

H.A. BROWN ACADEMICS PLUS ELEMENTARY

“Where everybody is somebody”

Staff Handbook 2026-2027

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 ongoing 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

The H.A. Brown Elementary School Mission is to provide a safe environment where children can become technologically creative lifelong 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.

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:

- **We take care of ourselves.**
- **We take care of each other.**
- **We take care of our school.**
- **We work hard every day.**
- **There are two non-negotiables.**
 - i. **How we talk to and about each other and students matters.**
 - ii. **Be where you are supposed to be when you are supposed to be there.**

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Does something need to be added? To add a link, email sburke@philasd.org

Category	Resource Links
Operational & Planning	H.A. Brown Team Meeting Documents Document/Task Submission Tracking 2026-2027 Bell Schedule Staff Directory 2026 - 2027 H.A. Brown Staff Calendar H.A. Brown Student Calendar H.A. Brown PLC Schedule H.A. Brown Classroom Assistant Schedule Maintenance Request Staff Newsletter Monthly Family Newsletter Field Trip Directions H.A. Brown Lost Preps 2026-2027
Instruction & Data	H.A. Brown Shared Drive SDP Instructional Planning Site SIS Steppers Marking Guidelines 26/27 Student Password Assistance Blank Rolling Agenda Language Line
Curriculum Guides (26/27)	26/27 IM Implementation Support Guidance 26/27 EL/StudySync Implementation Support Guide 26/27 Amplify K-8 Implementation Support Guidance
Climate, Safety, & Support	Counselor Referral Form Hall Pass SY26-27 Code of Conduct Universal Emergency Procedures Shelter in Place Fire & Emergency Lockdown Active Shooter PBIS Manual SY26-27 PBIS Classroom Toolkit Policy 252 (Name Change Request)
Forms	Shout Out Form Weekly Newsletter Submission Student of the Month Form Volunteer Protocol
Attendance	Digital Absence Note H.A. Brown Attendance Drive H.A. Brown Attendance Procedures

[Bulletin Board Schedule](#)

[Classroom Setup Checklist](#)

[Student Handbook](#)

I. H. A. BROWN ORGANIZATION

H.A. BROWN 2026-2027 BELL SCHEDULE 8:05 a.m. - Start time for Teachers

II. 2026 - 2027 SCHOOL YEAR CALENDARS

[SDP Academic Calendar SY 26-27.pdf](#) | [SDP Cultural Calendar SY 26-27](#) | [SY 2026-2027 Evaluation Calendar](#)

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 one night of Report Card Conferences. These events do not provide additional compensation. There will be at least a one-hour dinner break following student dismissal.

III. INSTRUCTIONAL & PROFESSIONAL STANDARDS

Core Curriculum Compliance - [The Office of Curriculum and Instruction Planning Site](#)

The School District of Philadelphia Core Curriculum is mandatory. Lesson planning must align directly with the designated scope and sequence for your subject area.

- **Lesson Plan Submissions:** Weekly lesson plans must be uploaded into the "Lesson Plans 2026-2027" Google Classroom no later than **Sunday at 5:00 PM** for the upcoming week.

- **Curriculum Materials:** Ensure all lesson designs utilize the current **2026–2027** district-approved guides (including IM, EL/StudySync, and Amplify implementation guidelines available in the Shared Portal).

Emergency Lesson Plans (ELPs)

To maintain a productive climate during staff absences, teachers must prepare and maintain an updated Emergency Lesson Plan (ELP) binder in a clearly marked, easily accessible location in their classroom.

- **Required Contents:** An up-to-date class list, an accurate seating chart, step-by-step instructions, classroom routines, and five (5) days of self-contained academic assignments.
- **Curriculum Continuity:** Assignments must require the use of easily accessible textbooks, pre-duplicated packets, or digital materials that do not require specialized technology access.
- **Sub-Only Details:** Include instructions on classroom keys, standard procedures, and the names of reliable students who can assist the guest teacher.
- **Post-Absence Protocol:** Teachers must review, grade, and discuss work completed during their absence within two days of returning to reinforce accountability. Used ELPs must be replaced within two school days of your return.

Student Data and Information Security

Every employee is obligated to protect student data privacy.

- **Approved Software:** Only use software, websites, and applications vetted and approved by the School District of Philadelphia. Approved resources can be accessed via the **Digital Access Hub**.
- **Prohibited Platforms:** Under no circumstances are teachers to register student accounts or input student grades, names, or identifying data into unapproved third-party software, applications, or artificial intelligence systems.

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](#)

Professional Growth System (PGS) - [PROFESSIONAL GROWTH SYSTEM MANUAL](#)

The PGS is a collaborative evaluation model designed to support and improve instructional practice. It consists of the **Peer Assistance and Review Program (PAR)** and the **Formal Observation Cycle (FO Cycle)**.

IV. Grading and Assessments

- **SIS Gradebook Frequency:** Gradebooks must be kept current. Teachers must enter a minimum of **two (2) graded assignments per subject, per week** in the Student Information System (SIS).
- **Feedback Turnaround:** Graded assignments must be returned to students promptly. Graded physical assignments are considered legal documents and must be maintained securely to substantiate final report card marks.
- **Interim Reports:** Ensure all gradebooks are entirely updated in accordance with the district calendar so parents can access accurate progress indicators mid-quarter.
- **Google Classroom:** Keep assignments up to date in Google Classroom to increase accessibility for students and families, especially in the event of a virtual or asynchronous day.

V. Employment and Attendance Protocols

Daily Schedule & Sign-In/Out

- **Teacher Contractual Start Time and End Time:** The teacher's workday begins promptly at 8:05 AM. Teachers must be at their designated post or classroom by 8:15 AM to ensure student supervision. Teachers must not clock out before 2:54 PM.
- **Special Education Assistant Start and End Time:** The SEA's workday begins promptly at 7:30 AM. SEAs must be at their designated post by 7:40 AM. SEAs must not clock out before 3:15 PM.

- **Kronos Kiosk:** All staff must record their arrival and departure by physically swiping on the Kronos Kiosk located in the building. Digitally signing in or out via the Employee Portal is strictly prohibited. Logging in or out for another employee is a safety violation and will result in disciplinary action.
- **Immediate Work Expectations:** Once you swipe in for your shift, you must immediately begin work at your designated post. You may not swipe in and then leave to park your car, pick up breakfast, or purchase coffee.
- **Leaving During the Workday:** If you must leave the building at any point during the school day (with the exception of your duty-free lunch), you must physically sign out in the Main Office and sign in upon your return.
 - *Emergency Departures:* If you must leave the building due to an emergency, you must obtain explicit, verbal approval from the Principal prior to departing.
- **Security & Main Entrance:** All staff members must enter and exit the school building using only the Main Entrance. For the safety of the entire school community, all doors must remain closed and latched. **Propping doors open for any reason is strictly forbidden.**

Staff Lateness

Lateness disrupts the educational program, compromises safety, and burdens your colleagues with class coverage. In the event of an unavoidable lateness:

1. Call the Main Office via telephone as early as possible.
2. Provide your estimated time of arrival.
3. *Note: Frequent or unexcused lateness may result in disciplinary action, including loss of salary and termination.*

Staff Absence Reporting Procedures

All staff absences must be reported using the following two-step protocol:

- BEFORE 7:00 AM, log absence in ESS via the Employee Portal. 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.
- AFTER 7:00 AM, 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.

Leave Type Tracking

- *Sick, Personal, and Family Leave:* Log only in the Frontline (Aesop) system.
- F20, Funeral, Jury Duty, and any other unique codes: Must be logged in **both** [Frontline](#) and the [Oracle ERP](#) system. [Oracle/Frontline Resource Folder](#)

Emergency School Closings

In the event of an emergency school closing (e.g., severe weather, utility failure) after the day begins, all staff members are required to remain on site for **one hour beyond the official emergency student dismissal time**, or until explicitly dismissed by the Principal.

Flexible Instruction Days

In the event of a school building closure and the switch to Flexible Instruction Days (FID), our procedure will be as follows:

- Students will be provided with Chromebooks or learning materials
- Instruction may take place live, virtually through Google Meet, or independently through asynchronous work posted in the Google Classroom.
- The teacher will communicate expectations via Class Dojo, Google Classroom, and/or email.
- Students are expected to follow teacher directives during Flexible Instruction Days and submit/return all completed assignments.

Building Hours

The physical school building is open to staff from **6:30 AM to 6:00 PM** on days when school is in session. The building is closed outside of these hours.

Staff Supply Allotments & Reimbursements

- **Allotments:** Eligible teachers receive a **\$225** allotment directly in their fall paychecks. Eligible paraprofessionals/classroom assistants receive a **\$100** allotment.
- **Reimbursement Compliance:** Original receipts for educational materials must be compiled in an envelope labeled with your name and the exact total amount spent. No food items are permitted.
- **Submission Deadline:** All completed supply packets must be submitted to the School Secretary **no later than the established deadline**. In June, the District will deduct any unaccounted or unreceipted balances from your paycheck. Sales tax is not subject to reimbursement.

Staff Mailboxes

Mailboxes are located in the Main Office. Mailboxes should be checked daily. Do not send students to get your mail.

Class Coverages

If substitutes are unavailable, staff may be assigned prep-period coverages, distributed equitably. Per contract, teachers receive payback for coverages exceeding four periods, with non-monetary options exhausted before monetary payments are issued.

Printer Setup (Mac)

Go to **Apple Menu > System Settings > Printers & Scanners** and click **Add Printer** (bottom-right). Select the **sphere icon** (middle) and change Protocol to **Line Printer Daemon - LPD**. **Faculty Lounge:** Address **14.791.897** **Library:** Address **14.791.854.26**.

Phone Use Policies

- **Outgoing Calls:** Teachers may make calls from the conference room or main office. Students are never permitted to use classroom phones; send those with legitimate emergency calls to the Main Office or Counselor's Office for clearance.
- **Staff Cell Phones:** Personal cell phone use is prohibited during instructional and student supervision periods. Limit personal calls to your duty-free lunch or prep periods.

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 burke@philasd.org and atressler@philasd.org.

CLASS TRIPS (FIELD TRIPS)

Field Trip Planning Guide - NEW PROCESS!

STUDENT DOCUMENTS

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

- Parent/Student Handbook Signature Page: Keep for your records
- Dismissal Directives Form: Keep for your records
- Parent Involvement Survey: Place in FACE Office's Mailbox
- Parent Workshop Options: Place in FACE Office's Mailbox
- FERPA Release of Directory Info: Keep for your records
- Permission Form for Use of Student Picture, Voice, Video, Work and/or Full Name on a School District of Philadelphia Website & School Social Media): Keep for your records

**Documents must be tracked here: [H.A. Brown_Document/Task Submission Tracking_26/27](#)

VI. Student Operations, Attendance & Daily Routines - [SDP Student Attendance Protocol.pdf](#)

Student Attendance Reporting

- **Daily Recording:** Attendance and student lateness must be recorded in SIS by **9:30 AM** daily.
- **Late Arrivals:** If a student arrives after your attendance has been submitted, update their record in SIS to "Late" at any point up to **2:54 PM**.

- **Absence Coding:** Collect absence notes immediately upon a student's return. Update the proper absence code on the Weekly Attendance Coding Report and share it with the Main Office Secretary by **3:00 PM on the same day**.
- **Absence Note Rules:**
 - Parent notes are only accepted within three (3) days of the student's return.
 - A physician's note is mandatory for any student absent more than three (3) consecutive days.
 - The homeroom teacher should keep all physical excuse notes to submit to the Main Office at the close of the school year.
 - A maximum of eight (8) parent notes are permitted to be accepted throughout the school year
- **Parent Outreach:** Homeroom teachers must call home regarding student lateness or absences and document these calls in the SIS Parent Contact Log. For any student absent five (5) or more days, teachers must initiate MTSS via the MTSS Spreadsheet.

Early Dismissal

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

Morning Admission Procedures

Doors open for student entry at **7:40 AM**. Teachers must be at their assigned posts to receive students.

Students are to be picked up promptly at 8:15 AM.

- **Kindergarten:** Outdoor - kindergarten gates located on Sergeant Street. Indoor - Gymnasium door on Jasper Street.
- **Grades 1-4:** Outdoor - main school yard. Indoor - Gymnasium door on Jasper Street.
- **Grades 5-8:** Outdoor and Indoor - Cafeteria door on Jasper Street.

Weather-Based Decisions: The Principal or designee will determine if admission and lunch recess are held indoors or outdoors. The decision will be broadcast via Google Classroom or over the PA system.

Lunchroom Procedures

Transitions: Escort classes directly to the schoolyard (for recess) or the cafeteria (for lunch) according to the school schedule. Hand over supervision directly to the scheduled climate and recess staff.

Punctuality: Pick up your class from the lunchroom or yard promptly at the conclusion of their scheduled lunch period.

Dismissal Procedures

- **Dismissal Time:** Student dismissal is **2:54 PM**.
- **Escort Routes:**
 - **Kindergarten:** Dismiss from classroom to guardian in the Kindergarten School Yard.
 - **Grades 1-6:** Escort students directly to the schoolyard for parent pick-up.
 - **Grades 7-8:** Escort students to the front of the school on Sergeant Street. 7th and 8th grade students are only permitted in the schoolyard if they are responsible for picking up a sibling.
- **Supervision:** Teachers must remain with their classes at their designated dismissal areas until **2:54 PM**. **Any remaining students should be escorted to the Special Education Assistant, who will escort students to the late pick-up space (cafeteria).**

Extracurricular (EC) Activity Guidelines

- **Consent Forms:** Every student participating in an extracurricular club or activity must have a signed parental consent form on file with the staff sponsor.
- **Cancellations:** If an activity is canceled, the sponsor must contact all participating parents directly in advance.
- **Sign-In Sheets:** Sponsors must maintain a daily student sign-in sheet and submit it to the Main Office daily. A minimum of five (5) active students is required to run any extracurricular activity.
- **Dismissal Escort:** Club sponsors must meet their students in a pre-designated area, escort them to the activity, and escort them to the Main Entrance at completion. Sponsors must remain on-site until every student is dismissed according to parental instructions.
-

VII. Safety, Facilities, & School Environment

Main Entrance Security

- **Access Control:** All staff must enter and exit using only the **Main Entrance**.
- **Closing and Latching:** Ensure that the doors close and lock completely behind you. Propping doors open with doorstops, blocks, or trash cans is strictly prohibited, compromises building safety, and is a terminable offense.

Workplace Injury & Workers' Compensation - [Workers' Compensation SDP](#)

- **Reporting:** If you are injured on the job, you must **immediately** report the incident to the Principal or their designee, regardless of how minor the injury seems.
- **Elevated Surfaces Prohibition:** To prevent workplace falls, staff are strictly prohibited from climbing onto chairs, tables, desks, boxes, or unapproved stools to hang displays, adjust blinds, or reach high shelves. Always submit a custodial request for ladder tasks.

Smoke-Free Campus

- **Tobacco & Vape Prohibition:** Smoking, including the use of electronic cigarettes, vapes, and tobacco products, is strictly prohibited in the school building and anywhere on school grounds.
- **Discretion:** Staff must be discreet and step completely off school grounds to smoke. Students should never see staff members using cigarettes or vaporizers. Propping open side doors to exit for a smoke break is forbidden.

Main Office Professionalism & Copier Use

The Main Office is a collaborative, professional business space. Please maintain a professional atmosphere and respect the confidentiality of student records and staff communications.

- **Socializing:** Avoid congregating in the main office for personal socialization.
- **Copier, Kitchen, & Supply Access:** The Main Office copier, kitchen, and storage areas are reserved for main office personnel. To request office or classroom supplies, email the Principal or SBTL or complete the digital request form.
- **Student Restrictions:** Do not send students to the office to pick up mail, use the copy machine, or gather materials unless explicitly requested by the administration.

Staff Lounge Care

The Staff Lounge is a dedicated space for adult staff members. **Children are not permitted in the staff lounge under any circumstances.**

- **Shared Upkeep:** Staff are collectively responsible for keeping the lounge clean. Clean the microwave, table, and refrigerator after use.

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 they may be. At the end of the day all keys must be left in your mailbox.

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 form](#) to report something to the building engineer.

VIII. Professional Appearance & Dress Expectations

H.A. Brown Elementary follows the **School District of Philadelphia Employee Handbook (p. 28)** dress standards.

Maintaining a professional appearance is essential to building community respect, credibility, and modeling behaviors for our students.

Specific Standard Guidelines

- **Upper Body:** Select tops that provide complete coverage when reaching, bending over, or assisting students. Attire must not reveal cleavage, midriffs, or undergarments. Tops must not feature graphics depicting violence, drugs, alcohol, or discriminatory messaging.

- **Lower Body:** Pants, trousers, and skirts must provide full coverage when sitting, bending, or squatting. Athletic wear with sheer panels, beachwear, and shorts or skirts that reveal the upper thigh when standing are not permitted.
- **Footwear:** Select secure, supportive footwear appropriate for active movement, navigating stairs, and student safety.
- **Headwear:** Hats may be worn during the school day provided they do not display inappropriate graphics, logos, or slogans.

IX. CLASSROOM MANAGEMENT AND SCHOOL DISCIPLINE

SCHOOL DISTRICT OF PHILADELPHIA CODE OF STUDENT CONDUCT 2026 - 2027

Tier 1: Classroom Interventions (Managed by Teacher)

Teachers must manage minor infractions through active classroom management. Address low-level disruptions (e.g., side conversations, unpreparedness, minor off-task behavior) using redirective strategies, verbal reminders, seat changes, or brief restorative discussions. Document these interventions in your personal records.

- Verbal Warnings
- Seat Reassignment
- Restorative Conversations
- Progressive Documentation

Tier 2: Supportive Interventions (Involves Families & Support Staff)

When minor behaviors persist or escalate, move to supportive interventions:

- **Parental Contact:** Contact the parent or guardian via phone and log the communication in the SIS Parent Contact Log.
- **In-School Interventions:** Consult with grade-level peers, use a buddy teacher room for a brief reset, or refer the student to the School Counselor.
- Loss of Privileges
- Record as a Minor or Major in SIS
- **MTSS Plan:** For chronic behavioral challenges, initiate an MTSS behavior plan with support from the counselor and climate team.

Tier 3: Administrative & Climate Team Referrals (Immediate Actions)

Major behavioral infractions or safety threats must be referred immediately to the climate team and administration.

- **Immediate Removal Violations:** Physical violence, explicit threats of harm to staff or students, possession of banned substances, or severe and persistent disruptions that prevent classroom learning.
- **Escalation Protocol:** Call the main office for a climate team member to escort the student. Submit a formal major referral through the Student Information System (SIS) by the end of the school day.

Act 26: Weapons Prohibition (State Law)

Under Pennsylvania law, any student found in possession of a weapon on school property, at any school-sponsored event, or on school-provided transit is subject to immediate arrest and mandatory referral for expulsion for at least 45 days.

- **Definition of Weapon:** Includes, but is not limited to, knives, cutting instruments, box cutters, firearms, replica weapons, or any tool capable of inflicting serious bodily injury.
- **Zero Discretionary Power:** Administrators and staff have no discretionary authority; the Philadelphia Police Department must be notified immediately upon discovery of a weapon.

Hall Pass & Restroom Procedures

Maximizing instructional time and maintaining hall safety is a school-wide priority.

- **Scheduled Restroom Breaks:** Teachers in Grades 2–6 must conduct **two whole-class restroom breaks** daily (one in the morning, one in the afternoon). Grade-level floors will coordinate a scheduled rotation to avoid overcrowding. Teachers must accompany and supervise their class during these scheduled breaks to prevent vandalism, loitering, and graffiti.
- **Individual/Emergency Passes:** For individual emergency restroom needs outside of scheduled times, teachers must follow these guidelines:
 - **Grades K–2:** Always use a "buddy system" (two students traveling together) to ensure safety.
 - **Grades 3–8:** Limit exit to one student at a time.
 - **Documentation:** Every student leaving the room must carry an official Hall Pass and sign in/out on a classroom log sheet noting their name, destination, departure time, and return time.

- **Specialist Classes:** Specialist teachers must follow the same protocols (K–2 buddy system, Grades 3–8 single-student emergency limits).

Student Cell Phone Policy

To minimize distractions and support a focused learning environment, student cell phones are strictly prohibited during the school day.

- **Collection**
 - Grades 5–8: Students will turn in their cell phones at the start of the day. Phones will be securely stored in the main office and returned at dismissal.
 - Grades K–4: Teachers collect and lock them in the classroom, or students keep them in their bookbags (Note: Parents have been notified that devices should ideally stay home, and the school is not liable for K–4 devices).
- **Storage & Distribution:** Phones will be stored securely in the main office and returned to students immediately prior to afternoon dismissal.

Unacceptable Discipline Practices

Staff must **not**:

- Remove students without cause or permission.
- Deny class entry.
- 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.

X. 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

- **IEP & BIP Access:** Special education teachers and regular education teachers of itinerant students must maintain a current copy of each student's IEP and Functional Behavioral Plan (BIP), if applicable, in their classroom or digitally.
- **Compliance Check:** Before the first day of classes, teachers must confer with the **Special Education Compliance Monitor (SPECM)** to verify which students on their rosters receive services.
- **SPECM Responsibility:** The SPECM must ensure regular education teachers receive a copy of the "IEP at-a-glance" for enrolled students.
- **Accommodations & Support:** Teachers must ensure all students with IEPs receive their mandated modifications/accommodations. The SPECM and special education teachers (who serve as case managers for their learning communities) are available to assist. Direct questions to the SPECM.
- **Review & Collaboration:** IEPs must be reviewed and updated during report card conferences; classroom teachers must participate in these revisions. Grades for special needs students must be decided collaboratively with the special education teacher.
- **Instruction & Grading:** Instruction must reflect supportive strategies. Students assigned to LS/PT (Learning Support/Life Skills) classes must be taught and graded based on their IEP levels, not chronological grade levels.

Nurse Services

- **Medical Emergencies:** Refer students requiring emergency treatment directly to the nurse. If moving the child could cause more harm, **do not move them**; call the nurse's office or the main office immediately. Contact an administrator if the nurse is unavailable.
- **Non-Emergencies:** Students must have a teacher-issued pass. Students arriving without a pass will be considered out-of-bounds and face disciplinary action. Familiarize yourself with the nurse's daily schedule and lunch hour.
- **Medication Policy:** Students are strictly prohibited from bringing any medication (including cough drops) to school. All medications must arrive in labeled pharmacy containers and be handed to the nurse or principal at the start of the day. Unauthorized medication will be confiscated, will not be administered, and parents will be contacted by the nurse.

Counselor

- **Referrals:** Appointments can be student-initiated or referred by teachers, administrators, or staff.

- **Process:** Submit the official Counselor Referral Form for non-urgent matters. Call the counselor directly for urgent concerns.

Suicide Prevention/Intervention

- **Immediate Action:** Any staff member who identifies a suicidal student must **immediately notify and involve the Principal** (or their designee if the Principal is out of the building). The Principal will initiate the School District's established suicide prevention guidelines.

Suspected Child Abuse - **Mandated Reporter Guidelines**

Legal Mandate (11 P.S. 2202): All school personnel are legally mandated reporters. If you suspect child abuse based on your professional experience, you must immediately report it to Child Line and alert the principal that a report was made.

- **Evidence & Indicators:** Formal proof is not required to make a referral. Suspicious, unexplained bruises or welts are sufficient. You do not need to witness the abuse occurring. Mandated reporters may take photos of visible trauma. DHS Children and Youth Division will determine if a report is indicated.
- **Scope of Abuse:** Includes bodily, mental, and physical injury, serious physical neglect, and sexual abuse.
- **Immunity (P.L. 438, Act 124 / Act 33):** Any person making a good faith report or cooperating with an investigation has complete civil and criminal immunity. Good faith is legally presumed.
- **Failure to Report:** Failure to report suspected child abuse is a **misdemeanor** under Act 124, Section 12. More legal details are available upon request.

XI. SCHOOL SAFETY

EMERGENCY PROCEDURES & CRISIS RESPONSE PLAN

The Crisis Management Plan (CMP) establishes emergency procedures aligned with School District of Philadelphia guidelines to prevent violent actions, minimize emergencies, and manage their aftermath. The plan outlines common school emergencies so all faculty members are familiar with their specific responsibilities during a crisis.

- **Permanent Committee:** A permanent committee meets regularly to review drill data and modify emergency procedures as needed.
- **The Crisis Response Team (CRT):** A dedicated team organized to respond to any school emergency. Each member is assigned specific, actionable duties.

Emergency Activation Protocol

- **Notification:** Only the Principal (or designee) is responsible for notifying and activating the CRT.
- **Alert Code:** The Principal (or designee) will broadcast a specific code to alert the staff of a potential emergency and direct CRT members to a specific location in the building.

FIRE DRILLS

FIRE ALARM LOCATION

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

Strict adherence to these procedures by the entire staff ensures a safe, efficient evacuation.

A. Supervision & Evacuation Duties

- **Prep Period & Non-Teaching Staff:** At the sound of the alarm, immediately report to the nearest exit to supervise student evacuation. Once the building is clear, report to the yard and remain there for the duration of the drill.
- **Re-entry Supervision:** At the all-clear signal, these staff members must return to the nearest exit to supervise students safely back into the building.

B. Classroom Instruction & Posted Directions

- **Student Instruction:** Teachers must instruct their classes on fire drill procedures, with special emphasis at the start of each new term.
- **Posted Regulations:** Evacuation directions must be posted in a conspicuous location in every classroom. Notify the Principal immediately if your room is missing its poster.
- **Location-Specific Protocols:** If you and your class are in a room other than your own when the alarm sounds, follow the specific evacuation procedure posted in *that* room.

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.

Shelter-in-Place (Inside the School)

If we are instructed to shelter-in-place, relocate your classes immediately to these designated zones:

- **Grades K–4:** Report directly to the **Gym**
- **Grades 5–8:** Report directly to the **Cafeteria**

Off-Site Evacuation (Leaving the Building)

If we are ordered to evacuate the school grounds entirely, our designated evacuation and reunification sites are:

- **Sankofa or Kensington** (*specific location will be broadcast based on the situation*)

Procedure for Bomb Threat

- **Reporting:** Immediately report any threat made or heard to the Principal or security administrators. Authorities will investigate, notify police, and search the building.
- **Evacuation:** Evacuate using fire drill procedures, if necessary.
- **Critical Safety Rules:**
No electronic devices or radios may be used by anyone during a bomb evacuation.
All staff and students must remain outside until an official assessment and all-clear signal are given by authorities.

ACCIDENT, ILLNESS, AND SERIOUS INCIDENT REPORTS

- **Staff Responsibility:** You must report any injuries occurring to students or non-employees under your care (in school, on grounds, during travel, or at off-site school activities).
- **First Action:** Tend to the medical emergency first. **All physical education injuries must be referred to the nurse.**
- **Reporting Party:** The adult in charge of the classroom or activity files the report. If multiple adults are present, the person in charge designates an eyewitness to file it. If no adults are present, the staff member who first handles the situation (nurse, officer, coordinator, admin) files the report.
- **Required Reporting Incidents (Form EH 31):** Injuries requiring outside medical care, assaults or threats, drugs/alcohol, bomb threats, morals offenses, unauthorized weapons/beepers, theft/burglary, vandalism, and arrests.

MEDICAL EMERGENCY PLAN

If a person becomes ill or injured at school:

- **Transport:** Take the patient to the nurse's office if practical.
- **Call Support:** Call the nurse to the scene (via intercom or runner) if potentially serious, and notify an administrator.
- **Outreach:** The nurse or administrator will contact parents/emergency contacts and call an ambulance if necessary.
- **Emergency ER Escort:** If contacts are unreachable, a staff member must accompany the patient to the ER with the student's emergency card (or copy) and remain with the patient until a parent arrives. *Note: Staff must also fully complete their own emergency contact form.*

Emergency Contact

At the beginning of the school year, staff must fully complete emergency contact information as soon as possible after the school year begins.

Classroom Safety Instruction & Intruder Protocol Safety Discussions

At the start of every course, teachers must discuss safety with all classes. Cover the following points:

- Review fire exits and evacuation routes.

- Prohibit students from standing on desks (use ladders/custodians), sitting on desktops, standing on bookcases to adjust shades, or leaning back on chairs.
- Enforce orderly entrance/exit, keep floors clear of bags/books to prevent tripping, and ensure all locker doors are closed.

Intruder Protocol

- Report suspicious persons to the Front Office immediately.
- Do not allow non-students into class without an authorized pass.
- **Lockdown Action:** When "Lockdown - intruder in the building" is announced, secure the room and do not permit students to leave.

Evacuation Procedures

These rules apply to all emergencies (fire, fallen aircraft, chemical spill, explosion, bomb threat, etc.).

- **Immediate Start:** On alarm bells, stop work, close windows, turn off lights, extinguish burners/gas lines, and shut the classroom door. Student aides may assist with these tasks.
- **Supervision & Routes:** Stay with your students at all times. Use designated primary or alternate routes to reach your predetermined location (found on the class Emergency Chart). Have a pre-arranged plan for students with mobility needs.
- **Attendance & Roll Call:**
 - Carry your student roster out with you.
 - Exit the building in an orderly, non-rushed manner.
 - Take roll once assembled outside.
 - Once the return signal is given, return directly to the classroom and take roll again immediately.
 - Report any missing students immediately to the Discipline Office in **Room 5 (Ext. #2165050)**.
- **Special Circumstances:**
 - *During Period Changes:* Evacuate via the nearest exit.
 - *All-Staff Mandate:* All teachers and staff—even if unscheduled or on lunch—must evacuate the building (including the lounge, offices, and faculty room) and assist with student supervision.

XII. 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.