

The School District of Philadelphia

Kennedy Crossan Academics Plus

7350 Bingham Street
Philadelphia, PA 19111
215-400-3160 (Phone)
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Dr. Bright, Principal

Family and Student Handbook Academic Year 2019-2020

Vision

from good to GREAT!

.

Crossan Core Values

Commitment, Community, Child-Centered

Crossan PBIS Expectations

Be Responsible

Be Respectful

Be Safe

WHO ARE WE?

WE ARE CROSSAN!

August 26, 2019

Dear Parents and Caregivers:

Welcome Back! I hope that you and your child(ren) had an enjoyable summer. I am writing to make you aware of some changes for the 2019-2020 school year. First and foremost, students are to report back to school on Tuesday, September 3, 2019 to begin the 2019-2020 school year. School will begin after Labor Day and the last day of the school year will be June 12, 2020.

Next year, the goal is that all students attend school 95% of the time, which means that students should not miss more than 8 days of school. We will continue to recognize and award students that attend 95% of school days monthly and classes will continue to compete for the attendance trophy. The academic program will remain the same with a few additions:

- Physical education will be offered 5 days a week by our new Physical Education teacher Mr. Netterville.
- Science will now be offered in the portable and we have renamed the space Science and Agricultural Lab.
- Mathematics will now be offered in the morning to increase math achievement outcomes.
- Positive Behavior Incentive System (PBIS), attached to a school currency and school store, will be put into place to acknowledge students that follow school expectations.
- Ballroom Dancing in the Spring for 5th grade students.
- There will be additional school events to incorporate parents and community into the school's culture.
- Parent Coffees will be held the first Wednesday of each month as an opportunity for parents to meet with the Principal.

These are just a few program adjustments that will be in effect for next year. If you have any questions or concerns regarding any information in this letter, please feel free to reach out to Dr. Bright at 215-400-3160 or kdasilva@philasd.org.

Sincerely,

Dr. Bright, Principal

2019-2020 Academic Calendar

Date	Activity
August 26	First Day for Staff
August 26 – 29	District-wide Professional Development
August 26 – 29	Kindergarten Parent/'Teacher Interviews
August 30	Reorganization
September 2	Labor Day Schools Closed
September 3	First Day for Grades K-12
September 27	Full-Day Professional Development
September 30	Rosh Hashanah Schools Closed
October 9, 2019	Yom Kippur Schools Closed
October 22 – 24	Interim Reports
October 25	PD Half Day 3-Hour Early Dismissal
November 5	Election Day Schools Closed
November 11	Veterans' Day Schools Closed
November 15	PD Half Day 3-Hour Early Dismissal
November 20 – 22	Report card conferences
November 28 – 29	Thanksgiving Break– Schools Closed
December 17 – 19	Interim Reports
December 23	Full PD Day
December 24	Winter Recess Schools Closed

December 25	Winter Recess Schools Closed
December 26 – 30	Winter Recess Schools Closed
December 31	Winter Recess Schools Closed
January 1	New Year's Day Schools Closed
January 20	Dr. Martin Luther King Day Schools Closed
January 24	PD Half Day 3-Hour Early Dismissal
February 5 – 7	Report Card Conferences
February 17	Presidents' Day Schools Closed
February 28	PD Half Day 3-Hour Early Dismissal
March 10 – 12	Interim Reports
April 6 - 9	Spring Recess Schools Closed
April 10	Good Friday Schools Closed
April 15 – 17	Report Card Conferences
April 24	PD 3-Hour Early Dismissal
April 28	Election Day Schools Closed
May 13 – 15	Interim Reports
May 22	PD Half Day 3-Hour Early Dismissal
May 25	Memorial Day/ Eid-al-Fitr Schools Closed
June 10 – 12	Graduation Window
June 12	Last Day for Students
June 15	Last Day for Staff- Full-Day PD

School Hours

The instructional day begins promptly at 8:30 am and ends at 3:09 pm. It is school policy that parents who drop their children to school prior to 8:30 am provide supervision until 8:30 am.

Breakfast Hours and Lunch Program

Breakfast is served for students in grades 1-5 from 8:05-8:20 am in the cafeteria. Breakfast will not be served to any student in the above mentioned grades after 8:20 am to avoid lateness. Kindergarten will eat breakfast from 8:30-8:45AM. Those students interested in having breakfast must use the entrance from the school yard. There will be a staff person to walk students to and from the school yard.

There are three forty-five minute lunch periods, which includes 20-minute organized recess. Students are expected to follow rules and demonstrate responsibility, respect, and safety for each other and for the adults in charge during the lunch and recess period. As per the Crossan Way, students are responsible for eating lunch and cleaning up their areas when they are done.

Morning Entry

Students are to line up with their class in the school yard. On rainy days, students will be directed to the auditorium and Kindergarten students to the cafeteria. Upon entry, students have to tuck in their shirts. On some days, incentives will be announced in the school yard, so it is important that students are in their lines by 8:30 am.

Student Drop Off

Parents are not allowed to double park on Bleigh and release students to cross the street to enter the school yard. **THIS IS DANGEROUS!!** Pull up to the curb on Bingham, Bleigh, or Palmetto Streets and let your children out. Please be mindful that there may be other parents wanting to drop off their children, so as soon as your child enters the gate, you may leave to provide space for other parents to pull up to the curb.

Absences

Being in school each day is important for students academically and socially. Students only learn when they are in school. In the case your child needs to be absent, a note to the teacher explaining the absence is required in order for the child to be excused. Excused absences do not mean that the absence did not occur; it just means that the child had a reason for not being in school and the reason will be coded respectively. If your child does not submit a note, then the absence will be marked as unexcused on his/her report card. It is important to contact the teacher to find out what class work or homework has been missed. Two absences will result in a phone call to the home. **Parents of Kindergarten students: please know that once students are enrolled in school that attendance is mandatory. Important skills and social processes are learned in kindergarten that set the student up for success for first grade. The more a child is absent, the more likely the child will not learn skills to meet annual reading and math goals which are a consideration for promotion.**

Absence Policy

Every morning and afternoon, attendance is to be taken by every teacher. The goal is that all students attend school 95% of the time. When students are in school, it gives them the opportunity to earn PBIS Bucks (Be Bucks), so that they can purchase a prize item from our school store. When they are not in school, they are not learning and they are not earning. The School District of Philadelphia has put in place a Truancy Process, which is a response to student absenteeism. Crossan personnel are to enact the following when your child is absent:

Number of Absences	Action to be taken	Person Responsible	How
1 Unexcused Absence	Phone Call	Teacher	Telephone and document the call.
3 Unexcused Absences (Truant)	Third day illegal notice (C-31) in SIS	Counselor	Through Attendance Reports in SIS-Select 3rd day Absence Notice to be sent to the home
6-10 Unexcused Absences (Habitually Truant)	SAIP Conference	Attendance Coach and Counselor	Student attendance improvement plan to identify barriers. Use attendance meeting protocol.
10+ Unexcused Absences (Chronically Truant)	Truancy Referral	Counselor, Principal and Attendance Coach	Submit truancy referral at truancyreferrals@philasd.org

The only absences that are excusable by the principal are:

1. Medical emergency or sickness (supported with official documentation)
2. Required court appearance (supported with official documentation)
3. Death of an immediate family member
4. Quarantine (supported with official documentation)
5. Recovery from an accident (supported with official documentation)

Lateness Policy

We are a neighborhood school and our enrollment is based on students that live in our school catchment area. Our school day begins promptly at 8:30 am in the school yard for morning announcements. At the close of announcements, teachers will walk students into the school building, and the gate will be closed by 8:35 am. Students that arrive after 8:35 am must enter through the front of the building. When a student is late 3 times, a phone call to the parent will be made by the Principal to discuss the reason for latenesses. Excessive lateness (3 or more times a week) will result in a parent meeting with the Principal.

School Uniform Policy

Uniforms are mandatory! The Crossan uniform consists of the following:

- **Blue skirt (Girls)**
- **Blue khaki pants with a belt (Boys and Girls)**
- **Dark blue golf shirt (collar with 2-3 buttons)**
- **Crossan Gym Pants (\$10.00)**
- **Crossan T-shirt (\$5.00)**
- **All black sneakers/shoes**
- **Dark colored socks**

A phone call will be issued to parents if the student arrives out of uniform. Students will be required to report to the office to receive an in-house uniform if they are out of uniform. At the close of the day, the uniform is returned to the school for washing and reuse. For parents that object to this measure, parents will be required to bring a shirt and pants to the student in order for the child to participate in school activities. A student that is out of uniform two or more consecutive days, will be given a parent conference letter.

Dress Down Days

The District has a mandatory uniform policy. All students **MUST** be in uniform all days including the last week of school unless the school grants permission for a special occasion or event. Please check the monthly calendar for notification of Dress Down Days.

Parental Visitation

Parents are encouraged to visit and contribute to our learning community whenever they can. There are some guidelines for school visitation. If you are interested in discussing matters with your child's teacher, or other staff member, either contact the main office at 215-400-3160 to make an appointment or send a note/email to your child's teacher requesting a time for an appointment. **Parents are not allowed to enter into any classroom at anytime without FBI, police, and childline clearances**, so make sure that your clearances are on file in the office to serve as a chaperone or to enter the classroom space. Parent volunteers can obtain clearances for free from the FACE OFFICE's website.

Cell Phones

As a measure to protect cell phones from theft and social media related issues, cell phones are not allowed into the building. **If a phone is seen or heard, it will be taken from the student. The phone will be returned to the parent only.** The school is not responsible for any theft of personal property including the above as well as textbooks, school supplies, and clothing. In addition, the administrative team reserves the right to check cell phones when there are instances of cyberbullying through instagram, facebook, etc. Any student found to be bullying a student through this medium will be suspended for 2 days, no exceptions.

Community Building

Morning Meeting begins at 8:45 am. Morning meeting is a time for the teacher to set the agenda for the day and set a goal for students. It is also a time for teachers to build relationships with students and discuss issues

that may be a threat to the classroom community. Students and teachers discuss PBIS expectations to redirect student responses to situations. Students at this time will count their Be Bucks from the previous day.

School Store

This year we will continue our school store that is attached to our positive behavior program. Students will be allowed to purchase snacks every Friday during their lunch period. We will sell chips and other small snacks for purchase. Students will also be allowed to make purchases during the lunch period ONLY. Items for purchase will range from \$.25-\$1.00. Monies collected will be used to enliven our learning community by bringing programs and services into the building that enhance our students' and parents' learning experience. We advise that students refrain from bringing more than \$2.00 per day to avoid loss and/or theft. For students in grades K-2, please send money in an envelope with the amount on the envelope, so if the child loses the envelope, we know to whom it belongs. In addition, we will use the student store to support our PBIS expectation. Students will accrue Be Bucks daily and either at the end of the week, or the end of the month, students can use their BeBucks to win items or purchase items from the school store.

Inclement Weather

On rainy, snowy, or very cold days, parents are advised to send their children to school at the regular admission time. In case of severe weather conditions, which may necessitate the closing of schools, please check our Instagram (@Crossan_School) page. Also, listen to the radio, or television alerts concerning "All Philadelphia Public Schools." In the event of an early closing of schools, we must know who will be picking up your child if you are not home. An emergency contact form will be sent home at the beginning of each year. **It is VITAL that all contact information be kept current.**

Snow Hotline: 215-400-INFO (4636)

This hotline will provide regular updates on the status of school and office closures, and is a very efficient way, in partnership with the District's Website, to check the status of closures. The Snow Hotline can be reached at 215-400-INFO (4636).

Dismissal

All students are dismissed in the school yard despite the weather. Parents are to wait in the parent area. Walkers will be dismissed through the gate located on Bleigh. Students that get picked up by day care will be dropped to their box. Students that are waiting for a sibling will be dropped off to their box. Students that are not picked up by 3:15 will be walked around to the front of the school. Staff will wait 2-3 minutes for late parents. Students not picked up at this point will be taken inside to call parents. Students that are picked up must be picked up by a person named on the emergency contact and students must sit in the office until their pickup arrives. In addition, the parent must have identification to pick up the child.

Request For Early Dismissal Of Students

Requests by parents for an early dismissal during school hours may be made in case of emergency. Routine dental and medical appointments should be made after school hours. Please send your early dismissal requests in writing to the school office, and plan to have an adult meet your child in the school office. **Parent or person picking up the student must sign the student out in the early dismissal sign-out book and**

show ID. Only persons listed on the emergency contact form will be allowed to take the student from the school. Students will not be dismissed after 2:30 pm.

Emergencies

Each year the school distributes a Parent Emergency Contact Card, which indicates where parents and emergency contacts can be reached in case of an emergency. It is very important that the school has this information in case of a fire, lockdown or evacuation. Teachers will contact you via Remind.com or via phone. Please make sure that your phone number is up to date when there are number changes. **If there is a change in emergency numbers, the school office must be notified.**

School Notices

Our only way to contact all of our parents is through Remind.com or via telephone. In addition, important information such as: School Calendar, important events, dress down notices, etc., goes home with the student via Tuesday Folder. Please make sure that your child's folder is checked every Tuesday.

Pupil Progress Reports

The reporting system for pupils provides for an individual conference with your child's teacher. Students will be dismissed early for report card conference days. If you want to speak to your child's teacher at any other time, please return the appointment sheet to the school that identifies the day and time of your desired conference.

Student Promotion

A pupil may only be required to repeat kindergarten in accordance with the School Code. However, retention is permitted only if the parent or guardian, the teacher, the principal, and the Assistant Superintendent agree that retention is in the best interest of the child. Students in grades 1 and 2 must pass reading and math. For students in grades 3 through 5, students must pass reading, math and science to be promoted.

Code of Conduct

Under most circumstances when students fail to observe our school wide expectations and core values, parents will be notified. Students will be taken through the restorative process, so that they can identify what they did wrong and be able to identify and implement appropriate solutions to their problems. The revised SDP Code of Conduct will be placed onto our webpage. Please read through this document carefully. When students violate the code of conduct the following privileges may be taken away:

- Dress down days
- PBIS-Incentive-Based activities
- Special school activities and assemblies
- Holiday celebrations
- Non-use of the school store

Some consequences may also include:

- Teacher consequence
- In-house Restorative Room
- Community Service
- Parent phone call and/or parent meeting

- Suspension for Code of Conduct Violations

The School District's Code of Student Conduct ensures appropriate behavior by all students at all times. Each family will receive a copy of the Code of Student Conduct. Please review this code with your child and help us enforce all rules.

Act 26

The Pennsylvania General Assembly has enacted legislation (Act 26) that 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 expulsion, for at least one year 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 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 encouraged not to send tools or supplies such as metal or pointed scissors to school with your children unless you receive a written request from the teacher. The law requires that violations become 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 children 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 that fosters learning, and strongly discourages potential acts of violence.

Homework

Homework is given to reinforce or strengthen skills taught, as an extension of classroom learning. Projects are never given the night before they are due. Students are expected to read and complete homework for a minimum of 30 minutes each night. Students are expected to complete all homework assignments. Parents or guardians should review each assignment to ensure completion. Homework is assigned at least 4 nights per week.

School Trips

The teachers arrange class trips. Prior to going on any trip, the parent/guardian must sign a consent form allowing his/her child to participate. Telephone calls to the teacher are NOT acceptable consent. **No child will be permitted to attend a class trip without a signed permission slip.** Please send all money for the trip in a sealed envelope with your child's name, room number, and teacher's name on it. Parents are encouraged to participate as chaperones. All parents wishing to chaperone must provide the school with their clearances prior to attending the trip.

Parental Concerns

Any suggestions or concerns are greatly appreciated. Please feel free to call the school at 215-400-3160 and ask to speak to the Principal.