Parent and Student Handbook
2017-2018
“Preparing World-Class Students”

WELCOME!
“It is easier to build strong children than it is to repair broken adults.”
School Information

School: Avery D. Harrington
Address: 5300 Baltimore Ave.
Telephone: 215-400-7920
Fax: 215 400-7921
Website: http://webgui.phila.k12.pa.us/schools/h/harrington
Principal: Joe Dixon
Assistant Principal: Genene Rhodes
Secretary: Pamela Bain
School Motto: Preparing World-Class Students
Grades: K-8

Avery D. Harrington
Parent Support Contact List

School Climate Manager: Tonya Claxton
Discipline, Suspensions, School Functions

Nurse: Marie Gourdet
All Health Needs, Shot Records, Health Service Forms

School Officer: TBD
Serious Incidents

Counselor: Katherine Lyles Ndovie
High School Selection, Attendance, Student Records

Special Education Liaison: TBD

Secretary: Pamela Bain
Registration, Update Student Information
A MESSAGE FROM THE ADMINISTRATIVE TEAM

Dear Parents/Guardians:
It is a great pleasure to welcome you to the 2017-2018 school year! I hope that the summer months have provided you with some rest, relaxation, and an opportunity to rejuvenate. Now that the summer is quickly coming to a close, we are ready for the start of a fantastic new school year.

We still have great work to do as we strive to make Avery D. Harrington Elementary a high performing institution of learning for all students by offering world-class educational opportunities. Additionally, we want the students to embrace the philosophy that “Life doesn’t require that we be the best-only that we try our best.”

As we continue to improve the instructional program at Harrington Elementary, we hold firm that high achievement for all children is our primary goal. We are very pleased to have you and your child as part of the Harrington family. We look forward to meeting you at our Back to School Night on Thursday, September 11th, 2017 from 5:00-7:00 p.m.

Let us work together for a successful academic school year because it truly takes a collective effort.

Yours in Education,
Avery D. Harrington
Administrative Team
Our Vision

The shared vision of the Avery D. Harrington School family focuses on interpersonal relationships and the growth and development of students, their families, and our staff. It is through working together in small learning communities that we meet the challenge of offering our children a quality education. This includes developing a positive and creative approach among the students, parents, and staff to resolve problems, to have high expectations, and to be affirming and supportive of each other. Our mission is to address all priorities of the Children Achieving Agenda in order to better prepare our students to be respectful, confident, cooperative, and literate lifelong learners.

Our Mission

To focus on interpersonal relationships and the growth and development of students, their families, and our staff.

School Year Calendar: 2017 – 2018

*Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication.*

The following is the calendar for all schools and Pre-Kindergarten Programs for the 2017 – 2018 school year:

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<td>Graduation Window</td>
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<td>June 12, 2018</td>
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<td>June 13, 2018</td>
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SCHOOL HOURS
School begins at 8:30 A.M. and dismisses at 3:09 P.M. every day. Parents will be notified of any early dismissals.

PLEASE NOTE: Students are not permitted to enter the building until 8:30 unless under the supervision of a staff member. Additionally, for the safety of your child, please refrain from dropping your child off without proper supervision.

ADMISSION
Admission for students is as follows:

Kindergarten - 2nd grade  Playground entrance
3rd - 8th grade  Main entrance (Front door)

Note:
• 3rd - 8th grade boys enter through main entrance, then through the door on the left.
• 3rd - 8th grade girls enter through the main entrance, then through the door on the right.
Once on school grounds, students are not permitted to leave for any reason. This includes students who are either bussed, travel by SEPTA or are dropped off by parents. When dropping off students they must be escorted to the main office. **Students cannot be dropped off in the hallway or in inside the foyer.**

To avoid congestion, students are permitted to play in the schoolyard until the sound of the first bell, which is the time to stop all activity, walk around to the front door and line up for entrance into the building. Students must form a line outside their designated door before entering the building. Staff outside will monitor students entering the building. K-2 teachers will meet their students in the designated area inside of their entry door. Grade 3-8 teachers will meet the students at their classroom door. Students must walk quietly and in an orderly manner to assigned classrooms and areas.

Students should arrive to school by 8:30 a.m. prepared and ready to learn. If circumstances arise that cause your child to leave home late in the morning, it would be advisable to escort your child to school; this is for your child's safety.

**DISMISSAL**

- Kindergarten: Auditorium
- 1st – 2nd grade: Playground entrance
- 3rd – 8th grade: Main entrance (Front door)

Students are required to remain in line and follow the directives of staff. If you will be late picking up your child, you are advised to notify the office as soon as possible. All parents/caregivers are strongly encouraged to pick up their children on time.

**ATTENDANCE**

The policy of the School District requires that school-aged students enrolled in the schools of this District attend school regularly, on time, and for the entire school day in accordance with the laws of the State of Pennsylvania. In order for students to be academically successful they must be in attendance every day.

If a student is ill and cannot attend school a note signed by the parent/caregiver must be brought to school after an absence. Please indicate the dates and reasons for the absence. **Absences will be coded “unexcused” if a note is not provided** by the parent or caregiver. Absences for vacations, waking up late, and illnesses or appointments of a sibling will be considered unexcused. When a pupil is absent for three days due to illness, a written doctor's note documenting the medical necessity for the absence must be brought to school and given to the home based teacher. Please notify the school if a pupil is to be absent for several days.

Every effort should be made to make up work missed as a result of illness or other excused absence. Furthermore, students are responsible for making up work that is
missed as a result of suspension or any other disciplinary actions. Work missed because of absence, including suspension, will lower academic marks.

Three or more unexcused absences will begin the truancy process. At that time, court proceedings may begin.

LATENESS
Lateness to school causes a disruption to the class learning and the learning environment. Therefore, it is imperative for students to arrive to school by 8:30 a.m. Students arriving in the building late will be required to sit in the auditorium and wait to receive a late note. All late notes must be given to the homeroom teacher. After three (3) instances of lateness, parents will be notified. Chronic lateness, five (5) or more within a month, will warrant a parent/caregiver meeting with school personnel. Parents will be notified either by letter or by telephone of the date, time and place of the meeting.

PERSONAL TELEPHONE CALLS TO STUDENTS

Telephoning the main office to relay messages to students should be on an emergency basis only. Additionally, please do not contact your child via his/her cell phone because cell phone use is prohibited and the phone will be confiscated. Please make all necessary arrangements with your child prior to leaving for school each morning.

EARLY DISMISSAL FROM SCHOOL
No pupil is permitted to leave the building during school hours unauthorized or without a parent/guardian. However, if an early dismissal is necessary, please adhere to the following:

- The parent/guardian must report to the main office in person and be prepared to show current government issued identification.
- The parent/guardian must be listed as a contact or an emergency contact on the student information sheet.
- NO STUDENT will be dismissed in the company of an adult who fails to show proper identification or is not on the contact information.
- NO STUDENT will be permitted to leave the school premises with a young adult (under 18 years of age).

An early dismissal on a regular basis is disruptive to the educational program and may lead to truancy and/or failure. All doctor's visits should be planned before or after regular school hours.
EARLY DISMISSAL WILL NOT BE GRANTED AFTER 2:30 P.M.
This is too close to dismissal time.

FOOD SERVICES FOR STUDENTS
BREAKFAST PROGRAM
The Division of Food Services is proud to be a part of the education process. National statistics confirm that eating a full breakfast contributes to greater alertness, fewer absences and higher energy levels. According to the National School Lunch Program, breakfast contributes to one fourth of the Recommended Daily Allowances and lunch contributes one third of the Recommended Daily Allowances. The Division of Food Services believes that by participating in the school meal program, students are better prepared to learn. Breakfast, which starts at 8:30 a.m. and ends at 8:45 a.m., is served each day in the classroom and is available to all students. Students arriving after 8:40 a.m. will not be able to participate in the program that day. Parents, please be reminded that students are not allowed to bring breakfast food or snacks from home or the local store and eat it in the classroom. The only breakfast food that will be eaten is the food provided from the lunchroom. All other food will be confiscated.

LUNCH PROGRAM
Harrington cafeteria is located on the first floor and all students are eligible for free lunch too. Specific tables will be assigned at lunch and students are to remain seated until their table is called. When called that table will get their food and return to their table. All students are to:

• Pass through the cafeteria in a safe and orderly manner.
• Deposit all lunch litter in wastebaskets.
• Leave the table and floor in your area clean.
• No food may be taken from the cafeteria.
• Follow all directions given by adults.

Students who wish to bring lunches from home may do so, but students are not allowed to share any food. No glass containers or soda bottles are permitted on school grounds. All food and beverage items are restricted to the cafeteria area during your lunch period. Behavior and the climate of the lunchroom is monitored by Harrington Staff.
If your child has medically necessary dietary concerns, please notify the school’s nurse.

FIRE DRILL REGULATIONS
The ability to conduct a safe and expeditious evacuation of the school building is essential to the preservation of the health and welfare of
the school community. Fire drills are conducted in an effort to condition us to respond to emergency circumstances in a predetermined and orderly manner. It is imperative that staff and students understand and follow all fire drill procedures:

**Fire Drill Signals**
An intermittent ringing of the fire gong signals the beginning of the fire drill. One extended ring of the bell is the signal to return to the building.

**Fire Drill Organization**
Each classroom has a fire exit sign which describes the route to follow in leaving the building and the route to follow when returning. If no sign is posted, the nearest stairwell should be used.

**Principles of Order during Fire Drill**
- Every student must leave the building during a fire drill.
- All students must be accounted for during and after the drill.
  Teachers must remain with their classes for the duration of the fire drill.
- Students are not permitted in the street or off the school grounds unless told otherwise.
- Students must be quiet during fire drills and listen to all staff directions.
- Teachers who are not conducting classes at the time of the fire drill and other staff members are to exit the building. Staff members should:
  - Assist in directing students to their assigned positions.
  - Help establish and maintain orderly movement.
  - Assist in the orderly return to the building at the conclusion of the fire drill.

**PARENT VISITATION**
Parents are the unsung heroes of every person that has ever done anything great. Think about the people that you most admire in your life. Do you attribute any of their greatness to the people that raised them? Often, we do not even think about the fact that they were most likely the two people who were most influential in molding their child. Parents/caregivers are encouraged to visit Harrington School and are always welcome. However, to maintain a safe and orderly environment for our students, visitors are asked to do the following:
- Contact your child’s teacher requesting an appointment or upon arriving to the school go to the main office and request permission to sit in your child’s class.
- Must have government issued identification.
- Must sign in at the front and obtain a visitor’s pass from the main office.
- Appointments with the principal and any other staff member can be made by calling the school office at 215 400-7920.
PARENTS AS VOLUNTEERS
The presence of volunteers is an important part of the operation of Harrington School. Volunteers are used in the following areas:

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If you wish to volunteer time in one or more areas, please contact our secretary. All volunteers must complete a background check.

GRADING SYSTEM
Grades are issued four times during the school year and averaged for a final grade in June. Student’s grades are based upon student classroom performance, tests, demonstrations, projects, homework and exhibitions related to the curriculum. We will continue to emphasize content standards, performance standards, student exhibitions, problem solving and critical thinking in all curricular areas.

Grading Scale:

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<th>Averages:</th>
<th>General Assignments:</th>
<th>Assignment Scale:</th>
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<td>A</td>
<td>90-100</td>
<td>• Tests and Projects</td>
<td>50% of Grade</td>
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<td>B</td>
<td>80-89</td>
<td>• Quizzes</td>
<td>25 % of Grade</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>• Classwork</td>
<td>15% of Grade</td>
</tr>
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<td>D</td>
<td>65-69</td>
<td>• Homework</td>
<td>10% of Grade</td>
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<td>F</td>
<td>60-64</td>
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Interim Reports
Interim reports will be issued every six weeks. This report will inform parents of students who are in danger of failing, performing successfully, misbehaving and/or having attendance/lateness problems. Interim reports will be given to the students to take home. If a conference is needed, please contact the home teacher. The home teacher will have a copy.

HOMEWORK (M, T, W, Th and Fri)
Meaningful homework is assigned to help students become more self-reliant and to improve the skills that have been taught throughout the day or enhance a pre-requisite skill. Homework will be assigned five days a week. Students will also be assigned short-term and long-term projects. Homework must be returned when it is due. Length and difficulty of assignments are expected to increase with grade level.
Homework is a regular part of school, and you can help your child do well. Teachers give homework for many good reasons: to practice and review class lessons, to get students ready for the next lesson, to teach them how to work on their own and to teach them to use resources. As a parent, you can help your child learn at home in the following ways:

- Have your child record all homework and assignments on his/her notebook.
- Set up a regular time and a quiet place for your child to work.
- Try to make it away from distractions such as television, radio and other loud noises.
- Have your child get all of the materials needed for homework-pens, pencils, erasers, calculator, paper, books, and highlighters-all in one spot instead of searching for things.
- Check your child’s work for neatness and completion. The quality of achievement is related to being well prepared for school.
- If your child is having trouble with homework, talk to each teacher about the homework. The school may be able to offer tutoring or extra help.

HOMEWORK WHEN ABSENT
When your child is absent from school for more than one day, please telephone the teacher to arrange for homework and classroom assignments to be sent home. Homework assignments can be picked up in the office at the end of the school day or sent home with another child, if requested.

SCHOOL NOTICES
The timeliest method for communicating with all of our parents is through notices sent home with students. Please impress upon your child the importance of taking ALL notices home. Ask your child everyday if he/she has anything from the teacher. A good idea would be to check the book bags of younger children.

INCLEMENT WEATHER
In rainy or snowy weather, school doors will be open at 8:20 a.m. and students must go to their designated area. The areas are:

- Grades 3-8 Auditorium, Designated supervisors: Assistant Principal, Climate Manager
- Grade K-2 Lunchroom, Designated supervisor: Education Works Staff

Supervision will be provided until 8:30 and students will be dismissed to their classrooms.
EMERGENCY CONTACTS
Emergency contact cards are mailed home at the beginning of the school year. These forms are a source of emergency information. It is important to keep these records up to date. If there is a change in your address, telephone number or emergency contact person, please send a note with the new information to the teacher. This information is necessary, should the school need to notify the home in emergencies involving the student or when emergency closing of school occurs.

DRESS CODE
All students must be in a Harrington Uniform every day. The uniform is:
Kindergarten to Eighth Grade
• white collar shirt
• navy blue pants, skirt or jumper
• black sneakers, shoes

ALL GRADES:
Pants must be belted at the waist
Shorts should be no more than 2 inches above the knees
The following items are prohibited:
• jeans (even under skirts)
• sneaker skates,
• oversized clothes,
• hats/scarves/shower caps
• HOODIES
• logos
• flip flops/ backless shoes/high heels are not permitted for reasons of safety
• Make-up/lip gloss

ATTIRE AND GROOMING REGULATIONS
The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and style that is appropriate for a school day.
Inappropriate clothing includes the following:
• Clothing that is excessively revealing such as miniskirts, short shorts, tank tops, loose fitting and low cut halter tops, mesh shirts, or shirts that expose the midriff
• Hats, caps, or sunglasses, scarves, etc. unless pre-approved by the principal
• Large hoops and dangling earrings (hoop earrings the size of a quarter are acceptable for school).
• Include - scarves, hats, bonnets (exception - religious garb).
ELECTRONIC DEVICES

In the Student Code of Conduct it clearly states that the School District prohibits the possession and use of electronic devices (Cell phones, IPODS, MP3 Players) on school grounds, at school-sponsored activities, and on buses or other vehicles provided by the School District. In adherence of the Student Code Conduct, electronic devices if visible or in use will be confiscated by any staff member at Harrington. The return policy is listed below:

1st offense – item is returned to student (if student complies with teacher’s request)
2nd offense – item is returned to parent (if student complies with teacher’s request)
3rd offense – item returned after 30 school days (if student complies with teacher’s request)
4th offense – Chronic cell phone misuse will result in the confiscation of the phone and it will not be returned until the end of the year. Exceptions will be made by Administration.

EDUCATIONAL FIELD TRIPS

Properly supervised and planned educational field trips serve as an enhancement to our instructional program. A signed permission form from a parent or caregiver is required for all field trips. Students are permitted to leave the building for field trips at the discretion of the teacher/principal. Students are required to wear the school uniform for all educational trips.

TEXTBOOKS

In order to assure that all students are receiving the same high-quality instruction, the District has mandated that the same textbooks and materials be used in all schools for Reading/English, Mathematics, science, and Social Science. If students must move to a new school during the course of a school year, parents can feel certain that learning will not be interrupted, since all schools will be using the same books and the Core Curriculum for the major subjects.

Students are responsible for the care, maintenance and timely return of all textbooks. All students and parents are required to sign a compact acknowledging their responsibility for the care and prompt return of textbooks provided to them by the school.

Students and/or parents will be assessed penalties for lost or damaged textbooks. Imposition of one or more of the following penalties is permitted: a charge for replacement for the textbook; requiring the student to perform a prescribed number of hours of school service; withholding of a report card; and/or loss of privileges such as participation in sports or other extracurricular activities, proms and other special
events or graduation-related activities. A lost book policy will be given to each student in September.

LOST AND FOUND
A basket located inside of the cafeteria serves as a depository for lost and found articles. Students may check for lost items while in the cafeteria. School district personnel are not responsible for lost or stolen toys, money or jewelry or any other items brought from home to school. These items should not be brought to school.

DISCIPLINE
Each staff member at Harrington Elementary School accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome social interaction. Student behavior must conform to acceptable standards of conduct as established by the Student Code of Conduct. The staff requests parental support in helping to maintain appropriate conduct in school. Positive student behavior reflects self-respect/self-control and consideration for the rights, feelings and property of others.

Harrington Elementary Behavioral Expectations

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<th>I am respectful.</th>
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<th>Cafeteria</th>
<th>Outside</th>
<th>Resource Areas</th>
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<td>• Appropriate voice level, tone, and language.</td>
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### I am responsible.
- Follow directions.
- Accept consequences without complaining.
- Remain in assigned area.
- Find peaceful and positive ways to solve problems.
- Avoid dangerous / unsafe situations.
- Complete all assignments in timely fashion.
- Follow directions.
- Accept consequences without complaining.
- Remain in assigned area.
- Find peaceful and positive ways to solve problems.
- Avoid dangerous / unsafe situations.
- Keep area neat and clean.
- Wear school uniform.
- Have necessary materials.
- Put forth best effort.
- Quiet and orderly.

### I am ready.
- Follow directions.
- Accept consequences without complaining.
- Remain in assigned area.
- Find peaceful and positive ways to solve problems.
- Avoid dangerous / unsafe situations.
- Complete all assignments in timely fashion.

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**ZERO TOLERANCE**
The Districts has a zero tolerance policy for serious infractions which involve incidents of bullying, gang/group violence, or possession of a weapon. This includes toy guns and or any object used as a weapon. Violation of this policy, which is clearly outlined in the Code of Student Conduct, could lead to arrest, suspension, and/or expulsion and transfer to an Alternative school.

**CODE OF STUDENT CONDUCT**
The School District of Philadelphia has established a Code of Student Conduct to “support the creation of a safe learning environment for all members of the school community.” All students are expected to comply. Serious misconduct is defined by the school district as follows:

Appropriate interventions will be used in response to both Level I and Level II Rules (Please refer to the Code of Student Conduct for all Violations)

Parents are informed in writing of all suspensions and given a date and time for a conference and for reinstatement of the student. Phone reinstatements are not permitted. See Appendix
PUPIL BEHAVIOR
All students are expected to behave in an acceptable and responsible manner while in school, on field trips, riding the school bus/SEPTA, on the playground, and in other school related situations. Behaviors that exhibit responsibility, respect of self and others and cooperation are essential for sustaining a positive learning environment.

Our goal is to provide a positive learning environment for students and staff. Behavior that is chronically disruptive to the school environment, whether in the classroom, cafeteria, auditorium, lavatory, schoolyard and halls or in any part of the school premises will not be tolerated. Strong measures will be taken to discourage such behavior.

ACT 26
IMPORTANT NOTICE `
To All Parents/Caregivers and Students:
Please read carefully and discuss thoroughly with your child.

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 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 other tool or instrument 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 pointed scissors to school with your children unless you receive a written request from the teacher.

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.
HARRINGTON SCHOOL COMMON PRINCIPLES

• Students are responsible for their own actions
• Every student is encouraged to be a critical, independent thinker
• Every student learns across the curriculum and becomes proficient in those skills which will empower them to effectively handle real life situations
• Everyone works toward the goal of learning in a most positive setting
• Students’ individual needs are based on decisions concerning instructional strategies and practices made by those involved
• Students will demonstrate and/or exhibit what s/he has learned in order to pass on to the next grade
• Students will participate in the process of attaining a tone of decency, trust and safety to support the business of education
• As a member of the Harrington School family, every child has an obligation and a commitment to do his/her best

HARRINGTON PRIDE

To show Harrington Pride is to be Harrington Proud...

To be Harrington Proud is to reflect a positive attitude towards one’s self and one’s school family when in the classrooms, the hallways, the cafeteria, in the schoolyard, walking to and from school, everywhere and at all times.

The following is offered as a guide for “Our Good School Citizens who are Harrington Proud”:

• Achieve his or her best in all academic subjects
• Are honest, trustworthy and dependable members of our school family
• Are polite, courteous and respectful of people of all cultures
• Walk quietly in the halls - to the right
• Have a sense of responsibility in maintaining school cleanliness
• Always come to school and to class prepared with all assignments
• Display good table manners in the cafeteria
• Listen attentively to directions
• Participate actively with a positive attitude in school functions and in the learning environment
• Are respectful of the dress code
• Take pride in personal appearance and follow practices of good grooming

STUDENT/SCHOOL CONTRACT

Harrington Students Will:

• Come to school ready to learn
• Be prepared with all materials needed to have a productive day
• Have each day’s assignments completed and ready to hand in to the teacher on time
• Work to reach the highest expectations
• Be involved in at least one extracurricular school activity
• Make parents aware of all parent-teacher conferences and encourage them to attend
• Respect teachers and not criticize them
• Respect themselves and peers by being polite and considerate at all times
• Make every effort to provide a safe environment by refraining from starting or instigating confrontations, which can lead to fighting
• Solve problems with conflict resolution rather than using force

Teachers also play an important role in each student’s quest for academic success.

Harrington Teachers Will:
• Respect students and offer positive feedback when needed
• Make the purpose of assignments clear and meaningful
• Provide the guidance to encourage students to be independent thinkers
• Evaluate/review all assignments (written or otherwise) with supportive feedback and return in a timely manner
• Communicate at the beginning of the school year, the method of evaluation of all assignments and the interrelatedness and impact of each assignment in computing a report card mark for each subject
• Use all assignments as tools for intellectual growth and not for punitive measures
• Vary assignments to meet the needs of learners who are visual, auditory, kinesthetic, etc. (think of the multiple intelligences that we all possess)
• Send parents at least two positive contacts regarding student performance

The home is a laboratory for learning. Cooperation by parents is a necessary factor in creating a meaningful educational experience. Parents/caregivers can encourage their children by showing interest and promoting positive attitudes toward school and the classroom assignments.

Harrington Parents Will:
• Review schoolwork and sign homework assignment pages and tests
• Reduce time spent watching television and either turn off radio or play soft music in the background while studying
• Provide a study area that is away from the center of activity
• Set aside a regular study time and help your student(s) organize assignments
• Be aware of all assignments, including homework and special projects
• Maintain regular communication with teacher/s to make sure that assignments are completed in a satisfactory manner
• Ask your student(s) questions about what has been learned
• Monitor progress in completing home assignment by making periodic checks
• Be sure that assignments are made up when work is missed due to absences.

**Harrington School Will:**
• Offer each student a challenging instructional program
• Offer extracurricular activities
• Notify parents whenever students are involved in an unusual situation
• Give parents respect
• Provide students with the necessary tools to practice conflict resolution

**STUDENT RECOGNITION**
Our students receive recognition for outstanding accomplishments and “most improved” throughout the school year. The Grade Group Awards Assembly is held every six weeks and is designed to honor those students who have made strides in academic achievement, attendance and maintaining positive behavior. The final Awards Assembly will pay special homage to students who have worked hard all school year to serve as the best examples of “Harrington Proud” students.

**POSITIVE REINFORCEMENT**
Examples of incentives that may be used include, but are not limited to:
• Daily announcements made by students
• Educational movies/video presentations
• Trips
• Classroom incentives
• Picture displays
• Lunch with teachers, supportive staff, and principal
• Student of the Week
• Citizenship Awards
• Positive phone calls and notes to parents

**CORRECTIVE STRATEGIES**
Parental involvement is an important factor in developing a positive approach to acceptable behavior. It is crucial for the student, the teacher and the parent/caregiver to work together to develop a behavioral intervention plan to curb negative behavior. The counselor can serve also as a consult when developing strategies.

**COUNSELORS**
The role of our school counselor is to serve as a support to children, parents, other school personnel, and community agencies around school-centered problems. This service is offered to help students maximize positive school experiences through short-term small group and individual counseling. Our school has the services of two full-time guidance counselor to assist students and families with adjustments to the
middle school environment, issues of student emotional development, and processing applications for high school selection. We also have partnerships with several outside agencies that help support the special needs of our students and families.

Students can obtain a pass from their home based teacher or any staff member to meet with the counselor. In the event a parent requires assistance with a home or school related issue, an appointment can be scheduled by calling the main office.

Response to Intervention and Instruction (RTII)
To make sure that every child has a successful school experience, the School District of Philadelphia provides a process to help students experiencing barriers to learning. It is called the RtII. RtII is available in every Philadelphia public school and creates a system of support for students and families within the school community.

**Tier I** of the RtII process focuses on issues that face groups of students experiencing similar barriers to learning. Teachers meet weekly to discuss academic or behavioral concerns and develop a plan to help these students.

**In Tier II** of RtII, the focus is on individual student support. Team meetings are held with parents/guardians and may include your child’s teacher, school counselor, nurse, and others who would be helpful in problem solving for your child. Together, the team develops a plan of action to assist your child and monitor his/her progress. School and community supports may include tutoring, after-school activities, mentoring and other school and neighborhood programs.

The school will offer you the option of coming together again in 30 days to evaluate progress. If you are satisfied with the progress made a discussion should be conducted about the need for continuation of the evaluation process. Parents/guardians are encouraged to take advantage of, and to fully participate in, the RtII process.

**Child Abuse and Neglect**
It is policy of the School Reform Commission of the School District of Philadelphia that all of its employees are to be aware of, and comply with, the Child Protective Services law of the Commonwealth of Pennsylvania. This law makes it mandatory for School District employees to report suspected cases of child abuse and/or neglect to the principal or building administrator, who must file a report with the Department of Human Services. Compliance with the laws of Pennsylvania and the policies of the School District will serve to protect everyone concerned.

**Homeless, Shelter, and Emergency Services**
Homeless children have the right to go to school. The School District’s Homeless Children’s Initiative works to remove any barriers that prevent homeless children from
being successful in school. A child whose family becomes homeless may remain in their current school or transfer to another school if it is closer to the shelter. The receiving school should not prevent or delay the enrollment of a homeless child by requiring proof of residency, immunization or medical records. The Office of Specialized Services will also provide uniform and clothing assistance to these students.

MIGRANT EDUCATION
In accordance with federal, state and local mandates, the school district is responsible to assess a student’s eligibility for participation in the Migrant Education Program. The Migrant Education Program is a federally funded organization through the U.S. Department of Education and is administered by the PA Department of Education and the Chester County Intermediate Unit. A student is eligible for Migrant Education Services based on a Certificate of Eligibility (COE), which indicates a move across school district lines within the past 36 months and intent to seek temporary or seasonal agricultural employment. Eligible students can receive supplemental education services for up to 3 years of the qualifying arrival date.

PROMOTION AND GRADUATION
The Board of Education wishes to acknowledge each student’s successful completion of a School District approved instructional program by an award of a diploma or certificate at closing exercises. The guidelines for promotion are the following:

1. A student who has completed the requirements for graduation may not be denied a certificate of completion for disciplinary purposes but may be denied participation in move-up day ceremonies upon the decision of the principal.
2. All students in grades 1 and 2 are required to pass Reading and Mathematics in order to be promoted.
3. All students in grades 3 – 7 are required to pass reading, math and science in order to be promoted.
4. All students in grade 8 are required to pass reading, math, science and social studies in order to be promoted.
5. Attendance rate of 90% or better
6. No major conduct concerns

COMPUTER AND INTERNET – ACCEPTABLE USE POLICY (AUP)
Avery D. Harrington offers students an opportunity to use the Internet in school. Students are expected to use the Internet for purposes approved by the school. This is a privilege and not a right. Students will not be allowed to use the Internet if this privilege is misused. Misconduct on the Internet will be subject to district disciplinary procedures.
The School District of Philadelphia provides its students ("users") with access to computing equipment, systems and local network functions such as the Internet. This access has a limited education purpose for students. It is highly recommended that parents/caregivers review with their children the District’s AUP in its entirety (http://www.phila.k12.pa.us/aup/).

1. The School District has the right to place reasonable restrictions on the use of equipment, resources and material students and employee’s access or post through the system. Students are also expected to follow the rules set forth in the District’s rules and regulations governing conduct, disciplinary code and the law in their use of the District’s equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District, and users should expect no privacy rights.

2. Students will have access to the Internet through the District’s private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.

3. No student will be given or have access to District-provided Internet e-mail.

**SCHOOL HEALTH SERVICES**

At Harrington, we have one full time nurse in the building during regular school hours. If a student becomes ill during class, the teacher will provide a written pass to the health room. The nurse will determine if the student has a fever or other symptoms that require sending them home. The parent/guardian will be contacted and he/she will pick the student up at school. No student will be sent home unless the appropriate contact has been made, and in no case will a student be sent home alone. In the case of serious illness or injury, parents will be contacted when a student is transported to a medical facility.

School Health Services personnel will perform/conduct vision screenings on all children every year, growth screenings every other year and hearing screenings in kindergarten and grades 1, 2, 3, 6 and 9: and scoliosis screenings in grades 6 and 7.

Physical examinations and health histories are required upon entry to school and again in grades 6 and 9. Parents are expected to have these examinations performed by their primary health care providers. Your family doctor is the best person to perform this checkup and provide all necessary health care. If you would like help in finding a family doctor, clinic or specialist, or if you have other concerns about your child’s health, please call the school nurse.
Dental examinations are required for kindergarten and grades 3 and 7. Parents are expected to have these examinations completed by their family dentist.

**Immunization of Pupils**

All pupils must be completely immunized or exempted before admission to any public, parochial or private school in Pennsylvania. This is required by the Pennsylvania Department of Health, the Philadelphia County Board of Health and the School District of Philadelphia. The reason for requiring immunization is to protect pupils from preventable communicable diseases and their medical and educational complications. The nurse monitors required immunization. See Appendix

**Prescription and Non-prescription Medication in School**

Parents who wish to have prescription medication dispensed to their child during school hours must complete a “Request for Administration of Medication” (Form MED-1) form. The form must be filled out and signed by the child’s doctor and the parent. When the school nurse is not in the building other School District staff members that have been trained by the nurse, may give the medication under the guidelines established by the School District of Philadelphia.

If your child has any health problems or is taking prescription medication for any reason, even if the medication is not taken in school, it is important for you inform the school's nurse. Several medications have side effects that school staff should know about. Over-the-counter or short-term medications may not be sent to school with your child without a physician’s prescription and a note from the parent.

Possession of medication without authorization by the school nurse will result in disciplinary action. The sharing of medication with another student will be deemed as an aggravated offense under the Code of Student Conduct (see Section 3).

**SCHOOL ADVISORY COUNCIL AND PARENT ASSOCIATION**

The primary purpose of the School Advisory Council is to form a group where all stakeholders, School, Parents and Community are engaged in the decision making body of the school for the benefit of the school and it’s students. Parents work together with members of the school and the community to provide a quality education for all our children. Parents volunteer in many ways to effectively support the total school program. Funding raising, mentoring and tutoring are some of the school activities in which parents are involved.

Parents are urged to become an active member of the Avery D. Harrington Elementary Advisory Council. If you are interested, please contact the School and Community Liaison. Volunteers are encouraged but must have approval by the office.
Additionally, there is a Parent Resource Room/Library that serves as a meeting room for parent activities and parent workshops. The School Council conducts an election among parents to determine the parents who will serve on the Harrington school council.

Parents/Guardians play an important role in the education of their children. You will be expected to participate in orientation, workshops, conferences and meetings. Your cooperation is an integral part of your child’s progress. We encourage and invite you to support, promote and work with your child.

**EMERGENCY CLOSING OF SCHOOLS**

**Citywide School Closings for a Full Day**

If the District Superintendent is given reasons in advance not to open schools, every attempt will be made to have information regarding the citywide closing on the air by 5:00 A.M. The broadcast number for all day schools of the School District of Philadelphia is 100. When public schools are closed citywide, no transportation will be provided for Philadelphia pupils attending non-public schools.

**School Closings During the Day**

If inclement weather or any other emergency leads to a decision to close a school prior to regular dismissal time, every effort will be made to broadcast the information on KYW (AM – 1060) radio and television by 11 A.M. If the decision is made to close the schools during the afternoon, but before the regular dismissal time, every effort will be made to have the information broadcast by 1:00 P.M. Emergency messages will be sent via our ParentLink telephone system. You may also check for closings on the School District of Philadelphia’s website at [www.philasd.org](http://www.philasd.org).

**EXTRACURRICULAR ACTIVITIES AND SPORTS - ELIGIBILITY STANDARDS for K – 8 ATHLETICS**

Students at Harrington have the opportunity to participate in a wide variety of extracurricular activities. These programs take place during the school day for K-6 students.

Extracurricular programs include academic groups, skill groups, sports programs, service organizations and performing groups. Participation in these activities is based upon good academic performance, attendance and behavior.

Students failing two or more major subjects cannot participate in extracurricular activities. These students are required to participate in tutoring. Pupils will be
excluded for poor behavior, lateness to class and/or lateness to school or excessive absences.

Students who elect to participate in these programs are subject to school regulations regarding appropriate behavior and building entrance and exit procedures.

Signed parent/guardian slips are required for student participation in before and after school activities.

For students (grades 5 through 8), the academic requirement is that any student who fails two or more subjects which meets five (5) periods a week is ineligible for participation in sports or extracurricular activities.

**Attendance Standards**

1. Absence from school on the day of an extracurricular activity will result in the student’s ineligibility to participate in that event or activity.
2. Three or more unexcused absences during a report card period make a student ineligible for extracurricular activities for the remainder of that report period and the next report card period.
3. Cuts are deemed to be absences from school for the purposes of athletic and extracurricular eligibility.
4. The terms “sports” and “extracurricular activities” shall include all interscholastic sports in after-school athletic program, dramatic (including school shows and stage crews), school bands (including All-City Band), school orchestra (including All-City Orchestra), school chorus (including All-City Chorus), art competitions, student government, yearbook and school newspaper, chess, debating and other teams, and all school clubs.

**SCHOOL DISTRICT POLICIES ON NON-DISCRIMINATION**

The School District of Philadelphia is committed to the principle and practice of equal employment opportunity for all persons without regard to race, color, religion, age, sex, sexual orientation, ancestry, national origin, handicap, disabled or Vietnam era veteran status, consistent with job qualifications and safe performance of work requirements.

Ethnic, racist or sexist slurs or other personal derogation not related to legitimate factors concerning work are offensive and unacceptable employee behavior. Sexual harassment is also a form of unlawful and unacceptable sex discrimination and includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
SAFETY TIPS - HELP KEEP YOUR CHILD SAFE EACH DAY

➢ Know your child’s School contact information
  Main Office Number (215) 400-7920
  Nurse’s Name and Number: Marie Gourdet (215) 471-2983
  Principal’s Name: Joe Dixon

➢ Remember to update the school with your child’s contact information
  Present Address and Phone Number
  Emergency Contact Person’s Name and Number
  Medical Information

➢ To and From School
  Develop a buddy system to ensure safe travel
  Always warn children to stay away from strangers
  Always take a route known to the parents
  Teach children to go straight to school and to after-school destinations
  Do not write your child’s name on the outside of backpacks and accessories
  (You do not want a stranger to know your child’s name)

➢ Kids Facts
  Make sure child knows their full name and telephone number
  Teach you child his/her teacher’s name and room number
  Encourage children to listen to all school staff in emergencies

➢ Lock Down & Stay Down / Shelter in Place (No one in, No one out)
  In case of extreme school and community emergencies ALL children will remain in school until further notice is given by school officials, Philadelphia Police, and/or Fire Department No one is allowed in and no one is allowed out for safety measures! Please watch local news and listen to KYW 1060 for further details.
  PROPER PHOTO I.D. is required to pick-up your child.

➢ Report all concerns to our 24-hour hotline (215) 400-SAFE. Operators are available 24 hours /7 days a week to respond to your concerns. You can also E-mail concerns to Safetynet@phila.k12.pa.us.

STUDENT PLACEMENT - EDUCATIONAL OPPORTUNITIES
The Office of Student Placement supports the provisions of the School District of Philadelphia’s Educational Options Program by offering parents and students a wide array of educational opportunities that support academic achievement. All students, including ESOL/English Language Learners (ELL) and/or students with disabilities may request transfers from their neighborhood school via the No Child Left behind Act of
2001 (NCLB) School Choice program or the School District’s regular Pupil Transfer program. Educational options include the Desegregation Program schools, other elementary, middle or high schools/programs of choice outside of the neighborhood attendance area, and Special Admission (middle and high) schools.

**School Choice Program**

Parents of students enrolled in School Improvement and/or Persistently Dangerous schools may apply for a transfer under the NCLB School Choice Process. To apply for a transfer under NCLB, students must be eligible to participate. The School District will notify parents of each student and provide a list of School District Public Schools that are *not in School Improvement and/or identified as Persistently Dangerous*. The School District of Philadelphia will announce the School Choice Application timeline in the fall of the school year. To apply to School District Public Schools *not in School Improvement*, parents must apply within the appropriate time frame and use the **School Choice Request for Transfer (Form EH-35C)**. Students selected in the School Choice transfer process will be placed in schools the following September. To apply for a transfer out of a school identified as persistently dangerous, use **Pupil Transfer Request for Extenuating Circumstances (Form EH-36E)**. The EH-36E application may be submitted throughout the school year and if approved, the transfer will occur within the current year.

**Voluntary Transfer Programs**

Parents may file transfer applications for children to attend schools of choice in the voluntary Desegregation Program, other elementary, middle or high schools/programs outside of the neighborhood attendance area, and special admission (middle and high) schools. Parents must apply within the appropriate time frame: between the first day of October and the third Friday of November of the current school year, for placement in schools the following September. All applications must be received by the application deadline.

**Elementary/Middle Schools Transfer Application Process**

- **Use Pupil Transfer Request Form (EH-36)** to apply to schools in the voluntary Desegregation Program or other elementary/middle schools within the School District. Selection of students for admission is completed by a computerized student assignment lottery process.
- **Use the Application for Admission Form (EH-38)** to apply to special admission middle schools/programs: Conwell Middle School, Girard Academic Music Program (G.A.M.P.), Grover Washington Music Magnet Program, or Masterman Middle School. Selection is based on the student’s ability to meet each school’s admissions criteria related to attendance, punctuality, behavior, grades and standardized test scores. Admission decisions are made by a selection committee from each special admission middle school.
• High School Admission Transfer Application Process

*Use the High School Admission Form and Pupil Data Transcript* to apply to Neighborhood High Schools/Program, Criteria-Based High School Programs, Criteria-Based Area Vocational Technical Schools, and Special Admission High Schools. Selection of students for admission:

- **Open High Admission High Schools** – students are selected randomly by a computerized lottery process;
- **Criteria-based High Schools/Programs** – students meeting standardized admissions criteria related to attendance, punctuality, behavior and grades are placed in the lottery and selected randomly by a computerized process;
- **Special Admission High Schools** – Selection is based on the student’s ability to meet each school’s own set of admissions criteria related to attendance, punctuality, behavior, grades, and standardized test scores. Admission decisions are made by a selection committee from each Special Admission High School.

**FOR ADDITIONAL INFORMATION:** Call the Office of Student Placement at: (215) 400-4290

**STUDENT RIGHTS AND RESPONSIBILITIES**

- **Freedom of Expression**
  Students have the right to express themselves unless the expression interferes with the education program, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, takes away another individual’s lawful rights or undermines the school’s basis educational mission.

- **School Newspapers and Publication** Students may use publications, flyers, announcements, assemblies, group meetings, buttons, armbands and other means of common communication, provided that the use of school communications facilities shall be the responsibility of the staff in charge of those facilities. Identification of the individual student or at least one responsible person in a student group is required on posted or distributed materials. School newspapers and publications shall comply with the following:
  1. Students have a right to report the news and to comment within the provisions of this section and the Review Procedures that follow.
  2. School officials should supervise student newspapers published with school equipment, and remove obscene or other material that would cause a disruption of, or interference with, school activities.
Students have the responsibility to obey laws governing character attack. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views. Students may not engage in harassment, as defined in the Code of Student Conduct, nor may they communicate threats to the safety or welfare of any member of the school community or their property.

Harrington School
School-Parent Compact
2017-2018

The Harrington School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s highest standards.

School Responsibilities

1. Harrington school will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:
The children at Harrington will be instructed under the NCLB guidelines. The teachers will use the SPD Core Curriculum and individualized instruction. Acuity, Benchmark, and Checkpoint test results will be reviewed so weaknesses can be determined and addressed. PSSA results will help us determine where our students are weak and need extra support. Interventions used will be Lexia, Think Through Math, Daily Guided Reading, and Corrective Reading/Math.

2. Hold parent-teacher conferences during which the compact will be discussed as it relates to the individual child’s achievement.
Parent-teacher conferences will be held three times a year at report card distribution. Back to School Night is also used to conference with parents and make them aware of grade level expectations and to share resources and strategies that parents can use at home to aid in their child’s academic success. Tier II notices of deficiencies will be sent home, as needed, with phone calls to communicate areas of concern.

3. Provide parents with frequent reports on their children’s progress.
Interim reports will be sent out regularly for both academic achievement and behavior. Phone conversations and face-to-face meetings will also be utilized.
The RTII process is one more way that parents will be advised of their children’s progress.

4. **Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**
   Teachers will set up times that they can meet with parents at school. The usual times will be before and after school as well as during prep times. Mutually accommodating times will be arrived by communicating with the parent.

5. **Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:**
   Parents may observe in their child’s classroom by making arrangements with the classroom teacher. They may participate or volunteer by applying to the Title I Coordinator and attaining a police clearance report. Appropriate times will be set up with the participating classroom teacher. They may also be chaperones on class trips.

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### Parent Responsibilities

**We, as parents, will support our children’s learning in the following ways:**

1. Parents will send their children to school every day on time. If a child must miss a day, the parent will write a note explaining the absence on the day the child returns.
2. All homework will be completed each day according to the teacher’s directions. If for any reason the homework can not be completed the parent will write a note and make sure the homework is completed the next day.
3. Parents will have a special place for their children to do their homework. They will check and sign all homework.
4. Parents will attend RTII Tier II and Tier III meetings so they can participate in decisions relating to their child’s education.
5. Parents will respond to all notices and fill in forms as required by the school.
6. Parents will instill in their children that school is important and they will not tolerate poor behavior.
7. Parents will participate to the fullest extent possible in school committees and functions.

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### Student Responsibilities
We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:

1. **Students will be respectful to adults and peers at all times.**
2. Students will work to the best of their ability to complete all classroom and homework assignments.
3. Students will seek help when they need it.
4. Students will give all notices and information given by the school to the adult responsible for them.
5. Students will read every night for 20 minutes.

The **HARRINGTON SCHOOL** will: *must be in all compacts*

1. Involve parents in the planning, review, and improvement of the school’s parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. 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 are able to 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.
4. 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.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school’s curriculum, the forms of academic assessment used to measure children’s progress, and the proficiency levels students are expected to meet.
6. 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.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. 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
To help build and develop a partnership with parents to help their children achieve the State’s high academic standards, the **Harrington School** will:

1. Recommend to the Regional No Child Left Behind District Liaison, the names of parents of participating children of Title I, Part A programs who are interested in serving on the State’s Committee of Practitioners and School Support Teams.

2. 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.

3. Work with the School District of Philadelphia in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.

4. Work with the School District of Philadelphia to ensure that a copy of the State Education Agency’s written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

__________________  ____________________  ________________  
School              Parent(s)            Student

__________________  ____________________  ________________  
Date                Date                  Date

*(PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED)*
PART I. GENERAL EXPECTATIONS

The Harrington School agrees to implement the following statutory requirements:

• The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

• Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

• The school district will incorporate this district wide parental involvement policy into its School District of Philadelphia plan developed under section 1112 of the ESEA.

• In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities 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 ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

• If the School District of Philadelphia’s plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

• The school district will 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 parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

• The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

  *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*
(A) that parents play an integral role in assisting their child’s learning;

(B) that parents are encouraged to be actively involved in their child’s education at school;

(C) that 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) the carrying out of other activities, such as those described in section 1118 of the ESEA.

• The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

1. The Harrington School will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1112 of the ESEA:

Describe the process for involving parents in writing the Parental Involvement Policy and Home/School Compact.

The process for involving parents in writing the involvement policy and the handbook is two fold. First we need to compile the components of the involvement policy based on the most effective tools we will implement to encourage parental support and partnership. The second part of the process is to have some informal feedback from a selected population of parents.

• Include parents on all decision-making committees, and provide training for such areas as policy, curriculum, budget, school reform initiatives, safety, and personnel.

• Provide parents with current information regarding school policies, practices, and both student and school performance data.

Parents/guardians were given the opportunity to sit with administration and/or the designee to discuss and review last year’s policy on Monday, September 11, 2017. They were given the opportunity to discuss this year’s policy on Monday, September 11, 2017.

2. The Harrington School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Describe the process for involving parents in the planning of the School Improvement Plan and budget.

• Enable parents to participate as partners when setting school goals, developing or evaluating programs and policies or responding to performance data. This will occur on or before May 11, 2018 conducted by school principal and leadership team.

• Encourage the formation of School Advisory Council or other parent groups to identify and respond to issues of interest to parents.

• Promote parent participation on school district, state, and national committees
and issues.
• Annual reports of school performance and program information will be shared with parents at Back to School Night meeting to review current progress and solicit input for future goals.

3. The **School District of Philadelphia** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- In collaboration with the Grants Compliance Monitor, School-based School Improvement Support Liaison, School-Community Liaisons, Philadelphia Home and School Council (PHSC), Title I Parent Advisory Committee, The Philadelphia Right to Know Educational Task Force, PARENT POWER, and other parent groups, provide workshops to schools on parent engagement.
- Provide professional development by parents/caregivers for new and existing principals and other administrators on how to develop promising partnerships with parents/caregivers.
- Train new and existing staff with parental engagement duties (e.g., School Improvement Support Liaisons, School-Community Liaisons, School Community Coordinators, and Bilingual Counselor Assistants) to assist school sites in implementing parental engagement.
- Make available the staff of the Office of Educational Equity, Office of Specialized Instructional Support, and Office of Parent, Family, Community Engagement and Faith-based Partnerships, and staff of the Assistant Superintendents for technical assistance.
- The Title I Office will provide technical assistance to schools and parent organizations, such as the Title I Parent Advisory Committee (PAC), Home and School Associations, The Philadelphia Right to Education Task Force, PARENT POWER, and other organized parent groups.
- Provide coordination of professional development efforts through the Office of Instruction and Leadership Support.
- Provide workshops to parents on supporting student achievement and parent engagement.
- Provide training and other information to School Advisory Councils (SACs). Each SAC will outline how they plan to work with Title I PREP parents to schedule turn-around trainings for parents within their schools.
- Regional PREP parents will serve as advisors to principals and SAC members on how to address the needs of students and parents in their school’s Action Plan and Title I Budget.

At Harrington School we will have parent meetings to review the data delivered by the School District.

4. The **Harrington School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies through regularly scheduled monthly parent workshops on subjects parents deem necessary to help their children academically. (Math, literacy, testing, etc.)

We have a partnership with Little Peaks, which is a preschool and kindergarten program. We also have two kindergarten Open House sessions where parents come to discover what will be expected in kindergarten.

5. The **Harrington School** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have
limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. The staff will survey parent needs at report card conferences. They will also solicit input from parents for workshops. Our Home and School holds meetings in the morning and evening to inform parents and respond to their concerns.

6. The Harrington School will build the school’s and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The Harrington School will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

- The State’s academic content standards,
- The State’s student academic achievement standards,
- The State and local academic assessments including alternate assessments,
- The requirements of Title I-Part A,
- How to monitor their child’s progress, and
- How to work with educators.
- A school-parent compact outlines the actions to be taken to improve responsible supervision and support for a student's academic achievement.
- Affirm parent responsibilities by consulting parents prior to providing special services for children, such as counseling or other social services.
- School based counselor and the West Parent and Family Resource Center offer services which link parents to programs and resources within the community that provide support services to families, reaching out to all families.
- At least once a month we schedule a parent workshop given by Title I Point Person to help parents deal with parenting issues.

B. The Harrington School will, with the assistance of the School District, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- The Academic Point Person, in conjunction with teachers, dispenses information that assists parents in helping their children at home. Monthly parent workshops reflect needs or interests suggested by parents.

Topics:
- Planning for success on Standards-based tests
- Understanding the Core Curriculum
- Math, Literacy and Science (Including the use of online interventions such as Study Island and Ticket to Read)
- Family Net Training

The staff will:
- Encourage parental participation in decision-making that affects students.
- Inform parents of the expectations for students in each subject at each grade level.
- Provide information regarding how parents can foster learning at home,
give appropriate assistance, monitor homework, and give feedback to teachers.

• Regularly assign interactive homework that will require students to discuss and interact with their parents about what they are learning in class.

Our parent workshop schedule is as follows:
TBD

C. The Harrington School will, with the assistance of the School District, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools. Many communication tools are used on a regular basis. Our hope is to facilitate two-way interaction with parents.

• Assemble a Parent Handbook, which provides clear information regarding the academic program, promotion expectations, school activities, student services, and optional programs.
• Establish opportunities for parents and educators to share partnering information, such as student strengths and learning preferences through RTII meetings at Tier II and/or Tier III meetings.
• Plan report card conferences and mail home progress reports.
• Disseminate information on school reforms, policies, discipline procedures, assessment tools and school goals, and invite parent participation in the School Improvement Planning process.
• Stress and encourage immediate contact between parents and teachers when concern arise.
• Distribute student work for parental comment and review on a regular basis.

D. The Harrington School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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:

• Holding a kindergarten open house
• SDP prepared curriculum for Head Start which eases the transition to kindergarten because the children are more prepared
• Kindergarten interviews which lend a personal touch regarding a child's needs

E. The Harrington School will take the following actions to ensure that 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: Copies of communications will be sent home in the native language for parents when necessary. We will also use the Office of Translation Services to facilitate communication between our school and parents when needed.

PART III. SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS
The Harrington School Parent Involvement Policy includes activities to enhance the participation of families in our school to support student achievement such as the following:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school, in order to maximize parental involvement and participation in their children’s education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

*          *         *          *          *

PART IV. ADOPTION

This Harrington School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by MUST HAVE PARENT SIGNATURES WHO WERE INVOLVED IN THE CREATION OF THIS DOCUMENT. YOU SHOULD HAVE HAD A PARENT MEETING FOR THIS PURPOSE WITH AGENDA AND SIGN INS FOR COLLECTION) ____________________.

The school will distribute this policy to all parents on or before _OCTOBER 31, 2017._

_______________________________
(Signature of Principal)

_______________________________
(Date)
TRANSPORTATION POLICY

Free transportation is provided to eligible students based on certain criteria. The mode of transportation (school bus or student tokens via SEPTA) is determined by Transportation Services in conjunction with the school administration. A student must be a resident of Philadelphia, and also fall into one of the following categories:

1. Be designated by the Office of Specialized Services as a participant in a Special Education class, whose participation requires that transportation is needed to enable the student to get to school.
2. Live more than a mile from his/her school and participate in the voluntary school desegregation program of the School District of Philadelphia.
3. Be in grades 1 through 6 and live one and one-half miles or more from the assigned school.
4. Be in grades 1 through 8, whose route to school is determined to be hazardous by the Pennsylvania Department of Transportation.
5. Be assigned by the Office of the Chief Executive Officer to attend a school other than his/her regularly assigned school for reasons of overcrowded conditions, and be in need of transportation as determined by the School District's Transportation Division.
6. By recommendation of the Chief Executive Officer to the School Reform Commission, is one whose extenuating circumstances dictate an extraordinary need for District-provided transportation.

TRESPASSING ON SCHOOL DISTRICT PREMISES

The Trespassing Ordinance, Philadelphia Code of Ordinances, Chapter 10-824, was passed by City Council to prevent unauthorized entry on school premises.

The provisions of the ordinance are as follows:

• No one may enter any facility of the School District of Philadelphia without the consent of the person in charge of the facility.

• Failure to obtain consent within fifteen minutes of entering or the creation of a disturbance may be considered a violation of the ordinance.
• Employees and pupils of the School District of Philadelphia may not enter any facility to which they are not regularly assigned without the consent of the person in charge.

• Persons who violate this ordinance are subject to a fine of not more than $300 and imprisonment for not more than ninety days.

• Persons found in room other than the office or in hallways not located between an authorized entrance and the office will be considered in violation of this ordinance.

• Persons asked to leave the building or who have been given a written notice of exclusion, including students on suspension, transferred from the school or expelled from the District, are subject to arrest and prosecution under the defiant trespass section of the Philadelphia Crime Code.

ACCESS TO AND RELEASE OF PUPIL RECORDS – FAMILY EDUCATION AND PRIVACY ACT (FERPA)

All students’ records and information are confidential. The school will abide by Federal Privacy regulations when it concerns providing information to outside agencies. Records will be released only when required releases are signed by parents and or guardians.
Appendix

Appendix 1 ........................... Student Code of Conduct

Appendix 2 ........................................... Immunization

Appendix 3 ........................................... Family Net

Appendix 4 ........................................... Student Net