

Cook-Wissahickon
Student and Family Handbook

Principal
Aviva Snyder

School District of Philadelphia
Learning Network 5

Superintendent of Schools
Dr. Tony B. Watlington, Sr.

Assistant Superintendent
Dr. Alphonso Evans

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All School District of Philadelphia processes and procedures are guided by Board of Education policies. To find all the District's policies in one place, please visit the policy website here.

OUR SCHOOL

Principal's Welcome



Dear Cook-Wissahickon Community,

At Cook-Wissahickon, we believe every child who enters our school brings unique strengths, talents, and perspectives. Our mission is to create an environment where equity, inclusion, and belonging are not only valued but practiced every day. Guided by our motto—**Respect, Responsible, and Ready to Learn**—we strive to honor one another, take ownership of our actions, and embrace curiosity, perseverance, and the joy of discovery.

We are dedicated to helping students grow not only academically but also socially and emotionally. By providing engaging learning experiences and meaningful support, we ensure that every student feels seen, heard, and valued. Our work is strengthened through strong partnerships with families and the community, building a school culture rooted in care, respect, and high expectations.

Together, we are preparing students to thrive as confident, compassionate, and capable learners who are ready for the future. Thank you for entrusting us with your children's education—it is both a privilege and an honor.

Warmest Regards,
Principal Aviva Snyder



School Pride

Our Vision

The entire Cook-Wissahickon staff and community are dedicated to helping our children become successful and productive adults, willing to improve the quality of life for the entire community as well as themselves. In order to achieve this – the parents and staff have agreed, through mutual cooperation, to emphasize academic and social skills necessary for the children to achieve.

Our Mission

Cook-Wissahickon School, by working together with students, parents, and community, will develop a positive learning community in which students achieve academic and personal success. Our community will work together to attract and maintain the best faculty possible, by developing leadership skills and talents that support shared decision making.

Colors & Mascot

School Colors: Maroon, White and Gold
School Mascot: Blaze

Contact Information

Main Office: 215-400-3430
Fax: 215-400-3431

Address:
201 E. Salaignac Street,
Philadelphia, PA 19128

Visit our school website

Follow us

- Instagram Cookwisses

Please use the Main Office number to reach all staff members.

Stay Connected

- ➔ District Academic Calendar
- ➔ Parent Portal
  View grades, test scores, attendance, immunization records, report cards and more.
- ➔ Class Dojo
  Stay updated about school events, announcements, and important information.

Staff Directory

Grade Teachers	Email @philasd.org	Room	Grade / Subject	Extension
Gail Marshall Shakerah Winston	grmarshall swinston	K-3	Head Start	6413030
Deitra Davis	dedavis	K-1	Kindergarten	6413010
Brittany Franks	bfranks	K-2	Kindergarten	6413020
Melissa Ranieri	memmiller	101	First Grade	6411010
Haley McCormack	hmccormack	102	First Grade	6411020
Rosemarie Maguire	rmaguire	105	Second Grade	6411050
Dana Dubin	ddubin	106	Second Grade	6411060
Ishaya Collins	icollins	110	3 - Reading/Social Studies	6411100
Daniel Hayes	dahayes	111	3 - Mathematics/Science	6411110
Dustin Johnson	djohnson11	208	4 – Mathematics/Science	6412080
Ashley Kapuscinski	akapuscinski	209	4 - Reading/Social Studies	6412090
Maureen Burke	mburke	210	5 – Reading/Social Studies	6412100
Jennifer Kiefaber	jkiefaber	211	5 – Mathematics/Science	6412110
Aimee Marsico	Amarsico	202	6 - Mathematics/Science	6412020
Lauren Briggs	lmbriggs	203	6 – Literacy/Social Studies	6412030
Dolores Gehner	dgehner	200	7 – Mathematics/Science	6412000
Rebecca Capozzoli	rscardelletti	201	7 – Literacy/Social Studies	6412010
Rachel Vecchione-Mitchell	rvecchionemitchell	204	8 – Literacy/Social Studies	6412040

Kayla Gay	kgay2	205	8 - Mathematics/Science	6412050
Jim Hilburt	hilburt	205	8 - Algebra I	6412050

Specialists	Email	Room	Grade / Subject	Extension
Christina Kimmel	ckimmel	6	Art	6413060
Shawn Comfort	scomfort	Gym	Physical Education	6413090
Chase Perkins	cperkins	103	Makerspace	6411030
Nicholas D'Orsaneo	ndorsaneo	4	Music	6413050
Hugh Williamson (Monday) Kaveh Saidi (Thursday) Jesse Mell (Friday)	hwilliamson Kksaidi jmell	4	Instrumental Music	6413070
Student Support	**Email**	**Room**	**Grade / Subject**	**Extension**
Eridana Karaj	ekaraj	ELL	English Language Learners	6412230
Resi Maddox	rtmaddox	114	School Psychologist	6411140
Amanda Cole	alcole	100	School Nurse	6411240
Rachel Daly	rdaly	100C	Counselor	6411001
Olivia Fitzgerald	oscanlon	116	Speech Pathologist	6411041
Helene Morgan	hmorgan	3A	Occupational Therapist	6413070
Susan Brown	slbrown	3A	Physical Therapist	6413070
Lee Ann Gordon	lagordon	3A	Visual Impaired Therapist	n/a
Administration	**Email**	**Room**	**Grade / Subject**	**Extension**
Aviva Snyder	ahockfield	Office	Principal	6411200
Christine Whitehouse	cwhitehouse	Office	Secretary	6411200
Michael Hennessey	mwhennessey	213	SBTL	6412130
Quinn Patton	qpatton	214	Climate Manager	6412140
Ashon Washington	anwashington	116	Assistant Principal	6411160

Special Education	Email	Room	Grade / Subject	Extension
Loren Killian	lkillian	108	Autistic Support	6411080
Mindy Kroposky	mpdichter	107	Autistic Support	6411090
Lindsay Jagunich	ljagunich	212	Autistic Support	6412120
Cortney D'Orsaneo	ctodd	207	Learning Support	6412070
Susan Roccia	sroccia	206	Learning Support	6412060

Stephanie Hannon	shannon	117	Learning Support	6411700

Special Education Assistants	Role
Aniyah Admiral	Special Education Assistant
Chinara Allahverdiyeva	Special Education Assistant
Alesha Clayton	Special Education Assistant
Shantel Collins	Special Education Assistant
Selena Rene Dial	Special Education Assistant
Albert Dunbar	Special Education Assistant
Chantilla Harris	Special Education Assistant
Davian Herder	Special Education Assistant
Eunice Hogue	Special Education Assistant
Zakia Jones	Special Education Assistant
Wa'Feer Jones	Special Education Assistant
Charlie Jones	Special Education Assistant
Olivia Kinder	Special Education Assistant
Shafag Mammadova	Special Education Assistant
Rene Manning	Special Education Assistant
Brooke-Lynne Mcdowell	Special Education Assistant
Jeffery Mitchell	Special Education Assistant
Elaine Perrett	Special Education Assistant
Karen Simon	Special Education Assistant
Courtney Sponburgh	Special Education Assistant
Melissa Vickery	Special Education Assistant
Megan Walsh	Special Education Assistant
Angelina Werner	Special Education Assistant
Denise Webster	Special Education Assistant

School Support	Role
Gwendolyn Edwards	Food Services Manager
Annette Nichols	Cafeteria
Quincy Pilgrim	Cafeteria
Lashaya McLean	Cafeteria

Maquis Smith	Cafeteria
Alicia Passalacqua	Climate
Trinette Giberson	Climate
Tremaine McLean	Climate
Kamirah Ray	Climate
Christine Fashina	Climate (K1)
Candice Dellecave	Climate (K2)
Troy Allen	Building Engineer
Ms. Nina	Lead Custodian
Najieema Preston	General Cleaner

Calendar

School Event Calendar
We maintain a school calendar that highlights important events such as parent-teacher conferences, school performances, testing dates, and more.
➔ View Our School Calendar

District Academic Calendar
The School District of Philadelphia provides an official academic calendar each year that includes start and end dates, holidays, report card conferences, and more.
➔ View the District Academic Calendar

Emergency Contact

Please keep your address, phone number, and email up to date. This ensures we can contact you about your child's progress or in an emergency.

- At the start of the year, complete the Parent/Guardian Location Form.
- Provide medical and insurance information for emergencies.
- If there are custody arrangements, submit a Court Order or legal agreement to the school. This ensures only authorized individuals can pick up your child.

DAILY ATTENDANCE & SCHEDULE

Daily Schedule

Regular Bell Schedule	2-Hour Delay Announced Inclement Weather Only	3-Hour Early Dismissal (Half Day)

8:50 AM - School Day Starts - Breakfast After the Bell	**10:50 AM** - School Day Starts - Breakfast After the Bell	**8:50 AM** - School Day Starts - Breakfast After the Bell
10:30-11:15 AM Kinder to 2nd Grade - Lunch/Recess	**11:00 – 11:45 AM** Kinder to 2nd Grade - Lunch/Recess	**10:00 –10:45 AM** Kinder to 2nd Grade - Lunch/Recess
11:15- 12:00 PM 3rd to 5th Grade - Lunch/Recess	**11:45 – 12:15 PM** 3rd to 5th Grade - Lunch/Recess	**10:45 – 11:30AM** 3rd to 5th Grade - Lunch/Recess
12:00- 12:45 PM 6th to 8th Grade - Lunch/Recess	**12:15 – 1:00 PM** 6th to 8th Grade - Lunch/Recess	**11:30 – 12:15** 6th to 8th Grade - Lunch/Recess
3:29 PM – Dismissal	**3:29 PM** – Dismissal	**12:29 PM** – Dismissal

Lunch is provided for all students, or they may bring their own. If your child forgets to bring lunch, we will provide them with a school lunch.

Please note: *Glass containers and soda cans are not allowed for safety reasons.*

Attendance

Consistent, on-time attendance is essential for student success. Students must attend school daily and stay for the full school day to receive the maximum benefit from instruction. This aligns with the School District of Philadelphia policy and Pennsylvania state law.

What to Do If Your Child Is Absent

Please do not call the school to report an absence. Instead, send in the appropriate note with your child on the day they return. Families may also complete the online Absence Excuse Form.

- **Deadline:** Notes must be submitted within three days of the absence. After that, the absence cannot be excused.
- **Responsibility:** While teachers may remind parents/guardians about missing notes, it is ultimately the parent/guardian's responsibility to account for all absences.
- **Medical Absences:** If a student has an excessive number of excused absences due to medical appointments, the Principal may require official documentation from a medical provider for any absences beyond the tenth one.
- **Extended Absences:** If your child has a serious medical issue or will be out for an extended period, please notify the school nurse so that arrangements for homebound services can be made.

Excused absences include:

- Illness or quarantine
- Recovery from an accident
- Required court appearance
- Religious holidays
- Death in the family
- Educational tours/trips (with prior approval)

All absences will be marked unexcused unless a valid excuse note is submitted. Proper documentation ensures accurate coding in the District's attendance system.

Make-Up Work

For absences longer than two days, please contact your child's teacher by e-mail or Class Dojo to request homework. If you must take your child out of school for unapproved reasons, it is your responsibility to see that all work is made up or alternative assignments, when provided by the teacher, are completed on time. Note that we cannot approve any absence

not listed above under “Attendance”.

Truancy
The School District of Philadelphia follows a very strict truancy policy.

- Three or more unexcused absences: written warning letter.
- After six unexcused absences, the parent will be invited to a meeting with the attendance team and receive information to help support coming to school.
- Ten or more unexcused absences: parents are referred to the truancy court.

➔ Learn more about the District Attendance Policy & Protocols

Arrival

Arrival Time: 8:40 AM
Arrival Location: Cook-Wissahickon School Yard

To help students start their day smoothly, please ensure your child arrives on time.

- **Drop-off:** Parents/guardians who are driving may drop off students beginning at **8:30 AM**. Students will wait in the schoolyard until the doors open.

- **Safety Reminder:** The gate from the parking lot to the schoolyard stays locked throughout the day. **Do not walk through the parking lot in the morning while staff are arriving.** This creates a dangerous situation. Instead, please walk around the building and enter the schoolyard from the Righter Street side.

- **Inclement Weather:** On rainy or cold mornings, students will wait in the cafeteria, entering through the recess doors.

PARKING & TRAFFIC:

- **Please be courteous to our neighbors—do not park on sidewalks or in ways that block school buses or traffic.**
- **Parking is prohibited on Righter Street.**
- **The staff parking lot is for employees only.** There are not enough spaces to accommodate visitors.
- **To reduce congestion**, we strongly encourage families to walk to and from school whenever possible.

Thank you for helping us keep arrival and dismissal times safe and orderly for everyone!

Dismissal

- **Regular Dismissal Time:** 3:29 PM
- **Early Dismissal Time:** 12:29 PM

Dismissal: Students must be picked up promptly at **3:29 PM** unless staying for an after-school program. Parents may wait for their children in the schoolyard.

Walkers: Students are required to walk to school or receive private transportation if they live less than 1.5 miles from the school. A crossing guard is stationed at busy intersections to assist children with crossing streets safely. There is no supervision beyond these points. Crossing guards have the same authority as a bus driver while on duty and can, therefore, make disciplinary referrals to the Principal. It is expected that students from kindergarten through fourth grade will be escorted home by an adult or older sibling. No student in grades K-4 will be sent home unescorted without consent from the parent or guardian.

Bicycles: Students are permitted to ride bicycles to school with a parent's or guardian's written permission. Bicycles must be locked in the bicycle rack located at the front entrance of the school. Students must follow a safe route to school and wear a safety helmet at all times. The school reserves the right to deny or rescind permission for a student to ride a bicycle to school.

Note: The **playground is unsupervised after school**. The School District is **not responsible** for students remaining on school grounds after dismissal.

Late Arrival & Early Release

Late Arrival

- Students arriving **after 8:50 AM** are considered tardy.
- Between **8:51–9:50 AM**, tardy students must report to the **Late Desk** before going to class.
- Parents/guardians must sign students in upon arrival.
- Arrivals at **11:00 AM or later without a note = unexcused half-day absence**.

Early Release

- Early dismissal is permitted for **emergencies or unusual circumstances only**.
- If an early release is anticipated, a written note must be given to the classroom teacher, who will notify the office.
- For emergencies during the day, requests must be made at the **Main Office**.
- **Cutoff times:**
    - No early dismissals after **2:30 PM**.
    - On half-days, no early dismissals after **12:00 PM** (per District policy).

Procedures (Both Late Arrival & Early Release):

- A parent/guardian must sign the student in or out at the **Main Office**.
- Students will be dismissed from the office, not the classroom.
- Students may not leave the building alone during the school day.
- Adults signing students out must be listed as a guardian or emergency contact **and present photo ID**.

Attendance Note:

- Lateness and early dismissals are recorded and may disrupt learning.
- Leaving at **1:39 PM or earlier without a note = unexcused half-day absence**.
- **Two half-day absences = one full-day unexcused absence.**

SCHOOL OPERATIONS

Visitor Procedures & Building Access

We are committed to providing a safe and secure learning environment for all students. For this reason, all exterior doors remain locked during the school day, including the front entrance.

Visitor Procedures:

- All visitors and volunteers must **report to the Main Office** to sign in and obtain a visitor pass.
- Passes must be worn at all times while in the building.
- Visitors must **sign out and return their badge** before leaving.

Parent & Guardian Visits:

- Parents and guardians are always welcome; however, visits must be arranged in advance with the **Principal and/or the teacher** to prevent conflicts with classroom activities.
- Visitors should not expect to meet with teachers during instructional time.
- Conferences must be scheduled at a mutually convenient time for both teachers and families.

These procedures help us ensure a **safe, respectful, and productive environment** for every student and staff member.

Inclement Weather and Emergency Procedures

In the event of a school closing, delayed opening, or early dismissal, announcements will be shared through:

- **KYW 1060 AM** and www.kyw1060.com
- **School District website**
- **ClassDojo**

We recommend all families stay connected through ClassDojo and check updates regularly, especially in winter.

Please do not call the main office during weather emergencies, as phone lines must remain open for staff communication.

➔ View the School District's Inclement Weather Policy

TRANSPORTATION

School Bus Cancellations or Delays

Check daily updates on school bus runs that are canceled or delayed by 30 minutes or more. ➔ View Bus Updates

Parent Flat Rate Program

The School District of Philadelphia offers monthly payments to eligible families who choose to drive their child to and from school instead of using District transportation. ➔ Learn more and enroll

SEPTA Student Fare Card

The SEPTA Student Fare Card is a reusable chipped card used by students to board a SEPTA trolley, Regional Rail, bus or subway. **Lost, stolen, or damaged card?** Reach out to your school to request a replacement.
➔ Learn more
➔ SEPTA – Trip Planner

STUDENT LIFE

School Meals

View current menus, filter for allergies, see nutrition information, and more.
➔View School Menu

Supplies

Below you will find the supplies list for the upcoming year. All students are expected to obtain the appropriate supplies to be kept in the classroom for use during the school day.

Click this link to access the 26-27 Cook-Wissahickon Supply List

Field Trips

Field trips are scheduled throughout the school year to enrich students' learning experiences. When a trip is planned, a permission slip with full details will be sent home. All signed slips and any required payment must be submitted by the deadline provided. Verbal permission is not accepted, except in emergencies.

- Trips are for students only; siblings are not allowed to join.
- Parents/guardians are encouraged to chaperone and must follow the School District of Philadelphia's Volunteer Policy. Chaperones must return to the school with the class.

Recess
Recess is held outdoors daily, weather permitting, and supervised by our Culture Team. Students should come dressed for the weather.

Recess will take place outside if the temperature is above **32°F** with **no precipitation**. On bad weather days, recess may be held indoors in the cafeteria or classrooms.

Summer Programs
➔ Visit the District Summer Programs site for additional opportunities for your student over the summer.

STUDENT BELONGINGS & TECHNOLOGY

Chromebooks
All students will receive a Chromebook device & charger for their educational use throughout the year. It is expected that all students will bring their device to school each day and maintain safe care of it. If there should occur a problem with the device, please contact your child's teacher. We will ensure that the device is repaired.
➔ Chromebook resources

Cell Phone & Personal Electronics
In compliance with the Board of Education Policy, students are not permitted to use electronic devices or wearables during school hours. Students will be asked to stow the device in their pocket, handbag, or book bag. Failure to comply will result in the student being asked to surrender the device to the staff member. The device may be returned at the end of the day for the first occurrence after contacting the parent or guardian. Subsequent offenses will require a parent or guardian to pick up the device from the school. Students who frequently disrupt the educational environment by using electronic devices will be required to lock their devices daily in a secure location. Students requesting permission to use an electronic device must have permission from the building principal. Parents should educate their children about the safe and appropriate use of all electronic devices and review and reinforce the school policy on electronic devices. The school and school personnel are not responsible for the loss, theft, or damage of personal property at any time.

Personal Belongings
Electronics, toys, playthings, playground equipment (balls), and collectibles are to be left at home unless authorized for school purposes. Students should always safeguard their belongings. The school and the staff are not responsible for lost, stolen, or damaged personal items.

Lost and Found
Articles left behind at school or turned in to the office are placed in the lost and found area in the Cafeteria. Please label all of your child's belongings so they may be returned quickly. All items left at the end of the school year will be donated.

EQUITY & STUDENT RIGHTS

LGBTQIA+ Policies & Resources

Policy 252 – Transgender & Gender Non-Conforming Students
We are committed to creating a safe, inclusive, and supportive environment for all students. In alignment with the School District of Philadelphia's Policy 252, we affirm the rights of transgender and gender non-conforming students and will follow these key practices:

Names & Pronouns
Students will be addressed by the name and pronouns that align with their gender identity. No legal or medical documentation is required. Intentional or repeated misuse of a student's name or pronouns is a violation of this policy.

Privacy & Confidentiality
A student's transgender identity will not be shared without their permission, even with parents or staff. Students have the right to decide when, how, and with whom they share this information.

School Activities & Spaces
- Students will be included in all school activities, groups, and spaces that match their gender identity.
- We aim to minimize separating students by gender whenever possible.
- Gender-neutral language (like "they" instead of "he/she") will be used in written communication when appropriate.

Restroom Access
Students may use the restroom that aligns with their gender identity. A private, single-stall restroom will be available to any student seeking more privacy, but use of that space is optional, not required.

PE & Intramural Sports
Transgender and gender non-conforming students may participate in physical education classes and intramural sports in a way that aligns with their gender identity.

➔ Learn more and access LGBTQIA+ Resources

Students Experiencing Homelessness

Every child deserves access to a quality education, no matter their housing situation. We support students and families experiencing homelessness by removing barriers to enrollment, attendance, and success in school, as outlined in the McKinney-Vento Act. ➔ Learn more about your rights and available support

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HEALTH & SAFETY

Healthy Eating Policy

Cook-Wissahickon follows the District's Healthy Eating Policy to support student wellness.
- Every student is **offered a balanced breakfast and lunch each day**.
- Students also receive **nutrition lessons** through our partner, *Eat Right Now!*
- Families can support this effort by **sending only healthy drinks and snacks** to school.
- Teachers may ask students to put away foods that do not align with this policy.
- If your child has special dietary needs, please schedule a meeting with the school nurse.

Foods & Drinks to Avoid:
- Cookies, candy, and other sweets.
- Soda, sugary drinks, coffee, or hot beverages.
- Potato chips, Cheese Curls, and other junk foods.

Outside Food

Safety Guidelines

- Clear Labeling: Every item must have a full ingredient label attached. We cannot serve food that is unlabeled or homemade without a verifiable list of ingredients.
- Advance Notice: Parents must notify the classroom teacher at least 24 hours in advance before dropping off any food. This window is essential for teachers to review student allergy profiles and plan accordingly.

We want every student to feel included in the festivities. If a brought-in snack poses a risk to a student with specific allergies:

- The Backup Pantry: Cook-Wissahickon maintains a variety of safe, alternative snacks in the Main Office.
- Teachers may request these at any time to ensure no student is left out of a celebration.
- Parents may also provide 'backup' treats to be kept at school for their child to enjoy during classroom celebrations.

Peanut Allergy Notice

To ensure the safety of all students, Cook-Wissahickon strives to be a peanut-aware school. We kindly ask parents to refrain from sending in any peanut items for lunch and snack time. Please check with your child's teacher before bringing any food items into the classroom to share, as specific classrooms may have additional restrictions due to severe allergies. We appreciate your cooperation in helping us keep all our students safe.

Please make sure any food allergies, no matter how severe, are shared with our school nurse.

School Nurse

Our school nurse helps ensure students are healthy and ready to learn. The nurse's responsibilities include:

- Treating ill or injured students.
- Assessing vision, hearing, growth, and other conditions that may affect learning.
- Developing and implementing health plans.
- Supporting students in building self-care skills.
- Assisting families in obtaining health insurance and healthcare services for their children.

Non-Emergency Visits:

- The nurse sees students for non-emergencies between **10:30 AM – 2:45 PM** (lunch break: **1:15 – 1:45 PM**).
- The school nurse is **not a substitute** for your family medical provider. Please do not send ill or injured children to school. Students may return once cleared by a medical practitioner with a **written note**.
- If your child is seen by the nurse, you will receive a **phone call and a letter**.
- If the nurse determines your child is too ill or injured to remain at school, you will be notified to pick them up.

Physical Examinations & Screenings

- Physical examinations are required for all new students.
- The nurse conducts periodic health screenings.

Student Illness

If a student feels ill during the day, they should go directly to the nurse, not call home on their own. Parents/guardians will be contacted if the student needs to go home.

Staying Home When Sick

Anyone who is sick—students, staff, or visitors—should stay home. If someone becomes ill while at school, they must leave the building promptly.

Student Medication

The school will only administer medication with written permission from both the parent/guardian and a physician. A completed Medication Administration Form is required and must be updated if the prescription changes.

Key rules:

- Medications must be in the original container, labeled with the student's name and prescription details
- All medications must be turned in to the nurse's office

- Students may not keep medication in desks, lockers, or backpacks
- Unused medication must be picked up by the end of the school year or it will be disposed of

A new authorization form is required each school year.

Immunization Requirements & Health Services

Pennsylvania law requires all students to be fully immunized or officially exempt before attending school. This is mandated by the PA Department of Health, Philadelphia County Board of Health, and the School District of Philadelphia.
➔ Learn about immunizations, physicals, and wellness programs

Mental Health Resources

Find free support, counseling, and tools to care for your mental well-being. ➔ View Resources

Vaping/Smoking Resources

Family guides, free tools, and support to help quit vaping or smoking. ➔ View Resources

SCHOOL CULTURE & DISCIPLINE

At Cook-Wissahickon School, we take pride in maintaining a safe, respectful, and orderly academic environment. Every staff member shares the responsibility for supporting this goal.

Expectations for Students

- Respect: Treat all adults and peers with kindness and consideration.
- Responsibility: Be a positive citizen, ready to learn each day.
- **Safety:** Seek adult support when aware of problems involving other students

Classroom Environment

Teachers design learning spaces that foster **high levels of engagement and academic rigor**, ensuring every student has the opportunity to thrive.

Discipline & Restorative Practices

- When students violate school-wide norms or the School District's Code of Student Conduct, the administration will take progressive disciplinary action as appropriate.

- Our approach prioritizes **restorative practices**, giving students the opportunity to:
    - Reflect on their actions.
    - Explain their behavior.
    - Write apologies when necessary.
    - Identify strategies to avoid future problems.

- In cases of serious misconduct, the **School District's Code of Conduct** will be fully enforced by school administration.

Code of Conduct

Students are expected to follow school rules at all times—both during school hours and at school-sponsored events. Violations may result in disciplinary action as outlined in the District Student Code of Conduct.
➔ View the District Student Code of Conduct & Discipline Process

Bullying, Harassment and Discrimination

The School District of Philadelphia strives to provide a safe and positive educational environment for all school community members. As such, the District does not tolerate bullying, harassment or discrimination of students, in any form.

Students who believe they have been subjected to any form of bullying, harassment, or discrimination are encouraged to report the conduct or have their parent/guardian report it on their behalf. ➔ Report bullying, harassment, or discrimination

Dress Code/Uniform Policy

The School District of Philadelphia, under board policy 221, requires that all students wear school uniforms every day that school is in session. If school administrators determine clothing is inappropriate or does not conform to these expectations, parents/guardians will be notified, and the student may lose dress-down day (NUT Day) privileges.

	Uniform Guide	Additional Information
Bottoms	Navy Blue or Black solid-color pants, shorts, skorts, capris, or skirts	• Shorts/skirts length should not be shorter than two inches above the knee • Solid black jeans, yoga pants, and leggings are acceptable • No ripped or intentionally distressed bottoms • Any logos should not exceed 1 inch in length/height
Tops	• Solid-colored shirts (maroon, gray, or white) • Any official Cook-Wissahickon shirts/t-shirts, including shirts from school-sponsored events	• Any logo should not exceed 1 inch in length/height • Sleeveless tops, including shirts with straps, are not permitted, and the midriff must be fully covered.
Sweaters and Sweatshirts	• Maroon, Gray, or Navy Blue solid colored hoodless sweater or sweatshirt • Cook-Wissahickon hoodie sweatshirt	• Any logo should not exceed 1 inch in length/height • Hoods are not permitted to be worn in the building.
Shoes	Closed-toe shoes, sneakers, or boots	• No sandals or high heels of any kind • No flip flops or slides • Toes and heels must be covered
Accessories	• Earrings are permitted as long as they are no larger than 1 inch in length • Religious/cultural headwear and headbands are permitted • Makeup, cosmetics, and nail polish are permitted as long as they are not distracting to others. Products should not be brought to school.	
No Uniform Today (NUT Day) **Friday's Only**	• All tops and dresses must have sleeves and fully cover the midriff – no strapless, halter, or tube tops. • No see-through shirts • All bottoms must be no shorter than 2 inches above the knee • No ripped jeans or ripped pants of any kind above the knee • No inappropriate or derogatory language, images, or messages on any item of clothing	

If a student violates the dress code:

- A parent/guardian may be contacted
- The school may provide loaner clothing, or request a change of clothes be brought to school

If you have barriers to obtaining a uniform, contact Principal Snyder.

Student Well-Being Survey

Student Well-Being Surveys will be conducted quarterly with students. Survey results are used to track progress in maintaining a positive learning environment for the entire student population. Survey results will aid the school's responsiveness to student social, emotional, or academic needs. ➔ Learn more about the survey.

ACADEMICS

At Cook-Wissahickon, we provide a strong, supportive learning environment where students in grades PreK–8 thrive both academically and socially. Our curriculum builds a solid foundation in reading, math, 8th-grade algebra, science, and social studies, while also offering enriching subjects such as music, art, physical education, socio-emotional learning, STEAM, and musical theatre to keep learning engaging and fun.

We meet the needs of every learner through **personalized supports** like reading intervention, counseling, and speech therapy. Our goal is to help every student grow into a confident, curious, and successful learner.

Cook-Wissahickon implements high-quality, research-based programs, including:

- **Illustrative Mathematics**
- **EL English Language Arts**
- **Amplify Science**

➔ Learn about the District's curriculum and find resources to support your child's learning.

Homework

The goal of homework is to encourage shared responsibility of parents, students, and teachers; to reinforce skills through appropriate assignments; to create a positive home-school connection; and to extend literacy to the home.

Parent/Guardian Responsibilities: Establish a consistent homework routine that includes a quiet work environment with appropriate supplies to promote a positive attitude toward homework and reinforce its value. Clarify directions to foster pride in the completed task. Communicate with teachers regarding questions and difficulties related to homework.

Student Responsibilities: Receive, record, and take home assignments. Ask your teacher for clarification and/or help if the assignment needs to be understood before you leave school. Show effort and do your best work. Complete and return assignments on time. Inform your teacher of any difficulty regarding the assignment.

Teacher Responsibilities: Communicate homework expectations to parents and students. Ensure that assignments are connected to the curriculum and appropriate for the students. Create an environment where students can ask for clarification of assignments. Provide feedback on homework in a timely manner. Respond to parent concerns and keep parents apprised of homework issues.

Parent Complaint Resolution Policy: Teachers are expected to maintain regular contact with parents when problems arise. If, after you have made several attempts to resolve a problem directly with your child's teacher, you feel it has not been resolved, you may contact the Principal by e-mail or by leaving a message with the office staff.

Multilingual Curriculum & Programs

Language Access Support Services/ESOL services
The School District of Philadelphia provides a variety of programs and services in many languages to support our multilingual families. Students whose first language is not English may qualify for ESOL services.

➔ **Need Help?** Contact your school's Bilingual Counseling Assistant

Special Education

Cook-Wissahickon is committed to providing specialized services to children in the least restrictive environment, as required by the law. Students receive accommodations and modifications as outlined in their Individualized Educational Program (IEP).

The District provides an extensive range of educational services and supports for students with diverse needs within our schools. ➔ Learn more about Special Education Programs and Evaluations

STUDENT PROGRESS

Assessments

- **PSSA**
  - *Grades 3-8* take tests in English Language Arts and Math.
  - *Grades 5 and 8* also take a test in Science.
- **PASA**
  - *Grades 3-8* take tests in English Language Arts and Math.
  - *Grades 5, 8, and 11* also take a test in Science.
- **Star - Grades K-12:** Measure math and reading skills.
- **Keystone Grades 9-12:** Measures Algebra I, Literature, and Biology

➔ **Get info on assessments and important testing dates**

Report Cards

Report cards are issued four times a year—one for each quarter—and include academic performance, behavior, and progress notes.

Parent/Teacher Conferences

Parent–teacher conferences are scheduled after the first, second, and third quarters. Families are strongly encouraged to attend; if you need to reschedule, please contact your child's teacher.

➔ View the academic calendar for report card and conference dates

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FAMILY AND COMMUNITY ENGAGEMENT

At Cook-Wissahickon, we believe strong family and community partnerships are key to student success. When schools and families work together, students do better academically, socially, and emotionally.

There are many ways families and community members can support student learning throughout the year:

Home & School Association

The Cook-Wissahickon HSA organizes fundraising efforts to support school programs, coordinates social and community-building events to foster a strong school spirit, and advocates for resources that enhance the educational experience for all students. We work closely with parents, teachers, and school administration to identify and meet the needs of our school community.

➔ Learn more about our HSA and how to get involved

Parent & Family University

Parent & Family University provides free resources, courses, and support to help parents and families engage with their children, schools, and community. ➔ Learn more about Parent & Family University

School Advisory Councils (SACs)

SACs are peer-elected groups comprising family members, school staff, students (grades 7–12), and community members who collaborate to support academic success and enhance school partnerships. ➔ Learn more about School Advisory Councils

Volunteer

We love and appreciate parent involvement! Volunteering is a great way to support our school community and make a positive impact on students' daily experiences.

Volunteers can support the school in many ways, including:

- Breakfast or lunch monitor
- Recess or schoolyard support
- Classroom assistant
- Special projects or school events
- Extracurricular program support
- General school maintenance
- Field trip chaperone

➔ Find out how to become a volunteer

Title I Parent Involvement

Cook-Wissahickon School is supported by the NCLB/Title I grant from the federal government to promote and support parental involvement.

- 1% for parent resources
- 5-10% for professional development for teachers
- Highlights the success of students/school

The School District of Philadelphia recognizes that partnerships between families and schools are solid foundations for educational reform.