



Fanny Jackson Coppin School Student and Family Handbook

Principal
Dr. Janis Butler

School District of Philadelphia
Learning Network 2

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

Assistant Superintendent
Timothy Jones

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](#).

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OUR SCHOOL

Principal's Welcome

Dear Coppin Community,

Dear Parents, Guardians, Students, and Members of Our School Community,

On behalf of our entire faculty and staff, it is my pleasure to welcome you to an exciting new school year! Whether you are returning to our school family or joining us for the very first time, we are thrilled to have you with us.

As we open our doors for another year of learning, growth, and opportunity, we look forward to partnering with you to ensure every child reaches their fullest potential. From our youngest learners in Pre-K to our eighth-grade students preparing for high school, every student is an important part of our school community.

Our dedicated teachers and staff have spent time preparing engaging lessons, welcoming classrooms, and meaningful experiences designed to inspire curiosity, creativity, and academic excellence. Beyond academics, we remain committed to fostering a safe, respectful, and inclusive environment where every student feels valued, supported, and empowered to succeed.

This year, we encourage all students to come to school ready to learn, ask questions, embrace challenges, and treat one another with kindness and respect. Success is achieved through a strong partnership between home and school, and we deeply appreciate the trust you place in us each day. Together, we can provide the foundation that allows every child to thrive both inside and outside the classroom.

Parents and guardians are encouraged to stay actively involved throughout the year by attending school events, communicating regularly with teachers, and supporting your child's educational journey. Your partnership plays a vital role in the success of our students and our school community.

As we begin this new chapter together, let us approach each day with optimism, determination, and a shared commitment to excellence. We are excited to celebrate achievements, overcome challenges, and create lasting memories throughout the school year.

Thank you for being an essential part of our school family. We look forward to an outstanding year filled with learning, growth, and success.

Welcome back—and let's make this our best year yet!

Warm regards,
Dr. Janis C. Butler





School Pride

Our Vision

All Coppin students have the ability to achieve rigorous academic and social expectations through high-quality teaching that taps on multiple intelligences, real-world connections, and inquiry in a 21st Century learning environment. We will foster self-resiliency and autonomy to actualize leadership so that every student has the ability to empathize, respect, and function collaboratively with others to become contributing members of a global society.

Colors & Mascot

- Mascot: Jaguar
- Colors: Blue and Gold
 - Gold: **#f2c417**
 - Blue: **#142950**



Contact Information

Phone: [215-400-7970](tel:215-400-7970)

Fax: 215-400-7971

Address:

[1213 S. 12th St.](#)

[Philadelphia, PA 19147](#)



[Visit our website](#)



Follow us

- [Youtube](#)

*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.

→ [Google Classroom](#)

To view your student's classwork and homework

→ [Class Dojo](#)

Stay updated about school events, announcements, and important information.

Staff Directory

Grade/Role	Name	Email Address
Interim Principal	Janis Butler	jcbutler@philasd.org
Nurse	Anne Kilmon	akilmon@philasd.org
SBTL	Marc Levinson	mlevinson@philasd.org
SBTL	Melanie Pena	mchern@philasd.org
Counselor	Kara Ziai	kziai@philasd.org
Secretary	Zenaida Serrano	zserrano@philasd.org
Kindergarten Teacher	Maria Santo	msanto@philasd.org
Kindergarten Teacher	Francesca Galdo	fgaldo@philasd.org
Kindergarten Teacher	Erin Pierce	lorsini@philasd.org
1st Grade Teacher	Lauren Cucinotta	lorsini@philasd.org
1st Grade Teacher	Michelle Brozdonis	mbrozdonis@philasd.org
1st Grade Teacher	Mackenzie Gaughan	mgaughan@philasd.org
2nd Grade Teacher	Kate Atkins	satkins@philasd.org
2nd Grade Teacher	Angela Chan	akcamac@philasd.org
2nd Grade Teacher	Gabrielle Dicrosta	gdicrosta@philasd.org
3rd Grade Teacher	Laura Mahoney	lmahoney@philasd.org
3rd Grade Teacher	Lindsey Stauffer	lmthomas@philasd.org
3rd Grade Teacher	Tiffany Storti	tstorti@philasd.org
4th Grade Teacher	Katherine Ryan	kteevan@philasd.org
4th Grade Teacher	Laura Tierney	labordoni@philasd.org
4th Grade Teacher	Cynthia Allen	cjallen@philasd.org

Grade/Role	Name	Email Address
5th Grade Teacher	Kevin Konya	kmkonya@philasd.org
5th Grade Teacher	Leighann Julio	ljulio@philasd.org
6th Grade Teacher	Jeffrey Kuhn	jkuhn@philasd.org
6th Grade Teacher	Michael Matteo	mmatteo@philasd.org
7th Grade Teacher	Amanda Levy	alevy2@philasd.org
7th Grade Teacher	Evan Morris	emorris2@philasd.org
8th Grade Teacher	Janet Di Salvo	jlsenni@philasd.org
8th Grade Teacher	James O’Karma	jgokarmajr@philasd.org
8th Grade Teacher	Allison Hackel	ahackel@philasd.org
Art Teacher	Christina Franko Uliano	cfranko@philasd.org
Music Teacher	Chris Argerakis	cargerakis@philasd.org
STEAM/Gifted Teacher	Yvonne Drayton	ydrayton@philasd.org
Phys. Ed/Health Teacher	Cynthia Aguanno	caguanno@philasd.org
EL Teacher	Maria DiFlorio	mdiflorio@philasd.org
EL Teacher	Vanleda Tiv	vtiv@philasd.org
Special Education	Ambria Horne	ahorne@philasd.org
Special Education	Mary Shotzbarger	mshotzbarger@philasd.org

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

School Day: 8:15 AM - 2:54 PM

Breakfast: 8:00 AM - 8:14 AM

Lunch/Recess:

3-5: 12:00 PM - 12:45 PM

6-8: 12:45 PM - 1:30 PM

K-2: 11:15 AM - 12:00 PM

Lunch is provided for all students, or they may bring their own.

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

- A written excuse must be submitted within 3 days of your child's return.
- **Submit an [Absence Excuse Form](#)**
- Phone calls do not replace a written excuse.
- Students are responsible for making up all missed work and tests.

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.

→ [Learn more about the District Attendance Policy & Protocols](#)

Arrival

Arrival Time: 8:15 am

Breakfast Only: 8:00 am

Please ensure your child arrives on time to start the day successfully.

Arrival Locations

- All students enter and exit the building through the schoolyard.

- Pre-K students will be dropped off and picked up at the main entrance by a guardian at least 18 years of age.
-

Late Arrival

Students are considered late if they are not in their classroom by 8:20am. Students are expected to arrive at school on time and enter the building with their class. Once the classes have entered the building, students must enter the 12th Street door to receive a late pass.

Lateness is recorded on the student's attendance and can disrupt learning—please arrive on time.

Important:

- Arrivals at 11:00 AM or later without a note = unexcused half-day absence
 - Leaving at 1:39 PM or earlier without a note = unexcused half-day absence
 - Two half-day absences = one full-day unexcused absence
-

Dismissal

- K-2 will be dismissed at 2:45 p.m.
- 3-8 will be dismissed at 2:54 p.m.

Dismissal Locations

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

Pick-up Expectations

- Parents/Guardians in kindergarten will be required to physically sign out the students at the admission lines.
- For any student, only those listed on the Emergency Contact form and who have appropriate ID will be allowed to pick up the students; ensure that all names of those who can pick up the child are listed.
- If your child attends an aftercare program, it is the responsibility of the parent to inform the program if your child did not attend school.
- Aftercare students will not be dismissed any other way without a written note from the parent/guardian.

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

Early Release

Students are not permitted to leave early unless there is an emergency.

- If an early release is anticipated, send a note to the classroom teacher, who will notify the office.
- If an emergency arises during the school day, request early release at the Main Office.

In all cases:

- A parent/guardian must sign out the student 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.

Please note:

- Early dismissal requests after 2:30 PM will not be honored.
- On half-days, the cutoff for early dismissals is 12:00 PM, per District policy.

SCHOOL OPERATIONS

Visitor Procedures & Building Access

ALL visitors must have photo identification to enter Coppin; please follow our Visitor Guidelines prior to visiting:

1. Send a note or call your child's teacher to pre-arrange a time for an appointment when the teacher is not instructing his/her class. If you would like to meet with the teachers, a 24-hour notice is required. Please contact your child's teacher to arrange an appointment. Please note that teachers are unable to check and respond to messages during the school day. In the event of an emergency or urgent matter, please contact the main office.
2. All parents and/or visitors must enter and exit through the 12th Street entrance of the building and report immediately to the front desk. You will need to show photo identification and get your visitor's pass. Visitors must proceed to the main office after checking in at the front desk.
3. Appointments with the principal can be made by calling the Main Office (215)-400-7970 or by emailing jcbutler@philasd.org
4. Parents are prohibited from escorting students to the classroom, gymnasium, or other areas of the building at any point in time, including admissions. Additionally, parents are prohibited from picking up students from the gymnasium or other areas of the building. If you are picking up your child from daycare, you must alert a staff member in the yard, who will radio for your child to be dismissed to the yard.

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:** www.philasd.org

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

Birthday Celebrations

For various reasons, **we are no longer accepting birthday treats of any kind** (including but not limited to treat bags, flowers, balloons, and any other non-perishable or perishable item). Your child's teacher will ensure birthdays are recognized in the classroom.

School Meals

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

→ [Food Menu](#)

Supplies

All students are expected to obtain the appropriate supplies to be kept in the classroom for use during the school day.

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.

Out-of-School Time (OST)

Out-of-School Time (OST) is the time that a child or youth spends in after school or summer programming. In Philadelphia, OST programs are provided for young people in grades PreK through 12.

→ [Learn more about OST and find a program near you](#)

Summer Programs

→ Visit the [District Summer Programs site](#) for additional opportunities for your student over the summer.

STUDENT BELONGINGS & TECHNOLOGY

Cell Phone & Personal Electronics

We understand that students may need cell phones for safety. However, phones and personal electronic devices can cause major distractions during the school day.

Electronic games, cellular phones, smartwatches, digital cameras, lasers, or any other electronic devices are not permitted for use during school hours. If a student is using the device during school hours, it will be confiscated. Parents are responsible for supervising their child's social media use; if inappropriate social media use impacts the school/learning environment, consequences will be taken in accordance with the Student Code of Conduct. Students in middle school are required to lock their phones in a Yondr pouch. Consequences will be provided to students who pretend to lock their phones or who purposefully damage their pouches in an effort to access their phones. **The school is not responsible if a student brings an electronic device to school and the device is stolen, lost or damaged.**

First Confiscation

If a staff member sees any electronic device in the building or on school grounds, it will be confiscated. Your child's teacher will return the device at the end of the day.

Second Confiscation

If a student has the same electronic device or another device confiscated, A caregiver must come up to the office between 2:54-3:30 p.m. Monday-Friday to sign for and retrieve the device.

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](#)

Lost and Found

The Lost and Found is located outside our school office. Lost/unclaimed items are placed there on a daily basis and students may retrieve misplaced items. Unclaimed items are donated monthly. Parents/guardians are asked to clearly mark children's clothing and personal property. The school accepts no responsibility for lost articles and money.

Textbooks

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books may have to be paid for.

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](#)

HEALTH & SAFETY

School Nurse

Our school nurse provides immediate care for illnesses and injuries, conducts required screenings, and supports students' overall wellness. The nurse also maintains medical records for every student.

Parents/guardians must notify the nurse about any special health conditions and are encouraged to reach out with questions or to schedule a confidential appointment.

→ The nurse can be reached through the Main Office at 215-400-7970.

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

Coppin follows District discipline policies to support positive behavior and maintain a safe, respectful learning environment. Most issues are handled in the classroom through clear routines and communication between teachers, students, and families.

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

Students are expected to wear appropriate clothing at all times, including shirts, pants, shorts, dresses, skirts, and proper footwear.

Shirts: Solid navy blue/solid light blue (No logo)

Pants: Solid tan/beige khaki/dark blue (NO JEANS or Black Pants)

Skirts/Jumpers/Shorts: Solid tan/beige/dark blue/Must be no shorter than fingertips.

Sweaters/Jackets: Solid navy/solid light blue/solid tan - NO HOODIES

Shoes/Sneakers: Sensible shoes or sneakers should be worn

Not Permitted:

- Any clothing with a hood.
- Flip Flops, Slides, or any shoe with an open toe or without a strap or cover on the heel

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 Kara Ziai , kziai@philasd.org

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

Curriculum

At Fanny Jackson Coppin School, academics are driven by high expectations, meaningful learning experiences, and a commitment to educating the whole child. Our curriculum integrates rigorous instruction, inquiry-based learning, and real-world problem solving to ensure students build the skills they need to succeed. Through strong teaching, supportive learning environments, and enriching opportunities, we empower every student to grow, achieve, and thrive.

→ [Learn about the District's curriculum and find resources to support your child's learning.](#)

Homework

Our school's homework policy states that each child will have a homework assignment from Monday to Friday. Please check the student agendas for daily assignments. If your child is not bringing home assignments, please contact the teacher for clarification.

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

Coppin 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](#)

FAMILY AND COMMUNITY ENGAGEMENT

Home and School Association

Our HSA invites all families to get involved in building a welcoming school community.

From spirit wear and swag to family-friendly events, Coppin’s HSA brings our community together. Whether it’s hosting kindergarten play dates, organizing community celebrations, or running our much-anticipated annual auction, the HSA creates opportunities for families to connect and support our school. Behind the scenes, HSA volunteers also coordinate in-school support, helping teachers and staff make every day brighter for students.

→ Learn more about how to [join](#) the **Home and School Association**

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](#)