

Student and Family Handbook

Julia de Burgos Elementary

School District of Philadelphia

School Year 2021-2022

401 W. Lehigh Ave.

Philadelphia, PA 19133

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Location # 5170

Administration

Bianca Reyes, Principal

Maria Andujar, Assistant Principal

Cynthia Alicea, Assistant Principal

Mission Statement

Our Mission

The mission of Julia de Burgos Elementary School is to provide a high-quality education that will exceed expectations while empowering scholars to become life-long learners and responsible citizens. We believe that all students are individuals who are capable of learning and achieving at advanced levels given the right tools and through hard work, dedication, and application.

Our Vision

At Julia de Burgos Elementary School, we will motivate, inspire, and educate ALL students in a safe, nurturing, and caring learning environment. We will collect, analyze, and use data to guide rigorous instruction, provide intervention, and enrichment opportunities for ALL students while empowering students to become productive and responsible citizens.

** Please note that there are times when school administration must make decisions that are not outlined in this handbook but the best interest of the student as well as the school community. **

Julia De Burgos Elementary School

School-Parent Compact

2018-2019 School Year

Revision Date 03/27/2018

Dear Parent/Guardian,

JOINTLY DEVELOPED

The parents, students, and staff of Julia De Burgos School 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 on Tuesday, September 11, 2018, each year to review the compact and make suggestions based on student needs and school improvement goals. There was a meeting held on March 27, 2018, where parents were invited to give input into the development of this Compact. 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.

Julia De Burgos GOALS:

Increase the percentage of students reading on grade level by five percentage points as measured on the PSSA.

Grade Level Focus area:

- Kindergarten: Phonics-letter names and sounds
- 1st Grade: Read for fluency
- Decrease the number of students in grades K-3 in intensive by 12% by June of 2018.
- At least 98% of students will have 0 out of suspensions.
- At least 40% of students will attend at least 95% of days or more.

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

SCHOOL/TEACHER RESPONSIBILITIES:

Julia De Burgos School will:

- Every month teachers will provide families with games and activities that families can play to review the grade-level skills being covered in class.
- Staff will be available to parents during their preparation period or as needed with an appointment after school.
- The school will provide a high-quality curriculum and instruction through differentiated instruction, small group, and through the use of various interventions that support all students learning styles. Teachers will receive Professional Development regularly.

PARENT RESPONSIBILITIES:

We, as parents, will:

- Families will work with their children on the activities and play the games with their children provided by the teacher monthly.
- Supporting morning admission and dismissal procedures, ensuring the safety of all students.
- Making sure that homework is completed
- Ensuring that students are using the intervention program with fidelity
- 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.
- Participating in Monthly meetings and be part of The School Advisory Council.
- Promoting positive use of my child's extracurricular time.

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.
- When necessary, stay after school for tutoring and extra support.

COMMUNICATION ABOUT STUDENT LEARNING:

Julia De Burgos 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:

- Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.

- Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs and to explain the Title I Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening so that as many parents as possible can attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students) and will encourage them to attend.
- Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and to the extent practicable, in a language that parents can understand.
- Provide to parents of participating children information promptly about Title I, Part A programs that include a description and explanation of the school's curriculum, the form of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate as appropriate in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations

ACTIVITIES TO BUILD PARTNERSHIPS:

Julia De Burgos offers ongoing events and programs to build partnerships with families.

- Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district, and the contact information
- Parent Volunteer Orientation Fall and Spring
- Winter and Spring Title I Meeting
- Breakfast Student of the Month
- Family Literacy Night

Julia De Burgos Elementary School
Parent and Family Engagement Policy

School Year 2018-2019

Revision Date: 03/27/2018

In support of strengthening student academic achievement, Julia De Burgos 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 several specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The Julia de Burgos School agrees to implement the following requirements as outlined by Section 1116:

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

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

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

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

Section A: JOINTLY DEVELOPED

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

- A parent meeting will be held the first Tuesday of each month to meet the Principal and various members of the Leadership team. The first meeting will be held on November 6, 2018. This meeting will allow parents to volunteer and provide feedback to the administration in the development of our current plan and additional information needed for the School-Parent Compact. At the Annual Title I Spring Parent Meeting, parents are invited to give input into the development of the parent and family engagement policy and school-parent compact. This year, this meeting was held on March 27, 2018.

Section B: ANNUAL TITLE I MEETING

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

- At back-to-school night in the fall, the principal or designee will give a presentation to parents that will serve as the Title I Annual Parent Meeting. This presentation will include information about the requirements of Title I Part A, parent rights and responsibilities under Title I, the state's academic content standards and assessments (PSSAs), working with educators, and how to monitor student progress.

Section C: COMMUNICATIONS

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

- 1) Timely information about the Title I programs and parent meetings will be sent home in an understandable format and languages spoken at home, as appropriate.
- 2) Meetings with parents will be held at various times to accommodate parent schedules and increase parent participation.
- 3) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and to the extent practicable, in a language the parents can understand. Translations into multiple languages are available through the district office of translation services.
- 4) Robo-call out to the families in an understandable language.
- 5) Phone calls to families
- 6) The parent engagement policy and school-parent compact will be distributed to all parents in the Fall.

Section D: SCHOOL-PARENT COMPACT

Julia De Burgos will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve the state's high standards.

- Involve parents in the planning during the Spring Title I Meeting (March-April 2019) review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way. This year, the parent input meeting was held on March 27, 2018.

Section E: RESERVATION OF FUNDS

Julia De Burgos will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- Having a yearly meeting will discuss specifics related to the budget is and how funds are allocated. Discuss the Title I Family Engagement budget and how the funds are being used for the current school year.
- Parents can actively participate indicating how they want to spend the 1% parent set aside of Title I funds for parent engagement according to their needs. This input is solicited at the annual Winter and Spring Title I Parent Meetings.

Section F: COORDINATION OF SERVICES

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

- Creating a Parent Resource Center at the School
- Having an after school program by Congreso de Latinos Unidos
- Working in collaboration with FACE office
- Working with collaboration with The Free Library
- Having ESOL classes for parents at the school

Section G: BUILDING CAPACITY OF PARENTS

Julia De Burgos will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
2. Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
3. Assisting parents of participating children, as appropriate, in understanding topics such as the following:
 - a) The challenging State's academic standards
 - b) The State and local academic assessments including alternate assessments
 - c) The requirements of Title I, Part A
 - d) How to monitor their child's progress
 - e) How to work with educators to improve the achievement of their child
 - Various workshops will be held throughout the year that meet the requirements set by the State's academic standards, student academic achievement and assessments.

Parent workshop topics will include:

- School Counselors will facilitate monthly meetings on Attendance and Academic Impact.
- Reading specialists will facilitate meetings regarding Curriculum-How can we help you help your child?
- School Counselor will help Building Relationships between School and Home. Parent volunteers and School Advisory Council will support in recruiting and encouraging parental involvement.

- Reading Specialists and teachers will support Reading-What can we do to close the achievement gap.
- Family Engagement Liaison will facilitate Family Literacy Workshop
- Family Engagement Liaison will facilitate monthly Parent Volunteer Orientation
- The school will hold a meeting in the spring of 2021 to review and revise the school action plan based on a reflection of the current school year. This meeting will be organized by the Principal and take place, tentatively in March 2021. Parents will be notified via School Messenger as well as through a flyer and possible text messages. During this meeting, parents will meet with the leadership team, provide feedback and complete a survey and that information will be used to provide input into the School Action Plan. The action plan will be reviewed with the parents once drafted.
- At back-to-school night in the fall, the principal or designee will give a presentation to parents that will serve as the Title I Annual Parent Meeting. This presentation will include information about the requirements of Title I Part A, parent rights and responsibilities under Title I, the state's academic content standards and assessments (PSSAs), working with educators, and how to monitor student progress.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

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

- Providing professional development by community agencies that work with families for the school to build stronger relationships between school and home.
- During a district PD day in the Fall or Winter, school staff will be trained in effective parent engagement and communication strategies. The results of the school-level parent surveys will be reviewed with staff during this PD.

Julia De Burgos will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Established a parent Resource Center in our smaller conference room that will allow for parental Engagement.
- Open Houses will be held for incoming Kindergarten students and students wanting to return to our school from neighboring schools and charters.

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

To implement these discretionaries, the school will partner with The Free Library of Philadelphia and include all the literacy programs that they offer such as: be part of the Read by 4th.

Principal Signature

Date

A Message from the Principal

August 23, 2021

Dear Family of Julia de Burgos,

As we look ahead to the upcoming school year, and although it may be a very different and unprecedented year, I look forward to it more than anything. This year, we will begin classes in person 5 days a week, and we will be successful as we do it. Together, along with teachers and the school community, we will work to ensure that we are learning each day, but we will also be teaching each other and working with one another. I am looking forward to the 2021-2022 school year for what will be a fantastic journey for the students, families, staff, and entire community of Julia de Burgos School, K-8. My name is Bianca Reyes and I am extremely excited to be the newly appointed proud principal of Julia de Burgos Elementary School. For the previous two years, I have served as Assistant Principal of the John F. Hartranft Elementary School.

By building relationships, attending school daily and on time, and creating partnerships with all members of the school community within the building and surrounding area, we will foster a love and desire for learning in all of our students.

The purpose of this handbook is to inform parents and students about the policies, procedures, and expectations at *Julia de Burgos Elementary*. We believe that to be a successful member of our school community, you must familiarize yourself with the information contained in this document. Additional information about the school can be found on our website and via social media (Facebook, Twitter, and Instagram).

If you have any questions after reading this document, please feel free to call the school at 215-400-7080. **** Please note that there are times when school administration must make decisions that are not outlined in this handbook but ARE in the best interest of the student as well as the school community. ****

Cordially,

Bianca Reyes

School Year Calendar 2021-2022 Can be Found [Here](#)

BELL SCHEDULE

LUNCH SCHEDULE

Grades K to 8

1 st Period	9:00 - 9:30	(Homeroom / Community Meeting)
2 nd Period	9:30 - 10:30	
3 rd Period	10:30 - 11:15	1st Lunch
4 th Period	11:15 - 12:00	2nd Lunch
5 th Period	12:00 - 12:45	3rd Lunch
6 th Period	12:45 - 1:30	4th Lunch
7 th Period	1:30 - 2:15	
8 th Period	2:15 - 3:00	
9 th Period	3:00 - 3:39	
	3:30 - 3:39	(Dismissal)

VISITORS

All visitors must have a specific reason for the visit and obtain authorization from the MAIN OFFICE. **No visitor may go directly to the classroom to pick up/drop off students or speak to a teacher unless the principal or assistant principal has approved such a visit.** No visitor is to interrupt a staff member in the performance of their duties. All visitors must sign the visitor's register and wear the Visitor Pass/Sticker. Upon completing the visit, visitors must leave the building immediately. Please follow these steps when visiting our school:

- Always enter the school by the front door (4th Street Entrance)
- Always come to the Visitor's Desk upon entering the building. You will be directed from there.
- Please sign in on the visitor's register.
- Proceed directly to the Main Office.
- Tell the person who greets you why you are there.
- For early dismissal, sign your child out in the book provided.
- If you are expected elsewhere in the building, proudly wear the **Visitor's Pass/Sticker** that will be issued.
- Only go to the area designated on the sticker.
- Sign out at the Visitor's Desk before you leave the building.

Parents are welcome to observe classes with **permission from both the classroom teacher and the principal/ assistant principal**. No parent is permitted to approach another person's child for any reason without the child's parent present. If you have a complaint or concern about another person's child you must tell an administrator who will help you solve the problem.

SCHOOL HOURS

ARRIVAL

The school day is from 9:00 AM to 3:39 PM. Main gates will open for students' arrival at 8:50 AM. At that time, students will wait in the schoolyard (Grades K to 4) 4th Street Side (Grades 5 to 8) Lawrence Street Side, and be picked up by their teacher or school personnel by 9:00 AM. No parents or students may enter the building before 8:30 AM. Breakfast will be served in the classroom. **No parents or students will be allowed in the schoolyard before 8:50 AM. Supervision will begin at 8:50 AM.**

DISMISSAL

Should your child need to remain in school after dismissal, he/she should bring a signed permission slip provided the day before. During school hours, students are to remain in the building. Permission to leave the building must be obtained from the main office. No student may ever leave the building early without an adult (21 or older) and without signing the early dismissal book in the main office. Students are dismissed at 3:39 PM. Early dismissals after 2:30 PM are not permitted unless a true emergency arises.

Dismissal procedures:

1. All K students will be dismissed through the classroom yard doors on 4th Street at 3:25 p.m. Students who are not picked up by 3:39 will need to be picked up in the Main Office.
2. All students in grades 1-5 will be dismissed from the 4th Street Schoolyard.
 - Teachers will wait until 3:39 with students in grades k-3.
 - Students in grades 4-5 will be expected to dismiss out of the gate unless other arrangements are made.
3. All students in grades 6-8 Must dismiss from the Lawrence Street Schoolyard.
4. Students attending an afterschool program will be dismissed from that specific program.
5. Students who attend a daycare/other after-school programs which require bus pick-up by that program must wait in the assigned area.

6. Parents will not be allowed to use the restrooms during morning admission, afternoon dismissal, or anytime during the day.
7. Parents will not be permitted to enter the building at dismissal unless their child is in Kindergarten-2 and waiting for pickup because the parent/guardian is running late.

Students must meet siblings, friends, relatives, and parents outside of the building.

Students will follow these rules:

- Go directly from school to home. Please do not make any stops along the way.
- Behave according to expectations set at home and in school (no cursing, hitting, fighting, bullying, littering, etc.)
- Try to find others to walk with to school.
- Never make anyone feel bad about themselves or afraid.
- Stay on the sidewalks or driveway.
- Never walk on someone's property.
- Cross only at corners.
- Throw trash in proper garbage disposals.
- Listen to the members of our community and the crossing guards.

All parents should meet their children outside of the yard gates. For those having to meet up with family members, please select a particular spot outside the gate to meet.

EARLY DISMISSALS

Parents may request an early dismissal for an urgent reason. However, no student will be permitted to leave the school unless accompanied by a parent or adult designee, whose name appears on the student's file. A form of identification will be required. No early dismissal will be granted after 2:30 PM.

BREAKFAST / LUNCH

Free breakfast and lunch are available for every student. Well-balanced and nutritious meals are served daily. **Due to COVID restrictions, all students will get a grab-and-go breakfast and eat in their classrooms for the 21-22 school year.**

To make lunch a pleasant experience for all, students will:

1. Be seated at their assigned table.
2. Remain seated until called for lunch.
3. Leave all tables orderly.
4. Place all waste in trash cans.

5. Remain in the lunchroom during the entire lunch period.
6. Wait to be dismissed by individual tables
7. Radios, headphones, cell phones, electronic games, or toys are not permitted in the lunchroom or anywhere in the building. If a student is found in possession of any prohibited electronic device, it will be confiscated. Only parents will be able to pick it up after a conference with the Principal, Assistant Principal, or Climate Manager.

Lunch will be served from 10:30 AM to 1:15 PM. Each lunch consists of 45 minutes (30 minutes of lunch and 15 minutes of recess). Lunch will be served during the following schedule:

1 st Lunch	10:30-11:15
2 nd Lunch	11:15-12:00
3 rd Lunch	12:00-12:45
4 th Lunch	12:45-1:30

ATTENDANCE

To obtain a good education, students must have regular and punctual attendance. School begins at 9:00 AM. Students are expected to arrive at school on time. Students must bring a note upon returning from an absence signed by the physician, parent, or guardian explaining the reason for the absence. Attendance will be carefully monitored and legal action will be taken in cases of repeated unexcused absences. It is Julia de Burgos Elementary's goal that no student will miss more than three (3) days due to absences.

LATENESS

School begins promptly at 9:00 AM. Students who arrive at school after 9:10 AM must get a late note at the front desk. Students who arrive after 9:10 AM must report to the main office to get a late note. Continued lateness to school causes unnecessary disruption and will result in disciplinary action. It is essential that students be on time for class. Students will be accountable for work missed.

EMERGENCY INFORMATION

Contacting parents is essential. Parents must notify the office of address and phone numbers and alternative phone numbers that can be used in emergencies. Parents are responsible for reporting any changes in contact information including any changes in address, telephone number, guardianship, and emergency contact persons.

INCLEMENT WEATHER

In weather emergencies, schools may close early or not open at all. Announcements will be made between 6:00 am and 9:00 AM on KYW 1060 and other radio stations. The number for all Philadelphia public schools is 100. For early dismissals, students must have a listed emergency destination and a current phone number.

EMERGENCY EVACUATIONS/FIRE DRILLS

Fire drills are held in preparation for an emergency. Fire drill directions are posted in all rooms. Students must walk quickly and quietly as directed by their teachers. Everyone must leave the building for fire drills. The route is displayed in each room. **Silence** is to be observed during the fire drill. Students who are not in the classroom when the alarm is sounded will leave by the nearest exit and report to their homeroom teacher at the location specified for his/her homeroom. Noncompliance with these regulations will warrant disciplinary action.

TRANSPORTATION

The students receiving transportation services are expected to demonstrate excellent behavior at all times while riding the bus to and from school. Transportation rules:

- Students must go directly to the bus-loading zone as soon as school dismisses and line up in an orderly fashion.
- Students will obey the driver and attendant.
- Students will remain seated until the bus comes to a complete stop.
- Students will not extend their heads or arms out of the window at any time.
- Students will not throw objects of any kind in or out of the bus.
- There shall be no profanity, shouting, loud talking, whistling, loud laughing, scuffling, spitting, or disorderly or improper conduct of any kind on the bus.
- Students will not eat or drink any food or beverage on the school bus.
- Enter and leave the bus only through the front door.

The following will be the disciplinary action policy for students that receive bus referrals:

1 st Offense	-	Administrative warning
2nd Offense	-	1-day bus suspension
3rd Offense	-	3-day bus suspension
4th Offense	-	5-day bus suspension
5 th Offense	-	10-day bus suspension

The number of days may vary depending on the seriousness of the offense. Riding the school bus is a service, not a right, and maybe revoked if safety rules are not observed.

STUDENT DRESS CODE

The Board of Education of the School District of Philadelphia adopted a uniform policy for all students. Students will wear the school uniform from the first day of school until the last day of school. Students are required to wear the complete uniform each day. Parents are respectfully requested to comply with these regulations. The uniform and dress code are symbols of attendance at Julia de Burgos Elementary. Uniform inspections will be held regularly.

The mandatory, basic uniform for ALL Julia de Burgos Elementary students is:

- Boys- Grey Uniform Pants (Dress pants/Trousers) with a Belt (**NO JEANS, CARGO PANTS, NO SHORTS**)
- Girls- Grey Uniform Dress Pants or Skirt (**NO YOGA PANTS, TIGHTS, SKINNY JEANS, NO SHORTS UNLESS UNDER THEIR SKIRT**)
- Boys and Girls- Light Blue Oxford Shirt with or without logo
- Gym Uniform – Navy Blue Sweatpants and Navy Blue Tshirt Preferably with the school name. (No pants or T-shirt with any logo other than school name)
- Ties must be worn in grades 6-8.
- Girls **MUST** wear **Navy Blue or Grey Uniform Socks or Stockings** (Socks with designs are NOT PERMITTED).
- Black Shoes or sneakers
- (**NO SANDALS/WEDGES/HEELS**)
- No HOODIES (Unless it's the school Hoodie)
- Hats, head wrappings, sweatbands, caps, and headscarves are not to be worn in the building. This applies to both boys and girls. (Exception for religious reasons apply)

All black shoes or black sneakers (totally black with no decoration; Parents you must insist that your child follow this regulation).

GYM UNIFORM

Gym uniform consists of navy blue sweat pants, a navy t-shirt with **Julia de Burgos Elementary insignia, and plain black sneakers**. During the winter the children may wear a navy blue sweatshirt

JEWELRY

The only jewelry permitted is a single post earring in each ear and a watch. Children are asked to leave all rings and other types of jewelry at home. No upper ear, nose jewelry, eyebrow, or tongue jewelry. Tattoos - visible tattoos are not permitted.

SCHOOL UNIFORMS WILL BE CLOSELY MONITORED. CHILDREN WHO CONSISTENTLY DISREGARD UNIFORM POLICY WILL MEET WITH THE CLIMATE

MANAGER OR ADMINISTRATOR TO DISCUSS AND FURTHER DISCIPLINARY ACTION MAY OCCUR.

Disciplinary action will be taken against students who do not comply with wearing the school uniform. There is a definite relationship between good dress habits, good work habits, and proper school behavior. To promote this positive relationship, the following regulations concerning proper dress have been adopted for all students:

- Hats, head wrappings, sweatbands, caps, and headscarves are not to be worn in the building. This applies to both boys and girls. (Exception for religious reasons apply)
- Short Pants, skirts, or dresses more than three (3) inches above the knee are not to be worn. Pant legs are not to be rolled up. Pants CANNOT be worn below the waist.
- Sleeveless t-shirts, tube tops, or see-through blouses showing parts of the body are not to be worn.
- Hair curlers are not to be worn.
- Sunglasses are not to be worn in the building.
- Large and/or expensive jewelry is not appropriate for school and should be left at home.

Because of their association and identification with gangs, the following articles of clothing are not permitted: bandannas, drags, headgear, or any article of clothing or jewelry bearing gang symbols, names, initials, insignias, or anything else which signals gang affiliation.

RESPONSIBILITIES OF PARENTS

- Notify the school of any change of address or telephone number.
- Provide the school with an up-to-date emergency contact.
- Ensure that students attend school regularly and arrive on time. In case of absence, provide a written excuse note upon the student's return to school.
- Check to see that students are properly dressed for school in full uniform.
- Ensure that students bring their textbooks, notebooks, and school supplies to and from school every day.
- Attend report card conferences with the child's teacher.
- While the student should assume the major responsibility for completing all homework assignments, parents are encouraged to take an active role by:
 1. Promoting a positive attitude toward homework assignments.
 2. Providing time and a quiet place at home for study.
 3. Assisting with preparation for tests.
 4. Checking student's work for neatness.

5. Ensuring that all assignments are completed on time.
6. Check student's work for teacher's notes or comments.

GRADING SYSTEM

A	=	90-100 (Proficient)
B	=	80-89 (Basic)
C	=	70-79 (Basic)
D	=	65-69 (Below Basic)
F	=	0-64 (Below Basic)

Note: The grade of F is carried as a 60 for cumulative calculation of subject grade. This year, Report Cards are issued four (4) times per year. Report Card conferences are held three times a year. Report Card grades include teacher assessments for homework, classwork, tests, quizzes, and participation in-class activities, projects, and book reports. Students absent 20% or more may receive a passing grade with the recommendation of the teacher after successfully completing all assigned make-up work and tests. Number Marks are used to indicate behavior as follows:

- 1 =Excellent
- 2 =Satisfactory
- 3 =Unsatisfactory

HOMEWORK

Homework will be given at least four (4) days a week. Home assignments, both written and study, are essential for the full academic development of the student. Homework strengthens and extends the learning experience of school. Parents are asked to check and sign homework and homework assignment books.

The following time allotments are suggested for homework. These include both written and study assignments:

- Kindergarten **20 minutes**
(This time can be for reading if there are no other assignments given.)
- Grades 1 and 2 **30 minutes**
- Grade 3 **60 minutes**
- Grades 4 and 5 **90 minutes**
- Grades 6,7,8 **120 minutes**

HOW PARENTS CAN HELP THEIR CHILDREN

At the end of each school day ask these questions:

1. How was your day? (Tell me about your day)
2. What did you do first, second, next, last, etc.?
3. What did you learn that you didn't know this morning?
4. What did you like best?
5. Did you have any trouble with anyone today?

Then ask to see their homework book, and review all long-term and short-term assignments for understanding.

- Provide a special place to do homework free from distraction.
- Check homework daily. Discuss it. See if it is done correctly and sign it.
- Help your child keep their notebook and school bag organized. Encourage neatness in everything that they do and hand it to the teacher.
- Insist that all letters, fliers, notes, etc. be placed in a special place so that you see them.
- Read with your child. Read to your child and have him/her read to you every day.

BOOKS AND SUPPLIES

Every student is required to have the following:

- Pencils, pens, rulers, etc.
- Notebooks, as required by teachers
- All textbooks are issued by teachers for use in class and at home. (Students are required to cover textbooks issued by teachers.) Students are required to pay for lost, stolen, or damaged books.
- All other materials that are necessary to complete the day's assignments.
- It is recommended that every student have a book bag for carrying textbooks and supplies to school.

PHYSICAL EDUCATION (GYM) REQUIREMENTS

Physical Education is a subject required of each student by Pennsylvania state law. Students may be excused only upon the presentation of a physician's certificate/note. Students are required to wear regular daily uniforms and sneakers.

LOCKERS

At the beginning of the school day, all outerwear, such as coats, jackets, hats, etc. must be placed in the student's locker or designated space in the classroom. Empty book bags will be placed in lockers or designated spaces in the classroom. No locks will be allowed in lockers.

1. Eating, drinking, and gum chewing are prohibited in classrooms and hallways. (Except for Breakfast)
2. Students must be prepared with the necessary school supplies.
3. All radios, headphones, cell phones, electronic games, and paging devices are prohibited on school property. If seen a first time, these items will be confiscated and returned only to a parent or guardian. If seen a second time, these items will be confiscated and returned to a parent or guardian in June 2013.
4. Any student in the hallways during class time must have in his/her possession a signed pass. Failure to possess a signed pass will be considered a cut (out of class without permission) and will result in disciplinary action.
5. Any student who leaves the building during school hours without adult supervision will be subject to suspension.
6. The use of profanity or offensive language is prohibited in any area of the school.

STUDENT CODE OF CONDUCT

All expectations and policies for behavior closely adhere to the School District of Philadelphia's Student Code of Conduct. To download a copy, please visit <http://www.phila.k12.pa.us/offices/administration/policies/118.html>

DETENTION

It may become necessary to issue afterschool detentions for violations of the student code of conduct. Parents will be notified before the detention, which will be held after school for up to an hour.

SUSPENSIONS

It may become necessary to place a student on temporary suspension for serious or repeated violations of school policies and procedures. Suspended students will be assigned to either an in-school suspension or an out-of-school suspension. The intent is to have both pupil and parent recognize that the pupil was involved in serious, disruptive, and unacceptable behavior.

An out-of-school suspension results in the exclusion of a pupil from school and all school-related activities because of serious misconduct. Before a student is suspended, the principal and/or discipline coordinator will meet with the student and discuss the reason for the suspension. Suspended students will be reinstated only after a parent or guardian meets with appropriate staff members as per a pre-arranged appointment. Students returning without a parent or guardian will be treated as a trespasser.

Julia de Burgos Elementary
Rules and Behavioral Expectations for Designated Areas

	IN THE HALLWAY	IN THE CLASSROOM	IN THE CAFETERIA
Be Responsible	<ul style="list-style-type: none"> -Walk with partner and a pass -Go directly to class -Use water fountain appropriately 	<ul style="list-style-type: none"> -Be honest in words and actions -Accept responsibility for your actions -Be prepared with supplies -Be in uniform 	<ul style="list-style-type: none"> -Enter and exit quietly -Sit at assigned table -Bring belongings to and from cafeteria
Follow Instructions	<ul style="list-style-type: none"> -Be ready with eyes forward -Walk in straight and quiet lines -Stay with your line at all times -Hands/feet to yourself 	<ul style="list-style-type: none"> -Raise your hand -Hands/feet to yourself -Complete assignments as asked 	<ul style="list-style-type: none"> -Stay seated until your table is called -Walk instead of run
Focus on Respect	<ul style="list-style-type: none"> -Wait patiently for instructions 	<ul style="list-style-type: none"> -Use appropriate language and tone -Respect opinions of others -Clean up after yourself 	<ul style="list-style-type: none"> -Use appropriate language and tone -Use good manners -Clean up your area

The use of cell phones and other telephonic devices (e.g. text messengers) is extremely disruptive to the educational environment. Cell phone use during school hours also reduces the safety of everyone in the school building.

The School District of Philadelphia's Code of Student Conduct^[1] was adopted to support a safe learning environment for the entire school community. The District's policy regarding the use of cell phones reads as follows:

If a student brings a cell phone to school and it is on throughout the school day or the student is caught using it during school hours, it will be confiscated and returned only to the parent or guardian of the student. Upon a second violation or if the device is used during the commission of a crime the school will confiscate the device and it will not be returned. The Principal may donate the item to charity or sell items with proceeds going to school use.

El uso de teléfonos de celular y otros aparatos telefónico (e. g. mensajeros de texto) interrumpe el ambiente educativo. El uso del teléfono celular durante horas de escuela reduce también la seguridad de todos en la escuela.

El Código de Conducta del Estudiante del Distrito Escolar de Philadelphia fue adoptado para sostener un ambiente de aprendizaje para la escuela entera. La norma del Distrito sobre el uso de teléfono celular lee lo siguiente:

Si un estudiante trae un teléfono celular a la escuela y lo está usando durante el día escolar será confiscado y devuelto solo al padre o tutor del estudiante.

...en una segunda infracción o si el aparato es usado durante la comisión de un crimen, la escuela confiscará el aparato y no será devuelto. El Director podrá donar el artículo a la caridad o venderlo y usar las ganancias para la escuela.

HEALTH AND MEDICAL SERVICES

There is a full-time nurse on duty five days a week. She has health room hours for minor illnesses and injuries and is available all day for medical emergencies. Every student will receive a hearing and a vision test. Parents are requested to have the child examined by the family eye doctor if a child does not pass the vision test. The nurse is available for limited first aid in emergencies and to see children on an as-needed basis. If an illness or injury warrants an early dismissal, the parent or legal guardian will be notified. Students are not to leave school on their own. A parent or an adult designee whose name appears on the student's file, a person over 18 years of age, must accompany students. Short-term medications can be administered with a note from the parent and if medication is in a prescription-labeled bottle. Long-term medications cannot be administered without proper written authorization from a physician. All approved medications will be kept in the nurse's office. Students may not possess medications in school.

Any student requiring either medication or medical treatments during the school day must have a *MED-1 Form* completed by their private physician. An *S865 Form* must be completed by the

parent/guardian and returned to the nurse. All forms must be obtained from the Health Room. Children who have fevers or other contagious illnesses should not be sent to school. If the nurse calls a parent or guardian because the child is sick, it is the parent or guardian's responsibility to take the child home. School personnel will contact the parents of students who become ill during the day.

If there is a documented chronic problem such as asthma or a heart condition, a MEH-23 medical form must be filled out by a medical doctor and filed with the school nurse and the gym teacher. The form is available from the health room and valid only for the current school year. If there is a temporary illness such as a cold or sprain, then a note from the parent or guardian is sufficient for that day only.

Students may not bring any kind of medication, including Tylenol to school. All medications brought to school must be in a labeled pharmacy container and given to the nurse at the start of the school day. No medication will be administered in school except by direct order of the family physician. Any child who is to receive medication during school hours must have a form completed by the physician with explicit directions as to medication, dosage, time of administration, and possible side effects. No child may bring (aspirin, Motrin, etc.) medication to school and administer it to him/herself. Students **MUST** bring all types of drugs and treatments to the nurse and must be administered by the nurse on duty. This policy also applies to over-the-counter drugs, ointments, cough drops, etc. Failure to cooperate with this policy may result in disciplinary consequences.

ILLNESS DURING SCHOOL HOURS

If a child becomes ill during the school day, he/she reports to the nurse's office. If the child must be sent home, the parents will be notified. It is imperative that the emergency cards are kept up to date so that a responsible adult can be reached. The nurse handles situations that occur during the school day – not for lingering illnesses that have been noticed at home. Please do not send your child to school if he/she is ill.

COUNSELING SERVICES

The guidance counselor is a specially trained person who helps all students. Counselors meet with students on an individual basis about anything that concerns them whether it is a personal problem, social problem, or a school concern. The counselor also works with teachers, school and community personnel, and parents to establish a better understanding of young people. Counselors also meet with groups of students for guidance activities and to discuss high school selection.

8TH GRADE END OF THE YEAR ACTIVITIES

At Julia de Burgos Elementary School, we desire to provide our 8th-grade students with many enrichment and extracurricular activities, such as a class trip, dances, and closing exercises. To participate, students must meet all the academic requirements that have been established by the School District of Philadelphia and the rules and regulations of Julia de Burgos Elementary. Additionally, they must be in good behavior standing as measured by the school's Demerit System for conduct.

PHOTOGRAPHS

Photographs of students are taken in classes and at special events for the yearbook, bulletin board displays, and promotions. Parents who do not want their child's picture taken must notify the principal in writing.

SCHOOL SAFETY

Parking regulations must be respected whenever children are transported to school by parents. NO ONE is permitted to park in front of the school building where the yellow line is painted on the curb. This ensures that students can safely cross the street while entering and being dismissed from school. Police will ticket illegally parked cars.

ADMINISTRATIVE PROCEDURES

CHANGE OF ADDRESS

Parents are asked to inform the homeroom teacher and the school office in writing of a change of address and/or telephone number. The safety of your children is our main concern, and we must know how to reach you in case of an emergency.

VACATION

Family vacations should not be taken during the school year but should be scheduled during winter and Spring breaks. Please note that vacations will be coded as UNEXCUSED absences per the School District of Philadelphia Attendance Policy. A copy of this attendance policy can also be downloaded from the district's website. In keeping with School district policy, the absences for vacations will be coded as parental neglect. They will be recorded as unexcused absences.

SAFETY PROCEDURES

Walkers – If you are having someone pick your child up, please ask him or her to stand inside the gate at the end of the schoolyard. If your child is walking home, please inform his/her teacher.

Car Riders – Parents are asked not to double-park their cars on either Lawerence or 4th street. This poses a dangerous situation for our students. We've had a few threatening situations during

the past school years where tempers flared and serious words were exchanged. There are parking spaces close enough around the school for all parents to park.

COMMUNICATION POLICIES

Julia de Burgos Elementary is committed to keeping students and parents fully informed of the events and activities of the school. A monthly calendar is sent home with announcements of special events, holidays, and early dismissal days. Please consult these dates carefully at the beginning of every month. We will also communicate through class dojo, the Julia de Burgos Website, and social media.

APPOINTMENTS WITH FACULTY MEMBERS

As with any professional, it is requested that parents make an appointment to see their child's teacher. A note sent with your child requesting a certain day or time for a conference will suffice. The teacher calls you to confirm the appointment.

At no time are parents to present themselves to a teacher during school hours or in the schoolyard before school or at dismissal.

APPOINTMENTS WITH PRINCIPAL/ASSISTANT PRINCIPAL

The principal and assistant principal are available before or during the school day to meet with parents who request an appointment. Please call the school secretary to make an appointment. If there is an emergency, the principal or assistant principal will make every effort to accommodate you.

INDIVIDUALIZED EDUCATION PLAN (IEP)

The school psychologist will evaluate children with special needs to determine if an I.E.P. (Individualized Education Plan) is needed. If you have questions or concerns in this area, please contact the Special Education Teacher at the appropriate building.

TESTING

Standardized testing is conducted at Julia de Burgos Elementary during the fall and spring of the year. Assessments will be given periodically to evaluate students' progress. A schedule for PSSA testing will be sent home at least two weeks before testing. Additionally, this year students will participate in benchmark assessments three times during the school year, for marking periods 1, 2, and 4.

REPORT CARDS

Report cards are issued four times a year. The purpose of the report card is to inform parents of the progress of their children and to provide guidance for their growth and development.

Parents are asked to study the report card very carefully, note comments made by the teacher and request a conference if necessary.

Parents can monitor academic progress through the parent portal on the school district's website at <http://www.philasd.org/parents/> .

RETENTION NOTICES

If it is necessary to retain a child in a grade, the parents are notified three times during the year, in January at the end of the first semester, in March, and in May. A series of conferences are held to discuss the child's progress and the need for retention.

SCHOOL LIBRARY

The library is an integral part of the learning process. All students have access to books and other library materials. Grades K through 8 will be scheduled for a library period weekly. Parents share the responsibility of caring for the books the children bring home.

Students must observe the following rules when using the library:

- The person in charge must sign out books borrowed from the library at the desk.
- Books must be returned within the prescribed time.
- A fine is charged for overdue books.
- If a book is lost, destroyed, or damaged so that it can no longer be used it must be paid for by the student.
- Quiet, orderly behavior must be observed in the library at all times.

Students who do not comply with this regulation may be denied the privilege of using the library for some time.

We encourage parents to join a local library to instill in their children a love for reading.

FIELD TRIPS

The use of field trips to supplement instruction is desirable and very worthwhile. Each class is permitted to attend trips to educational settings. Preparing for and scheduling field trips is at the discretion of the grade teachers. Parental permission slips are required for each pupil who will participate in this instruction. The principal will decide the dress code. Since a field trip is primarily a learning experience, the time spent is considered part of the normal school day. Students who have been suspended, or who have severe behavior issues may not participate in the classroom field trip. The final decision regarding attendance at a field trip will be at the discretion of the classroom teacher and members of the administrative team.

Students must return to school for the remainder of the school day after field trips, regardless of whether or not their parents served as chaperones. The children must remain for the entire school day and may not leave early.

PARTIES/CELEBRATIONS

There will be opportunities during the school year for celebrations within the classrooms. **The principal or assistant principal must approve all parties.** They may include but are not limited to the following events:

These celebrations will be held at the discretion of the classroom teacher.

- Holiday celebrations
- Treat for the class may be provided at the end of the day. No formal party – games, crafts, etc. – is involved.
- Birthdays of children are always acknowledged in classrooms but formal parties are not given. However, if you wish to send in a treat for the entire class for the child's birthday, it is permissible. Teachers must be notified in advance.

SALES/SOLICITATION

Fund-raising or product sales are not permitted in school unless authorized by the principal. These include the sale of any items by students or parents on school premises. PLEASE ABIDE BY THIS REGULATION. CHILDREN MAY NOT SELL CRAFTS OF ANY SORT IN SCHOOL.

PERSONAL PROPERTY

Parents are requested to place the name of their child clearly on all personal items such as coats, jackets, book bags, etc. Please encourage your youngsters to be responsible for locating any lost items. Due to space constrictions, any lost items may be discarded after several days. This is done at the discretion of the building administrator.

AFTERSCHOOL PROGRAM

The after-school program will be staffed by *Congreso*. All problems and concerns about this program should be discussed with the Head Teacher of this service. All information regarding this program will be sent directly to you from *Congreso*.

Right to Amend

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Student and Family Acknowledgment

We have read the Student and Family Handbook and believe in the importance of a great education. By signing below, we agree and verify

that we have read the handbook and will follow and be held accountable to the rules, policies, expectations, procedures, and other information provided.

We understand and believe in the importance of a positive relationship between home and school.

Student's Name

Room #

Parent/Guardian's Name

Phone #

Parent/Guardian's Name

Phone#

[1] The Code of Student Conduct is available at the main office and online at <https://www.philasd.org/studentrights/wp-content/uploads/sites/67/2020/08/82120-20-21-Code-of-Conduct-8.24.2020.pdf>