

H.A. BROWN ACADEMICS PLUS ELEMENTARY

“Where everybody is somebody”

Staff Handbook 2025-2026

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

Facebook: [HA Brown Academics Plus](#)

Instagram: [HABrownSchoolPhilly](#)
[SDP Employee Handbook](#)



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.

Administration

Mrs. Sharon Burke, Principal

Mr. Matthew Johnson, Climate Manager

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 21st 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.

MISSION STATEMENT

The H.A. Brown Elementary School 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 will be implemented to support these skills, which include 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.

Learning Core Values

We keep our core values simple: We are responsible, respectful, peaceful, positive, and problem solvers.

We demonstrate these values by prioritizing the following:

- 1. We take care of ourselves.**
 - a. This is first for a reason: you must take care of yourself to care for others. Schedule frequent breaks, take walks, do a 10-minute mindful session, or a quick Youtube yoga video.
- 2. We take care of each other.**
 - a. We are still responsible for our students' well-being and the well-being of our colleagues. Lead with empathy, ask questions, and let generosity guide you.
- 3. We take care of our school.**
 - a. The essence of H.A. Brown is not its damaged drywall, glossy floors, or raging radiators, it is our staff and student culture. But our building is our home for much of our lives. Care for it.
- 4. We work hard every day.**
 - a. There is no one definition for hard work, and it is certainly not defined by giving a greater portion of your day to work. You, more than anyone, know whether or not you've given it your all each day. You are not expected to be a sacrificial lamb at the altar of student gains. You are expected to be a professional.
- 5. There are two non-negotiables.**
 - a. **How we talk to and about each other and students matters.**
 - b. **Be where you are supposed to be when you are supposed to be there.**

USEFUL LINKS

To add a link, email sburke@philasd.org


Staff Resources	Student/Family Support
<p>Basic School Information</p> <ul style="list-style-type: none"> 2025-2026 Bell Schedule Staff Directory 2025 - 2026 H.A. Brown Staff Calendar H.A. Brown Common Planning Schedule 25-26 Maintenance Request Calendar Request/Room Reservation Shout Out Form Submit an Announcement Form for students Submit an Announcement Form for staff Attendance Procedures Student of the Month Form H.A. Brown Attendance Drive Field Trip Directions  H.A. Brown Lost Preps 2025-2026 <p>Technology</p> <ul style="list-style-type: none"> Student Password Assistance <p>Climate</p> <ul style="list-style-type: none"> H.A. Brown Safety Procedures <ul style="list-style-type: none"> Universal Emergency Procedures Shelter in Place Fire & Emergency Lockdown Active Shooter Positive Behavioral Interventions and Supports (PBIS) <ul style="list-style-type: none"> PBIS Manual SY24-25. PBIS Classroom Toolkit resources SDP Office of Stu. Rights and Responsibilities <ul style="list-style-type: none"> SY25-26 Code of Conduct <p>Instruction</p> <ul style="list-style-type: none"> H.A. Brown Shared Drive Professional Learning Communities Schedule Instructional Planning Site Marking Guidelines Blank Rolling Agenda Language Line Bulletin Board Schedule 25/26 IM Implementation Support Guidance 25/26 EL/StudySync Implementation Support Guide 25/26 Amplify K-8 Implementation Support Guidance 	<ul style="list-style-type: none"> Hall Pass Attendance Procedures <ul style="list-style-type: none"> Excused Absence Note form Counselor Referral Form <ul style="list-style-type: none"> Behavior flow chart for guidance on referral process How can a student make an appointment with a counselor? Policy 252 (Request for Name Change) H.A. Brown High School Health Room Student Handbook Volunteer Protocol <p>Goals and Guardrails – Board of Education</p> <p>Accelerate Philly - SDP's Strategic Plan</p> <p>Accelerate Philly - Schools Playbook</p> <p>Board Policies</p>

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I. H. A. BROWN ORGANIZATION

H.A. BROWN 2025-26 BELL SCHEDULE 8:04 a.m. - Start time for Teachers

<u>Period</u>	<u>Time</u>
1	8:15 - 9:00 (PLC Meetings in 226)
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

** Add teams (leadership, PFT, etc, pbis, etc)

II. 2025 - 2026 SCHOOL YEAR CALENDARS

 SDP Academic Calendar SY 25-26.pdf

[SDP Cultural Calendar SY 25-26](#)

 SY 2024-2025 Evaluation Calendar(Will update automatically for 25/26)

Evening Events - There will be two mandatory school-wide evening events each year for teacher participation. These events will be Back to School Night and the Report Card/ Multicultural Fair. These events do not provide additional compensation. There will be at least a one-hour dinner break following student dismissal.

III. THE CORE CURRICULUM and INSTRUCTIONAL EXPECTATIONS

For more information visit [The Office of Curriculum and Instruction Planning Site](#)

The Core Curriculum is not an option.

LESSON PLANS

Careful instructional planning is essential however, the Core Curriculum will facilitate in expediting effective and rigorous instruction. Each teacher is expected to prepare a daily/weekly lesson plan that conforms to contractual standards at a minimum.

Weekly lesson plans are expected to be based on the Core Curriculum. Lesson plans are to be submitted by 5:00PM on Sunday for the following into the “Lesson Plans 25-26” Google Classroom.

EMERGENCY LESSON PLANS (ELPs)

Students benefit significantly when a guest teacher has detailed, explicit, and easy-to-follow lesson plans; moreover, the general climate of the school is affected in a positive and favorable manner. Please have all ELPs including copies in a labeled location in your classroom. Responsibilities of staff regarding ELPs include:

1. An up-to-date class list and seating chart are to be incorporated into the ELP package.
2. Plans should follow the flow of the curriculum and be capable of being implemented by a teacher unfamiliar with the subject, and should require the use of electronic or duplicated materials and textbooks which are easily accessible to the guest teacher. Students should understand that all work assigned in the absence of their teacher will be counted for credit and is expected to be completed and turned in by the end of class.
3. Emergency lesson plans should include materials for **five** days absence. New emergency lesson plans should be replaced within two school days after use of previously submitted plans.
4. It is imperative that teachers check, return, and discuss work completed by students during the teacher's absence, so that students realize the importance of work completed during the absence of the teacher.
5. Other items that should be left in the office for the substitute include:
 - Special instructions, i.e., location of keys, file keys, textbooks, etc.
 - Classroom procedures.
 - Names of helpful and responsible students (classroom aides).
 -

Student Data and Information Security

All employees who work for the public school system have an individual obligation to manage and protect student information and data. You must avoid the use of websites, computer applications, or online resources that have not been evaluated for student data privacy. The listed foundational systems are sanctioned and do not need to be reviewed for compliance with student data privacy requirements: [Digital Access Hub](#). The District has entered into signed agreements with the vendors that provide these systems to ensure student data is secure and private.

 Approved Programs and Purchasing Guidelines for Instructional Online Programs and Applications for SY 25-26

Under no circumstances should administrators or teachers use online programs unless they are under a contract, which guarantees the security of student data or they have been vetted and approved by the data privacy team at the central office.

IV. STAFF INFORMATION

PROFESSIONAL GROWTH SYSTEM MANUAL

The Professional Growth System is a collaborative effort between the School District of Philadelphia and the Philadelphia Federation of Teachers designed to improve instruction at all schools. PGS is an aligned system that sets clear expectations for teachers and administrators, defines standards of practice, creates transparency, provides data on teacher performance and focuses on teacher support and improvement. PGS aligns teaching standards, professional development, observation tools and evaluation tools.

PGS is made up of two components: the Peer Assistance and Review Program (PAR) and the Formal Observation Cycle (FO Cycle). Please find an in-depth and detailed description of the Professional Growth System linked.

STAFF ATTENDANCE [PFT Absence Policy](#)

SIGN-IN and OUT

It is the responsibility of each staff member to login their arrival time by swiping in and out on the Kronos Kiosk. Signing in or out digitally using the Employee Portal is not permitted. No staff member may log in for another person. This will result in disciplinary action. Staff members are expected to be in the classrooms/at their post at their start time, as it is the policy of the School District of Philadelphia that students are to be supervised at all times. Once you sign in for your start time, you are to begin work. You cannot sign in at your start time and then go park your car, get breakfast or coffee.

LEAVING THE BUILDING DURING THE SCHOOL DAY

If it is necessary for an employee to leave the building at any time during the school day with the exception of lunch, they must sign out prior to leaving. It is important that the office staff is aware of faculty member's departure. It is understood that the employee will return to the building and sign in upon returning. In cases of leaving the building due to an emergency situation, staff members must obtain approval of the principal in order to leave.

All staff members are to enter or exit using the Main Entrance. When exiting, all doors are to be **closed shut**. *Keeping doors propped open endangers everyone's safety and is forbidden.*

STAFF LATENESS

Lateness, with or without notification, negatively affects the educational program of the school; burdens other staff members with coverages, and may result in loss of salary. In the event of lateness, you are expected to notify the school by telephone as early as possible. If possible, specify the time you expect to arrive at school. Lateness may result in disciplinary actions including loss of salary and termination of employment.

STAFF ABSENCE PROCEDURE FOR REPORTING ABSENCE

1. Submit all absences through ESS via the Employee Portal before 7:00 a.m. on the day of the absence. The earlier you enter the better. Please review the [directions for signing in](#) and the [directions for reporting an absence](#) into the Frontline (Aesop) system.
2. You will not be able to enter an absence after 7:00 AM. In this case, please call 215-400-7490 and talk to someone in person. Do not leave a message. Follow up with an email to sburke@philasd.org, atressler@philasd.org, and jhmurray@philasd.org.
3. Sick Leave, Personal Leave, and Family Leave - only put in Frontline. F20, Funeral, Jury Duty and any other code - put in both [Frontline](#) and [Oracle ERP - Oracle/Frontline Resource Folder](#)

Emergency School Closings

In the event of an emergency school closing, all staff members are **REQUIRED** to stay **ONE HOUR BEYOND THE OFFICIAL EMERGENCY CLOSING TIME OR UNTIL DISMISSED BY THE PRINCIPAL**.

STAFF MAILBOXES

Mailboxes will be located in the Main Office.

Mailboxes should be checked regularly. Do not send students to get your mail.

CLASS COVERAGES

In situations where substitute services are not available, our instructional staff may be called upon to cover classes during their preparation period(s). Coverages will be equally be distributed thorough the teaching staff. By contract, teachers are entitled to payback for coverage in excess of four periods. Non-monetary paybacks will be exhausted before monetary paybacks are offered.

USE OF SCHOOL KEYS

Staff members should keep all school keys securely fastened and in their possession throughout the school day. Keys should not be left lying on a desk or other areas. Under no circumstances should a school key be given to a student, no matter how responsible he or she may be.

BUILDING HOURS

The building is officially open for staff from 6:30 AM to 6:00 PM on days when school is in session. The building is considered closed at all other times.

TECHNOLOGY

Printing - To add the Faculty Lounge printer, select the apple in the top left corner and click on system settings. Go to "Printers & Scanners". On the bottom-right click add printer. On the pop-up screen, select the middle icon that looks like a sphere. Change the Protocol to "Line Printer Daemon - LPD." In the field marked "Address," type "10.99.0.21." to add the faculty lounge. You can also rename it by typing Faculty Lounge in the name section. To add the Library printer, complete the same except for the IP address, which is "10.99.0.26."

OPEN HOUSE/BACK TO SCHOOL NIGHT

As part of our overall effort to reach out to families of our students, we want to provide improved quality customer service to our parents, caregivers and students. **H.A. Brown's Back to School Night will be held for parents and caretakers on 9/18/2025 from 4:00 PM - 6:00 PM. All staff members are required to attend** as one of the contractual evening meetings. The time at **Back to School Night** should be spent reviewing expectations, grading procedures, homework policy, instructional methods, Core Curriculum and text materials, major course requirements, etc. Teachers are encouraged to have classroom displays of student work and curriculum items for parents and visitors to experience.

STAFF ATTIRE

All Staff are encouraged to dress in a professional manner daily. Please remember that we are promoting a professional atmosphere for student learning. We will require our students to honor the professional learning environment. Your appearance helps support that effort.

TELEPHONE USAGE

Incoming Calls: Teachers will not be called out of class except in an emergency. The secretary will take a message and place the note in the teacher's mailbox. Unless it is an emergency situation, teachers should avoid having personal calls made to the school.

- Outgoing Calls: Teachers may make calls from the conference room or main office phone. Students are not allowed to use classroom phones at any time! Students who have emergencies and legitimate reasons to make a call are to be sent to the Main Office or Counselor's Office for clearance and phone use.
- Teachers are not to use cell phones during class.

RESERVING ROOMS and SCHEDULING EVENTS

The H.A. Brown School Calendar can be found at <https://habrown.philasd.org/calendar/>. If you need to reserve a space in the building or if you would like to schedule an event, please check the calendar for availability then email complete the Calendar Request/Room Reservation form.

SUPPLY ALLOTMENTS

\$200 will be in the paychecks of all eligible teachers in the fall. \$xxxx will be in the paychecks of all eligible paraprofessionals in the fall.

Original copies of receipts for legitimate educational materials purchased are required. When requested, submit your receipts to the School Secretary. In June the district will deduct from paychecks any amount that is unaccounted for by receipts.

Please enclose your receipts in an envelope and label the envelope with your name and the dollar total. You will not be reimbursed for taxes paid.

END-OF-YEAR CHECK OUT

Near the end of the year, each staff member will be given a list of items to be completed as part of the final check out.

WORK RELATED INJURY – Immediately alert the principal or designee of injury.

Staff is NOT permitted at any time to climb up on stools, ladders, desks, tables, or chairs.

[Workers' Compensation SDP](#)

Thermostats in Rooms

Room thermostats MUST remain at 70 degrees at all times. Staff is NOT permitted to change nor adjust a classroom thermostat temperature. Changing the thermostat temperature can cause damage to the building system as well as ceiling tiles and other classrooms. This may then result in a bill for damages to the staff member. Please ensure your room thermostat remains at seventy degrees at ALL times.

Smoking

Please be reminded that there is NO smoking in or on school grounds. (Refer to School District Policy and Procedures). Please be discreet and smoke off school grounds. You are never permitted to prop open a side door in order to go smoke and regain access into the building. You must leave school grounds and reenter through the Main doors. This is very important-**students should not see staff members smoking cigarettes or vapes.**

MAIN OFFICE

Please be sensitive to the professional nature of the main office by not congregating for socialization or speaking about sensitive or confidential information in this space.

Please adhere to the following:

- The Main Office Copier is reserved for authorized office personnel.
- The Main Office Kitchen is reserved for authorized office personnel.
- Supplies located within the identified supply storage space within the main office are to be accessed by authorized office personnel. To request supplies, please email the principal.
- Do NOT send groups of students to the office unless requested.
- Do NOT send students to remove contents from mailboxes.

STUDENT DOCUMENTS

The following Parent-Student Handbook Documents were included in the Parent-Student Handbook please collect, track, and submit the documents:

Page 21 (Parent/Student Handbook Signature Page): Teachers retain for records

Page 22 (Emergency Contact Form): Make a copy for your records and place the original in the Secretary's Mailbox

Page 23 (FERPA Release of Directory Info): Make a copy for your records and place the original in Ms. Tressler's Mailbox

Page 24 (Permission Form for Use of Student Picture, Voice, Video, Work and/or Full Name on a School District of Philadelphia Website & School Social Media): Make a copy for your records and place the original in Ms. Tressler's Mailbox

Page 25 (Parent Involvement Survey): Please place in FACE's Mailbox

Page 26 (Parent Workshop Options): Please place in FACE's Mailbox

Page 27 (8th Grade Move-Up Contract): Please place in Mr. Johnson's Mailbox

CLASS TRIPS (FIELD TRIPS) - Furness [High - Field Trip Planning Guide](#)

Extra-curricular (E.C.) Activities

All students have the opportunity to participate in a wide variety of extra curricular activities. Extracurricular programs are monitored by Administration on a continuous basis.

For the health, safety and welfare of the school family, the following guidelines must be adhered to without exception:

- All students participating in an activity must have a signed parental consent form on file with the sponsor.
- E.C. sponsor must contact parents when the E.C. event is cancelled.
- All E.C. sponsors must complete a daily sign-in sheet and return them daily to the office. A minimum of five (5) students is required for any activity
- No activities may be scheduled during staff or Professional Development meeting times.
- Activity sponsors must meet students in a pre-designated area and **ESCORT** students to their location and main entrance for dismissal. Activity sponsors may not leave until all of their students have been dismissed as per their parents' directions. Teachers in Kindergarten and Grade 1 have a special obligation to ensure that a parent, guardian, sibling, or designated adult meets each child.
- Staff members must contact parents to make alternative arrangements when the EC activity involves students who require transportation.

Students may be prohibited from participation in extracurricular activities at the discretion of Administration and Climate Manager if the attendance, citizenship and/or behavioral standards of the School District Code of Conduct are violated.

NOTE: The administration and the Building Committee will determine E.C. clubs and activities.

The E.C. positions will be posted according to the PFT contract and such activities will be equitably distributed among staff.


Building Engineer and Custodial Services

The role of the building engineer and the custodial staff is to provide a safe and clean environment for our students and staff. Staff members' cooperation and assistance in this matter will provide an environment conducive to learning. For emergencies (student illness, broken glass) call the office and report the relevant information. All custodial requests for important, but not emergency, matters need to be brought to the principal's attention. Please complete this for to report something to the building engineer.

Staff Lounge

The lounge is to be used by staff members. Children are NOT permitted in the lounge. Please be respectful and keep the lounge clean. Staff is responsible for cleaning the tables and appliances.

V. STUDENT Attendance, arrival/dismissal, and Feeding PROCEDURES

 [SDP Student Attendance Protocol.pdf](#)

ATTENDANCE PROCEDURES

- Teachers will monitor and take accurate daily attendance/lateness for students via SIS until **10:00 am**.
- When the student returns to the school, ask for a note and place the proper absence code in the Student Weekly Attendance Coding Report that is shared with the Secretary by 10:30 on the last day of each week.
- If a student arrives after your attendance has been entered, you are able to update SIS to indicate the student is "late" up to 2:54 pm.
- If you realize that a student was marked absent accidentally a day prior, enter the date on your Weekly Attendance Report update under "other" then type a "P" in the block that applies to be corrected by the secretary.
- An appointment excuse note can ONLY be accepted if the student is **present in the AM or PM**.
- Only a physician note is acceptable if a student is absent more than (3) consecutive days.
- No notes are acceptable from a parent **after (5) days**.
- Teachers are responsible to document in SIS, the **"Parent Contact Log"** calls to home regarding attendance and lateness.
- MTSS attendance plans should be entered on-line for any pupil who is absent for **five or more days**.
- The **Homeroom Teacher** is to keep all student absence notes to submit to the Main Office at the end of the school year for record storing.
- Teachers are to use SIS to ascertain if students are cutting class. It is the responsibility of each teacher to make sure that the office is notified immediately when students are missing.

EARLY DISMISSAL

All students are dismissed from the main office through the school secretary.

Morning Admission Procedures

Morning Admit - All students will be admitted starting at 8:05 am and are to be picked up promptly at 8:15 AM.

- **Grade K:** Weather permitting, students will enter through the Kindergarten school yard gates located on Sergeant Street and go directly into their classrooms. In the event of inclement weather students will enter through the gymnasium door on Jasper Street.
- **Grades 1-4:** Weather permitting, students will enter through the school yard. In the event of inclement weather students will enter through the gymnasium door on Jasper Street.
- **Grades 5-8:** Students will enter through the cafeteria door on Jasper Street and will be seated with their class.

An Administrator or designee will make the decision for indoor or outdoor admit and lunch recess. You will be notified via the P.A. system when there is indoor lunch if there is a need to change from the morning google stream message.

Lunchroom Procedures

Following the designated lunch schedule, teachers will escort their class to the yard for recess and give the class to the supervising recess personnel. Other classrooms will report to the cafeteria first and be given to the supervising lunchroom personnel. Teachers must pick up their students promptly at the end of their designated lunch period.

Please bring your students to the bathroom before or after lunch. During the lunch periods we do not have a sufficient number of aides to effectively supervise the bathroom, lunchroom, and recess yard. In order to keep our students safe, we need the students to maintain the routine of going to the bathroom as a group under the supervision of their classroom teacher. If a child has a medical note due to bathroom issues then please communicate the medical note with the aide assigned to your class.

- Remember K-6 goes as a class under the supervision of the teacher. Grades 7 & 8 do whole group bathroom breaks or during instructional time it is one student per classroom. K-2 any emergencies, there should be a buddy system in place to ensure students are safe.
- Specialist teachers: K-2 should use the buddy system. Gr. 3-8 would be one student at a time for an emergency.

Dismissal Procedures (2:54 p.m.)

Grades K-6 will be escorted by the teacher to the schoolyard. Grades 7-8 will be escorted by their teacher to the front of the school on Sergeant Street. Teachers are not expected to report to these locations before 2:54 PM. DO NOT dismiss students prior to 2:54 PM unless directed by an administrator or designee. If you are designated to dismiss prior to 2:54 PM, the teacher is expected to remain outside supervising the students until 2:54 PM.

VI. GRADING and ASSESSMENT

MARKING GUIDELINES

GRADE BOOKS

All teachers will utilize The School District of Philadelphia Electronic Grading System – Student Information System. It is expected that 2 assignments per subject, per week will be entered into SIS.

NOTE: Teacher's records should be prepared to substantiate the grade given to a student. Be prompt in returning student assignments to give students feedback on their quality of work. All graded assignments are the student's "record" and are considered legal documents.

Google Classroom

It is a best practice to keep assignments up to date in Google Classroom to increase accessibility for students and families.

Interim reports

Interim reports will be available according to the School District of Philadelphia calendar. All H.A. Brown High School teachers should have grades up-to-date so families can access them digitally on the scheduled dates. Interim Reports ensure that parents are informed and can be involved in their child's progress well in advance of the issuance of report cards.

VII. CLASSROOM MANAGEMENT

SCHOOL DISTRICT OF PHILADELPHIA CODE OF STUDENT CONDUCT 2025 - 2026

BATHROOM PROCEDURES

In Grades K-8, teachers are expected to have **two** designated classroom whole class bathroom breaks during the school day. Teachers are expected to escort the entire class so that adequate supervision is provided to ensure student safety, minimize inappropriate student behaviors, and avoid graffiti. Report any graffiti to the Climate Manager immediately. One class bathroom break time should be designated in the morning and one in the afternoon. Each floor of teachers is expected to create a schedule suitable for their needs.

USE OF VIDEOS

As Per School District policy, videos incorporated into the instruction program must be appropriate in content, relevant to the content

area standard being taught and age appropriate (per its rating). **“R” rated movies are not permissible.** Educational videos in the learning process are strongly encouraged to enhance learning. Please hyperlink the video in your lesson plans.

STUDENT HALL PASSES

- Students will not be excused during any class without a pass.
- Staff members are expected to monitor the use of all passes. Students should understand from the beginning that your pass does not give her/him the privilege of roaming the building or loitering in the halls.
- Except in the case of an emergency, students are not to be sent to another staff member (advisors/administrators included) without a direct request. Passes to the nurse or the library are the only exceptions.
- All students are expected to possess a hall pass while walking throughout the building. Please be certain that instructional time is maximized daily by prohibiting excessive bathroom use. Have students sign a bathroom sign out sheet that indicates the student name, time and date.

Staff members are NOT to keep a student beyond his/her regularly scheduled class without prior oral or written permission from the other staff member involved except in cases of emergency.

ACT 26: WEAPONS ARE PROHIBITED

Pennsylvania law requires that any student, regardless of age or grade level, found to be possessing a **WEAPON** on school property, at a school program or event, or while traveling to or from a school or school program or event (including school buses and public transportation) is subject to **ARREST** and **EXPULSION** from the school district for at least 45 days. Principals and intermediate level administrators do not have any discretionary authority for referring students of all ages for expulsion. Police **MUST** be notified.

The law defines a **WEAPON** as “any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury”. The law does not require that the student use or try to use the weapon. Furthermore, weapons carried for self-defense are not exempt from the provisions of the law. Possession includes weapons found on the person as well as school bags, desks, or lockers.

CELL PHONES

Cell phone use is prohibited. All cell phones will be collected during morning entrance and distributed prior to dismissal.

CLASSROOM DISCIPLINE

Shared Responsibility

All staff are responsible for maintaining a positive, respectful learning environment, regardless of whether a student is in their assigned class. Students are expected to show respect to all staff, and staff are expected to model professionalism, consistency, and empathy.

Addressing Misbehavior

Teachers should handle minor infractions (e.g., lateness, lack of preparedness) within the classroom using progressive discipline and documentation. Only persistent or serious issues should be escalated via referral.

- Start with verbal redirection.
- If behavior continues, contact the parent/guardian and log the contact in SIS.
- If behavior persists, submit a **Minor** referral with documentation of interventions.
- For ongoing or serious infractions, submit a **Major Referral** via SIS

Note: Only administrators may assign suspensions. Teachers should never threaten suspension.

Emergency Situations

If student behavior threatens the safety of anyone (e.g., physical fights, weapons, serious threats), call the **main office at “0”** immediately. A written incident report must follow.

Classroom Management Expectations

- Post clear classroom rules and grading policies.
- Be on time and set a professional example (no eating or phone use during instruction).

- Circulate while teaching; do not remain seated.
- Assign PBIS

Best Practices for Positive Classroom Culture

- Start class promptly with well-paced, engaging lessons.
- Use varied instructional strategies and real-world connections.
- Incorporate humor and questioning to spark thinking.
- Address behavior issues privately when possible.
- Contact families to recognize both positive and negative behavior.

Unacceptable Discipline Practices

Staff must **not**:

- Remove students without cause or permission.
- Deny class entry (except during hall sweeps).
- Use public shaming, sarcasm, or inappropriate language.
- Use physical contact or corporal punishment.
- Assign repetitive writing
- Tell students they have "failed" without proper documentation.
- Exclude students for uniform violations not aligned with SDP policy.

Documentation

Repeated misbehavior must be recorded in the **Minor Form**. If interventions fail, submit a **Major Referral** via SIS. Refer to the H.A. Brown Behavioral Referral Descriptions for guidance.

PBIS

VIII. STUDENT SUPPORT

H.A. Brown takes a holistic approach to every child we are entrusted with educating. As such, referrals for academic, physical health, attendance, social/behavior, mental/emotional health and/or other concerns are legitimate. On occasion, staff will be called upon to provide information regarding students who are the subject of Student Support Services.

SPECIAL EDUCATION

All special education teachers and regular education teachers of itinerant students must have a current copy of each student's IEP and functional behavioral plan, if applicable, on file in his/her classroom and/or digitally. Prior to the first day of classes each teacher should confer with the Special Education Compliance Monitor to confirm which students on their class lists receive special education services. IEPs are to be reviewed and updated during report card conferences and all classroom teachers are to be involved in revisions to a student's IEP. Students assigned to LS/PT classes should be taught and graded according to the IEP levels **not** grade levels.

Classroom instruction should reflect strategies which are designed to ensure success for all learners. Grades should be decided for special needs students in collaboration with the special education teacher. Special education teachers are to act as case managers for students assigned to their learning communities.

It is the responsibility of the Special Education Compliance Manager (SPECM) that each regular education teacher has a copy of the IEP at-a-glance for special education students enrolled in their class. All teachers must ensure students with IEPs are receiving modifications and accommodations that are aligned with their IEP.

The special education teachers and the SPECM are available to serve as a support in helping regular education teachers adhere to the accommodations indicated in each student's IEP.

Please contact the SPECM overseeing the special education program, if you have further questions with regards to special education.

NURSE SERVICES

Students requiring emergency treatment should be referred directly to the nurse. If there is concern that the movement of the child will cause more harm to him/her, do not attempt to move the child and call the nurses office or main office for assistance.

Students are permitted to go to the nurse's office for non-emergency treatment when they have been issued a pass by the teacher to whom they are assigned at the time of the request. Students who go to the nurse's office without a note will be considered out-of-bounds and will receive the necessary consequence.

Familiarize yourself with the nurse's schedule and lunch hour. If there is a medical emergency and the nurse is not available, contact an administrator immediately.

Students may not bring any kind of medication, including cough drops, to school. All medications brought to school must be in labeled pharmacy containers and given to the nurse or principal at the start of the school day. If these rules are not followed, the medication must be taken from the child and will not be given. The school nurse will contact parents/guardians.

COUNSELORS

Students may choose to make an appointment with the counselor or the counselor may make an appointment with the student based upon a referral from a teacher, administrator, or other individual who makes a legitimate referral. Although students are encouraged to keep appointments, they may decline an appointment by notifying the counselor or another professional and stating the reason that the appointment is declined. Classroom presentations by counselors are considered a part of the mandated guidance and counseling program as outlined in the Pennsylvania Code of Regulations; therefore, all students are expected to stay in the classroom during these presentations.

SUICIDE PREVENTION/INTERVENTION

It is the obligation of all staff that identifies a suicidal student to immediately notify and involve the Principal or the designee if they are out of the building. The Principal will initiate the school district's established suicide prevention guidelines.

SUSPECTED CHILD ABUSE - [Mandated Reporter Guidelines](#)

Provisions of the Child Protection Services Law (11 P.S. 2202) require any person who, in the course of their employment, occupation or practice of their profession, comes into contact with children shall report or cause a report to be made when they believe, on the basis of their medical, professional or other training experience, that a child coming before them in their professional or official capacity is an abused child.

Formal proof is not required prior to making a referral. Objective indicators, such as unexplained or suspicious bruises or welts, can be enough to give rise to a suspicion of child abuse. The mandated reporter does not have to observe the injuries being inflicted in order to make a referral. Persons required reporting cases of suspected child abuse may take photographs of the areas of trauma visible on the child. Workers from the DHS Children and Youth Division will determine if a report is indicated.

All school personnel, because of their sustained contact with school-age children, are mandated reporters under the law and must report suspected cases of child abuse to the principal or an assistant principal should the principal not be available. More details regarding the law and the reporting of suspected child abuse are available upon request.

Under P.L. 438, Act 124, 1975, Section 11, as amended by Act 33 (1985), any person who in good faith, reports suspected child abuse or cooperates with an investigation "shall have immunity from any liability, civil or criminal, that might otherwise result from such action". The good faith of all persons required under the Act is presumed.

Under P.L. 438, Act 124, Section 12, any person who is required to report a case of suspected child abuse and fails to do so, "shall be guilty of a misdemeanor."

Abuse includes bodily, mental, and physical injury. It also includes serious physical neglect and sexual abuse.

IX. SCHOOL SAFETY

EMERGENCY PROCEDURES

CRISIS RESPONSE PLAN

The purpose of the Crisis Management Plan is to develop a set of procedures and guidelines that will minimize emergency situations or prevent violent actions that may occur in our school. The procedures fall into the guidelines of the District Of Philadelphia. In the event of an emergency, this plan will allow school officials to deal with the aftermath more effectively. The Crisis Management Plan has identified many of the common school emergencies, so teachers will know what to do during an emergency situation. Once the Crisis Management Plan is in place, faculty members will become familiar with their responsibility and procedures during a school

crisis. A permanent committee will be established to meet regularly and to review drill information and to modify emergency plan procedures when necessary.

Only the Principal will be responsible for notifying the members of the school Crisis Response Team in the event of an emergency.

A Crisis Response Team will be organized to respond to any emergency that may occur. The Crisis Response Team consists of seven members. Each member will be assigned specific duties that will be carried out in the event of an emergency. The principal or her designee will use a specific code alerting the staff of a possible emergency situation, and indicating that the Crisis Response Team members are to go to a particular area of the school.

FIRE DRILLS

FIRE ALARM BOX LOCATIONS

FIRE ALARM LOCATION CODES

All staff members are to familiarize themselves with the bells associated with the locations of the alarms throughout the school building. This will assist us in identifying false alarms in a timely manner and in apprehending the perpetrators.

FIRE DRILL REGULATIONS

The cooperation of the entire staff is required for the quick evacuation of the building during fire drills. At the sound of the alarm, teachers having prep periods and non-teaching personnel must report to the nearest exit to help supervise children. When the building is cleared, these people will report to the yard and remain there for the duration of the drill. At the sounding of the all-clear signal, they are to report to the nearest exit and supervise the return of children into the building.

Each teacher should instruct his/her class in fire drill regulation procedures, with special emphasis at the beginning of a new term. Fire drill directions pertaining to each room must be posted in a conspicuous location. Please notify the Principal if a fire drill direction poster is not available in the classroom. If at the sounding of a fire alarm, the teacher is in a room other than his/her own, the class is to follow the procedure posted in that room. When the fire bell rings, strict adherence to the following procedures will help ensure a safe and efficient emergency exit process (see [Evacuation procedures](#) below)

A. Supervision

- Fire Marshal
- General Supervision: Fire Safety Coordinator

B. Signal for Fire Drills

- Start: any rings on the fire gong.
- End: radio communication will signal participants to re-enter the building.

C. Number of Drills

- TWO in September
- ONE every month thereafter

D. Teacher and Staff Member Responsibility

1. In case of fire:
 - a. Remove all students from the immediate area of the fire.
 - b. Notify the school office immediately.
2. In case of smoke, unusual odors, or fumes: Notify the school office immediately.
3. In case of incipient fire extinguished by school personnel: Notify the school office immediately.

OPEN FLAMES - from the [Fire Prevention & Emergency Preparedness Manual \(November 2023\)](#)

1. The use of candles, incense, or other open flame items for non-instructional purposes is prohibited. If you would like to use an open flame for instructional purposes, please seek prior approval from an administrator
2. Open flames are never to be used during performances.

PROCEDURE FOR BOMB THREAT

If a threat is made or heard, it is to be immediately reported to the Principal or Administrators in charge of security. When a threat is

made, it will be investigated by authorities. Police will be contacted and a search of the school may take place. The school will be evacuated as per fire drill procedures, if necessary.

During bomb evacuations radios and electronic devices are not to be used by anyone. All staff and students are to remain outside of the building until assessment and an all clear signal is given by authorities.

ACCIDENT, ILLNESS, AND SERIOUS INCIDENT REPORTS

It is the responsibility of each staff member to report injuries to students or non-employees for whom the staff member is responsible if an accident occurs in school, on school grounds, on the way to or from school, or during any school activity away from school property. In the event of an injury to a student or other non-employee, first tend to the emergency. Make sure that ALL physical education injuries are referred to the nurse.

If there are several adults supervising an activity at which an accident occurs (as in a physical education class), the person in charge must complete a report or designate another adult who observed the situation to complete the report. If an accident occurs in a classroom, the teacher files the report. If there are no school adults in the area in which an incident occurs, the report will be initiated by the person who handles it-school nurse, administrator, security officer, coordinator of the academy, etc.

Included in the examples of incidents to be reported on Form EH 31 are injuries that require outside medical intervention; assaults or threats to school personnel, students or visitors; drugs or alcohol; bomb threats; morals offenses; unauthorized possession of beepers or weapons; theft, burglary, or robbery; vandalism; and arrests of students, employees, or visitors. Consult an administrator with questions.

MEDICAL EMERGENCY PLAN

If a person becomes ill or injured at school:

- Take the patient to the nurse's office if practical
- Call the nurse to the scene (via the intercom or runner) if the situation appears potentially serious
- Notify administrator of medical emergency
- The nurse or administrator will contact parents or others listed on emergency card on file
- The nurse or administrator will call for an ambulance if needed
- If the parents or others listed on emergency card can not be reached, a school staff member must accompany the patient to the emergency room
- The emergency card (or copy of it) will be taken to the emergency room for use in contacting parents or others
- The staff member must remain with the patient at the emergency room until the parents arrive

EMERGENCY CARDS

At the beginning of the school year, staff must fully complete emergency contact information as soon as possible after the school year begins. Emergency card information will be stored in the main office.

DISCUSSION OF SCHOOL SAFETY MEASURES

At the beginning of each course, teachers should devote some time in every class to the discussion of safety measures. This discussion should be noted in your grade book on the date it was held. The following points should be noted:

1. Review fire exits and evacuation procedures.
2. Insist that safety equipment be used at all times (specialized areas)
3. Do not permit students to stand on desks to store books and equipment. Ladders and custodians are available for this purpose.
4. Discourage students from sitting on desktops, standing on bookcases to adjust shades, or leaning back on chairs.
5. Insist on an orderly entrance to and exit rooms.
6. Do not permit students to place books or bags on the floor where others might trip over them.
7. Insist that all locker doors are closed.

INTRUDER IN SCHOOL

1. Report any suspicious persons to the Front Office immediately.
2. Do not permit non-students into your room without an authorized pass from the office.
3. Follow "lockdown" procedures when the principal announces "Lockdown- intruder in the building."
4. Do not permit students to leave the classroom.

EVACUATION PROCEDURES:

The following evacuation procedures will apply to all emergencies such as fire, fallen aircraft, chemical spill, explosion, bomb threat, and other school emergencies.

- Begin the evacuation process immediately when you hear the alarm bells ring. Stop work immediately, close windows, turn off lights, extinguish burners and turn off gas supply if working in a lab, and shut the door upon leaving. Student aides may be assigned to facilitate these steps.
- Teachers must remain with their students at all times, and go to their predetermined location (See Emergency Chart posted within the classroom). Have a plan in place for any students unable to move with the group.
- Be aware of pre-designed primary and alternative evacuation routes.
- Take a roster sheet with you to account for all students.
- Leave the building in an orderly manner without rushing or crowding.
- Reassemble the students and take roll to ensure that all students are accounted for. When the signal is given to return, students must return to the room that they left where roll must be taken **immediately**. Report any student not returning to class the Discipline Office in room 5 (#2165050).
- If a fire drill takes place during a change of period, expedite student movement using the nearest exit.
- All teachers, even if not scheduled to a class, are required to participate and assist in evacuation of the building and in supervision. Faculty lunchroom, faculty room, lounge and all offices must evacuate.

X. FUNDRAISING and FISCAL ACCOUNTABILITY STUDENT ACTIVITY FUNDS

In keeping with the policy of the School District all activities require administrative approval prior to their inception or termination. These policies include all activities (i.e. school trips, candy, pretzel, bake sales, school dances, sporting events, special events, talent shows, 8th grade activities, fundraising, etc)

1. Deposit promptly all funds with the administrator and designee for deposit into the Student Activity Bank Account
2. No separate bank account
3. Distribution of funds – Under no circumstances are business establishments or vendors to be paid in cash
4. Administrative approval must be obtained prior to purchasing of goods and/or services exceeding \$500.00
5. Purchases of materials or supplies in excess of \$1,000.00 require the solicitation of quotations or bids from three or more responsible dealers/manufacturers.
6. Vendors approved through the District's bidding process should be considered first.
7. Maintain inventory records of all fundraising merchandise
8. Provide reconciliation of sales and inventory to receipts deposited when requested by Administrator or auditors for examination.
9. Secure fundraising merchandise from theft and spoilage
10. Under no circumstances will a teacher or activity sponsor have an undetermined amount of cash on hand.

All staff members will be held strictly and personally accountable to reimburse the School District of Philadelphia and/or Student Activity Funds for losses or shortages which result from negligence, illegal acts, and for liabilities and disbursements not in accordance with the policies and procedures of the School District of Philadelphia.

The District's governing board adopted a new policy (#702.2) on "School-based Fundraising and Crowdfunding." The policy and accompanying administrative procedures require the Office of Grant Development to provide guidance and support to schools pursuing additional resources through fundraising and/or "crowdfunding" in furtherance of their educational mission. The policy and procedures also identify two online platforms that will be supported by the District and its board for use in school-based crowdfunding: Donor's Choose and Philly FUNDamentals. The new school board has put a policy in place that until Building Administrators are trained there are no more Donors Choose or Philly Fundamentals created. There are also no fundraisers permitted unless it meets the board's criteria. The approval of the Principal is required prior to any fundraising activity. All funds are to be submitted to the administrator or designee each day of the fundraiser.

