

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

1946 E. Sergeant Street Philadelphia, PA 19125

Telephone: (215) 400-7490

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

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## **Parent/Student Handbook 2024-2025**



**H.A. 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. Blue or Tan HOODLESS sweaters or sweatshirts with no pockets or graphic designs are used (no hoodies, hats, vests, or do rags).***
- 4. Eating and drinking is permitted ONLY in the cafeteria.***

### August 2024

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31



THE SCHOOL DISTRICT OF  
PHILADELPHIA

# Academic Calendar 2024-2025

### September 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### December 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### January 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### February 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### March 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### April 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### May 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### June 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### July 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- School Closed for Students and Staff
- Staff Professional Development (Full Day); School Closed for Students
- Three Hour Early Dismissal for Staff and Students
- Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- First Day of School for Students
- Report Card Conference (Full Day); School Closed for Students
- Report Card Conference (Half Day); Three Hour Early Dismissal for Students
- Last Day of School

## **SCHOOL-DAY**

**The school day begins promptly at 8:15 AM.** K-4 students line up in the schoolyard, weather permitting. In the event of inclement weather students will enter through the gymnasium doors on Jasper Street and line up with their class. Grade 6-8 students enter through the cafeteria doors located on Jasper Street and sit at their designated table. 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 8:05 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 Main Office 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 the 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. The child must return the date identified on the doctor's note in order for the days to be coded as excused. Copies are not made of notes, originals are kept for archives.***

## **DAILY ATTENDANCE**

Students are encouraged to attend school daily from 8:15-2:54 PM. In the event of an absence, a written note explaining the absence must be ***submitted to a teacher within three days of the student returning*** to school. After 3 consecutive absences, a note can only come from a doctor's office in order to excuse absences. 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. ***Absence notes cannot be emailed nor faxed*** to the school nor the teacher. The state requires schools to maintain all notes for 7 years, therefore you must send in a printed version with the student within 3 days of their return or we cannot excuse an absence.

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's 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 8:05 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 are 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

<b><u>Period</u></b>	<b><u>Time</u></b>
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

<b><u>Lunch Schedule</u></b>	<b><u>Grade</u></b>
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

<b><u>Period</u></b>	<b><u>Time</u></b>
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

<b><u>Lunch Schedule</u></b>	<b><u>Grade</u></b>
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** students 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 interruptions. **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. **GLASS BOTTLES ARE NOT PERMITTED! NO food or beverage can leave the cafeteria.**

<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.

## **INCLEMENT WEATHER**

**Check the School District's website 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 **CANNOT** enter the 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.

## **MAIN OFFICE HOURS**

Monday-Friday 9:00 AM - 11:30 AM  
Call in advance to schedule an appointment

## **VOLUNTEERS**

We strongly encourage community members, parents, and guardians to volunteer throughout the school year. **All volunteers must have current Criminal Background, Child Abuse clearances and FBI 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
6. After watching the video and completing the quiz, you will be able to print out the certificate

**Once you have all of the paperwork, email all the information to the principal for final review and approval. Please write your child's name at the top of each document so that we can inform the teacher.**

## **VISITOR PROCEDURES**

Parents are encouraged to visit H.A. Brown School at any time. 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 in advance. To meet with the principal, call the Main Office and the secretary will provide you with an appointment date and time.
2. All visitors must scan their state identification or passport into the Visitor machine at the Main Entrance.
3. All approved visitors will then produce a visitor badge for that day **ONLY**.
4. All visitors must have a Visitor's Pass while in the hallways
5. All visitors must log out using the Visitor machine at the Main Entrance

## **EARLY DISMISSALS**

- Early dismissals on a *full day of school* must be before 2:00 PM daily
- Early dismissals on a *half day of school* must be before 11:00 AM daily
- The adult (someone over the age of 18 years old) must have a valid **ID**
- That same adult **MUST** be listed on the current emergency contact form

## **ADMIT PROCEDURES**

Morning admit starts at 8:05 AM

Kindergarten will enter through the Kindergarten Yard located on Sergeant Street.

Grade 1-4 students will enter through the Recess yard on East Firth Street.

In the event of inclement weather students in Grades K-4 will enter through the gymnasium doors located on Jasper Street.

Grade 5-8 students will enter through the cafeteria doors located on Jasper Street.

## **DISMISSAL PROCEDURES**

Starts at 2:50 PM

Students in Kindergarten will dismiss through the Kindergarten Yard on Sergeant Street

Students in grades 1-6 will dismiss in the Recess Yard on Firth Street

Students in grades 7-8 & Autistic Support students will dismiss in the front of the school on Sergeant Street

## **STUDENT BIRTHDAY PARTIES**

*The parent must get approval in advance from the classroom teacher.* The parent or guardian can choose to either send the item to school with their child or bring the item to the Main Office where the teacher will retrieve it to bring to the classroom.

## **STUDENT HOMEWORK, LUNCHES, 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. 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 of 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.

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 Monday through Thursday.



## **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.

**TOPS:** Light blue or dark blue collar uniform tops. Long-sleeve shirts are to be worn UNDER the uniform shirt. Light blue, Navy blue, or Tan sweaters, sweatshirts, or cardigans are permitted as long as they do not have graphic images on them. **HOODED SWEATSHIRTS OF ANY KIND ARE NOT ALLOWED.**

**BOTTOMS:** Navy blue or Khaki pants, uniform shorts, or uniform skirts. Oversized pants, skinny jeans, or stretchy pants **ARE NOT ACCEPTABLE.**

**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, heelys, any wheels, or shoes with more than a one-inch heel. Again, these types of shoes are a safety hazard.

**HEADWEAR:** Hoods, hats, do rags, bonnets, bandanas, etc. are **NOT** permitted.

**NO HOODED SWEATSHIRTS OF ANY KIND ARE PERMITTED.**

**NO PURSES, mini-backpacks, or fanny packs are allowed.**

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

- Uniform shirts and bottoms approved by the school
- Pants, shorts, or skirts 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 sweatshirts, 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, skirts, or shorts that are above the knee.
- Crocs or slip on shoes
- Purses, fanny packs, mini backpacks
- Metal water bottles
- Smartwatches, Earbuds

Safety and security are 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 bookbags during school hours. Students are not permitted to walk around with bookbags, purses, fanny packs, water bottles, or any other items that are closed containers.

For **grades K-6**, bookbags 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. A 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, Smartwatches, and electronic devices **are not allowed** in schools. Therefore, lost or stolen electronic devices will not be investigated. Any and all electronic devices WILL be confiscated if seen by a staff member during school hours.

Due to **violations involving cell phones and smartwatches**, such as taking pictures, creating videos, and making inappropriate social media posts or videos in classrooms or student bathrooms during the school day, we are implementing a safety procedure. These issues have led to instances of cyberbullying, affecting many students and their families.

*In every grade 5-8 homeroom* we will have a storage container for students to safely place their cell phones and Smartwatches during school hours. Every day at dismissal we will return all cell phones and Smartwatches 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 and/or Smartwatch secured by Main Office staff.

You have the option for your child to leave their cell phone and/or Smartwatch at home each day. However, if your child needs their cell phone and/or smartwatch to communicate with you after school, they will need to participate in this safety procedure.

**If a student fails to participate in the electronic device 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 parent/guardian 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:

<i>First Quarter</i>	<i>November 15, 2024</i>
<i>Second Quarter</i>	<i>January 30-31, 2025</i>
<i>Third Quarter</i>	<i>March 27-28, 2025</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 School Security Officers will conduct random administrative scannings throughout the school year for students in Grades 5-8. The School District School Security 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.

## **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 considered 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 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 envelope with your child's name, room number, and teacher's name on it. Parents are encouraged to participate as chaperones. If a child does not attend the 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.

## **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.

## **CHROMEBOOKS & ELECTRONIC DEVICES**

All student chromebooks will remain in school. On the last day of school, eighth graders will have their chromebook returned to use in high school. SDP Chromebooks, SDP Ipads, and SDP Desktop computers are the property of The School District of Philadelphia (SDP). If a student damages or loses an SDP chromebook, Ipad, desktop computer, or any other technology device purchased by the school district then the parent or guardian is financially responsible for replacement or repair costs. The student may also be subject to disciplinary action based on the District Code of Conduct.

## **TEXTBOOK/LIBRARY BOOKS**

Textbooks are valuable resources for learning and must be treated with care. Please ensure that textbooks are not damaged, marked, or misplaced. Students will be responsible for the maintenance and return of all books issued during the school year. **Any textbooks and/or workbooks that are lost or damaged must be paid for by the parent or legal guardian.**

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.

## **SCHOOL COMMUNITY ADVISORY COUNCIL (SAC)**

We value and appreciate the time committed to the academic progress of your child. Parents/guardians 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. Meetings will be listed in the monthly newsletter. Meetings will be held both in person and via ZOOM. The yearly membership drive is initiated every year during Back to School Night.

## **FUNDRAISING**

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 is a repeated aggressive behavior where an individual or a group intentionally causes harm or discomfort to another person. Bullying involves an imbalance of power, where the person being bullied has difficulty defending themselves, leading to distress and a negative impact on their well-being.

### **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 emails, text-messages, or notes via a Social Media platform

## **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 with 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) 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***

**H. A. Brown Elementary School**  
**Parent and Family Engagement Policy**  
**School Year 2024-2025**  
**Revision Date: 4-17-24**

In support of strengthening student academic achievement, H. A. Brown Elementary School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

**H. A. Brown Elementary School agrees to implement the following requirements as outlined by Section 1116:**

Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).

- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT  
REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**Section A: JOINTLY DEVELOPED**

H. A. Brown Elementary School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*Parents were invited to attend the Annual Title I Winter Meeting held on 12/6/23. Topics include the Schoolwide Plan, school goals and preliminary budget assessments. The Spring Meeting meeting was held on 4/17/24 to allow parents to give input into the development of the parent and family engagement policy and school parent compact.*

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

**Section B: ANNUAL TITLE I MEETING**

H. A. Brown Elementary School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

*The annual Title I meeting is held during our annual back to school night which will be in September of 2024, 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.*

**Section C: COMMUNICATIONS**

H. A. Brown Elementary School will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

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

1. Monthly Calendar Monthly
2. Principal Newsletter Monthly
3. Interim/Progress report cards Quarters 1, 2, 3, & 4
4. School Messenger Call/Text/Email/Class Dojo/Google Classroom As Needed
5. Facebook and Instagram Post

*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 parent schedules. All parents will*



*receive copies in the printed Parent-Student yearly handbook.*

#### **Section D: SCHOOL-PARENT COMPACT**

H. A. Brown Elementary School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

*The annual Spring Meeting was held on 4/17/24 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.*

#### **Section E: RESERVATION OF FUNDS**

If applicable, H. A. Brown Elementary School will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

*During our Annual Winter Meeting, we will review the school's upcoming budget. This meeting took place on 12/6/23. 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.*

#### **Section F: COORDINATION OF SERVICES**

H. A. Brown Elementary School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

*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 meetings 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.*

*· Parent Resource Center at 440 North Broad St*

#### **Section G: BUILDING CAPACITY OF PARENTS**

H. A. Brown Elementary School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State's academic standards
  - The State and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - How to monitor their child's progress
  - How to work with educators to improve the achievement of their child

*Monthly school advisory council meetings- topics for workshops and presentations are derived from parent surveys 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.*

#### **Section H: BUILDING CAPACITY OF SCHOOL STAFF**

H. A. Brown Elementary School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

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

H. A. Brown Elementary School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

*· 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.*

**Principal's Signature**

*Sherrine Wilkins*

**Date Signed**

**5-21-24**

***H.A. Brown Elementary School  
School-Parent Compact  
School Year 2024-2025  
Revision Date: 04-17-2024***

***Dear Parent/Guardian,  
JOINTLY DEVELOPED***

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 2024-2025. The Spring Meeting was held on 4/17/24 to allow parents input into the development of this Compact.

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

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

**GOALS**

***H.A. Brown Board Goal 1 (Academic)***

*At least 45% of grade 3-8 students will score proficient/advanced on the ELA PSSA.*

***H.A. Brown Board Goal 2 (Academic)***

*At least 32.6% of grade 3 students will score proficient/advanced on the ELA PSSA.*

***H.A. Brown Board Goal 3 (Academic)***

*At least 25.2% of grade 3-8 students will score proficient/advanced on the Math PSSA.*

***H.A. Brown Board Goal 4 (Climate)***

*At least 61.4% of all students will attend school 90% of days or more.*

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

**SCHOOL/TEACHER RESPONSIBILITIES: will...**

- *Communicate and send home resources to families regarding Math and ELA to help support their students.*
- *The school will send home summer bridge materials so that parents can help their students prevent summer learning gap.*
- *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.*

**PARENT RESPONSIBILITIES:**

We, as parents, will:

- *Monitoring attendance.*
- *Making sure that homework is completed and summer bridge materials are completed.*
- *Monitoring the amount of television and screen time my child has.*
- *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. Complete summer bridge work.*
- *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.*
- *Arriving to school in uniform and on time daily.*

**COMMUNICATION ABOUT STUDENT LEARNING:**

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:

- *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, Class Dojo, Social Media*
- *Parent Portal*
- *Teacher websites or other web-based communication resource*
- *Daily Folders*

**ACTIVITIES TO BUILD PARTNERSHIPS:**

offers ongoing events and programs to build partnerships with families. School Advisory Council (SAC) meetings

- *Parent Volunteer Orientations*
- *Parent Cafes*
- *Parent Workshops*
- *Friends of H.A. Brown*
- *Open Houses*

*(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**  
**H.A. Brown Academics Plus Elementary School, #5210**  
1946 E. Sergeant Street, Philadelphia, PA 19125  
School: 215 400-7490

**Parent/Student Handbook**  
**2024 - 2025**

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 2025** 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 2025**.

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

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

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

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

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

*My child in K-4 CAN be shown rated G or rated PG movies for an educational purpose or as a Positive-Behavior Support system reward.*

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

*My child in Grades 5-8 CAN be shown rated G, rated PG, or rated PG-13 movies for an educational purpose or a Positive-Behavior Support system reward.*

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



**The School District of Philadelphia / Distrito Escolar de Filadelfia**  
**H. A. BROWN ACADEMICS PLUS, LOCATION #5210**  
**Emergency Contact Form / Hoja de Contactos en Caso de Emergencia (EH-4) A8625**  
**2024-2025**

Date Completed \_\_\_\_\_

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

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

**HOUSEHOLD INFORMATION**

<p><b>ONLY Legal Parent/Guardian (here)</b>          Name: _____  <u>Circle One:</u>    Mother        Father        Guardian          Address: _____          Home Phone: _____          Cell: _____ Work: _____          Email required: _____</p>	<p><b>ONLY Legal Parent/Guardian (here)</b>          Name: _____  <u>Circle One:</u>    Mother        Father        Guardian          Address: _____          Home Phone: _____          Cell: _____ Work: _____          Email: _____</p>
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**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:**

<p><b>#1 PRIMARY</b>          NAME: _____          Relationship: _____          Address: _____          Phone: _____</p>	<p><b>#2 SECONDARY</b>          NAME: _____          Relationship: _____          Phone (1): _____          Phone (2): _____</p>
--	--

**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 **PLEASE CHECK ONE of the following:**

- Do not release my student’s directory information at any time. No information for school publications, school activities, trade schools, scholarship providers or employers.
- Do not release my student’s directory information at any time, except for school publications, school activities and to qualified outside organizations.
- Do not release my student’s directory information at any time, except for school publications and school activities.
- 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 may be 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 withdraw your consent at any time by sending a written letter, along with a new form, to the principal of your child's school. In addition, I agree to release and hold harmless the School District, the 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.

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### 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 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.

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## **H.A. Brown Academics Plus School 2024 - 2025**

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/guardián 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
<p>What would enable you to participate in parent meetings, workshops, and activities? (check all that apply)</p> <p><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) _____</p>	<p>How would you like the Title 1 Parental Involvement funds used at your child's school? (check all that apply)</p> <p><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) _____</p>
<p><i>What would help you participate more in decision-making and the overall academic achievement in your child's school?</i></p> <p><input type="checkbox"/> More encouragement from the school to get involved  <input type="checkbox"/> More information on how to get involved  <input type="checkbox"/> More information about school issues to be addressed  <input type="checkbox"/> More opportunities to share my opinion about school Issues</p>	<p><i>What Parent Workshop topics would be most helpful for you to support your child's education?</i></p>
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 cómo participar activamente? <input type="checkbox"/> Sí <input type="checkbox"/> No
<p>Qué podemos hacer para ayudar a que usted pueda participar más en talleres y actividades escolares? (marque lo que aplique)</p> <p><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"/> Intérpretes en su idioma  <input type="checkbox"/> Otras (explique) _____</p>	<p>De que manera piensa que debemos utilizar los fondos escolares de Capítulo I? (marque lo que aplique)</p> <p><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) _____</p>
<p><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></p> <p><input type="checkbox"/> Más apoyo de parte de la escuela para la participación  <input type="checkbox"/> Más información sobre cómo participar en la escuela  <input type="checkbox"/> Más información sobre temas escolares que se ofrecen  <input type="checkbox"/> Más oportunidades para compartir su opinión sobre temas escolares</p>	<p><i>Qué temas y talleres le interesarían y serían beneficiosos para el apoyo de la educación de su hijo/a?</i></p>
¿Cómo pueden los maestros y el personal escolar mejorar su sentido de conexión a la escuela y también valorar lo que Ud. tiene que ofrecer?	

**Parent Workshop Options for  
2024-2025**

**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 GrowthMindset 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



## H.A. Brown Academics Plus Elementary School, #5210

1946 E. Sergeant Street, Philadelphia, PA 19125

School: 215 400-7490

### 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. Any student wishing to participate must maintain a respectable level of conduct. Behavioral exclusions will be determined on a case-by-case basis by the Climate Manager and Principal, in coordination with the Middle School teachers.
3. Students must meet the district's Social Promotion requirements. A student's certificate and report card will not be released if there are any outstanding charges for library materials, instruments, textbooks, or other items.
4. 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.
5. 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. Parents and Students will be informed, well in advance of any exclusion decisions.

### 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.
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 Climate Manager, Principal, and homeroom teacher if a student's public behavior warrants a dismissal from the trip.
3. Trip money is NON-REFUNDABLE after the first payment has been made to the location, except for extenuating circumstances.

**I have read, understand and will comply with the Guidelines provided by my school and my teachers. This criteria is effective from September 2024 until the Move-Up Day ceremony and 8<sup>th</sup> Grade Trip.**

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

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

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

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

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

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

Climate Manager: \_\_\_\_\_  
(signature)

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

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

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