

Horatio B. Hackett Elementary School
Student and Parent Handbook
2017-2018

Dear Parents and Guardians,

Welcome to Horatio B. Hackett Elementary School. This handbook contains useful information that will be important to you as your child progresses through Hackett. It is our hope that this handbook will answer many of your questions. However, if you have a concern that deals specifically with your child's needs and progress, you are encouraged to contact your child's teacher.

With your active help and support, we can work as partners in providing our children with the best educational environment possible. Please keep in mind our vision for the learning of all our students:

Hackett's goals

1. At least 50% of students will attend 95% of days or more (Baseline 2016-17: 46%).
2. 100% of teachers will reach the 90% positive points as measured by the monthly Class Dojo Classroom report.
3. At least 75% of Kindergarten, 1st and 2nd grade students will make at least one year's growth, as evidenced by their independent reading level from Q1 to Q4 (Baseline 2016-17: K - 68.6%, 1st - 86.6%, 2nd - 77.8%)

Todd Kimmel
Principal

A MESSAGE TO OUR STUDENTS

Hackett Elementary School is a very special place. We strongly believe that our students can achieve and attain their goals. Please know that we are all here to help you in every way possible so that your dreams can become realities. The first step is that you believe in yourself and know that you are important. You are somebody with a great future. The second step requires effort on your part and ours, and we must have mutual respect and understanding. Always remember, we are here for you and your parents. There is no problem we cannot solve together.

HOME AND SCHOOL NETWORKS

Hackett offers many opportunities for parents and guardians to become involved in our school. Support Hackett and your child by volunteering your time (clearances needed), working with our Home and School Association, Friends of Hackett, School Advisory Council, Scholastic Book Fair or attending our Parent Meetings.

MISSION STATEMENT

The mission of Horatio B. Hackett Elementary School is to recognize that each child is an individual; that each child is creative; that each child is provided the opportunity to succeed. The Hackett community respects the individual needs of children and fosters a caring and creative environment.

MONTHLY COMMUNICATION

A Hackett calendar is given to each student on the first school day of each month to take home to families. Notices/flyers and School Messenger phone calls, text messages, and emails are also sent home announcing special events. Please remind your child about the importance of bringing all notices home and check his/her folder daily. For the most up to date information please join Classroom Dojo, find us on Twitter @SDP_Hackett, and like our Hackett Home & School Facebook page.

VISITOR POLICY

Visitors are welcome at Hackett Elementary. **ALL** visitors must have photo identification to enter Hackett; please follow our Visitor Guidelines prior to visiting:

1. Send a note or call your child's teacher to prearrange a time for an appointment when the teacher is not instructing his/her class.
2. All parents and/or visitors must enter and exit through the York Street entrance of the building and report immediately to the Main Office. You will need to show photo identification and complete the visitor's log.
3. Appointments with the principal can be made by calling the Main Office (215)-400-7470.

Hackett ELEMENTARY SCHOOL POLICIES AND EXPECTATIONS

ACT 26 POLICY

The Pennsylvania General Assembly has enacted legislation (ACT 26), which requires all public schools to take a mandatory course of action in dealing with students who are found to be in possession of weapons.

The law requires the arrest and disciplinary action, of any student found in possession of a weapon on school property, in a school program, or while traveling to or from a school program, including time on public transportation.

The law defines a weapon to include, but not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other tool or implement capable of inflicting serious bodily injury. There is no requirement that the student use or try to use the weapon, and possession for self-protection is not a defense. Parents are asked not to send tools or supplies such as metal or any type of scissors to school with your children. The law requires that violations will become a part of a student's permanent disciplinary record, and will be available to any school in which the student may later enroll. Parents will be required to sign an affidavit prior to enrolling their child in any public school to disclose the existence of any weapons violations or other serious violations. These measures, required by ACT 26, are designed as a safeguard to ensure that 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.

Please be aware of what your child brings to school. Thank you for helping us to maintain a safe school where learning is the top priority.

HOMEWORK AND BOOKS

Our school's homework policy states that each child will have a homework assignment Monday-Thursday. Please check your child's homework book or folder for daily assignments. As part of their homework, children are expected to read for at least 15-30 minutes each evening and complete a math page relating to the lesson learned that day. If your child is not coming home with assignments, call the school for clarification.

BOOK POLICY

On July 12, 1999, the School Board adopted an expanded textbook policy charging that each student be responsible for the proper care of school property, including textbooks, supplies, and equipment entrusted to his/her use. The policy also states that students should return books and school property on time. Students and their parents will be charged for lost and damaged books. Consequences for not returning books/school property may occur.

ELECTRONIC POLICY

Electronic games, radios, cellular phones, iPods, mp3 players, iPhones, digital cameras, lasers, or any other electronic devices are not permitted to be used during school hours. If a student is using the device during school hours, it will be confiscated. Parents are responsible for supervising their child's social media use; if inappropriate social media use impacts the school/learning environment, consequences will be taken in accordance to the Student Code of Conduct. **The school is not**

responsible if a student brings an electronic device to school and the device is lost, stolen or damaged.

First Confiscation

If a staff member sees any electronic device in the building or on school grounds, it will be confiscated. A caregiver must come up to the office between 3:30-3:45 p.m. Monday-Friday to sign for and retrieve the device.

Second Confiscation

If a student has the same electronic device or another device confiscated, it will not be returned until the **last student day in June**.

SCHOOL UNIFORM

It is important that we make a distinction between play clothes and school clothes so that we may maintain a proper working/learning atmosphere at Hackett. When students are neat and clean, they are better prepared to learn. We strongly believe that clothing and appearance make a difference in attitude and behavior.

A uniform policy has been adopted by The School District of Philadelphia, which is mandatory. The Hackett Elementary Uniform policy is listed below:

All students must wear navy blue pants, skirts or jumpers and light blue collared shirts. During cold weather, students may wear a navy blue or white sweater or sweatshirt (preferably no hoodies). NO open-toed shoes are allowed at school. Sneakers must be worn on gym days.

NURSE

If your child complains of a **serious illness** at home, please do not send him or her to school. It is the parent's responsibility to care for the child and to follow through with medical care at home. If your child has a condition which requires special consideration or medication for chronic illnesses such as asthma, diabetes, etc., please notify the nurse. Paperwork must be completed by a physician before medication can be administered in school.

Please do not send any medication into school with your child or hand it to your child's teacher. All medications must be given by the parent to the school nurse.

When possible please do not make routine dental, medical , or appointments for your child during the school day. Please schedule them after school, or in the evenings.

If you have any questions please call the school nurse at 215-400-7470.

HOME ADDRESSES AND TELEPHONE NUMBERS

It is important that the school and the teacher have Emergency Contact Information for each student, so that we can properly care for our children in the event of an emergency. Inform the school secretary and your child's teacher when you change your address or telephone number. It is vitally important that your correct address and phone number are on file in the main office in the event of an emergency that involves your child.

ARRIVAL AND DISMISSAL PROCEDURES

All students enter and exit the building through the schoolyard. Pre-K students will be dropped off and picked up from their classrooms by a guardian at least 18 years of age.

The schoolyard will open for students at 8:20 a.m. Please do not send your child to school prior to 8:20 a.m. as we do not have staff to supervise them in the schoolyard.

All students should line up upon entering the yard. At 8:30 a.m. the teacher will greet the students and enter the building. Students will be dismissed through the yard at 3:09 p.m. **Parents/Guardians in Kindergarten will be pick up students at the Trenton Street door (Gymnasium).** For all students, only those listed on the Emergency Contact form, and who have appropriate ID, will be allowed to pick up the students. Please ensure that all names of those who can pick up the child are listed.

BREAKFAST/LUNCH PROGRAM

At Hackett, all students are provided breakfast and lunch in school. Hackett participates in a Universal breakfast/lunch program which means all children are eligible to receive breakfast and lunch free of charge. **Students are served breakfast as soon as they enter the school building at 8:30 a.m.**

Lunch is provided, however, students are welcome to bring their own lunch. No glass bottles are permitted on school premises; if students are bringing a lunch, it should be a "healthy" lunch. Soda, candy and chips are not considered a "healthy" lunch.

Due to safety concerns and the high rate of food allergies, we will not allow birthday/celebration cakes/food to be served to our students; however, parent in Grades K-1 only may arrange with the teacher to celebrate the child's birthday and bring in non-edible treats or participate in a collaborative game. These celebrations may only occur from 2:40 p.m.-3:00 p.m.

On good weather days, children have recess before or after eating their lunch. During inclement weather, the children remain in the cafeteria until the lunch period ends.

ATTENDANCE/LATENESS

Attendance is vital to your child's academic success. It is important that your child Time lost is very difficult to make up. Every minute of every day counts.

Per SDP policy, please note that doctor's appointments are not excused absences.

If you child is absent, you are required to submit a written note within three school days of the child's return. Failure to do so will result in the absence being coded "unexcused or illegal."

After three unexcused/illegal absences, you will receive a C-31, which is a legal document stating your child's absences and an RtII Plan will be initiated on your child. Students with excessive excused absences and latenesses will also have an MTSS/RtII Plan initiated.

The School District of Philadelphia Attendance Policy:

"The Attendance Policy: After nine (9) cumulative absences for illness for which a parent writes an excuse note, the 10th absence for illness must be accompanied by a physician's note. In addition, if a student arrives after 10 AM or leaves before 1 PM without a valid excuse note, the student will be marked in the School Computer Network as half a day unexcused. Two half days will add up to one full day in the School Computer Network."

Keep in mind, again, that the excuse note must be turned into the classroom teacher within three days of the absence; otherwise it will be considered "unexcused or illegal."

Late arrival interferes with school and class procedures. **Students are considered late if they are not with their lines in the schoolyard upon entering the building.** Students are expected to arrive at school on time and enter the building with their class. Once the classes have entered the building, students must enter the main door on York Street to receive a late pass. *Children's acceptance to future schools is often contingent on their attendance, punctuality, and school performance. Furthermore, excessive absences and tardiness negatively impacts our school wide data and progress.*

EMERGENCY DISMISSAL

We urge you to limit early dismissals to extreme emergencies. It is disruptive and interferes with your child's learning and that of their peers. Whenever it becomes necessary to excuse a child during the school day, a parent or responsible adult (on the emergency contact list/with photo ID) must come to the Main Office for the child. For safety reasons, children cannot be excused alone. This is a firm policy of the School District.

We will not honor any early dismissal after 2:30 p.m. Any student with an early dismissal/lateness will not be eligible for Perfect Attendance recognition, incentives and rewards.

INCLEMENT WEATHER

In rainy, snowy or cold weather (below 32 degrees) K-5 students will enter through the schoolyard doors at 8:20 a.m. and be seated in the gym. Grades K-3 will report directly to their classrooms for breakfast. Grades 4-5 will report directly to the lunchroom for breakfast. For safety reasons, we ask that parents and guardians drop off their children at the external door; children will be escorted to their inclement weather pick-up location by staff members. **Do not send children to school earlier than 8:20 a.m. during inclement weather.** Check the School District of Philadelphia's homepage, listen to (KYW/1060 AM) radio or television news broadcasts concerning "All Philadelphia Public Schools" when there are severe weather conditions, which may necessitate a delayed opening or closing of schools. In the event of an early closing of schools, we must know where your child can go if you are not home. Once sent home, please complete and return the Emergency Contact Form to your child's teacher. It is very important that all phone numbers you submit are in working order. If it appears that school might be dismissed early, parents should listen to the radio. There should be an emergency plan for your children in extreme weather conditions.

EMERGENCIES

Messages from home cannot be relayed to children nor items delivered to children during school hours. Such actions interrupt your child's learning and that of their peers. Messages will only be taken in a real emergency and then only when serious enough to be delivered to the child by the principal.

PERSONAL PROPERTY

The School is not responsible for personal property that is brought to school:

- Bats and balls, basketballs, jump ropes, footballs, and other toys should not be brought to school.
- Please do not bring large amounts of money to school.
- Excessive jewelry and makeup should not be worn to school.

SCHOOL RULES AND DISCIPLINE CODE

We know that parents want to be informed about their child's behavior. We also know that by working together, we can improve school citizenship. Accordingly, we pledge to do our best to keep you well informed. Please connect with your child's teacher(s) on ClassDojo. Below, you will find Hackett's School Wide Behavior Expectations for your reference.

Hackett's School Wide Behavior Expectations are as follows:

As a member of the Hackett community, our students are committing themselves to:

- Respect self;
- Respect ALL members of the Hackett community;
- Respect the school building and all community property;
- Put away all electronic devices during school;
- Cooperate and follow ALL assembly, classroom, and school procedures;
- Complete ALL homework and classwork on-time;
- Complete ALL assignments with academic honesty and integrity;
- Walk at all times;
- Use an inside voice;
- Keep school community clean at all times;
- Attend school daily and arrive on-time;
- Inappropriate or foul language is not permitted;
- Dress in proper uniform attire everyday;
- Please refer to the Power of 3 at all times.

Lapses in any of these areas will be dealt with through the discipline system. Gross or repeated conduct unbecoming of a Hackett student is grounds for disciplinary review.

