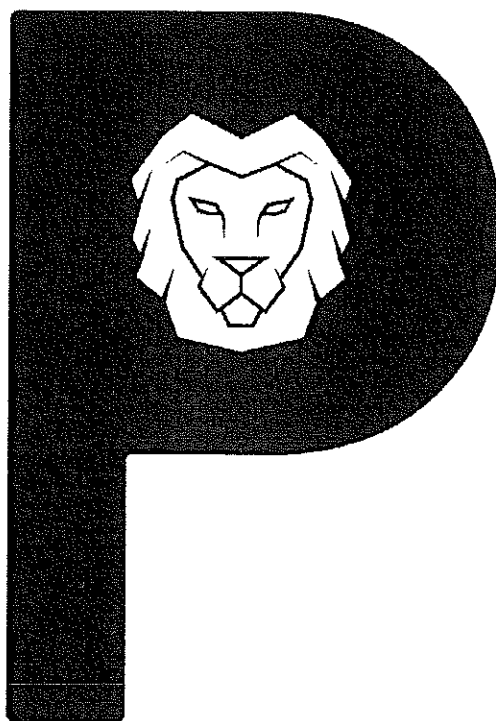


**THOMAS M. PEIRCE
ELEMENTARY SCHOOL**

23RD & Cambria Streets
Philadelphia, PA 19132

Telephone: 215-400-7020
Fax: 215-400-7021



2018-2019

PARENT AND STUDENT HANDBOOK

Principal
Anthony Gordon

Principal's Message 2018-2019

Dear Parents/Guardian and Students:

Dear Parents, on behalf of the staff at Thomas May Peirce Elementary School, I am happy to welcome you to the 2018-19 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) **Attends school daily and arrives on time, ready for the day's learning experience**
- 2) **Completes all homework assignments given by teachers**
- 3) **Reads daily to develop a love for reading and to improve literacy skills**
- 4) **Shares school experiences with you so that you are aware of his/her school life**
- 5) **Informs you if he/she needs additional support in any area or subject**
- 6) **Knows that you expect him/her to succeed in school and go on to college**

The parent-student handbook provides important information about our school's philosophy, procedures, policies, curriculum, and schedules. It is a guide to the way we operate as a school. Also included in the handbook are behavior expectations and guidelines for students, often the most referred to pages in the book. There maybe some minor changes since last year, so everyone should read the handbook carefully, especially the discipline section, and use it as a reference throughout the year.

Know that staff at T. M. Peirce will work hard, every day, to create a positive and welcoming school climate for students. We want to make strong connections with students, offer them an engaging curriculum, and help them develop and grow into responsible and respectful human beings. Not a day goes by when we are not reflecting on how we can improve as a high performing school.

The wonderful Thomas May Peirce staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you

Sincerely,

Anthony Gordon, Principal

School Vision/Mission: To become a data driven high performing school to give every child the opportunity to excel academically, socially, and emotionally to meet the rigorous challenge of this 21st Century Global Society in which we live.

To accomplish this mission, we will;

- **Provide data driven instruction which will assist in compiling data to show student growth;**
- **Provide each student a quality instruction with a strong foundational knowledge base for competence;**
- **Guide each student to recognize responsibility to self, peers, family, and community in order to foster a humane and safe school climate;**
- **Supported all students in learning environments that foster a climate of respect for all;**
- **Provide instruction and resources that will support 21st century learning and enhance educational experiences for all students.**

School Office Hours

8:00 AM- 3:09 PM

Main Office (215) 400-7020

Fax Number (215) 400-7021

Nurse's Office (215) 400-7020 Ext. 1100

This packet contains important information about our school, including:

- 2018-2019 School Year Calendar
- Attendance policy
- Uniform information
- Staff list
- Voicemail information
- Arrival & Dismissal procedures
- Student Expectations
- School Rules

The School District of Philadelphia's Code of Student Conduct is currently available on the School District's Website, www.philasd.org. Included in this handbook you will find the School district's policies concerning Bullying, as well as use/possession of cell phones on school district policy.

It is our hope that this information will help you support your child's educational experience at T.M. Peirce. We value the opportunity to educate your child and look forward to strengthening the relationship between our staff, students, and families.

The School District of Philadelphia and the T.M. Peirce Elementary School will continue to monitor student attendance. It is our expectation that students attend school every day and arrive on time. Your child is considered late after 8:21 AM. Please avoid being late, and please avoid early dismissals; they rob your child of valuable instructional time. **We do not grant early dismissals after 2:30 PM, for any reason.** On half days we **will not** grant early dismissals after 11:30 AM.

Parents, if you have any specific needs or concerns regarding your child, please begin by contacting your child's teacher. We can only assist with issues that are brought to our attention, so please do not hesitate to communicate with us. We are looking forward to a wonderful year with your child.

ATTENDANCE

Everyday attendance is necessary for your child to succeed. Students who come to school everyday are more successful in school. The expectation is that all students have 95% attendance. Attending school 95% or more of the time best supports student achievement. The attendance policy for the School District of Philadelphia indicates a truancy referral once unexcused absences reach 10 or more. Since it is the parents' responsibility for young children to attend school, students in grades K – 2 with 10 or more unexcused absences will be referred to DHS-Truancy.

As a reminder, absent notes need to be submitted to the school, no more than 3 days if the students returns from an absence in order for an absence to be excused.

Should you have any questions, I can be reached at 215-400-7020.

Thank you for your prompt attention to this matter.

School District of Philadelphia

T.M. Peirce Elementary School

ABSENCE EXCUSE NOTE

Today's Date: _____

Child's Name: _____

Child's Grade: _____ Room: _____

Number Days Absent: _____

List Date(s) Absent: _____

NOTE: 3 or more days absent in a row requires a doctor's note

Reason for Absence: _____

Parent or Guardian Signature

2018-2019 SCHOOL CALENDAR
K-6th Grade: Monday-Friday, 8:20 AM- 3:09 PM
Early Dismissal Days, 8:20 AM- 12:09 PM

August 20, 2018	Staff Only – Professional Development
August 20-22, 2018	Staff Only – District-wide Professional Development
August 20-23, 2018	Kindergarten parent/Teacher Interview
August 23, 2018	School-based Professional Development
August 23, 2018	Ninth Grade Orientation
August 24, 2018	Reorganization- Academic Year Preparation K-12
August 27, 2018	First Day for Grades K-12-Student Attendance
August 27, 2018	First Day for Head Start and Bright Futures-Student Attendance
August 31, 2018	Professional Development Half Day-3 Hour Early Dismissal
September 3, 2018	Labor Day – Administrative Offices and Schools Closed
September 10, 2018	Rosh Hashanah - Administrative Offices and Schools Closed
September 13, 2018	Back To School Night 4:30-6:30
September 19, 2018	Yom Kippur - Administrative Offices and Schools Closed
September 21, 2018	2019-2020 School Selection Process Begins
October 2-4, 2018	Interim Reports
October 5, 2018	Half Day Professional Development-3 hour Early Dismissal
November 2, 2018	2019-2020 School Selection Process Ends
November 6, 2018	Election Day-Full Day Professional Development (Staff Only)
November 7-9, 2018	Report Card Conferences
November 12, 2018	Veterans Day – Administrative Offices and Schools Closed
November 22-23, 2017	Thanksgiving Holiday – Administrative Offices and Schools Closed
December 11-13, 2018	Interim Reports
December 24, 2018	Winter Recess- Schools Closed
December 25, 2018	Winter Recess – Schools Closed and Administrative Offices
December 26-28, 2018	Winter Recess- Schools Closed
December 31, 2018	Winter Recess- Administrative Offices and Schools Closed
January 1, 2019	New Year's Day -Administrative Offices and Schools Closed
January 18, 2019	Staff Only- Professional Development
January 21, 2019	Martin Luther King Day – Administrative Offices and

	Schools Closed
January 30-February 1, 2019	Report Card Conferences
February 18, 2019	President's Day – Administrative Offices and Schools Closed
February 26-28, 2019	Interim Reports
March 1, 2019	Half Day Professional Development-3 hour Early Dismissal
April 3-5, 2019	Report Card Conferences
April 12, 2019	Half Day Professional Development-3 hour Early Dismissal
April 18, 2019	Spring Recess-Schools Closed
April 19, 2019	Good Friday- Administrative Offices and Schools Closed
April 22, 2019	Spring Recess- School Closed
May 7-9, 2019	Interim Reports
May 14, 2019	Pennsylvania Primary Election Day-School Closed
May 27, 2019	Memorial Day – Administrative Offices and Schools Closed
June 4, 2019	Last Day for Student
June 5, 2019	Last Day for Staff

T.M. PEIRCE ELEMENTARY SCHOOL UNIFORM POLICY

The School District of Philadelphia has adopted a mandatory uniform policy for students in kindergarten through grade twelve. Uniforms are effective in improving discipline, increasing academic achievement, promoting positive school climate, and instilling pride in school and self. All T.M. Peirce students must wear their uniform daily. Policy 221, Student Dress and Grooming and the specific T.M. Peirce uniform information are noted on the following page. Failing to adhere to the uniform policy has consequences. Students who are not wearing the uniform will be disciplined according to the rules indicated in the School Code of Conduct.

Parents will be notified immediately if student is in violation of the dress code and failure to wear the acceptable school uniform will result in loss of recess and/or other privileges determined by administration. Further discipline action will be taken if a student continues to violate this policy.

Please note that clothes must fit and there should be no exposure of undergarments or bare skin.

Dress Code:

Children will be expected to wear uniforms on each school day.

- Males students will wear navy blue pants and light blue polo style shirt.
- Females wear navy blue pants, skirts, or jumpers.
- No open toe footwear or hoodies worn in school.

Gym Attire:

- Students will wear navy shorts or navy athletic pants and t-shirt.
- T.M. Peirce t-shirts are acceptable on gym days.

The following are **not acceptable** as part of the school uniform:

- Jeans of any color or jeans underneath skirt, dresses or pants
- Undershirts/T-shirts with logos
- Tank tops
- Midriff tops, spaghetti straps or see-through clothing
- Sweatshirts (with or without hoods)
- Large or dangling earrings and novelty jewelry
- Make-up, cosmetics, body glitter
- Hard sole shoes
- Head wear other than for religion purpose (no bandanas, scarves, hats, etc.)
- Sandals
- Sports Jerseys

Students not wearing an acceptable uniform will be assigned an appropriate consequence and will be provided with alternate clothing for the day.

2018-2019 TEACHING STAFF LIST

<u>GRADE</u>	<u>RM</u>	<u>TEACHER'S NAME</u>
Kindergarten	9	Jennifer Haar
Kindergarten	10	Michelle Chan
Kindergarten	7	Amy Baranowski
1 st Grade	4	Linda Avecillas
1 st Grade	5	Mindi Beach
1 st Grade	6	Keri Townsend
2 nd Grade	15	Lily Daniel
2 nd Grade	17	Elizabeth Derstine
2 nd Grade	18	Sarai Hoyle
3 rd Grade	23	Jennifer Michael
3 rd Grade	24	Karen Burrell
3 rd Grade	25	Donna Peyton
4 th Grade	31	Shazia Khan
4 th Grade	32	Khadejah Verdell
5 th Grade	35	Gregory Thomas
5 th Grade	36	James Moore
5 th Grade	38	Crystal Lanham
6 th Grade	34	Walter Pegues
6 th Grade	33	Eric Matez
STBL/TTL	22	Jill Cimino
SEL	2	Katrina Funches
LS	29	Andrea Alvarez
ES	14	TBD
Reading Specialist	13	Kathleen Sheckler
Phys. Ed.	GYM	Ryan Boland
S. S. Enrichment	26	Nakia Ford
Intervention	30	Jennifer Ballard
Art	3	Leslie Hargrove
Dean of Students	11	Austin Wallace
Counselor	5-B	Kenneth McGill
Supplemental	33	Khadejah Verdell
Supplemental	13	Jennifer McCormick
Supplemental	13	Ashley Randall

2018-2019 SUPPORT STAFF LIST

<u>Main Office Secretary</u> Roxanne Joyner, Secretary	<u>Building Engineer</u> Randy Johnson <u>Custodial Assistant</u> TBD <u>Staff</u> Priscilla Lacy Denise Bennett
<u>School Nurse</u> TBD	<u>Food Service</u> Taimira Johnson Theodore Williams
<u>Speech Teacher</u> TBD	<u>Counselor</u> Ken McGill
<u>Dean of Students</u> Austin Wallace	
<u>Psychologist</u> Mark Molyneux	<u>SSA</u> Valda Gibbons Vera Gillette Dara Palmer
<u>Student Climate Staff</u> Marilyn Jones Robert Taylor Monique Hurst SeQuita Davis LaSkeetia Simms	<u>School Based Teacher Leader</u> Jill Cimino

STUDENT EXPECTATIONS

Discipline Standards

Students are expected to conduct themselves properly. Proper conduct is defined as behavior that reflects favorably on the individual student and the school, shows consideration for fellow students, and enables the classroom environment to be conducive to learning. We expect students to respect each individual and his/her property. T.M. Peirce is a Positive Behavior and Intervention Support School, which means we want to reward students who are following the expectations of our school. We will follow four expectations for all students and staff. They are:

- ❖ Be Safe
- ❖ Be Responsible
- ❖ Be Respectful
- ❖ Be a Friend

Each teacher and staff member will be teaching your child how to follow these expectations. We asked that are parents support us in this effort. If you have any questions about these expectations please contact your child's teacher first. If he/she is unable to answer your question, they will refer you to the proper person who can assist you.

School Rules

- ❖ Be Safe
- ❖ I will follow school procedures at all times.
- ❖ I will follow directions the first time given.
- ❖ I will be prepared and in class on time.
- ❖ I will solve my problems peacefully.
- ❖ I will show respect with a positive attitude, kind words and actions, and careful use of School property.

The daily responsibility to....

- ❖ Walk in Hallways
- ❖ Respect all students and staff members
- ❖ Wear school uniform
- ❖ Complete all assignments, even make-up work in a timely manner

Hallway/Stairways

1. Students are expected to walk on the right side of the hallways at all times.
2. Students are required to have a hall pass at all times when leaving the classroom.
3. Students are expected to walk. NOT RUN, in the hallways and on the stairs. Handrails should be used at all times.
4. Students must stay in the classroom at all times.

Cafeteria

Lunch

It is expected that all children exhibit proper behavior when entering and while eating in the lunchroom. Our lunchroom operates under the National School Lunch Program. The lunch is balanced to meet one third of the daily food requirements for a child.

T. M. Peirce asks that students eat lunch prepared by the school or packed lunches from home. **Please do not send glass bottles, sodas, hugs or non-healthy snack foods with your child. We have no chips, soda, seeds, and candy policy at T. M. Peirce.** These items will be confiscated and thrown away. **STUDENTS ARE PROHIBITED FROM EATING AND/OR DRINKING IN ALL CLASSROOMS.** Fast food lunches and junk food are prohibited at T.M. Peirce. This is a School District Regulation. Glass bottles, glass thermoses and soda cans are strictly prohibited for safety reasons.

Breakfast

Breakfast is served in the Cafeteria daily from 8:00-8:25.

Lunchroom Rules

Students must obey the noontime aides. Students' responsibilities are to:

1. Entry and exit to and from the cafeteria will be conducted in an orderly, quiet manner.
2. Students are expected to sit at assigned table/seat except if directed otherwise by teacher, paraprofessional or principal.
3. Remain seated at all times
4. Raise a hand if help is needed
5. All eating is restricted to the lunchroom. No food or beverage is to be taken out of the lunchroom.
6. Practice good table manners
7. Show respect for yourself and others.
8. Show pride in our school by keeping our lunchroom clean. Throw trash into the receptacles
9. Clean up their lunch area
10. Seek adult assistance when there is a problem

Schoolyard

1. All games are to be played in a safe and fair manner.
2. Students are expected to pay attention to whistle indicating the end of playtime. The line-up signal indicates the end of all activities. Students should then Walk to lines. Too many accidents happen when students run to the line.
3. No sports equipment should be brought to school. Equipment for games in the schoolyard is provided as part of the recess program.
4. Running, chasing, and games such as “tag” are only allowed in our schoolyard with proper supervision by the schoolyard staff.
5. **PLAY FIGHTING IS PROHIBITED ON SCHOOL GROUNDS. Students who participate play fighting will be face disciplinary action.**
6. Students are expected to line up when the first signal sounds. Students should face forward, stand in a straight line, stop talking, and keep hands to themselves.

Recess

Students may have a fifteen-minute recess during the school day. They should be prepared to go outside everyday. During inclement weather, students may have recess in the auditorium. We require that students have a reading book available to read, especially during inclement weather. Students will go outside at temperatures above 32 degrees.

Recess Rules:

1. Use the bathroom
2. Play safely
3. Avoid fighting
4. Follow directions of the supervising adults
5. Show respect for all adults AND children in the yard
6. Line up when directed
7. Wait for teachers quietly
8. Enter the building quietly

Classroom Expectations

1. Respect yourself, the teacher & others
2. Put forth your best effort
3. Be prepared for class each day
4. Follow directions when given
5. Pay attention, participate and ask questions
6. Preserve a positive learning environment
7. Take responsibility for your actions

Parents are urged to review closely all basic school administrative policies and procedures. Please take the extra time to acquaint yourself with the items written in this document. Your cooperation is necessary for us to provide a safe and secure learning environment for your children.

Visitor Policy

1. All visitors to T.M. Peirce, including parents, are required to ring the doorbell, identify himself/herself and the destination and wait to speak to the secretary and hear the buzzer before entering the building and report directly to the Main Office. T.M. Peirce staff members have been advised not to hold doors open for any visitors but to advise them of our policy and to close the door behind them.
 2. All visitors to T.M. Peirce, including parents, are required to enter the building via the front entrance located on Cambria Street. Visitors who attempt to enter via any other doors will be turned away and redirected.
 3. All visitors to T.M. Peirce, including parents, are required to show ID and be signed in at our front desk by the person assigned during school hours.
 4. Once the visitor has been signed in with proper identification (Drivers License, State/Government ID, or other acceptable form of ID) will be directed to T.M. Peirce's Main Office to check in.
 5. All visitors to T.M. Peirce, including parents, who need to travel to another location in the building will receive a visitor's badge and be escorted by a member of our support team.
 6. Parents are not permitted to visit classrooms without first speaking with the principal regarding a set appointment.
 7. Parents and Visitors are not permitted to visit our floors, our gym or our cafeterias without approval from the principal. This protocol excludes school events such as concerts, parent meetings, and awards assemblies etc., which are being held in any of these locations. Failure to adhere to this policy is in direct violation of trespass Ordinance and will be addressed accordingly.
- Bullying occurs when someone repeatedly and purposefully says or does mean or hurtful things to another person who has a hard time defending him or herself.
 - Harassment is defined as unwelcome verbal, written, graphic and/or physical conduct that is related to one's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status or political beliefs.

For more complete definitions of what constitutes these behaviors, please see SRC Policies 248 and 249.

Bathroom Procedures

Only two students are allowed in the hallway at any given time from your class. Any student that leaves your room must have an official hall pass (classroom location attached to lanyard) and have completed the student sign out log. All teacher must be aware of who is entering and leaving their classroom at all times in order to ensure the safety of all students.

In order to maximize instructional time and to lessen the flow of organized chaos Refrain from sending students to the bathroom within the *first ten minutes and last ten minutes* in your classroom.

1. Only two students are allowed in the hallway at any given time from your class.
2. Any student that leaves your room must have an official hall pass (classroom location attached to lanyard) and have completed the student sign out log.

Parent-Staff Communication

Appointments are required to meet with school staff members. Parents should make an effort to stay in contact with their child's teacher. Contact the school by telephone or send a note to make an appointment to discuss your child's progress. The teacher will contact you to set an appointment time.

We cannot contact your child's teacher during instructional periods. Please do not ask the secretary to transfer calls or to put your child on the telephone to speak to you. For safety reasons, messages to students from adults on the telephone will not be shared. Please make sure the school has your proper address, telephone number, cellular telephone numbers, and reliable emergency contact information.

Parent Behavior

Adults are required to speak and behave in a respectful manner in our school and on campus. Parents who cannot follow this rule will be excluded from entering our building for one year unless they make an appointment with the principal.

Admission and Dismissal Information

For the safety of all T.M. Peirce students the following admission and dismissal procedures will continue for students in **grades 1 - 6 for the 2018-2019** year.

ARRIVAL: The school day begins at 8:30 AM, we are asking all students to arrive by 8:30 AM every morning to ensure that they do not lose any valuable instruction time. Students arriving late will need to sign-in with Main Office prior to proceeding to class. **Parents are not permitted to escort late students to the classroom. Any student arriving after 8:31 AM is considered late.** Students will be subject to disciplinary action if the problem persists.

DISMISSAL: The regular dismissal time is 3:09 PM, students are dismissed into the schoolyard and instructed to exit the yard immediately. The school staff has been instructed to clear the yard at dismissal in order to properly supervise students. Families and aftercare agencies should designate a meeting place in the yard so all students know where to meet to travel together.

EARLY DISMISSALS: **Parent requests for early dismissals should be avoided;** they cause your children to lose valuable instructional time and should only be used for medical appointments that cannot be scheduled at other times. Students may not be dismissed early to attend EC or sports events of siblings. All early dismissals must be granted by the principal or designee. A student may never leave school without being signed out by an adult. **(Please note that Photo ID must be presented when signing out a child. The name of the adult must be listed on the emergency contact form. No exceptions.) PARENTS may NOT go to classrooms to pick up children. Please note that early dismissals will not be granted between 2:30 and 3:09 PM, or 45 minutes before dismissal on early dismissal days.**

Emergency School Closing

Thomas May Peirce School's location code #438. In the event of an emergency closing of school, KYW 1060 AM will broadcast the announcement on the radio and possibly list it on its website (www.kyw1060.com) and the announcement will appear on the School District of Philadelphia's website (www.philasd.org) . Additionally, the school will send out an automatic dialer call notifying parents/guardians. Please ensure the school has an up to date phone number at all times.

The school strongly suggests parents/guardians listen to KYW 1060 AM each morning, or check the Schools District Website especially during winter months, to be informed about emergency school closings.

Inclement Weather

On rainy, snowy or very cold days (below 32 degrees), parents are advised not to send their children before 8:00 a.m. for breakfast or 8:20 a.m. for school day. Students must report to their designated areas. Students will not have recess during inclement weather days.

Legal Custody and Release of a Child

Legal Custody

Parents/guardians are asked to inform the main office and the child's teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child based on official legal documents. It is important for the school to have a copy of the custody decree. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.

Release of a Child

A child will not be released to a parent/guardian who does not have legal custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file in the Principal's office.

Interim Reports

Interim reports are used by the first through sixth grade teachers to report student progress at the midpoint of a grading period. They report academic progress, work habits, social progress up to that point. Parent signatures are required on all interim reports.

1st Interim Report

October 2-4, 2018

2nd Interim Report

December 11-13, 2018

3rd Interim Report

February 26-28, 2019

4th Interim Report

March 7-9, 2019

Progress Reports (Report Cards) and Parent Conferences

Progress Reports will be issued four times a year. The Report Card and /or Parent Conferences dates for the 2018-19 SY are as follows:

1st Report

November 7-9, 2018

2nd Report

January 30-February 1, 2019

3rd Report

April 3-5, 2019

4th Report

K-6th Report Cards will be sent home with students on the last day of school.

A parent or teacher may request additional conferences at any time to discuss a student's academic or behavioral progress. Parents' request for a conference with a teacher may be made by writing a note to the teacher or by calling the school office at (215) 400-7020 to make an appointment to see a teacher.

Please note NO CONFERENCES WITH A TEACHER WILL TAKE PLACE UNLESS AN APPOINTMENT IS SCHEDULED, at which time the parent/guardian must sign-in and report to the main office before going to any classroom. Instructional time during the day is very important to our students' academic progress. We value this as uninterrupted time. Please do not enter into a classroom to speak with students or teachers during our instructional day. Notify the office of any message that needs to be given to your child or child's teacher.

Homework

The purpose of homework is to encourage student self-discipline, independence, and responsibility; as well as, increase student achievement, and expand the curriculum. The type of homework assigned is determined by the teacher and by the student's needs.

The School District of Philadelphia's homework policy states homework should be assigned Monday through Friday. Weekend homework assignments are encouraged. Long-term assignments, reading logs, and projects are examples of possible weekend homework.

Each student is responsible for:

- Completing all assignments neatly and correctly.
- Understanding the assignment before leaving school
- Taking proper care of instructional materials
- Being prepared
- Bringing all required materials in a school bag daily.
- Reading assigned books
- Studying and completing all assigned work
- Reading for at least 30 minutes a day

Parents can support by:

- Providing a definite time and quiet study place at home to complete assignments
 - Encouraging their child to do their best.
 - Checking all assignments for neatness and accuracy.
 - Contacting the teacher if your child states he/she has no homework.
 - Signing all homework and assessments
 - Providing a school bag for books and supplies.
 - Providing supplies requested by the teacher.
 - Making sure your child reads and studies daily.
- Making sure your child respects staff, fellow students, and supplies. Students are expected to read, or be read to, daily in addition to assigned homework. The following is the minimum amount of time students at each grade level should be reading, or be read to, for homework:

Students are expected to read, or be read to, daily in addition to assigned homework. The following is the minimum amount of time students at each grade level should be reading, or be read to, for homework:

K-2 nd	20 minutes
3 rd	40 minutes
4 th -6 th	45-60 minutes

Disciplinary Action

Students committing any of the offences in the Student Code of Conduct Handbook, shall be subject to appropriate disciplinary action. Please refer to the Student Code of Conduct for a detailed explanation.

Personal Electronics

If a student brings a cell phone to school for safety reason, he/she must turn phone in to the teacher at the start of the day. The teacher will secure the phone and return it at dismissal.

Personal electronics (such as iPad, cellular telephones, etc.) are not permitted at Peirce School. These items are disruptive to learning and can be easily lost or misplaced. Any electronics brought to school will be confiscated and held for parents to pick up. The staff assumes no responsibility for confiscated items. The school is not responsible for lost or stolen items. Please Note: Cell phones are a direct violation of The School District of Philadelphia Code of Student Conduct. Cell phones will be confiscated and only returned to the Parent.

Possession of a Weapon (Act 26)

The PA General assembly has enacted legislation ACT 26, which requires all public schools to take mandatory course of action in dealing with a student found to be in possession of a weapon. There is no requirement that the student use or try to use the weapon. No one may carry a weapon for protection. A weapon is defined as a gun, knife, sharp object or any other object that can be used as a weapon. Act 26 was designed as a safeguard to ensure all public schools are safe havens in which all students may interact in an environment and climate, which fosters learning and strongly discourages potential acts of violence. Any student found with a weapon will be subject to automatic suspension and transfer to another Philadelphia Public School or disciplinary school. Depending on the age of the student and severity of the situation, the student may be arrested.

Bus Conduct

Eligible students will be allowed to ride School District of Philadelphia's buses as long as they remain a student in good standing for that purpose. A student in good standing is one who follows the rules. Students are responsible for maintaining good behavior while riding the school bus. Parents should remind their children to follow all the rules listed below and to be a person of responsible character while riding to and from school, on field trips, or any other school-sponsored trip. The school bus is considered school property; therefore, all rules that apply to school building also apply to school buses.

1. Students are to be at their designated stop in the morning at least five minutes before the bus is to arrive.
2. Students are expected to get off at their designated stop unless they have a note from a parent or legal Guardian stating that they have permission to exit at a different stop.
3. Students shall be permitted to use electronic devices during the operation of a school bus, including but not limited to cellular phones, MP3 players, and iPods, provided that the safety of staff members and other bus riders is not jeopardized.
4. No excessive noise or rowdy behavior is permissible on the bus. Only normal conversation is allowed except when at railroad crossing, red lights, and stop signs. At these times there shall be no talking.
5. A student shall immediately take his/her seat upon entering the bus and remain seated in that seat until the bus stops and it is time to get off.

6. Head, hands and feet shall be kept inside the bus at all times.
7. Throwing any article inside the bus or at the bus is strictly prohibited.
8. Students must wait for the bus in an orderly manner a safe distance off the roadway. The bus shall come to a complete stop before students move toward the bus. Students must not rush or walk between buses when loading or unloading.
9. Lighters, matches, or other igniting devices, as well as smoking on the bus are strictly prohibited.
10. Eating or drinking on the bus will not be allowed.
11. Student will not use profane or foul language at any time.
12. Students shall not deface or damage the bus (i.e., writing or painting inside or outside the bus). Any guilty of such acts will pay the cost of repairs.
13. Students will not open the emergency door except for emergencies when instructed by the bus driver to do so.
14. Students who must cross the road after being discharged from the school bus must cross in front of the stopped school bus.
15. Students are strictly prohibited from acting or talking disrespectfully in any way to the bus driver.
16. Misconduct on buses near the end of the school year that cannot be dealt with during the remainder of the school year will carry over the beginning of the school year.
17. For the safety and protection of riders and drivers, buses may be equipped with video cameras and audio capabilities. These tapes may be used for identifying behavioral problems. These tapes are held for one school day only and then are taped over. Videotapes will be reviewed only by district staff. Because safety on the school bus affects many other students, the administration reserves the right to invoke a penalty more severe than listed for the offense. This may include behaviors that threaten the safety of anyone else in the bus.

Violations of the School Bus Rider's Rules will be dealt with as follows:

First Offense - The student is reported to the principal by the bus driver. The principal talks with the student and send written communication to the parent/legal guardian to be signed and returned to the principal. A copy of this communication is sent to the bus driver.

Second Offense -The principal again talks with student and sends written communication to the parent/legal guardian. The communication in part will warn the parent/legal guardian that another offense will deny the student of bus riding privileges from one to five days (depending upon the nature of the offense). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

Third Offense - The parent/legal guardian is notified in writing that the bus riding privileges are suspended (from one day to ten days). The communication is to be signed by the parent/legal guardian and returned to the principal. A copy is sent to the bus driver.

“Education is the most powerful weapon which you can use to change the world.”

— Nelson Mandela

Thomas May Peirce
Parent and Family Engagement Policy

School Year 2018-2019
Revision Date: 04/19/2018

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

The Thomas May Peirce agrees to implement the following requirements as outlined by Section 1116:

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

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

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

Thomas May Peirce
School-Parent Compact

2018-2019 School Year
Revision Date 05/05/2018

Dear Parent/Guardian,

JOINTLY DEVELOPED

The parents, students, and staff of Thomas May Peirce partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held [specify time of year] each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.

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

THE SCHOOL DISTRICT OF PHILADELPHIA ANCHOR GOALS:

1. 100% of students will graduate, ready for college and career.
2. 100% of 8-year-olds will read on grade level.
3. 100% of schools will have great principals and teachers.
4. SDP will have 100% of the funding we need for great schools, and zero deficit.

Thomas May Peirce GOALS:

- At least 70% of Kindergarten students and 50% of 1st and 2nd grade students will make at least one year's worth of growth, as evidenced by their independent reading level from Q1-Q4.
- At least 70% of Kindergarten students and 50% of 1st and 2nd grade students will score at target by Spring Aimsweb Assessment.
- No more than 20% of students will score below basic on the Math PSSA assessment.
- No more than 20% of students will score below basic on the ELA PSSA assessment.
- At least 50% of students will attend 95% of days or more.
- At least 90% of students will have 0 out-of-school suspensions.

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

SCHOOL/TEACHER RESPONSIBILITIES:

Thomas May Peirce will:

PARENT RESPONSIBILITIES:

We, as parents, will:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring amount of television my child watches.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my child's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*

STUDENT RESPONSIBILITIES:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- complete all given classwork and homework assignments
- set an example for the younger Peirce students by behaving appropriately
- taking home all forms of communications to parents
- by reciting the T.M. Peirce pledge every day before class begins
- participating in the 100-book challenge
- striving for 100% attendance
- wearing the mandated school uniform every day being on the best behavior in hopes that a recommendation will come from a teacher for induction in the Bright Light Program

COMMUNICATION ABOUT STUDENT LEARNING:

Thomas May Peirce is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

Class DoJo will be used to communicate with parents regarding student progress and behavior.

Parent Teacher Conferences Parent-teacher conferences are held three times during scheduled (November 7-9, 2018, February 13-15, 2019 and April 15-17, 2019) report card conferences. Parents may schedule additional conference time with their child's teacher as needed throughout the year. Back To School Night was scheduled on Thursday, September 13, 2018. At the annual Back To School Night parents had the opportunity to meet teachers, the principal, and other instructional personnel. The principal held a separate Parental Title I meeting to discuss Title I and other programs that the school has to offer on Thursday, October 11, 2018. Parents can use the Parent Interview Form if they wish to meet with the principal.

School Website The school website will be used as a way to communicate with parents. School activities, events and parent resources will be available to parents on the website. Other educational resources and links will also be updated monthly.

Phone Messenger (Robo-calls) Phone Messenger will be used for mass communication with parents.

Emails and Text Messaging The school and teachers will email parents as a way of communicating with parents.

ACTIVITIES TO BUILD PARTNERSHIPS:

Thomas May Peirce offers ongoing events and programs to build partnerships with families.

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

Parent-teacher conferences are held three times during scheduled report card conferences. Parents may schedule additional conference time with their child's teacher as needed throughout the year. Back To School Night was scheduled on Thursday, September 13, 2018. At the annual Back To School Night parents had the opportunity to meet teachers, the principal, and other instructional personnel. The principal held a separate Parental Title I meeting to discuss Title I and other programs that the school has to offer on Thursday, October 11, 2018. Parents can use the Parent Interview Form if they wish to meet with the principal.

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

Classroom teachers, specialist teachers and other instructional staff schedule conferences during all report card conferences. Interim reports are sent home at least twice before all report card conferences. Parents can request daily reports if they want weekly updates from teachers.

Parents are required to sign homework and other assignments that are sent home. This practice keeps parents informed of the progress of their son or daughter and they can respond in the homework book if they have any questions or concerns. Parents are encouraged to read all communications that are sent home such as, flyers about various programs, meetings, and other forms of communication about school and district events.

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

Parents can make appointments to visit classrooms, and are encouraged to attend all conferences and meetings. Parents can see teachers and other instructional staff during preparation periods, before school, and after school. Parents can also use the parent interview form to make appointments with teachers or the principal.

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

Parents are encouraged to go on trips with their children and also volunteer to be chaperones. Parents are also encouraged to join the T.M. Peirce volunteer program. Parents are also encouraged to assist with the Bright Light Program Initiative. This program is for all T.M. Peirce students that have been recommended for membership because of their academics and good citizenship.

2018– 2019 Parent/Student Handbook/Code of Conduct

PARENT/GUARDIAN SIGNATURE PAGE

Please review the following statements before signing:

1. The signature of a parent/guardian on this page signifies receipt and review of this handbook, as well as knowledge and understanding of Thomas May Peirce Elementary School's and the School District of Philadelphia's policies and guidelines contained within.
2. The signature of a parent/guardian on this page signifies you have received and reviewed the 2018-2019 School Health Services Information.
3. The signature of a parent/guardian on this page gives your child as having your permission to access school based, Internet-capable technology, and Electronic Device Use at school and are aware of the school's and district's initiatives to maintain a cyber-safety learning environment, including your child's responsibilities. If any parent does NOT wish for his or her child to utilize the Internet while at school, please signify those wishes in the comment section provided below.
4. The signature of a parent/guardian on this page signifies that you have received and understand the consequences and penalties for failing to comply with the laws regarding Compulsory Education, Student Attendance Protocol and Attendance/Discipline guidelines based on Student Code of Conduct.

This handbook is meant to serve as a guide to students, parents, and teachers. It is filled with information such as school rules and policies, student code of conduct, and the school calendar.

Please sign and return to your child's Homeroom Teacher during the first week of school. I have received and read the 2018-2019 Student Handbook and have reviewed it with my child.

Student Name (Please Print) _____ Room # _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Comment: