career-ready students. We simply ask for your support and commitment to provide a quality education.

We are already gearing up for an incredible new school year. Our teachers have attended training sessions to better help all students learn and grow. Our front office team is updating student files and ordering new materials. Our hard-working custodians have spent the summer cleaning our school. And, our cafeteria workers are preparing to serve your children delicious, healthy and free breakfast and lunch each school day.

The school is providing you with a handbook to help facilitate communication between the school and home. This handbook can be used as a reference. Please read it carefully and refer to it frequently. We hope you find the information enclosed useful and informative.

Please feel free to contact our school if you have any concerns. We look forward to seeing all of our students for the first day on August 29, 2022. Back to School Night will be Wednesday, September 21, 2022 from 5-7 PM.

Sincerely,

*Connie Carnivale*

Connie Carnivale, Principal

[cacarnivale@philasd.org](mailto:cacarnivale@philasd.org)

Twitter: @habrown1946

Website: <https://philasd.org/habrown>

## ***SCHOOL PROFILE***

H.A. Brown Elementary School is a Kindergarten through 8<sup>th</sup> grade school. There are currently 300 enrolled students. The student population consists of 46.9% Hispanic, 19.9% Asian, 17.5% African American, 11.6% Caucasian, and 4.9% other ethnic origins. The School provides a breakfast and lunch program for all students. Programs offered to students include a comprehensive curriculum based on Pennsylvania State Common Core Standards with Special Education, Mentally Gifted, and ESOL services. These services include supports at different levels of learning in the classroom, as well as supports through program teachers. Multi-Cultural education is addressed throughout all aspects of the curriculum. We serve a mobile population whose needs are addressed through a standards-driven curriculum by utilizing the following researched based learning series in Math and Literacy. Programs for students with special needs are provided from itinerant to full-time services. The school also includes a wireless network computer lab where students receive instruction in computer technology that includes research and presentation models. The school averages a 94% student attendance rate.

The teaching staff consists of teachers; 8 special education teachers; 1 ESOL teacher; a guidance counselor; a nurse; a Music teacher; an Art teacher; a Physical Education teacher; and a Digital Literacy teacher. The school has a Leadership Team that helps develop interventions in Reading, Writing, and Mathematics through the monitoring of classes and by working with students individually and in small groups. The school is also supported by an after-school program through PAEP Steam for students in Grades 5-8 and after-school enrichment clubs to support reading and math in various grades. All programs also encourage team building and other social issues.

H.A. Brown Academics Plus School provides a safe, caring environment that will empower students to become productive and contributing citizens in our society.

### ***CONTACTS***

<b><i>Principal</i></b>	<i>Connie Carnivale</i>	<i>215-400-7490</i>
<b><i>Secretary</i></b>	<i>Liz Vazquez</i>	<i>215-400-7490</i>
<b><i>Climate Manager</i></b>	<i>Matthew Johnson</i>	<i>215-400-7490</i>
<b><i>Intervention Teacher Leader</i></b>	<i>Ashley Tressler</i>	<i>215-400-7490</i>
<b><i>Special Ed. Compliance Monitor</i></b>	<i>Leah Stearns</i>	<i>215-400-7490</i>
<b><i>Dean of Students</i></b>	<i>Heather McCoy</i>	<i>215-400-7490</i>
<b><i>School Nurse</i></b>	<i>Jessica Roman</i>	<i>215-400-7490</i>
<b><i>Guidance Counselor</i></b>	<i>Marketa Graham</i>	<i>215-400-7490</i>
<b><i>Home &amp; School/SAC President</i></b>	<i>Cathy Le</i>	<i>215-400-7490</i>

## H. A. BROWN SCHOOL

### STAFF DIRECTORY (2022-2023)

<b>Title/Position</b>	<b>Name</b>	<b>Ext.</b>	<b>Title/Position</b>	<b>Name</b>	<b>Ext.</b>
Principal	Connie Carnivale	0	Interv.Ldr./CPT Ld	Ashley Tressler	5213010
Secretary	Liz Vazquez	0	LS/Dean	Heather McCoy	5213020
Nurse	Jessica Roman	5211010	LS	Tracey Gardner	5213100
Climate Manager	Matthew Johnson	5211090	ESOL Tchr Ldr	Anna Thomas	5213130
Counselor	Marketa Graham	5212190	SPED Materials/ Office	Psychologist/OT/PT	5211140
BCA-Spanish	(TBD)	0	Music	(TBD)	5211130
BCA-Vietnamese	(TBD)	0	Instrumental		
Community Volunteer	Mr. Zaire	0	Music (Vocal)	Mark Nulty	5213180
SAC President	Cathy Le	0	Digital Literacy	Richard Delligatti	5212290
Bldg. Engineer	Terrence Woods	0	Art	Jennifer Miller	5213190
Maintenance	(vacancy)	3 <sup>rd</sup> Fl	Gym	Patricia Morris	5211121
Maintenance	(vacancy)	2 <sup>nd</sup> Fl.	Home Ec Room	Elective	5211000
Maintenance	Clifton Gibbs	1 <sup>st</sup> Fl.	Speech	Dr. Lorna Schwartz	5212210
Custodial Asst.	Valerie Johnson	0	Food Services Mgr	Marlo Williams	5211110
Custodial Asst.	(vacancy)	0	Library	Volunteers	5212180
STS Services	Calming Room	5212090	Staff Lounge		5211020
<b>Grd./Rm./Ext.</b>	<b>Classroom Teacher</b>		<b>Grd./Rm./Ext.</b>	<b>Classroom Teacher</b>	
<b>Grade K</b> 5211540 (co-CPT lead)	Lori Harkins		<b>Grade 4</b> 5212270 5212280	Allyson Bonanni Jeff Townson	
<b>Grade 1</b> 5211530 5211560	Taryn Matkowski Piper Zinn		<b>Grade 5</b> 5213000 (CPT Lead) 5213140	Michelle Deremer (Literacy) Keren Tal/(Math)	
<b>Grade 2</b> 5212120 5212140	Jessica Soto Kelly Koukoski		<b>Grade 6</b> 5213110 5213120	Adam Galpin (Math) Eugenia Morse (Literacy)	
<b>Grade 3</b> 5212010 (CPT Lead) 5212060	Heather Gevins Kimberly Brassfield		<b>Grade 7</b> 5213240 5213250	Mark Mena/MY Eng. (ESOL) Risa Paley-Zimble /MY Science/ Math	
<b>Grade 8</b> 5213220 5213230				Danielle Gallagher (MY Eng./S.S.) Victoria Lam / MY Math	
<b>Grd./Rm./Ext.</b>					
<b>Autism</b> 151-0 200-0 (SPCM) 211-0 (MTSS) 213-0 217-0 317-0	<b>Classroom Teacher/Assistant</b> Niki Vazquez (Rasheta Adams) Leah Stearns ( Erika Berrocal) Susan DelRossi (Theresa Valentine) Marie Donnelly (Diana Myers) (L. Lineman) Janie Klein (C. Rowell)		<b>Assistant 1:3</b> Zena Qoran-151 G. Mumford-200 Monica White-211 Rayisa Vetrova-213  (Mary Turner)		

**ACADEMIC CALENDAR**  
**(2022 – 2023)**

August 29, 2022	<b>First Day for Grades K-12</b> <i>- Student Attendance</i>
September 5, 2022	Labor Day - <i>Administrative Offices and Schools Closed</i>
September 16, 2022	<i>Schools Closed</i>
September 26, 2022	Rosh Hashanah - <i>Administrative Offices and Schools Closed</i>
October 5, 2022	Yom Kippur - <i>Administrative Offices and Schools Closed</i>
October 7, 2022	<i>Early Dismissal (11:54 AM)-ALL K-8 students</i>
October 10, 2022	Indigenous People Day- <i>Administrative Offices and Schools Closed</i>
October 12, 2022	Interim Reports (available using Parent Portal)
November 4, 2022	<i>Early Dismissal (11:54 AM)-ALL K-8 students</i>
November 8, 2022	Election Day - <i>Schools Closed</i>
November 11, 2022	Veterans' Day Observed - <i>Schools Closed</i>
November 15, 2022	Quarter 1 Ends for Report Cards
November 21-23, 2022	Report card Conferences <i>Early Dismissal (11:54 AM)</i> <i>-ALL K-8 students</i>
November 24-25, 2022	Thanksgiving Holiday - <i>Schools Closed</i>
December 2, 2022	<i>Schools Closed</i>
December 16, 2022	<i>Early Dismissal (11:54 AM)-ALL K-8 students</i>
December 21, 2022	Interim Reports (available using Parent Portal)
December 26-31, 2022	Winter Recess <i>Schools Closed</i>
January 1-3, 2022	Winter Recess <i>Schools Closed</i>
January 16, 2023	Dr. Martin Luther King Day - <i>Administrative Offices and Schools Closed</i>
January 20, 2023	<i>Early Dismissal (11:54 AM)-ALL K-8 students</i>
January 25, 2023	Quarter 2 Ends for Report Cards
February 1-3, 2023	Report card Conferences <i>Early Dismissal (11:54 AM)</i> <i>-ALL K-8 students</i>
February 17, 2023	<i>Early Dismissal (11:54 AM)-ALL K-8 students</i>
February 20, 2023	President's Day - <i>Schools Closed</i>
March 1, 2023	Interim Reports
March 3, 2021	<i>Early Dismissal (11:54 AM)-ALL K-8 students</i>
March 17, 2023	<i>Early Dismissal (11:54 AM)-ALL K-8 students</i>
March 24, 2023	Quarter 3 Ends for Report Cards
March 29-31, 2023	Report card Conferences <i>Early Dismissal (11:54 AM)</i> <i>-ALL K-8 students</i>
April 3-7, 2023	Spring Recess - <i>Schools Closed</i>
April 14, 2023	<i>Early Dismissal (11:54 AM)-ALL K-8 students</i>
April 21, 2023	Eid-al-Firt- <i>Administrative Offices and Schools Closed</i>
May 5, 2023	<i>Early Dismissal (11:54 AM)-ALL K-8 students</i>
May 10, 2023	Interim Reports

May 16, 2023	Election Day- <b>TENTATIVE that Schools are Closed</b>
May 19, 2023	<i>Early Dismissal (11:54 AM)-ALL K-8 students</i>
May 29, 2023	Memorial Day - <i>Administrative Offices and Schools Closed</i>
June 12, 2023	Move-Up Day <b>Kindergarten at 9:00 AM</b> in H.A. Brown Cafeteria Move-Up Day <b>8<sup>th</sup> Grade at 12:00 PM</b> in Kensington CAPA Auditorium
June 13, 2023	<b>Last Day for ALL Students K-8:</b> Students <b>MUST</b> be present in order to receive Final Report Card; Summer Bridge Workbook; Supply List & Room Assignment for September 2023

## ***SCHOOL DAY***

**The school day begins promptly at 8:15 AM.** K-6 students line up in the schoolyard. Grade 7&8 students line up on Sergeant St. Students are to line up quietly and wait for their classroom teacher to pick them up and escort them to the classroom. **Students are NOT to come to school before 8:10 AM.**

### **Attendance and Lateness**

Students need to be at school, and in class on time. If absent, they need to bring a written excuse note from their parent/guardian the next day they attend school. **Any students arriving after 8:25 AM are considered late.** Late students must report to the late desk and must have a slip to be admitted to class. Lateness is entered on the student's permanent school records.

## ***STUDENT ABSENCE NOTES***

### **One Day Absence or Two Consecutive Days Absent**

Students are required to bring an absence note upon their return to school. If they absence was for 1-2 consecutive days then the parent can write a note explaining why the child was absent. If the note is an eligible excused absence then the teacher will request for the secretary to adjust the absence code. If the absence note does not meet the excused criteria, the student absence remains unexcused. ***The parent or doctor note must be received by the homeroom teacher within THREE days of the absence otherwise the absence remains unexcused.***

### **Three or More Consecutive Days**

Students are required to bring an absence note upon their return to school. If they absence was for 3 or more consecutive days then only a doctor's note explaining why the child was absent will be permitted for an excused absence. ***The doctor's note must be received by the homeroom teacher within THREE days of the absence otherwise the absence remains unexcused.***

**School District Student Attendance Policy:** <https://www.philasd.org/src/wp-content/uploads/sites/80/2017/07/204-Attendance.pdf>

## ***DAILY ATTENDANCE***

Students are encouraged to attend school daily from 8:15-2:54 PM. In the event of an absence, a note explaining the absence must be submitted to a teacher within three days of the student returning to school. Any absence without an appropriate note will remain unexcused. After 8 unexcused absences the school district policy mandates that appropriate forms be completed and submitted to the Truancy Office. Your child is expected to attend school before or after doctor and dental appointments. Doctor or dental notes must indicate that a student was directed to stay home for the entire day or the note cannot be used to excuse a student absence. Please try to make doctor's appointments for after-school hours. Also, **there will be NO early dismissals after 2:00 PM.** For questions regarding absences and lateness please



contact the Main Office. On half days when students are dismissed at 11:54 AM, there are no early dismissals after 11:00 AM.

### ***SCHOOL HOURS***

School begins at **8:15 AM** for grades K-8. Dismissal time is the same for all students, **2:54 PM**. Students are not allowed to enter school before 8:10 AM because there is no staff to supervise them. At dismissal, students are NOT allowed to loiter anywhere around the school. The policy at H.A. Brown is for all students to go straight home once dismissed. All grade 5-8 students re automatically dismissed. Grade 5-8 students are not brought to the Main Office if a parent is late.

### ***BELL SCHEDULE (full days)***

8:15 a.m. - Start time for Students

2:54 p.m. – Dismissal for all students

<u>Period</u>	<u>Time</u>
1	8:15 - 9:00 (PLC Meetings)
2	9:00 - 9:45
3	9:45-10:30
4	10:30-11:15
5	11:15-12:00
6	12:00-12:45
7	12:45 - 1:30
8	1:30 - 2:15
9	2:15 – 2:54

<u>Lunch Schedule</u>	<u>Grade</u>
10:30 - 11:15	3, 4
11:15 - 12:00	K, 1, & 2
12:00 - 12:45	7 & 8
12:45 - 1:30	5 & 6

### ***BELL SCHEDULE (Early Dismissal days)***

8:15 a.m. - Start time for Students

11:54 a.m. – Dismissal for ALL students

<u>Period</u>	<u>Time</u>
1	8:15 - 9:00
2	9:00 - 9:45
3	9:45-10:30
4	10:30-11:15
5	11:15-11:54 AM

<u>Lunch Schedule</u>	<u>Grade</u>
9:15 - 9:45	3, 4
10:00 - 10:30	K, 1, & 2
10:45 - 11:15	5 & 6
11:30 - 11:54	7 & 8

## ***BREAKFAST PROGRAM***

Breakfast will be served daily to **ALL grades in the classroom from 8:15-8:30 AM**

## ***LUNCH PROGRAM***

Noontime aides supervise our lunch program. There are 4 lunch periods, 45 minutes each. If you would like to provide a personal lunch for your child, kindly send it with your child in the morning to avoid classroom interruption. **The Main Office will NOT accept lunches** to be delivered to the classroom nor the lunchroom. All students receive a free lunch and breakfast so your child will eat. Parents or guardians are NOT permitted in the cafeteria to have lunch with their child. **CANS, GLASS, or BOTTLES OF SODA ARE NOT PERMITTED! NO Food nor beverage can leave the cafeteria either.**

<b>LUNCH PERIODS</b>		<b>GRADE</b>
First	10:30-11:15	3 & 4
Second	11:15-12:00	Kindergarten, 1, & 2
Third	12:00-12:45	7 & 8
Fourth	12:45-1:30	5 & 6

\*Lunch periods are subject to change depending on student enrollment numbers.

Students are expected to follow rules and demonstrate respect for each other and for the adults in charge. This is encouraged while eating lunch and during socialized recess in the yard.

## ***LUNCHROOM RULES***

1. Stay in your seat
2. Use inside voices
3. Raise your hand to use the bathroom or to throw out trash
4. Adult says, **"Who are we?"**  
Students say **"Brown's Best"**  
**Then SILENCE**

Food or drinks may not leave the lunchroom. Students should use the restroom while at lunch.

## ***INCLEMENT WEATHER***

**Listen to KYW for the announcements on the closings of "ALL Philadelphia Public Schools" due to snow or excessive heat.**

During inclement weather: **(Doors open at 8:05 AM)-use the JASPER STREET DOORS**

- Students in **Kindergarten through 4<sup>th</sup> grade report to the gymnasium.**
- Students in **Grades 5-8 report to the cafeteria and must remain seated.**

Students will NOT enter our building before 8:05 AM. The teachers will pick up students at 8:15 AM from their designated areas and escort them to their classrooms. Parents are advised not to send their children to school until a few minutes before 8:15 AM on rainy or very cold days.

## ***PARENT VOLUNTEER'S CHILDREN IN SCHOOL***

Any child who is not regularly enrolled as an H.A. Brown student may not be permitted in the school without approval from the Principal. Approval will not be granted to non-H.A. Brown children, including relatives of parent volunteers. Any "emergency" situation must be discussed directly with the Principal. **All volunteers must have current Criminal Background and Child Abuse clearances** in order to volunteer or chaperone a field trip. The clearances cannot be older than one year from the date of the event.

**In order to volunteer or chaperone a field trip, you need to hand in the following information:**

1. **Criminal Background Check:** [epatch.state.pa.us](http://epatch.state.pa.us)
  2. **Child Abuse Clearance:** [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis)
  3. **Volunteer Video Orientation:** [www.philasd.org/face/volunteer-video-orientation/](http://www.philasd.org/face/volunteer-video-orientation/)
  4. **FBI Clearance**
  5. **Volunteer Rules and Regulations document signed**
- **After watching the video and completing the quiz, you will be able to print out the certificate**
- Once you have all of the paperwork, bring all the information to the office any day from 9 AM to 12 PM, so it can be placed on file. Please write your child's name at the top of each document so that we can inform the teacher.**

## ***PARENT VISITATION***

Parents are encouraged to visit H.A. Brown School at anytime. In order to expedite and enhance your visit, please follow these guidelines before visiting:

1. Send a note to your child's teacher requesting a time for your appointment.
2. Report directly to the Main Office to receive a visitor's pass. No parent or guest is permitted to go directly to the classroom.

## **EARLY DISMISSALS MUST BE BEFORE 2:00 PM DAILY with ID on Full day of School**

- On half days when students are dismissed at 11:54 AM, there are no early dismissals after 11:00 AM.

## ***STUDENT BIRTHDAY PARTIES***

***The parent must get approval in advance from the classroom teacher.*** Only one item can be brought to school. The parent or guardian will drop the item to the Main Office and teacher will retrieve the one item to bring it to the classroom, therefore a parent should drop off the one item by 10:30 AM.

## ***STUDENT HOMEWORK, LUNCHESES, AND PROJECTS***

Student homework, projects, and lunches will not be accepted in the Main Office. Please ensure your child brings these items with them upon arrival at school. All students receive free breakfast and lunch so they will be fed. We also do not accept fundraiser or field trip money in the Main Office. These items must be sent in with your child so that your child can give the money directly to the teacher. Please also ensure that your child is aware how to get home each day. Messages will not be sent up to a student. Due to FERPA laws we also cannot confirm over the phone if your child is in attendance at school.

## ***COLOGNE and PERFUMES***

Students are not permitted to bring any cologne, perfumes, or deodorant products to school due to allergies and asthma. This is a health and safety code violation.

## ***HALL PASS***

Students are expected to have a hallway pass at all times. Using students to run errands during the instructional day should be kept to a minimum. However, if the need presents itself, the student must have a hallway pass. Indicating the time on the hallway pass will encourage the student to return to the classroom as soon as possible. While students are encouraged to go to the restroom during their lunch period, some students will need to use the restroom more often. Students with permission to use the restroom must have a hallway pass at all times.

## ***HOMEWORK***

Homework is given to reinforce or strengthen skills taught, as an extension of classroom learning. Projects are never given the night before they are due. Students are expected to read and write a minimum of 20 minutes each night. Students are expected to complete all homework assignments. Parents or guardians should review each assignment to ensure completion. Homework is assigned 5 nights a week. Please call the Main Office if your child is not assigned homework.

## ***SCHOOL UNIFORM***

All students are required to dress in the manner adopted by their schools. Students must wear sneakers on the days of physical education. If a student is not in uniform, the parent or guardian will be called and required to bring the uniform to the school so that the student can change.

<b>Grades: Kindergarten to 5<sup>th</sup>:</b>	<b>Grades: 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>:</b>
<b><u>TOPS:</u></b> Light blue collar uniform tops. Long-sleeve shirts are to be worn UNDER the uniform shirt. Uniform sweater or cardigan ONLY. <b>NO HOODED SWEATSHIRTS OF ANY FASHION ARE ALLOWED.</b>	<b><u>TOPS:</u></b> Dark blue collar uniform tops. Long-sleeve shirts are to be worn UNDER the uniform shirt. Uniform sweater or cardigan ONLY. <b>NO HOODED SWEATSHIRTS OF ANY FASHION ARE ALLOWED.</b>
<b><u>BOTTOMS:</u></b> Navy blue pants or uniform skirts. Navy blue sweatpants are only allowed on scheduled gym days. <b>Oversized pants, skinny jeans, jeans, or stretch pants are NOT ACCEPTABLE.</b>	<b><u>BOTTOMS:</u></b> Khaki pants or uniform skirts. Khaki sweatpants are only allowed on scheduled gym days. <b>Oversized pants, skinny jeans, jeans, or stretch pants are NOT ACCEPTABLE.</b>

### **All Grades:**

**SHOES:** Closed shoes or sneakers are ACCEPTABLE. The following footwear is not permitted: slip-on shoes, slipper-shoes, slippers, clogs, crocks, sandals, flip-flops, platform shoes, shoes that do not have a back on them, any shoes that expose the toes, healies, any wheels, or shoes with more than a one-inch heel. Again, these types of shoes are a safety hazard. Wheels will immediately be confiscated and returned on the last day of school in June.

**NO HOODED SWEATSHIRTS OF ANY FASHION ARE ALLOWED.**  
**NO PURSES, mini-backpacks, or fanny backs are allowed.**

**HEADWEAR:** Hoods, hats, head-scarves, bonnets, bandanas, chopstick hair accessories, etc. are **NOT** permitted.

**Dress Code: What's In?**

- Uniform shirts and bottoms approved by the school
- Pants worn correctly at waist
- Belts worn with trousers
- Clothing that fits – not too tight, too big, too small, too short, or too long
- **ONLY** Uniform sweaters or cardigans

**Dress Code: What's OUT?**

- Oversized T-shirts
- Exposure of undergarments
- Stocking caps, “doo rags,” bandanas, or hats
- Muscle shirts or halter tops
- Spaghetti straps or see-through clothing
- **NO JEANS can be worn under uniform pants or skirts, NO ripped jeans**
- **Big earrings, larger than a quarter, are NOT permitted**
- **Skirts, skorts, or shorts that are above the knee.**
- **Ear buds and cell phones or any type of electronic device**
- Crocks or slip on shoes
- Students not in uniform will be issued an in-school detention.
- Purses, fanny packs, mini backpacks
- Water bottles (especially metal containers)

Safety and security is our utmost concern for every child and staff member. Please be reminded of the rules and procedures that all students must secure their belongings in their book bag during school hours 8:15 am-2:54 pm . Students are not permitted to walk around with book bags, purses, fanny packs, water bottles or any other items that are closed containers.

For grades K-6, book bags and all personal belongings are to remain all day on their assigned coat hook.

For grades 7-8, all belongings remain in their assigned locker. Students can put their own lock on a locker as long as the student provides the teacher with the second key or the locker combination.

For safety, if a student is unwilling to follow the procedure, then the items will be checked to ensure the safety of all students and staff. If a student is refusing to comply, then the parent will be notified and the student will be sent home until the parent can ensure the student will comply with safety procedures of leaving all belongings on their assigned coat hook or in their assigned locker. Behavior contract will be instituted.

If a female student is in need of feminine products then the student can request a pass to the nurse and we have products to provide.

## ***CELL PHONES/ELECTRONIC DEVICES***

Cell phones and electronic devices **are not allowed** in schools. Therefore, lost or stolen cell phones will not be investigated. Families then sending a student to school with a cell phone are done at their own risk. Cell phones are not permitted in school and definitely are not to be used in schools. Cell phones and electronic devices that are brought to school will be confiscated, and returned only to a parent or guardian

who comes to school. In addition, please follow School District policy and procedures concerning student personal electronic use.

Due to *cell phone violations: picture taking, video creations, inappropriate social media posts, videos created in a classroom or a student bathroom, which are sent or posted during the school day*, we implement a safety procedure. These issues have fallen into the category of cyber-bullying for many students and their families who have been impacted.

In every Grade 5-8 homeroom we will have a storage container for students to safely place their cell phone during school hours. Every day at dismissal we will return all cell phones to the students. During breakfast, the homeroom teachers will ensure students can secure the cell phone for the day. We will bring each container to the Main Office at 9:00 AM in case any student has an early dismissal. Any late students will have their cell phone secured by the Main Office staff.

You do have the option for your child to leave their cell phone at home every day. However, if your child needs the cell phone to communicate with you after-school then please students are required to participate in this safety procedure.

If a student fails to participate in the cell phone safety procedure and is seen with an electronic device during instructional hours (8:15-2:54 PM), the following consequences will be implemented:

#### **First Confiscation**

If a staff member sees any electronic device in the building, the device will be confiscated and given to the main office. A caregiver will be required to pick up the device from the office with valid identification.

#### **Second Confiscation**

If a student has the same electronic device or another device confiscated, it will not be returned until the last day of school for students in June.

### ***REPORT CARD CONFERENCES***

Report cards are distributed four times a year. Three conferences are held during the school year. The conference schedule is as follows:

<b><i>First Quarter</i></b>	<i>November 21-23, 2022</i>
<b><i>Second Quarter</i></b>	<i>February 1-3, 2023</i>
<b><i>Third Quarter</i></b>	<i>March 29-31, 2023</i>

As partners in the success of your child, it is essential that you attend report card conferences. This time is provided to discuss the academic success and needs of your child.

### ***SECURITY SCANNING***

The School District Police Officers will conduct random Administrative scannings throughout the school year in Grades 5-8. The School District Police Officers conduct wand scanning, as well as desk and book bag searches. After a scan is conducted a letter will be sent home to the parents from the principal. Please remind your children of the importance of safety and following school district rules and policies.

### ***TESTING***

The School District of Philadelphia has a Core Curriculum aligned to the state Common Core Standards. Throughout the year, various assessments will be administered in all content areas. Teachers use these results to guide instruction aimed at student success and achievement. Students in Grades 3-8

participate in the PSSA's, a state standardized test, which assesses their independent abilities in reading, math, and science. Below are the PSSA testing dates for the 2021-2022 school year:

*April 24-28, 2023*

*Grades 3-8*

*Reading*

*May 1-12, 2023*

*Grades 3-8*

*Math & Science*

Student attendance is essential during these testing periods. Please also ensure that students get a good night's sleep, eat a healthy breakfast, and practice their reading and math skills DAILY.

## ***SCHOOL TRIPS***

The teacher arranges class trips. Prior to going on any trip, the parent/guardian must sign a consent form allowing his/her child to participate. Telephone calls to the teacher are NOT acceptable consent. **No child will be permitted to attend a class trip without a signed permission slip.** Chaperones are NOT permitted to transport their child or any other child in their own vehicle. Chaperones MUST have a current Child Abuse and Criminal Background check on file in the Main Office in order to chaperone any field trip. The clearances cannot be older than one year from the date of the event.

Any child who is not regularly enrolled as an H.A. Brown student may not be permitted to participate in the field trip. Approval will not be granted to non-H.A. Brown children, including relatives of parent volunteers. Please send all money for the trip in a sealed envelop with your child's name, room number, and teacher's name on it. Parents are encouraged to participate as chaperones. If child does not attend trip and the trip location has already been paid, then the trip money will not be refunded.

## ***SCHOOL EVENTS***

For a student to participate in an after-school hours event, the following criteria is considered:

1. Student Attendance Record (especially attending school on the day of the event)
2. Uniform Compliance
3. Homework Completion
4. Classwork Completion
5. Behavior (compliance with the school district code of conduct)

Parents can contact the Main Office at 215-400-7490 on the day of an event to confirm their child's eligibility.

## ***VOLUNTEERS***

We strongly encourage community members to volunteer throughout the school year. We always need parent volunteers to assist with class trips, supervision of hallways, yard, and cafeteria. If you would like to volunteer please speak to our School Improvement Support Liaison. All volunteers must have required clearances and the principal designates the volunteer assignments. Volunteers **MUST have a current Child Abuse and Criminal Background check** on file in the Main Office in order to volunteer in any area of the school. The clearances cannot be older than one year from the first date that the parent begins to volunteer.

## ***SCHOOL SUPPLIES***

A Welcome Letter will be sent to each parent via the classroom teacher describing the supplies requested for his/her grade. Copies of grade appropriate supplies are available in the Main Office. Please do your best to acquire school supplies as soon as possible.

## ***CHROMEBOOK ISSUED, EXCHANGED or REPAIRED***

Please call the Main Office at 215-400-7490 and schedule an appointment for an exchange. Exchanges must be conducted with ONLY the parent or legal guardian since there is a document requiring parent signature. Parent must return the chromebook and charger for an exchange with the principal.

## ***TEXTBOOK/LIBRARY BOOKS***

It is the policy of the School District of Philadelphia to distribute a textbook compact to all parents and students. This compact will be sent home during the month of September. Please be sure to review this compact with your child(ren) as both parties will be responsible for the maintenance and return of all books issued during the school year. Return the signed compact to your child's teacher.

The school library is open to all students on a regularly scheduled basis. Students are responsible for all books they borrow. **Any books that are lost or damaged must be paid for by the parent or legal guardian.** Students who have not paid to replace a lost or damaged book, will not be allowed to continue to borrow books.

## ***HOME & SCHOOL ASSOCIATION/SCHOOL COMMUNITY ADVISORY COUNCIL (SAC)***

We value and appreciate the time committed to the academic progress of your child. Parents can show support through our Home & School Association. Our association contributes to various student functions throughout the school year, as well as helping needy families. All parents and guardians are asked to be members through the simple act of becoming a dues paying member. Meetings will be listed in the Brown monthly newsletter. The yearly membership drive is initiated every year during Back to School Night.

## ***FUND RAISING***

The Home and School Association organizes various fundraisers throughout the school year to support our children. Participation in these fundraiser events is greatly appreciated. The approval of the Principal is required prior to any fund raising activity.

## ***CAUSE FOR SUSPENSION***

Under most circumstances when students fail to observe basic and essential courtesies and school regulations, parents of the student are notified to attend a parent-school conference to discuss the behavior and mutually seek a positive solution. However, when the situation is of a very serious nature (i.e. fighting, damage to property, insubordination, use of profanity, possession of a weapon) suspension from school for a brief time may be necessary as outlined in the Student Code of Conduct. All students are expected to follow the Student Code of Conduct. When making decisions about student behavior or discipline, the H.A. Brown School will also use the Student Code of Conduct as mandated by the School District of Philadelphia.

## ***BULLYING/CYBER-BULLYING***

Bullying is a serious matter affecting all schools. In order to help our students feel safe, bullying incidents and/or behavior must be addressed. Bullying happens when someone hurts or scares another person on purpose. The child bullied has a hard time defending himself or herself.

What is bullying?



- Hitting, kicking, shoving, and other physical kinds of bullying
- Taunting, teasing, name-calling
- Spreading rumors about others
- Excluding or ignoring others in a mean way
- Taking money or other belongings
- Cyber-bullying includes sending mean e-mails, text-messages, Facebook, Twitter or notes

## ***PROHIBITION OF HARASSMENT***

Students shall not violate the Anti-Harassment Policy of the District, which can be found at [www.philasd.org](http://www.philasd.org). A student is considered in violation of this policy if he/she demands sexual favors, threatens, intimidates, or otherwise creates a hostile environment because of someone's age, gender, race, color, sexual orientation, national origin, religion, disability, socioeconomic status, and/or political beliefs.

## ***OFFENSIVE LANGUAGE***

Everyone in school (students, staff, and visitors) should use polite and courteous language with each other. Everyone should listen to each other's ideas and beliefs, and respond politely. Threatening or intimidating language is not permitted in school. **Cursing, foul, and offensive language is never appropriate on school grounds, or while traveling to and from school.** Students who use foul language may face punishment under the Code of Conduct. Obscene or offensive writing or images are not permitted in schools.

## **SCHOOL DISTRICT OF PHILADELPHIA BULLYING POLICY**

### ***WHAT IS BULLYING?***

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

1. It is aggressive behavior or **intentional** harm doing.
2. It is carried out **repeatedly** over time.
3. It occurs within an interpersonal relationship where there is an **imbalance of power** (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful).

Bullying, may be **direct or indirect action**, which may include (but is not limited to):

- **Physical:** hitting, kicking, pushing, shoving, getting another person to hurt someone;
- **Verbal:** racial slurs, name-calling, teasing, taunting, verbal or sexual harassment, gossiping, spreading rumor; or
- **Non-Verbal:** threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by use of electronic or communication devices through means of email, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, websites, etc.).

### **THE DISTRICT PROHIBITS ALL FORMS OF BULLYING BY DISTRICT STUDENTS**

### ***WHAT SHOULD YOU DO WHEN YOU OR SOMEONE YOU KNOW IS BEING BULLIED?***

#### **Reporting Bullying Incidents:**

Students or parents/guardians of students who have been bullied or witness bullying should immediately report such incidents to the school principal or designee, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. Any staff member who receives such a report shall immediately notify the principal or designee. If the behavior continues or if the school does not take action, students or parents/guardians should report the incident to the district's hotline at 215-400-SAFE.

## ***WHAT HAPPENS TO STUDENTS WHO BULLY?***

### **Consequences for Violations:**

Students who violate the bullying policy will be subject to the following disciplinary procedures:

- **First Offense:** Documented warning and parent notification;
- **Second Offense:** Parent conference, loss of school privileges, exclusion from school-sponsored activities, detention, and/or counseling within the school;
- **Third Offense:** Suspension or transfer to another classroom, school building, or school bus

If the first offense is notably severe, a student may immediately be disciplined in accordance to the Code of Student Conduct. This could result in a long-term suspension (4-10 days); a referral for placement in an alternative education program; or expulsion.

**WHAT IS BULLYING?** Every conflict isn't bullying. Bullying is severe, pervasive or persistent behavior that substantially interferes with a student's education or the school environment. Bullying is a person repeatedly abusing their power against another person.

**WHAT IS HARASSMENT?** Harassment is unwelcome verbal, written, graphic or physical conduct relating to an individual's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status or political beliefs.

➤ **IF YOU SUSPECT YOUR CHILD IS BEING BULLIED OR HARASSED**, you should:

**REPORT** the situation to your child's teacher and/or school administrator. Ask your child: who is involved, what did they do, when and where did it happen. Complete the District's Bullying and Harassment Reporting and Investigation Form (available at the school and on the District's website, click [here](#)) and give it to the teacher or principal. If you need interpretation services to make the report, ask the school. If there is no response, call the District's bullying hotline (215) 400-SAFE.

**OFFER** your child positive strategies, such as asking the teacher for help, requesting a meeting with a counselor, and avoiding the bully. What **DOESN'T** work? Encouraging your child to fight back. Encouraging your child to ignore it. Approaching the child who is bullying.

The school must conduct an investigation to find out if the conflict is bullying, harassment or other some conduct that must be addressed. You should be informed of the outcome of the investigation, and what steps the school will take next. However, federal privacy laws prohibit the sharing of information related to another student's discipline or interventions.

Talk to your child's teacher and principal. Attend parent meetings throughout the year to discuss these issues. Call or email the District Compliance Officer for Bullying and Harassment at 215-400-SAFE.

***For more information, contact the Office of Student Rights and Responsibilities at (215) 400-SAFE***

***School District Student Attendance Policy:*** <https://www.philasd.org/src/wp-content/uploads/sites/80/2017/07/204-Attendance.pdf>

***Volunteer Requirements:*** <https://www.philasd.org/face/volunteer/volunteer-packet-translated-documents/>

***Bullying and Harassment:*** <https://www.philasd.org/bullying/>

***H. A. Brown Elementary School***

**Parent and Family Engagement Policy  
SUMMARY**

**School Year 2022-2023**

**Revision Date: 5-5-22**

This is NOT the entire Parent and Family Engagement Policy for this school. It is a summary that is meant to provide the basic information contained in the Policy. If this is in a language other than English, it has been automatically translated by Google Translate and may contain errors. Please reach out to your child's school if you have any questions about the information provided below or to receive the full Parent and Family Engagement Policy.

**How we developed this Policy and our Parent and Family Engagement programs with parent input:**

Parents were invited to attend the Annual Title I Winter Meeting held on February 2, 2022. Topics include the Schoolwide Plan, school goals and preliminary budget assessments. A meeting was held on March 9, 2022 to allow parents to give input into the development of the parent and family engagement policy and school parent compact. Input was solicited again at the Spring parent meeting on May 4, 2022.

The parents will complete a survey contained in the parent student handbook consisting of questions pertaining to:

Safety and Climate

Academic Programs

Parent Workshops

Parents will be invited to attend monthly school advisory council meetings

Parent input was obtained through monthly school advisory council meetings, budget presentation and conferencing with the SAC president. Yearly a student survey is conducted and included in the Student-Parent Handbook to obtain feedback from parents which guide our Parent Workshop topics.

**Information about our Annual Title I Parent Meeting:**

The annual Title I meeting is held during our annual back to school night on September 21, 2022, the principal or designee will make a presentation to parents that will include information about the requirements of Title I part A, parent rights and responsibilities, state content standards and assessments, working with educators and ways to monitor student progress.

Parent input was obtained through monthly school advisory council meetings, budget presentation and conferencing with the SAC president. Yearly a student survey is conducted and included in the Student-Parent Handbook to obtain feedback from parents which guide our Parent Workshop topics. The parents receive the revised documents every year in the Parent-Student Handbook that is printed.

**How you can expect the school to communicate with you about parent and family engagement as well as other important information:**

Information related to the school, programs, meeting and activities will be distributed via:

- |    |   |                                  |
|----|---|----------------------------------|
| 1. | <i>Monthly Calendar</i>                 | <i>Monthly</i>                   |
| 2. | <i>Principal Newsletter</i>             | <i>Monthly</i>                   |
| 3. | <i>Interim/Progress report cards</i>    | <i>Quarters 1, 2, 3, &amp; 4</i> |
| 4. | <i>School Messenger Call/Text/Email</i> | <i>As Needed</i>                 |

*Title I Documents*

- |    |   |                 |
|----|---|-----------------|
| 1. | <i>Parents and Family Engagement Policy</i> | <i>Annually</i> |
|----|---|-----------------|

2.	<i>The School-Parent Compact</i>	<i>Annually</i>
3.	<i>The School District's Family Involvement Policy</i>	<i>Annually</i>
4.	<i>Parents Right to Know</i>	<i>Annually</i>
5.	<i>Notice regarding Non-Certified Teachers</i>	<i>Annually and as needed</i>
6.	<i>Letter regarding the school's improvement status</i>	<i>Annually</i>

All communication will be sent home in parent-friendly language and in a format parents can understand.

Translations into multiple languages are available through the office of translation services as needed and identified. Parent meetings and conferences are held at various times during the day to accommodate parents schedules.

All parents will receive copies in the printed Parent-Student yearly handbook.

### **How we developed the School-Parent Compact with parent input:**

Annual Spring Meeting was held on May 4, 2022 to review the school's upcoming budget, parental engagement policy and compact. Parents provided feedback into the development of the School Parent Compact and Parent Family and Engagement Policy. The School Parent Compact is distributed to all students through the Parent-Student Handbook which is given to each student in the fall, or as students register throughout the year.

Parent input was obtained through monthly school advisory council meetings, budget presentation and conferencing with the SAC president. Yearly a student survey is conducted and included in the Student-Parent Handbook to obtain feedback from parents which guide our Parent Workshop topics. The parents receive the revised documents every year in the Parent-Student Handbook that is printed.

### **How we share Title I budget information with parents and get parent input into how to spend the 1% Title I Parent Engagement funds:**

During our Annual Winter Meeting, we review the school's upcoming budget, parental involvement and compact. This meeting took place on February 2, 2022. During this meeting, budget information is shared with parents and parents have the opportunity to give input into how Title I dollars are spent, including the 1% parent set aside.

Parent input was obtained through monthly school advisory council meetings, budget presentation and conferencing with the SAC president. Yearly a student survey is conducted and included in the Student-Parent Handbook to obtain feedback from parents which guide our Parent Workshop topics. The parents are asked suggestion for budget funds and presented with the school's plan for budget funds yearly. The parents receive copies of the current budget and the upcoming budget every year on a school created Budget Chart. The parents receive the revised documents every year in the Parent-Student Handbook that is printed.

### **How we will work with businesses and other community partners to provide resources to families:**

Monthly school advisory council meetings

- *Parent resource center in the Library where the monthly meetings are held*
- *School Advisory Council Office in the school-will record meetings to be posted on the schools website, workshop to follow meeting so that parents have video access to the workshop if they can not make the meeting*
- *"Friends of H.A. Brown" group holds fundraisers to support family events*
- *The East Kensington Neighborhood Association also sponsors community events that benefit students and families as well as school activities.*

### **How we will build parents' capacity to support your child's academic success:**

Monthly school advisory council meetings- topics for workshops and presentations are derived from parentsurveys regarding perceived needs.

- *Parent resource center in the Library where the monthly meetings are held*
- *School Advisory Council Office in the school*
- *During our Annual Back To School night, the principal or designee will make a presentation to parents that will include information about the requirements of Title I part A, parent rights and responsibilities, state content standards and assessments, working with educators and ways to monitor student progress.*
- *Parent teacher conferences allow parents to get information about the school curriculum and ways to support student learning at home.*

### **How we will train school staff with parent input to communicate and work with parents as equal partners:**

During a district PD day in the fall, teachers and staff will be offered training on effective parent engagement and communication strategies. Additionally, the results of the parent surveys will be shared with the staff at this meeting.

### **Other ways we will support parent and family engagement:**

Annual Meetings will be held on Back to School Night and in November to inform parents of the school's participation in the Title I Program, and explain the requirements of the program and their rights to be involved.

- *Workshops will be offered throughout the year to provide parents with information to assist them in the use of technology, interpreting assessment data and preparing their children for the PSSA assessment, understanding the State's academic content and achievement standards, understanding monitoring student progress and working with their child's teacher's.*
- *During Report Card Conferences and Back to School Night the teachers will assist the parents in becoming familiar with the Core Curriculum, charting their child's progress by interpreting curriculum assessments and report card marks, and monitoring homework and projects.*



# THE SCHOOL DISTRICT OF PHILADELPHIA

*H.A. Brown Elementary School*

**School-Parent Compact**

*School Year 2022-2023*

*Date:05-04-2022*

Dear Parent/Guardian,

## **JOINTLY DEVELOPED**

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student

The H.A. Brown Academics Plus Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year 2022-2023. A parent meeting was held on May 4, 2022 to allow parents input into the development of this Compact.

Parent input was obtained through monthly school advisory council meetings, budget presentation and conferencing with the SAC president. Yearly a student survey is conducted and included in the Student-Parent Handbook to obtain feedback from parents which guide our Parent Workshop topics. The parents are asked suggestion for budget funds and presented with the school's plan for budget funds yearly. The parents receive copies of the current budget and the upcoming budget every year on a school created Budget Chart. The parents receive the revised documents every year in the Parent-Student Handbook that is printed.

academic achievement.

[The Board of Education's updated Goals and Guardrails are available on the School District Website at www.philasd.org.](http://www.philasd.org)

## **H.A. Brown Elementary School GOALS**

By June 2023, we will have:

- 90 % average daily student attendance
- 97% of students have zero out of school suspensions
- 43% of Grades K-8 scored at Tier 1 on STAR ELA
- 95% STAR ELA participation rate
- 29% of Grades K-8 scored at Tier 1 on STAR Math
- 95% STAR Math Participation rate

Our School will increase the percentage of students reading on grade level by five percentage points as measured on the PSSA.

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

**SCHOOL/TEACHER RESPONSIBILITIES**

H.A. Brown Elementary School will implement the School District of Philadelphia's Core Curriculum and Planning and Scheduling Timeline with fidelity. Professional Development will be provided to ensure that teachers are able to provide a high quality instructional program aligned to the Core Curriculum and driven by student data. As teachers meet in grade group meetings, they will analyze student data in order to differentiate instruction, and collaborate and share ideas for enrichment and research-based instructional strategies to enhance the learning environment. We utilize research-based on-line Reading and math intervention programs.

H.A. Brown Elementary School will hold parent-teacher conferences at the conclusion of each of the first three report card periods. At these conferences, parents will be given information about student progress and tools for tracking student progress through Infinite Campus.

IEP meetings will be held annually for every applicable student and additional amendment meetings as needed. MTSS Meetings will be held as needed for students demonstrating needs in behavior, attendance, or academics.

Parents are welcome to meet with the staff and administrators. It is recommended that parents make appointments to meet with a staff member as we do not want to interrupt the instructional program. By sending a note or calling for an appointment time, meetings can be arranged. Parents may also arrange to volunteer for a specific school event or observe in a classroom by making arrangements with the classroom teacher. Parents are asked to participate on class trips as chaperones as well. In addition, parents will receive invitations to participate/attend assemblies, school shows, and evening activities.

H.A. Brown Elementary School will:

**PARENT RESPONSIBILITIES:**

We, as parents, will:

Monitoring attendance.

Making sure that homework is completed.

Monitoring the amount of television my child watches. Volunteering 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.

**STUDENT RESPONSIBILITIES:**

Do my homework every day and ask for help when I need it. Read at least 30 minutes every day outside of school time.

Give to my parents or my guardian all notices and information received by me from my school every day.

**COMMUNICATION ABOUT STUDENT LEARNING:**

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

Parent & Family Portal and Flyers

- Notifications of Parent Teacher Report Card Conferences
- Provide to each parent an individual student report about the performance of their child on the State assessment at least math, language arts and reading.
- Robo-Calls through School Messenger system/Email/Text messages
- Parent Portal
- Teacher websites or other web-based communication resource

**ACTIVITIES TO BUILD PARTNERSHIPS:**

H.A. Brown Elementary School offers ongoing events and programs to build partnerships with families.

School Advisory Council (SAC) meetings

- Parent Volunteer Orientations
- Parent Cafes
- Parent Workshops



*(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)*

## PLEASE COMPLETE

THE FORMS ON THE FOLLOWING PAGES;  
**TEAR OFF**  
AND  
HAVE YOUR CHILD RETURN TO THE TEACHER.

KINDLY KEEP THE HANDBOOK FOR YOUR RECORDS.  
**Thank you for your cooperation.**

---

## POR FAVOR COMPLETE

LOS FORMULARIOS EN LAS PÁGINAS SIGUIENTES;  
**CORTE**  
Y  
DEVUELVA ESTAS FORMAS A EL MAESTRO A TRAVÉS DE  
SU HIJO.

POR FAVOR GUARDE EL MANUAL PARA SUS ARCHIVOS.  
**Gracias por su cooperación**

THE SCHOOL DISTRICT OF PHILADELPHIA, NN-5

**H.A. Brown Academics Plus Elementary School, #521**

1946 E. Sergeant Street, Philadelphia, PA 19125

School: 215 400-7490 - Fax: 215 400-7491

Connie Carnivale, Principal - Email: [cacarnivale@philasd.org](mailto:cacarnivale@philasd.org)

Twitter: @habrown1946 - Website: <http://webgui.phila.k12.pa.us/schools/b/brown>

**Parent/Student Handbook  
2022 - 2023**

Please complete this portion and return to your child's teacher verifying that you and your child have read the Parent/Student Handbook as well as reviewed the Summer Bridge workbook my child will receive on the last day of school **June 2023** in order to support their academic achievement.

We will ensure that our child returns the completed Summer Bridge workbook to their new teacher for **September 2022**.

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

Student Name \_\_\_\_\_ Grade/Room: \_\_\_\_\_  
*(print)*

Student Name \_\_\_\_\_  
*(sign)*

Parent/Guardian: \_\_\_\_\_  
*(print)*

Parent/Guardian: \_\_\_\_\_  
*(sign)*



**The School District of Philadelphia / Distrito Escolar de Filadelfia**  
**H. A. BROWN ACADEMICS PLUS, LOCATION #521**  
**Emergency Contact Form / Hoja de Contactos en Caso de Emergencia**

(EH-4) A8625

**2022 – 2023**

**STUDENT NAME:** \_\_\_\_\_ **ID#** \_\_\_\_\_

**GRADE/ROOM:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**HOUSEHOLD INFORMATION**

Student Resides with:     Mother     Father     Guardian

**Parent/Guardian Name:** \_\_\_\_\_

**Circle One:**    Mother    Father    Guardian

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Circle One:**    Mother    Father    Guardian

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email: \_\_\_\_\_

**SIBLING INFORMATION**

Please list **ONLY** all school aged children (ages 5 and above)

Name	D.O.B	Current School	Grade

**EMERGENCY CONTACT INFORMATION**

- Please list two (2) LOCAL emergency contacts and their relationship to the child in the event a parent/guardian cannot be reached:

**#1 PRIMARY**

NAME: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone (1): \_\_\_\_\_

Phone (2): \_\_\_\_\_

**#2 SECONDARY**

NAME: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone (1): \_\_\_\_\_

Phone (2): \_\_\_\_\_

**LANGUAGE INFORMATION**

In what language would you prefer information sent home? Circle one below

**English, Spanish, Vietnamese, Chinese (Mandarin), Other:** \_\_\_\_\_

**Only (2) Emergency Contacts (*relative or friend*) permitted per student.**

**Photo identification is required for all parents, relatives and/or visitors to the school.  
 No student will be permitted an early dismissal without a photo identification of the adult.  
 Thank you for adhering to this School District of Philadelphia Policy**

# FERPA Release of Directory Information Opt-Out Form

**ONLY RETURN THIS FORM IF YOU DO NOT WANT DIRECTORY INFORMATION RELEASED.**

The School District of Philadelphia may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures.

Directory information includes the following: name, address, phone number, date and place of birth; field of study; participation in recognized activities and sports; height/weight, if member of athletic team; dates of attendance; degrees, awards, photographs, rosters; previous school(s) attended; and primary language.

The primary purpose of directory information is to allow The School District of Philadelphia to include this type of information from your child’s education records in certain school publications, including: a playbill, showing your student’s role in a drama production; school newsletters, the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for basketball, showing weight and height of team members.

This information may also be made available to qualified outside organizations upon request. Qualified outside organizations include, but are not limited to, scholarship providers, trade/technical schools, and potential employers. In recognition of a family’s right to privacy, it is the policy of The School District of Philadelphia that directory information will not be provided to commercial enterprises.

Parents or eligible students (18 years old or above) have the right to have directory information withheld upon written request. If you prefer to deny release of directory information without prior written consent, please complete and return the entire form to your child’s school. Once this form is completed and returned to the school, your choice will not change until you complete and submit a new form. Use a separate form for each child.

I DO NOT want directory information to be released and request **ONE of the following:**

NO DS Do not release my student’s directory information at any time. No information for school publications, school activities, trade schools, scholarship providers or employers.

NO DS Do not release my student’s directory information at any time, except for school publications, school activities and to qualified outside organizations.

NO DS Do not release my student’s directory information at any time, except for school publications and school activities.

NO DS Do not release my student’s directory information to military recruiters (11<sup>th</sup> and 12<sup>th</sup> grade only)

<b>Student Name (Please Print)</b>	<b>Name of School (Please Print)</b> <i>H.A. Brown Elementary</i>	<b>Student ID#</b>
<b>Parent/Guardian Name (Please Print)</b>	<b>Parent/Guardian Signature</b>	
<b>Date</b>	<b>Student Signature (if 18 years or older)</b>	

## **Permission Form for Use of Student Picture, Voice, Video, Work and/or Full Name on a School District of Philadelphia Website & School Social Media**

This letter is to both inform you and request permission for your child's picture, voice, video, work and/or full name to be published on the School District and/or an individual school's website.

Student images are used on the Internet to promote student activities and celebrate student work. However, there are potential dangers associated with posting personally identifiable information on a website because global access to the Internet means that the School District cannot control who may view the website.

Accordingly, the School District will not release any information without prior written consent from you as the parent or legal guardian. Please return this form to your child's teacher or the representative of the sponsoring School District department to indicate if your child's image, voice, video, work and/or full name maybe used on the Internet. This permission will be applicable to any use of full name, picture, voice, work or video taken in the school year in which permission is given and will remain in effect until the full name, picture, video, work or voice is removed from the website or until consent is withdrawn. As parent, legal guardian, you may withdrawal your consent at any time by sending a written letter, along with a new form, the the principal of your child's school. Thank you for your cooperation.

In addition, I agree to release and hold harmless the School District, its School Reform Commission member and Board of Education, agents, officers, contractors, volunteers, and employees from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or be caused by the use of my child's picture, voice, video and/or full name on the Internet.

---

### **Permiso para el uso del cuadro del estudiante, de la voz, del vídeo, del trabajo y/o del nombre completo en un distrito de la escuela del Web de Filadelfia**

Esta letra está a le informa y solicita el permiso para que el cuadro de su niño, la voz, el vídeo, el trabajo y/o el nombre completo sean publicados en el Web del distrito de la escuela y/o de una escuela individual. Las imágenes del estudiante se utilizan en el Internet para promover actividades del estudiante y para celebrar el trabajo del estudiante. Sin embargo, hay peligros potenciales asociados a fijar personalmente la información identificable sobre un Web porque el acceso global al Internet significa que el distrito de la escuela no puede controlar quién puede ver el Web.

Por consiguiente, el distrito de la escuela no lanzará ninguna información sin consentimiento anteriormente escrito de usted como el padre o el guarda legal. Vuelva por favor esta forma al profesor o al representante de su niño del departamento del distrito de la escuela que patrocina para indicar si la imagen de su niño, voz, vídeo, trabajo y/o nombre completo usados quizá en el Internet. Este permiso será aplicable a cualquier uso del nombre completo, cuadro, voz, trabajo o el vídeo tomado en el año escolar en el cual seguirá habiendo el permiso se da y en efecto hasta el nombre completo, el cuadro, el vídeo, el trabajo o la voz se quita del Web o hasta consentimiento se retira. Como el padre, guarda legal, usted puede retiro su consentimiento en cualquier momento enviando una letra escrita, junto con una nueva forma, el principal de la escuela de su niño. Gracias por su cooperación.

Además, convengo el lanzamiento y sostengo inofensivo el distrito de la escuela, su miembro de la Comisión de la reforma de la escuela y tablero de la educación, los agentes, los oficiales, los contratistas, los voluntarios, y los empleados y contra de cualquiera y todas las demandas, las demandas, las acciones, las quejas, los juegos u otras formas de responsabilidad fuera de las cuales se presente o por causa de, o sea causado por el uso del nombre del cuadro, de la voz, video y/o completo de mi niño en el Internet.

---

## **H.A. Brown Academics Plus School 2022 - 2023**

Student Name: \_\_\_\_\_  
(nombre del estudiante)

Grade/Room: \_\_\_\_\_  
(grado/salon)

**This form must be returned if you do NOT want your child to participate. If this form is not returned the child is being given permission to participate. The form is only returned if your answer is NO.**

- NO**, I/We DO NOT GRANT permission for any photo/image, voice, video, work and/or full name of this student to be published on the school and/or School District's public Internet site.  
*Yo/Nosotros NO ESTAMOS DE ACUERDO en darle el permiso para ninguna foto/imagen, la voz, el vídeo, el trabajo y/o el nombre completo de esto estudiante que se publicará en el sitio de Internet público de la escuela y/o del distrito de la escuela.*

Print Name Parent/Legal Guardian: \_\_\_\_\_ Phone/telefono: \_\_\_\_\_  
(nombre del padre/guardián legal por letra mayúscula)

Signature Parent/Legal Guardian: \_\_\_\_\_ Date Signed/fecha: \_\_\_\_\_  
(firma del padre/guardian legal)

**PARENT INVOLVEMENT SURVEY**

Parent Name (Optional): \_\_\_\_\_

Do you feel our school provides a welcoming environment for parents? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you kept informed about parent involvement activities by the school? <input type="checkbox"/> Yes <input type="checkbox"/> No
What would enable you to participate in parent meetings, workshops, and activities? <i>(check all that apply)</i> <input type="checkbox"/> Childcare Assistance <input type="checkbox"/> Transportation Assistance <input type="checkbox"/> Morning Meetings (9:00 am – 10:00 am) <input type="checkbox"/> Evening Meetings (5:00 pm – 6:00 pm) <input type="checkbox"/> Access to information online <input type="checkbox"/> Additional Translation Support/Interpreters <input type="checkbox"/> Other (explain) _____	How would you like the Title 1 Parental Involvement funds used at your child's school? <i>(check all that apply)</i> <input type="checkbox"/> Parent workshops <input type="checkbox"/> Parent Resource Center books <input type="checkbox"/> Parent Resource Center computer <input type="checkbox"/> Books for parents to read with their children <input type="checkbox"/> Summer materials for use at home <input type="checkbox"/> Other (explain) _____
<i>What would help you participate more in decision-making and the overall academic achievement in your child's school?</i> <input type="checkbox"/> <i>More encouragement from the school to get involved</i> <input type="checkbox"/> <i>More information on how to get involved</i> <input type="checkbox"/> <i>More information about school issues to be addressed</i> <input type="checkbox"/> <i>More opportunities to share my opinion about school Issues</i>	<i>What Parent Workshop topics would be most helpful for you to support your child's education?</i>
How can teachers and school staff improve your connection to the school and value what you have to offer?	

### Encuesta a Padres para la Participación Escolar

Nombre del padre o encargado (Opcional): \_\_\_\_\_

Usted piensa que la escuela provee un ambiente de bienvenida para los padres? <input type="checkbox"/> Sí <input type="checkbox"/> No	La escuela, le provee información sobre como participar activamente? <input type="checkbox"/> Sí <input type="checkbox"/> No
Qué podemos hacer para ayudar a que usted pueda participar más en talleres y actividades escolares? <i>(marque lo que aplique)</i> <input type="checkbox"/> Cuido para los niños durante reuniones <input type="checkbox"/> Asistencia con la transportación <input type="checkbox"/> Reuniones en la mañana (9:00 am – 10:00 am) <input type="checkbox"/> Reuniones en la tarde (5:00 pm – 6:00 pm) <input type="checkbox"/> Más acceso en la red electrónica <input type="checkbox"/> Interpretes en su idioma <input type="checkbox"/> Otras (explique) _____	De que manera piensa que debemos utilizar los fondos escolares de Capitulo I ? <i>(marque lo que aplique)</i> <input type="checkbox"/> Talleres para los padres <input type="checkbox"/> Recursos de libros y folletos para las familias <input type="checkbox"/> Computadoras para el uso de los padres en el centro de recursos <input type="checkbox"/> Libros para alfabetización (destrezas de apresto) <input type="checkbox"/> Materiales de lectura para uso durante el verano <input type="checkbox"/> Otras (explique) _____
<i>Qué podemos hacer para que usted pueda ser participe en las decisiones para la mejoría académica de la escuela de sus hijo/a?</i> <input type="checkbox"/> <i>Más apoyo de parte de la escuela para la participación</i> <input type="checkbox"/> <i>Más información sobre como participar en la escuela</i> <input type="checkbox"/> <i>Más información sobre temas escolares que se ofrecen</i> <input type="checkbox"/> <i>Más oportunidades para compartir su opinión sobre temas escolares</i>	<i>Qué temas y talleres le interesarían y serían beneficiosos para el apoyo de la educación de su hijo/a?</i>
<i>¿Como pueden los maestros y el personal escolar mejorar su sentido de conexión a la escuela y tambien valorar lo que Ud. tiene que ofrecer ?</i>	

**Workshops are held directly following each monthly School Advisory Council (SAC)/Home & School Meeting. The parent workshop topic options are as follows.**

**Parent's Name:** \_\_\_\_\_

**Child(ren) Name(s):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**What time of day works best for meetings?**

\_\_\_\_\_ **Mornings 9:00 AM**      **OR**      \_\_\_\_\_ **Evenings 7:00 PM**

**Please select all workshop topics you would be interested in attending this school year.**

\_\_\_\_\_ 1. Attendance Matters!

\_\_\_\_\_ 2. College and Career Readiness

\_\_\_\_\_ 3. Crayola: Writing Art-Inspired Stories

\_\_\_\_\_ 4. Homework & Study Skills: Engaging Parents to Support Student Learning

\_\_\_\_\_ 5. How to Encourage a Growth Mindset in Your Child

\_\_\_\_\_ 6. Moving Up to Middle School: The Big Transition

\_\_\_\_\_ 7. Naviance: Family Connections

\_\_\_\_\_ 8. Parent Café

\_\_\_\_\_ 9. Parent Portal: The Parent's Education Gateway

\_\_\_\_\_ 10. Study Skills: Team Up For Test Prep

\_\_\_\_\_ 11. Volunteer Orientation: Get Involved, Get Engaged

## Electives Contract

Dear Parent or Guardian,

Your child would like to participate in an Electives offered during the school day. In order to participate, the student, must maintain a ‘C’ average or better in all subject areas including specials. The student must also have fewer than three student code of conduct violations. This applies to all four marking periods.

### H.A. Brown Quarterly Electives

#### Grades K-4

<p><i>Quarter 1 Electives K-4</i></p> <p><b>Art-Paper Collage</b>  <b>Computers-Coding</b>  <b>Music-Choir, Recorders, Bucket Drumming</b>  <b>Phys Ed- Cooperative Games (Gr 3-4)</b></p>	<p><i>Quarter 2 Electives K-4</i></p> <p><b>Art-Pastels (oil and chalk)</b>  <b>Computers-Coding</b>  <b>Music- Choir, Recorders, Bucket Drumming</b>  <b>Phys Ed-Basketball (Gr 3-4)</b></p>
<p><i>Quarter 3 Electives K-4</i></p> <p><b>Art-Watercolors</b>  <b>Computers-Coding with Spheros</b>  <b>Music-Choir, Recorders, Bucket Drumming</b>  <b>Phys Ed-Volleyball/Tennis/Badminton (Gr 3-4)</b></p>	<p><i>Quarter 4 Electives K-4</i></p> <p><b>Art-Clay</b>  <b>Computers-Coding with Spheros</b>  <b>Music- Coir, Recorders, Bucket Drumming</b>  <b>Phys Ed-Soccer/Floor Hockey (Gr 3-4)</b></p>

#### Grades 5-8

<p><i>Quarter 1 Electives Gr. 5-8</i></p> <p><b>Art- Printing/3-D Structures</b>  <b>Computers-Coding</b>  <b>Music-Music Theater/Choir</b>  <b>Phys Ed- Cooperative Games</b></p> <p><b>Gr. 6-8 only (10 students)</b>  <b>Carnivale-Basic sewing skills</b>  <b>Tressler-Yearbook &amp; School Newspaper</b></p>	<p><i>Quarter 2 Electives Gr. 5-8</i></p> <p><b>Art- Figure Drawing/Portraits</b>  <b>Computers-Sphero Line &amp; Block Coding</b>  <b>Music-Music Theater/Choir</b>  <b>Phys Ed-Basketball</b></p> <p><b>Gr. 6-8 only (10 students)</b>  <b>Carnivale-Baking</b>  <b>Tressler-Yearbook &amp; School Newspaper</b></p>
<p><i>Quarter 3 Electives Gr. 5-8</i></p> <p><b>Art-Acrylic Painting/Watercolors</b>  <b>Computers-Sphero Games/App Development</b>  <b>Music: Music Theater/Choir</b>  <b>Phys Ed-Volleyball/Tennis/Badminton</b></p> <p><b>Gr. 6-8 only (10 students)</b>  <b>Carnivale-Using a sewing machine</b>  <b>Tressler-Yearbook &amp; School Newspaper</b></p>	<p><i>Quarter 4 Electives Gr. 5-8</i></p> <p><b>Art-Cartooning/Anime/Pottery</b>  <b>Computers-Sphero Games/App Development</b>  <b>Music- Music Theater/ Choir</b>  <b>Phys Ed-Soccer/Floor Hockey</b></p> <p><b>Gr. 6-8 only (10 students)</b>  <b>Carnivale-Simple meals; washing and ironing</b>  <b>Tressler-Yearbook &amp; School Newspaper</b></p>



There will be a three level warning system if a student violates either of the requirements.

- First Offense:* Student and parent conference with teachers and/or Administrator.
- Second Offense:* Student is suspended from participation for 30 days. Student will need a Log from all teachers that grades and/or behavior have improved.
- Third Offense:* Student is removed from the Electives for the quarter.

Students must return the permission slip to the Elective teacher with signatures from parent or guardian, homerooms teacher, the Electives teacher, the student, and the principal.

Quarter 1 electives will begin the week of September 12, 2022. Again, electives will take place during the school day. There are a limited number of spaces available for each Elective. Therefore, your child may have to go onto a “Wait List”.

---

### **Electives Contract (2022-2023)**

Student Name: \_\_\_\_\_ Grd: \_\_\_\_\_ Room: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Quarter:** \_\_\_\_\_

***Elective(s) you are applying for:***

1. \_\_\_\_\_ Teacher 1: \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Teacher 2: \_\_\_\_\_ Date: \_\_\_\_\_

Principal’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ***Each quarter requires a NEW form.***

Quarter 1-August 29<sup>th</sup> -Nov. 15<sup>th</sup>

Quarter 2-Nov. 16<sup>th</sup>-Jan. 25<sup>th</sup>

Quarter 3-Jan. 25<sup>th</sup>-March 24<sup>th</sup>

Quarter 4-March 24<sup>th</sup> -June 13<sup>th</sup>

## **H.A. Brown Academics Plus Elementary School, #521**

1946 E. Sergeant Street, Philadelphia, PA 19125

School: 215 400-7490 - Fax: 215 400-7491

Connie Carnivale, Principal - Email: [cacarnivale@philasd.org](mailto:cacarnivale@philasd.org)

Twitter: @habrown1946 - Website: <http://webgui.phila.k12.pa.us/schools/b/brown>

### **Grade 8 Move-Up Day Criteria Contract**

1. All students must attain an academic achievement grade of C or better as certified by the homeroom teacher. This includes all major subjects: literacy, math, social studies, and science as well as specialist classes which include art, physical education, music, and computers.
2. No student shall participate who has a chronic record of being absent without satisfactory reason. A doctor must verify any lengthy absence due to illness. If a student's total number of days of absence exceeds 5 illegal absences of the total school days and no verification of illness is forthcoming, that student will be declared ineligible to participate in graduation ceremonies. Also less than 5 latenesses for the school year.
3. Any student who anticipates participating must maintain a respectable level of conduct with no more than three (3) referrals and no suspensions. It will be up to the discretion of the Principal if there is a single occasion of severe behavior that warrants a student to be denied the privilege of participating in graduation ceremonies.
4. Any student who anticipates participating cannot have more than five (5) dress code violations. This does not include designated dress-down days that have been approved by the principal. Move-Up Day dress code: Appropriate clothing must be worn for the ceremony. Clothing that is too revealing will NOT be permitted. No shorts, sunglasses, inappropriate clothing, or accessories will be allowed unless approved by administration prior to the ceremony.
5. Any 8th grade student who enrolls during the last five weeks of his/her last year will not be included in the Move-Up Day ceremonies unless acceptable documentation is received by the district that the student has achieved an academic level commensurate with the district standards.
6. Students must meet the Social Promotion requirements of the district. A student's certificate and report card will not be released if there are any outstanding charges for library, instruments, textbooks or etc. for the parent or student.
7. Any misconduct during Trip, Assemblies, School Dances, or school gatherings may result in being ineligible to participate in the Move-Up Day ceremony.
8. The Move-Up Day ceremony is meant to be a dignified event with proper decorum. Students not exhibiting proper decorum during the ceremony may be removed from the ceremony.
9. Any student with any of the above violations will have their report card and certificate mailed to them. The students will not be able to participate in any of the Move-Up Day activities or in the Move-Up Day ceremony.
10. Any student found to be extremely disrespectful to school personnel shall be refused permission to participate in the ceremony.

## 8<sup>th</sup> Grade Trip Criteria

1. No student shall attend the 8<sup>th</sup> Grade trip that has a chronic record of absence or lateness without satisfactory reason. A doctor must verify any lengthy absence due to illness. If a student's total number of days of absence exceeds 5 illegal absences of the total school days and no verification of illness is forthcoming, that student will be declared ineligible to participate.
1. No student shall attend the 8<sup>th</sup> grade trip if he/she receives more than three (3) referrals and no suspension during the school year.
2. Any student who anticipates going on the trip must maintain a respectable level of conduct. It will be up to the discretion of the Principal and homeroom teacher if a student's public behavior warrants a dismissal from the trip.
1. Any student found to be extremely disrespectful to school personnel shall be refused permission to take the trip.
2. Trip money is NON-REFUNDABLE.

**I have read, understand and will comply with the Guidelines provided by my school and my teachers.  
This criteria is effective on November 2023 until the Move-Up Day ceremony.**

Student: \_\_\_\_\_  
(signature)

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

Parent or guardian: \_\_\_\_\_  
(signature)

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

Homeroom teacher: \_\_\_\_\_  
(signature)

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

Counselor: \_\_\_\_\_  
(signature)

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

Principal: \_\_\_\_\_  
(signature)

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







