

THE SCHOOL DISTRICT OF PHILADELPHIA

HON. LUIS MUÑOZ-MARÍN ELEMENTARY SCHOOL
3300 North 3rd Street
Philadelphia, PA 19140
(215) 400-3920



Ms. Amanda Jones, Principal

Ms. Ashley McKeen, Assistant Principal

Student Handbook



SCHOOL PROFILE

The Hon. Luis Muñoz-Marín Elementary School is located at 3300 N. 3rd Street. We are a Title I dual-language school serving students starting in pre-kindergarten until they graduate from 8th grade. Our school provides a World-Class Educational Program to approximately 700 students. Special Education students are being mainstreamed in the regular program. Special Education teachers provide services to the students in the regular program classrooms. Specialist teachers teach Physical Education, Health, Writing, Social Studies and Technology to our students. The physical plant that houses our student population was constructed in 1997 and offers the following comforts:

- Auditorium
- Music room
- Piano room
- Cafeteria
- Central Air Conditioning
- Elevator service to provide easy access for the handicapped
- 2 Computer Labs
- Library Spacious Instructional Media Center (IMC), which contains a collection of books, audiovisual materials and computers for students and staff to use
- Gymnasium
- Teachers' Resource Room in the IMC
- All Classrooms equipped with Interactive Whiteboards & Mobile Computer Labs
- Parking Lot
- Playground in Small Yard
- Large Yard

SCHOOL HOURS

Regular school hours are from 9:00 A.M. to 3:39 P.M. Professional development will take place during the year on School District scheduled days.

SCHOOL MOTTO

At Marín we push our students to **DREAM** big **LIVE** with purpose and **ACHIEVE** success. *We are Marín!*

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SCHOOL MISSION

The Honorable Luis Muñoz-Marín Elementary School family strives to educate the whole child, mentally, physically, and socially. We are a diverse, collaborative and data driven community that empowers our students to achieve postsecondary success.

SCHOOL VISION

At The Honorable Luis Muñoz-Marín Elementary School we create access by promoting academic excellence, diverse experiences, and independent thinkers as our students become changemakers in their own communities.

PHILOSOPHY

“We value equity in academic attainment and hold high expectations for all the diverse groups of students in our school”. “We believe that all students can learn.”

SALUTE TO THE FLAG AND MORNING ANNOUNCEMENTS

In accordance with the Board Resolution passed on November 8, 1976, the Salute to Flag is to be carried out at the beginning of each school day. The Pledge of Allegiance is to be recited, and the National Anthem is to be sung at every official assembly.

The following procedures will be in effect daily:

1. At 9:10 A.M. advisors should bring the students to order. PA announcements will include the Pledge of Allegiance in English and Spanish.
2. The Pledge of Allegiance will be led over the PA system. Homeroom teachers are to supervise its observance. Pupils in the halls are to stop and remain silent until the Pledge and moment of silence are over, and then continue to the classroom. The cooperation of all staff members is needed to carry out these procedures.

The Pledge of Allegiance:

I pledge allegiance
to the flag of the United States of America,
and to the republic for which it stands,
one nation under God,
indivisible,
with liberty and justice for all.

Juramento a la Bandera:

Juro lealtad a la bandera
de los Estados Unidos de América,

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y a la república que representa,
una nación bajo Dios,
indivisible, con libertad y justicia
para todos.

MAIN OFFICE PROCEDURES

All entrances are constantly monitored by cameras. Anyone entering the building without approval will be considered trespassing and subject to legal consequences. Surveillance cameras and a front door buzzer system are installed and are operational at the Hon. Luis Muñoz Marín Elementary School. These systems are helping us to provide a safer environment for our students, parents, visitors and staff members. The following is the procedure to be followed in order to ensure that these systems are effectively used.

- Parents must present a photo ID.
- Parents must schedule an appointment with the main office 24 hours in advance.
- **For safety reasons, parents are not allowed to go to the classroom without administrator's approval.**
- Early dismissal of students will not be permitted after 3:00 p.m. Exceptions will be made on emergencies only. It is the School District of Philadelphia's recommendation that parents schedule doctor's appointments for their children on Saturdays or after school hours. The secretary will ask for an ID and the parent must sign out when picking up a student for early dismissal. **NO EXCEPTIONS! Teachers are not to release any students with anyone that comes to pick them up at the door.** The secretary will call the teacher when a student is being dismissed early. Children are responsible for the work they miss and they must be informed that the grade will be affected when they leave early. An Early Dismissal will be considered a Half Day absence. Students will be dismissed with parents only. Parents who want a person on the emergency contact to pick up a student must provide written approval to the Principal.
- The lobby is not a recreational area. For safety reasons, no one will be allowed to loiter in the lobby.
- Late Students: An SSA will be at the main entrance to receive the students who arrive after the yard gate is closed. Parents are to leave the students at the door. A safety, or SSA will escort young students to their classrooms.

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Students must be admitted into the classrooms without a late note up to 9:15 am. The teacher is responsible for marking the student late and informing the parents of their lateness.

- Beginning at 8:30 a.m. K-8 students' parents/guardians will bring their students through the big yard directly to the lunchroom for breakfast.

Daily Bell Schedule		
Period	Time	Event
	8:30-9:00	Breakfast/Student Entry
	9:00-9:30	Community Meeting
1	9:30-10:15	
2	10:15-11:00	
3	11:00-11:45	
4	11:45-12:30	K-2 Lunch
5	12:30-1:15	3-5 Lunch
6	1:15-2:00	6-8 Lunch
7	2:00-2:45	
8	2:45-3:30	
	3:30-3:39	Dismissal
Daily Bell Schedule		

During Morning Arrival:

- Between 8:30 - 9:00 a.m. K-8 students will enter through the big yard.
 - Parents or guardians are to leave their children at the gate.
 - Parents are not allowed inside the cafeteria/building.
5. **Dismissal Time Procedure:**
- Kindergarten students will be picked up by their parents/guardians in the small yard
 - 1st, 2nd, 3rd, 4th & 5th grade students will be escorted by their teachers to the big yard.
 - 6th, 7th, and 8th grade students will be escorted by their teachers through door # 2 exit located on the corner of 3rd and Ontario.

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ATTENDANCE

At Marín we strive for 100% attendance from every child. The simple truth is that students who are not in the building cannot learn. Of course, medical and family emergencies occur. However, we are committed to ensuring that all of our students attend school on a daily basis.

ATTENDANCE AND PUNCTUALITY OF PUPILS

State and District Attendance Policy:

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. Please refer to the link below for the full SDP truancy policy. <http://webgui.phila.k12.pa.us/offices/a/attendance--truancy>
In order for students to be academically successful they must be in attendance at school every day and on time.

ATTENDANCE & INTERVENTIONS

Student attendance is vital towards the success of all students. Below are the intervention steps prescribed by the SDP and Marín policy:

1st unexcused absence: Phone call home

3rd unexcused absence (Truant): Three Day Legal Notice (C-31) sent home

6th-10th unexcused absence (Habitually truant): SAIP conferences will occur

10th unexcused absence (Chronically truant): Referral to truancy court

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When	What	Who	How
1 st Unexcused Absence MTSS/RtII Tier 1	Phone Call Home	School Messenger Classroom/Advisory Teacher	Via Classroom Teacher and the SIS
3 rd Unexcused Absence (Truant) MTSS/RtII Tier 2	Send home the Third Day Illegal Absence Notice (C-31), to notify parents/guardian of the student absences	Attendance Designee	The SIS will auto populate the form by running the Third Illegal Day Report. To run this report, go to IC and under the Index Tab, search for Attendance Reports, select the Third Day Absence Letter either K-8 or High School.
6 th – 10 th Unexcused Absence (Habitually Truant) MTSS/RtII Tier 2	Invite the family/student in to hold SAIP conference to address barriers to attendance	Attendance Designee & School Counselor	Via the Student Attendance Improvement Plan and document the barriers that are impeding good attendance as well as the intervention to reduce truancy.
10 th Unexcused Absence (Chronically Truant) MTSS/RtII Tier 3	Submit the Truancy Referral to the OAT at 440. The file/s will be reviewed and checked. Once the file has been reviewed it will be forwarded to DHS/Family Court for supports.	Attendance Designee, Counselor or Principal	Submit the truancy referral (SAIP) via email at truancyreferrals@philasd.org See Attendance Guidelines for more information.

After the Truancy Referral, has been submitted to OAT, it will be checked for accuracy. It is at this point that The Truancy Provider will begin to work with the families. The Case Manager will request Attendance & Demographic Information from the school for student. The case manager must provide a FERPA and Work ID to the school for a release of information. The information can be retrieved via SIS (Infinite Campus).

STUDENT ABSENCES

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. Other key policies:

- **Absences will be coded “unexcused” if a note is not provided** by the parent or caregiver.
 - Students who have 3 or more unexcused absences will receive a legal notice indicating the dates of the absences and will be referred to the appropriate counselor for a meeting.
- Absence notes must be provided within 3 days of absence. Failure to comply will result in absence code to be unexcused.
- 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.

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- After 9 handwritten notes. Doctors note will be required.

MISSED SCHOOL WORK

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.

Please be advised that all cases of truancy will be referred to Truancy Court. Refer to the Code of Student Conduct Handbook for further information and policies regarding Attendance and Truancy.

TARDINESS

At Marín we believe that our day must begin promptly. Every moment of the school day is important and students must be ready to learn at the ringing of the first bell. As such, in the timeliness is expected and rewarded.

For those students who are tardy, the consequences are as follows:

1 st Infraction:	Within the first 20 minutes, students must report to the designated location and receive a late note. Students provide a valid phone number and parents are immediately called.
2 nd Infraction	Detention
3 rd Infraction	Mandatory Parental or Guardian Conference

MTSS

The Multi-Tier Student Services (MTSS) is the local and state mechanism designed to remove barriers to learning via the implementation of research based instructional and behavioral strategies. Research indicates that the most effective strategies are those that are systematic and build capacity across the school, the classroom, and the community. Students can be put through the MTSS if there is evidence of students being at-risk.

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GRADING SCALE

Students Earn a Letter Grade of :	Averages:	General Assignments:	Assignment Scale:
A	90-100	• Tests and Projects	50% of Grade
B	80-89	• Quizzes	25 % of Grade
C	70-79	• Class work	15% of Grade
D	65-69	• Homework	10% of Grade
F	60-64		

HOMEWORK

It is the expectation of the administration that any homework assignments given will be meaningful and related to the content being taught. Creative assignments that include involvement are suggested.

Homework may consist of any of the following:

- Projects that exceed 1 day
- Research that relates to a topic being discussed.
- Preparation for an in-class assignment, test oral or written presentation.
- Reading-comprehension, inference, vocabulary review.
- Development of a study guide or similar organizer.
- Interviews
- Problem solving and questions to develop critical thinking
- Homework will be marked and the grade recorded in the grade-book.
- Homework will exceed 30 minutes per subject on any given night (less for children in lower grades.)

In order to make homework meaningful, it will be discussed and reviewed on a daily basis.

Children will receive a minimum of four homework assignments per week. Parents will be informed when students do not bring homework to school.

PARENTAL INVOLVEMENT

The positive involvement of parents will lead to positive results in student behavior and achievement.

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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 are mailed to parents for review. The home-based teacher will keep a copy.

HOMEWORK TIPS

Meaningful homework is assigned to help students become more self-reliant and to improve the skills that have been taught throughout the day. Homework will be assigned four to 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:

- o Have your child record all homework and assignments on his/her agenda
- o Set up a regular time and a quiet place for your child to work.
- o Try to make it away from distractions such as television, radio and other loud noises.
- o 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.
- o Check your child's work for neatness and completion. The quality of achievement is related to being well prepared for school.
- o 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.

VISITOR PROCEDURES

Parents, relatives, and friends interested in the welfare of our students are always welcome although it must be pointed out that unnecessary interruptions interfere with the functions for which the school exists. Any visitor to the school must schedule an

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appointment with the main office 24 hours in advance. **For safety reasons, all visitors must sign in and obtain a visitor's pass at the main office.**

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 a 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.

PROMOTION

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:

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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 6-8 are required to pass Reading, Mathematics, Science and Social Studies.
3. Students in grade eight are also required to complete a multidisciplinary project or a service-learning project successfully.
4. Attendance rate of 90% or better
5. No major conduct concerns

STUDENT CODE OF CONDUCT

As per School District of Philadelphia policy, we adhere to standards of academic and behavior excellence. Below you will see both the SDP and Marín student code of conduct policy.

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THE SCHOOL DISTRICT OF PHILADELPHIA
HONORABLE LUIS MUÑOZ-MARÍN ELEMENTARY SCHOOL
3300 North 3rd Street
Philadelphia, PA 19140
Ms. Amanda Jones, Principal
Ms. Ashley McKeen, Assistant Principal
Phone: 215-400-3920 Fax: 215-400-3921



BEHAVIOR MATRIX FOR GRADES 3 TO 5

Please Note:

- There are **NO** out of school suspensions for the following violations: 3C and 4.
- Any suspension over five days **MUST** be approved by an Assistant Superintendent and the Deputy of Student Rights and Responsibilities. Students must be provided assignments to take home.

*It is **MANDATORY** that you attempt and document at least one strategic instruction or intensive intervention (see page 7). The student must be referred to the counselor for a meeting to discuss appropriate behavioral or behavioral health interventions and supports.

Behaviors	Rule	Consequences Levels	
		Level 1: In-school interventions (including in- school suspension)	Level 2: Out-of-School Suspension
Possession or use of tobacco or electronic smoking devices	3C	✓	X
Profane or obscene language or gestures*	4*	✓	X
Inappropriate use of an electronic device	5B	✓	✓
Mutual fighting (without serious bodily injury)*	6*	✓	✓
Forgery of school staff or parent's/guardian's signature or cheating*	7*	✓	✓
Alteration of grade reporting, excuse notes, and/or school documents	8	✓	✓
Destruction and/or theft of property (less than \$500)	9	✓	✓
Harassment (including Sexual Harassment)	10A	✓	✓
Bullying/cyber-bullying*	10B*	✓	✓
Intimidation*	10C*	✓	✓
Sexual act (consensual)*	11*	✓	✓
Threatening students/staff with aggravated assault*	12*	✓	✓
Destruction and/or theft of property (totaling \$500 or more)*	13*	✓	✓
Breaking and entering school property	14	✓	✓
Robbery	15A	✓	✓
Extortion	15B	✓	✓
Mutual fighting (with documented serious bodily injury)*	16*	✓	✓
Simple assault on a school community member	17	✓	✓
Possession of alcohol and/or drugs	18	✓	✓
Possession and/or use of fireworks, incendiary devices and/or explosives	19	✓	✓
Instigation and/or participation in a group assault*	21*	✓	✓
Aggravated assault*	22*	✓	✓
Sexual act (non-consensual)*	23*	✓	✓
Possession of a weapon	24	✓	✓
Reckless endangerment*	25*	✓	✓
Inappropriate touch	26	✓	✓

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BEHAVIOR MATRIX FOR GRADES 6 TO 12

Please Note

- Disciplinary hearings **ONLY** apply to 6th -12th graders.
- There are **NO** out of school suspensions for the following violations: 3C and 4.
- Any suspension over five days **MUST** be approved by an Assistant Superintendent and/or the Deputy of Student Rights and Responsibilities. Students must be provided assignments to take home.
- Pursuant to ACT 26, the Superintendent or their designee, may, after a hearing, decide to allow the student who brought a weapon to school to remain in the school.

*It is **MANDATORY** that you attempt and document at least one strategic instruction or intensive intervention (see page 7).

Behaviors	Rule	Consequences Levels				
		Level 1: In-school Interventions (including in- school)	Level 2: Out-of-School Suspension	Level 3: Contract w/ Intervention or Lateral Transfer	Level 4: Disciplinary School Assignment	Level 5: Disciplinary School Assignment w/Expulsion Referral
Possession or use of tobacco or electronic smoking devices	3C	✓	X	X	X	X
Profane or obscene language or gestures*	4*	✓	X	X	X	X
Inappropriate use of an electronic device	5B	✓	✓	✓	✓	✓
Mutual fighting (without serious bodily injury)*	6*	✓	✓	X	X	X
Forgery of administrator, or parent's/guardian's signature or cheating*	7*	✓	✓	X	X	X
Alteration of grade reporting, excuse notes, and/or school documents	8	✓	✓	✓	✓	X
Destruction and/or theft of property (less than \$500)	9	✓	✓	✓	X	X
Harassment (including Sexual Harassment)	10A	✓	✓	✓	✓	✓
Bullying/cyber-bullying*	10B*	✓	✓	✓	✓	✓
Intimidation*	10C*	✓	✓	✓	✓	✓
Sexual act (consensual)*	11*	✓	✓	✓	X	X
Threatening students/staff with aggravated assault	12	X	✓	✓	✓	✓
Destruction and/or theft of property (totaling \$500 or more)	13	X	✓	✓	✓	X
Breaking and entering school property	14	X	✓	✓	✓	X
Robbery	15A	X	✓	✓	✓	✓
Extortion	15B	X	✓	✓	✓	✓
Mutual fighting (with documented serious bodily injury)	16	X	✓	✓	✓	X
Simple assault on a school community member	17	X	✓	✓	✓	X
Possession of alcohol and/or drugs	18	X	✓	✓	✓	✓
Possession and/or use of fireworks, incendiary devices and/or explosives	19	X	✓	✓	✓	✓
Instigation and/or participation in a group assault	21	X	✓	✓	✓	✓
Aggravated assault	22	X	✓	✓	✓	✓
Sexual act (non-consensual)	23	X	✓	✓	✓	✓
Possession of a weapon - a disciplinary transfer file must be submitted	24	X	✓	✓	✓	✓
Reckless endangerment	25	X	✓	✓	✓	✓
Inappropriate touch	26	X	✓	✓	✓	✓

Parents can also access the Student Code of Conduct at the SDP website.

Some infractions of the Code of Student Conduct may also be crimes. The Memorandum of Understanding (MOU) lists the crimes that must be reported to the Philadelphia Police Department. Additionally, The School District of Philadelphia has a Memorandum of environments, each visitor to public school buildings or grounds must receive authorization from the school principal or his/her designee. The Code of Student Conduct applies to all students while traveling to and from school, using any mode of transportation, as well as during any school related event. Additionally, the Code applies to off ground and after-hours behavior if there is a nexus to the school and the learning environment at the school is disrupted. Understanding with the Philadelphia Police Department outlining the Diversion Program that is an alternative to arrest & criminal prosecution.

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ZERO TOLERANCE POLICY

The District 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.

DUE PROCESS

The following section is taken directly from The School District of Philadelphia student code of conduct. All students are to be treated with fairness and respect. Students have a right to be heard and are to be provided the opportunity to explain their version. If you feel you need victim services, please contact the Office of Safe Schools Advocate at phone number 215-400-4000

SUSPENSION

Short-term Suspension is an exclusion from school and/or any school activity or function for a period of three or fewer school days. Students who are suspended must meet with the principal or his/her designee prior to the suspension. During the conference, the student has the right to the procedures described under Student Conference Procedures outlined in this Code of Student Conduct.

Procedures:

The following section is taken directly from The School District of Philadelphia Student Code of Conduct policy.

At parent conferences, parents, guardians, and caregivers can expect that school administrators will adhere to SDP protocol.

For the purposes of The School District of Philadelphia's Code of Student Conduct, suspensions comprise three categories: In-school, short-term, and long-term.

1. Notice of a conference will be provided to the parent/guardian in writing and either hand-delivered to the home, sent by certified mail, faxed, emailed, or communicated by other reasonable means.

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OUT-OF-SCHOOL SUSPENSION

Long-term Suspension is an exclusion from school and/or any school activity or function for a period of four to 10 school days. Students who are given a long-term suspension are to participate in a student conference and a parent/guardian conference. During the parent conference, the student and parent/guardian have the right to the procedures described under Parent/Guardian Conference Procedures section in the Code of Student Conduct. In addition, prior approval by the Deputy Chief of the Office of Student Rights and Responsibilities is required for all suspensions exceeding eight school days.

1. Inform the student of the reason for a conference.
2. Give the student an opportunity to respond to allegation(s).
3. Discuss student's problem behavior and ways to correct it.
4. Inform the student of the corrective action and/or next steps to be taken.
5. Document the problem behavior and intervention.

DISCIPLINE REFERRAL PROCEDURES

Below you will find the steps that all teachers take prior to sending a student to the discipline office or administrator. It must be pointed out that these steps need not be followed in any particular chronological order.

Steps:

1. Talk to the student
2. Buddy System
3. Detention
4. Call Parents
5. Conference with parent(s)
6. Discuss Problem with teachers at the house meeting
7. Refer to counselor
8. Cancel privileges: recess, trips, activities, etc.
9. Report Form

Behavior referrals are written in order to document behavior.

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AFTER SCHOOL DETENTIONS

Teachers may assign after school detention to their students. Any staff member assigning a detention to a student will provide the parent with communication of the detention 48 hours in advance.

HALL PASSES

Students must remain in their classrooms, under the teacher's supervision at all times. If a student needs to leave the classroom, they must have the proper hall pass.

MANDATORY UNIFORM POLICY

Hon. Luis Muñoz-Marín Elementary School Dress Code:
The School District of Philadelphia requires that all students wear the school uniform every day.

- Burgundy Color Polo Shirt
- Khaki (tan) Color Pants or Skirt
 - (Skirts cannot be more than three 3 inches above the knee)
- Black belt
- Black shoes or all black sneakers.

Students are to wear a school uniform as directed by the School District Policy. All outer clothing belonging to children is to be hung up. Hoodies are not permitted. Coats are not to be draped over chairs or worn. Hats are not to be worn in classrooms, etc., except for religious reasons. Hats must be placed with coats. Part of the decorum of each classroom depends upon adherence to school wide procedures. Children will be expected to follow these procedures in all classrooms.

ELECTRONICS POLICY

Cell phones, electronic games, iPods, mp3 players, digital cameras or any other electronic devices are not permitted inside the building during school hours.

Your student's electronic device will be confiscated if seen bulging in pockets, waistband, or shirts by ANY staff member.

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The policy is in effect due to the increased usage of cellphones during class time for non-instructional purposes. In addition, during PSSA Testing, the Pennsylvania Department of Education issues fines for cell phones and a student's permanent testing scores can be negatively compromised.

1. **First Occurrence** - Be given a warning and will be able to pick-up their cell phones by the end of the day. Student will be given a cell phone contract to be signed by the parent.
2. **Second Occurrence** – Cell phone will be held until the end of the day. Parent must pick up the phone.
3. **Third Occurrence** - Cell phone will be confiscated and kept by the principal for the remainder of the year.

LATENESS TO CLASS

The primary responsibility for students arriving to class on time rests with the classroom teacher. When a student is late to class at arrival or during transitional periods, teachers should take appropriate disciplinary action. This includes such steps as detentions, contacting parents by telephone or letter. A child must not be detained until a parent or guardian is first notified. There are no exceptions to this policy.

CHILD ABUSE AND NEGLECT

As amended by S.B. 348, under P.L. 438, ACT 124, 1975, Section 11, any person who in good faith reports suspected child abuse, "shall have immunity from any liability, civil or criminal, that may otherwise result from such action."

School personnel, because of their sustained contact with school age children, are in a position to identify children who may be abused or neglected. Thus, all employees are legally mandated to report any suspected child abuse. It is not our role to neither investigate nor determine the validity of the suspected abuse.

FOOD SERVICES FOR STUDENTS

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

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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.

Marín's cafeteria is located on the first floor and all students are eligible for free breakfast and lunch. Students must have school ID's or know their ID number in order to receive breakfast or lunch. Breakfast will be served in the lunchroom. Students must be on time to receive their breakfast. 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. Beverages, sandwiches and other foods are also sold in the cafeteria daily. **No glass containers or soda bottles are permitted on school grounds.** All food and beverage items are restricted to the cafeteria area during lunch periods.

If your child has medically necessary dietary concerns, please notify the school's nurse.

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 CLOSING DURING SCHOOL DAY

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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 School Messenger telephone system. You may also check for closings on the School District of Philadelphia’s website at www.philasd.org.

EXTRACURRICULAR ACTIVITIES AND SPORTS ELIGIBILITY STANDARDS for K – 8 ATHLETICS

- Students at Marín have the opportunity to participate in a wide variety of extracurricular activities. These programs take place before and after school.
- 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 6 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.

ATHLETIC ATTENDANCE STANDARDS

1. Absence from school on the day of an extracurricular activity will prevent the student from participating 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.

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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.

SAFETY TIPS –HELP KEEP YOUR CHILD SAFE EACH DAY

(1) Know your child’s School contact information

Main Office Number: (215) 400-3920

Nurse’s Name and Number: Melissa Cruz Rm. 168

Principal’s Name: Ms. Amanda Jones

(2) 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

(3) 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)

(4) Kids Facts

Make sure child knows his/her full name and telephone number

Teach your child his/her teacher’s name and room number

Encourage children to listen to all school staff in emergencies

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(5) 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.

(6) 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 email concerns to: Safetynet@phila.k12.pa.us.

**ELEMENTARY/MIDDLE SCHOOLS
TRANSFER APPLICATION 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;

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- **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) 400-4000**

STUDENT RIGHTS AND RESPONSIBILITIES

A. 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 undermining the school’s basic educational mission.

- B. 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 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.

- C. 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.

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TITLE I PROGRAM

Section 1116(b)(c), of the Every Student Succeeds Act (ESEA) mandates that schools give information to parents/caregivers regarding:

1. The achievement of their children;
2. The choices they can make about their children's education;
3. The performance of their schools; and
4. Information regarding their children's teachers.

HIGHLY QUALIFIED STAFF

Section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) requires principals to notify parents of the parent's rights to request information. Notice will be sent out in September regarding the qualifications of the child's teacher. Parents must be notified, if a child is being taught, for four consecutive weeks by a teacher who is not highly qualified. These notices will be sent out at the end of September and at regular intervals if students are being taught by a substitute who is not highly qualified.

PARENT INVOLVEMENT POLICY

Section 1116(b)(c), of the Every Student Succeeds Act (ESEA) requires all schools receiving Title I funds to develop a written parental policy and to involve parents in planning, reviewing and improving parental involvement programs. A copy of the School District of Philadelphia Parent and Family Engagement Policy, as well as the individual School Parent Compact will be sent out to parents in September. The District Policy will be available in different languages.

SCHOOL PARENT COMPACTS

Title I, Part A of the Elementary and Secondary Education Act (ESEA) requires that each school to have a School Parent Compact. The purpose of the compact is to define the respective responsibilities of school staff, parents and students in the educational process. The compact must describe the school's responsibility for providing a high quality curriculum in a supportive and effective learning environment and also the ways

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that parents will support their child's learning. The compact is sent out to parents in September and is available in different languages.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

HONORABLE LUIS MUÑOZ-MARÍN ELEMENTARY SCHOOL

School-Parent Compact

2021-2022 School Year
Revision Date : August 2021

Dear Parent/Guardian,

JOINTLY DEVELOPED

HONORABLE LUIS MUÑOZ-MARÍN ELEMENTARY SCHOOL and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Every Student Succeeds Act (ESSA) agree that this compact was developed through mutual collaboration through monthly meetings and parent input via surveys and it outlines how the parent(s), the entire school staff and the student(s) will share the responsibility for improved student academic achievement and the means by which the school and the parent(s) will build and develop a partnership that will help children achieve the State's high standards.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

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Board of Education Goals & Guardrails

GOALS

Reading Goal: Every student reads on or above grade level.

- **Goal 1:** The percentage of students in grades 3-8 who are proficient on the state ELA assessment will grow from 35.7% in August 2019 to 65.0% by August 2026.
 - **Leading Indicator 1.1:** The percentage of students in grades 3-8 who score at or above grade-level on the District's within-year reading assessment in Fall, Winter, and Spring each year.
 - **Leading Indicator 1.2:** Closing the Gap - The percentage of students, by subgroup, in grades 3-8 who score at or above grade-level on the District's within-year reading assessment in Fall, Winter, and Spring each year.
- **Goal 2:** The percentage of 3rd grade students who are proficient on the state ELA assessment will grow from 32.5% in August 2019 to 62.0% by August 2026.
 - **Leading Indicator 2.1:** The percentage of students in grades K-3 who score at or above grade-level on the District's within-year reading assessment in Fall, Winter, and Spring each year.
 - **Leading Indicator 2.2:** Closing the Gap - The percentage of students, by subgroup, in grades K-3 who score at or above grade-level on the District's within-year reading assessment in Fall, Winter, and Spring each year.

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Math Goal: Every student performs on or above grade level in math.

- Goal 3: The percentage of students in grades 3-8 who are proficient on the state Math assessment will grow from 21.5% in August 2019 to 52.0% by August 2026.
 - Leading Indicator 3.1: The percentage of students in grades 3-8 who score at or above grade-level on the District's within-year math assessment in Fall, Winter, and Spring each year.
 - Leading Indicator 3.2: Closing the Gap - The percentage of students, by subgroup, in grades 3-8 who score at or above grade-level on the District's within-year math assessment in Fall, Winter, and Spring each year.

College & Career Goal: Every student graduates ready for college and careers.

- Goal 4: The percentage of students who are proficient on all three state high school assessments (Algebra, Literature, and Biology) by the end of their 11th grade year will grow from 22.2% in August 2019 to 52.0% by August 2026.
 - Leading Indicator 4.1: The percentage of students in grades 9-11 who score at or above grade level on the District's within-year math and reading assessments in Fall, Winter, and Spring each year.
 - Leading Indicator 4.2: The percentage of students who are proficient on all three state high school assessments (Algebra, Literature, and Biology) by the end of their 10th grade year.
 - Leading Indicator 4.3: Closing the Gap - The percentage of students,

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by subgroup, who are proficient on all three state high school assessments (Algebra, Literature, and Biology) by the end of their 10th grade year.

- Goal 5: The percentage of Career and Technical Education (CTE) students who pass an industry standards-based competency assessment by the end of their 12th grade year will grow from 49.9% in August 2019 to 80.0% in August 2026.
 - Leading Indicator 5.1: The percentage of 11th grade CTE students who pass their CTE Level 2 coursework (with a grade of A or B).
 - Leading Indicator 5.2: The percentage of 10th grade CTE students who pass their CTE Level 1 coursework (with a grade of A or B).

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GUARDRAILS

Welcoming & Supportive Schools

- Guardrail 1: Every school will be a safe, welcoming and healthy place where our students, staff and community want to be and learn each day. This means that our schools will be: 1) environmentally safe and clean; and 2) spaces with inclusive climates that provide students with access to robust social, emotional, and mental health supports.
 - Indicator 1.1: The percentage of schools with both a high Overall District Wide Survey Climate rating and a high Overall District Wide Survey Instruction rating will grow from 17.7% (38 schools) in August 2020 to 58.6% (126 schools) by August 2026.
 - Indicator 1.2: The percentage of schools certified as Lead-Safe and identified as No Asbestos Detected (NAD) will grow from X% in August 2020 to Y%

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by August 2026. (*Data Availability TBD*)

- Indicator 1.3: The percentage of schools with at least two FTE (full-time equivalent) positions, per 500 students, to support student mental and behavioral needs will grow from 43.3% (93 schools) in August 2020 to 71.2% (153 schools) by August 2026.

Enriching & Well-Rounded School Experiences

- Guardrail 2: Every student will have a well-rounded education with co-curricular opportunities, including arts and athletics, integrated into the school experience.
 - Indicator 2.1: The percentage of K-8 students enrolled in visual or performing arts courses at each school will grow from 89.9% in August 2020 to 100.0% by August 2026.
 - Indicator 2.2: The percentage of high school students participating in co-curricular activities, including athletics, at each school will grow from X% in August 2020 to Y% by August 2026. (*Data Availability TBD*)

Prepared by Evaluation, Research & Accountability 3

Partnering with Parents/Family Members

- Guardrail 3: Every parent and guardian will be welcomed and encouraged to be partners in their child's school community.
 - Indicator 3.1: The percentage of schools with a high Overall District Wide Survey School Relationship rating will grow from 20.0% (43 schools) in August 2020 to 61.9% (133 schools) by August 2026.
 - Indicator 3.2: The percentage of schools that have a School Advisory Council (SAC) that holds three or more meetings per year will grow

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from 89.3% (192 schools) in August 2020 to 100.0% (215 schools) by August 2026.

Addressing Racist Practices

- Guardrail 4: Our students' potential will not be limited by practices that perpetuate systemic racism and hinder student achievement.
 - Indicator 4.1: Among 8th grade students who are qualified to attend Special Admission High schools, the percentage who are Black/African American or Hispanic/Latinx will grow from 33.8% in August 2020 to at least 52.0% (making progress towards being proportional to population as a whole) by August 2026.
 - Indicator 4.2: The percentage of suspensions received by Black/African American students will decrease from 72.6% in August 2020 to no more than 48.3% (proportional to population as a whole) by August 2026

HONORABLE LUIS MUÑOZ-MARÍN ELEMENTARY SCHOOL GOALS ARE TO:

1. At least 75% of students will earn As and Bs in all core courses.
2. At least 27% of grade 3-8 students will score proficient/advanced on the ELA PSSA
3. At least 27% of grade 3 students will score proficient/advanced on the ELA PSSA
4. At least 15% of grade 3-8 students will score proficient/advanced on the Math PSSA
5. At least 62% of all students will attend school 95% of days or more
6. At least 98% of students will have zero out-of-school suspensions
7. For every student group, at least 70% of Kindergarten and 50% of 1st and 2nd grade students will score at target by the Spring STAR assessment

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8. For all student groups, at least 75% of Kindergarten and 75% of 1st and 2nd grade students will make at least one year's worth of growth, as evidenced by their independent reading levels in Q1 and Q4
9. Achieve 100% Student Attendance
10. 100% Admittance to Select Schools

To help your child meet the district and school goals, the school, you, and your child will work together:

SCHOOL/TEACHER RESPONSIBILITIES:
HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL will:

1. **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:**
 - Will treat each child with dignity and respect to meet the individual needs of the whole child be it socially, emotionally, or academically
 - Will provide opportunities to empower, engage and educate parents as they are vital to the success of this school and its students
 - Will provide a safe, positive and healthy learning environment for each student to minimize distractions in the learning process.
 - Will assure appropriate participation of parents in the decisions relating to the education of their children through a shared decision process via School Advisory Council
 - Will implement Philadelphia School District Core Standards with fidelity and rigor
 - Will supplement standards and curriculum by computer-based technological supports through programs such as: I-READY, Lexia, Smart Boards, and MTSS
 - Will create a data driven culture in which student performance will be reviewed regularly and which will dictate the course to follow to either remedy or supplement as necessary.
2. **Hold at least three (3) parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**

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Specifically, those conferences will be held:

- November 2021
- February 2022
- April 2022

3. Provide parents with frequent reports on their child's progress.

Specifically, the school will provide reports through Dual Language communication as follows:

- Individual Education Plan progress monitoring
- PSSA statewide screening
- Multi-Tiered Student Services and Responses to Interventions and Instruction (MTSS/RTII) Levels 1-3
- Telephone calls and/or e-mails
- Interim Reports sent home on:
 - o October 2021
 - o December 2021
 - o March 2022
 - o May 2022
- Report Card Conferences (see above)
- Parents may use the PARENT PORTAL system and the School District page to access scoring on school examinations and policies.

4. Provide parents reasonable access to staff.

Specifically, staff will be available for consultation with parents as follows:

- Staff members are available at school for consultation with parents during teachers' preparatory periods with prior appointments.
- Appointments are also scheduled before and after hours.
- Teachers are also available during Back to School Night and Report Card Conferences.
- Parents' concerns are also addressed by teachers via phone calls and/or e-mails.

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- Parents can also visit the school during its hours of operation to communicate concerns with Administration, Office Staff, Counselors, Dean of Students, Climate Manager, School Nurse and/or School Improvement Support Liaison

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:

- Parents will have opportunities to schedule classroom visits with teacher.
- Open House days will be scheduled during the school year for parents to come to school and spend time in their child's classroom observing and participating in classroom activities.
- Parents are also encouraged to participate in class trips and school assemblies.
- Parents are also encouraged to volunteer in school and assume leadership roles as members of our School Advisory Council.

PARENT RESPONSIBILITIES:

We, as parents, will support our child's learning in the following ways:

- Making sure our children get to school on time every day.
- Sending our children dressed in uniform every day.
- Making sure assignments / tasks are done before they play.
- Reading more books with our children
- Monitoring amount of television our children watch
- Serving as a volunteer in our children's classrooms.
- Participating, as appropriate, in decisions relating to our children's education
- Promoting positive use of our children's extracurricular time
- Staying informed about our children's education and communicating with the school by promptly reading all notices from the school or the school district either received by our children or by mail and responding, as appropriate
- Attending Parent Workshops
- Serving, to the extent possible, on policy advisory groups, such as the school's School Advisory Council.

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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:

- Get to school on time every day
- Develop a positive attitude about school
- Do our homework every day and ask for help when we need it
- Return completed homework on time
- Read at least 30 minutes every day outside of school time
- Be a cooperative learner and carry out the teacher's instructions and directions
- Participate in appropriate extracurricular activities
- Be respectful to school personnel, other students, and school property and follow all school rules and procedures and be prepared to learn.
- Give to our parents, or guardian, all notices and information received by us from our school every day

COMMUNICATION ABOUT STUDENT LEARNING:

HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Dual Language communication
- Individual Education Plan progress monitoring
- PSSA statewide screening
- Multi-Tiered Student Services and Responses to Interventions and Instruction (MTSS/RTII) Levels 1-3
- Telephone calls and/or e-mails
- Interim Reports sent home (dates above)
- Report Card Conferences (dates above)
- Parents may use the PARENT PORTAL system and the School District page to access scoring on school examinations and policies.

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ACTIVITIES TO BUILD PARTNERSHIPS:

HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL

offers ongoing events and programs to build partnerships with families.

1. Involve parents in the planning, review, and improvement of the school's parent and family engagement policy, and school-parent compact 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 formats, including alternative formats upon the request of parents with disabilities, and, to the extent in a language that parents can understand.
5. 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.
6. 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.
7. 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 appropriately state certified.
8. Involve parents in Staff's Professional Development to see how both teachers and parents can become equal partners in their children's education.
9. Provide opportunities for parents to become leaders through active participation in School Advisory Council meetings.
10. Obtain and review parent input through surveys.

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TRANSPORTATION POLICY

Free transportation is provided to eligible students based on certain criteria. The mode of transportation (school buses 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 one and one-half miles 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.

HONORABLE LUIS MUÑOZ-MARÍN ELEMENTARY SCHOOL **Parent and Family Engagement Policy**

School Year 2021-2022
Revision Date: August 2021

In support of strengthening student academic achievement, **HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL** receives Title I, Part A funds and

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therefore must jointly develop with, agree on , and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, 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 ESSA in an understandable and uniform format including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

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- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) 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) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT
REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT
POLICY COMPONENTS**

Section A: JOINTLY DEVELOPED

HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

The school seeks to involve parents in an organized way in the planning, review, and improvement of Title I programs as follows:

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- **Invite parents to participate in the development of Parent and Family Engagement Policy and School Parent Compact at parent meetings. This year's meeting took place on March 14, 2019.**
- **Back to School Night (September 2021; 5-7pm)**
- **Surveys will be distributed on Back to School Night (September 2021), at the school during report card conferences November 2021; February 2022; April 2022. The surveys will be continuously reviewed, and a formal tally and an assessment will be conducted at the end of every report card period. In addition, an assessment of parent and family activities will be conducted. The results will be discussed at the SAC meetings.**
- **Monthly parent meetings/workshops, SAC meetings.**
- **Report Card Conferences (November 2021; February 2022; April 2022).**
- **Parent Workshop with the topic to assist parents in helping their children with academic achievement.**
- **Parent and Family Engagement Policy (PFEP) will be reviewed again by parents on September 12th and will be distributed on September 26th**
- **Notify parents in English and Spanish of all school activities and opportunities to volunteer in the School District of Philadelphia via Flyers and School Messenger Broadcasts.**
- **Conduct surveys to identify areas of parent interest and ability to participate (September 2021)**
- **Parents are invited to meet with leadership team to jointly develop our school-wide parental involvement plan on September 2021.**

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- **The Community Relations Liaison will be present to provide the opportunity for Spanish speaking families to share their input.**

Section B: ANNUAL TITLE I MEETING

HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- **A meeting will take place September 2021 to inform parents about the school's Title I program, the components of the program, and parent requirements. In addition, the school parent and family engagement policy, the school wide plan, and the school-parent compact will be reviewed and changes will be made if parents believe they should take place.**
- **Parental input will be reviewed on an on-going basis from a variety of correspondence such as meetings, conversations, phone calls, surveys, etc., collected the previous school year and it will be used in the decisions regarding how funds set aside under Title I will be designated for parental involvement activities.**

Section C: COMMUNICATIONS

HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) 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

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formats upon request and, to the extent practicable, in a language the parents can understand.

- **LMMS will provide opportunities to encourage and increase parent involvement:**
 - **Back-to-school Night/Open House**
 - **Parent/Teacher Conferences**
 - **Parent Surveys**
 - **Teacher team meetings which can be requested by parents and/or teachers**
 - **Regular and as needed reporting of academic and behavioral progress (Interim Academic Report, report cards, Daily Behavior Calendar, etc.)**
 - **A variety of extracurricular activities**
 - **Multiple forms of communication including “Monthly School Calendar”, “Monthly School Newsletter”, “Flyers”, “School Website”, “School Facebook Page”, “School’s Instagram”, and “School Messenger” (An automated phone messaging system). All information will be bilingual English and Spanish in order to accommodate the needs of our Non-English Speaking population.**
 - **General information can be obtained daily through the school website**
 - **Parent Volunteers Orientations where parents will receive information regarding a uniform code of conduct and volunteer requirements. Information on how to obtain at LMMS /a criminal background, child abuse, FBI clearances will be provided.**
 - **Opportunities to visit/observe classes by appointment**
 - **Student Code of Conduct Handbook**
 - **Parent Workshops to foster communication and provide support**
 - **School Advisory Council (SAC)/Parent meetings to provide ample opportunities for communication and discussion amongst parents and staff**
 - **Transitioning Activities**

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- **Parent Resource Center**
- **All parent communications will be in a parent friendly language**
- **Utilization of the Multilingual Family Support Office and Translation and Interpretation Center when necessary, in the event bilingual personnel at the school is not available.**

Section D: SCHOOL-PARENT COMPACT

HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and 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 to help children achieve the state's high standards.

The Leadership Team will involve parents in the planning and writing of the School-Parent Compact (April and May 2022).

During parent meetings in September 2021, December 2021 and March 2022 discussions will take place to involve parents in the process of school review and evaluation of the content and effectiveness of this School-Parent Compact in improving the quality of its Title I. School Advisory Council parents and Leadership team will collaborate in this endeavor. Parents will provide input as to what is working, what could be improved and suggestions on how to achieve this. Data collected through parent surveys will be reviewed.

Meetings and materials will be delivered in English and Spanish. Parents will be informed of these opportunities via bilingual flyers (English-Spanish), bilingual calendars and newsletters, bilingual phone calls via school messenger advertising both upcoming and present parent meetings.

Section E: RESERVATION OF FUNDS

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HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL will take the following actions to 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 parent and family engagement is spent by:

- **Decisions on how to spend the 1% of Title I, Part A funds reserved for parents and family engagement will be made in collaboration with the school's leadership team and the School Advisory Council during the Winter Title I Meeting.**
- **Different options will be considered to help build capacity for parents, some options would include purchasing literature and technology for the Parent Resource Room or purchasing books for students to complete during the summer to bridge the gap of learning, among others.**
- **Consideration will be given to parental input as offered through parent surveys.**

Section F: COORDINATION OF SERVICES

HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool 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:

- **Offering Head Start & Home Instruction Programs**
- **Hosting Open House for incoming kindergarten students in April and May, 2020**
- **Providing transitioning activities for both K graders entering elementary school and 8th graders transitioning to High School.**
- **Informing and meeting with parents regarding the School Selection Process**
- **Making school visits available**
- **Hosting Parents Meetings to build parent capacity**

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- **Maintaining a Parent Resource Area at the school with up to date information pertaining to the improvement of children's education**

Section G: BUILDING CAPACITY OF PARENTS

HONORABLE LUIS MUÑOZ MARÍN ELEMENTARY SCHOOL will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
 2. Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
 3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - a) The challenging State's academic standards
 - b) The State and local academic assessments including alternate assessments
 - c) The requirements of Title I, Part A
 - d) How to monitor their child's progress
 - e) How to work with educators to improve the achievement of their child
- **Evaluation will be done by attendance, surveys, and conversational feedback. Outcomes will be conveyed through the school website, newsletters, flyers, staff meetings, etc.**
 - **LMM will communicate curriculum and goals in regular monthly newsletters published by the classroom teachers and administration.**

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- **Invite parents to volunteer in the classroom to experience the core curriculum**
- **Encourage parent participation on educational school trips and aid them with processing their clearances.**
- **Provide information about the School District of Philadelphia parent activities and resources**
- **With support from the Office of Family and Community Engagement, the School Based Teacher Leaders and School Improvement Support Liaison will conduct workshops to enable parents to become familiar with PA Curriculum/Assessment/Conferences (October 2021), MTSS (November 2021, Technology Resources and Intervention Programs (January 2022), and PSSA (March 2022),**
- **Title I requirements and school performance are reviewed during Back to School Night in our Fall Title I meeting (September 2021) by our Principal, and will be reviewed as necessary during SAC/Parent meetings (monthly) and School wide Plan reviews (April-May 2022) by the School Based Teacher Leader and School Improvement Support Liaison.**
- **LMM will hold additional meetings if necessary to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved.**

Section H: BUILDING CAPACITY OF SCHOOL STAFF

HONORABLE LUIS MUÑOZ-MARÍN ELEMENTARY SCHOOL will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

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- **Providing Professional Development sessions during the month of October to address parental involvement concerns and initiatives and how to reach out to, communicate with and work with parents as equal partners.**
- **Providing opportunities for follow up discussions as needed during Professional Learning Community meetings.**
- **Providing opportunities for teachers to interact with parents during parent workshops in which teachers give assistance to parents in understanding the education goals, parent involvement requirements, and how to monitor a child's progress and work with teachers to improve the performance of their children.**
- **Obtaining parental input via on-going surveys on how teachers and parents can collaborate in their children's education.**
- **Providing materials and coordinating necessary information to help parents work with their children to improve their children's learning.**
- **Educating teachers, pupil services personnel, and other staff, in the value and benefit of contributions of parents, and in how to reach out, communicate with, and work with parents as equal partners, and build ties between home and school.**
- **Coordinating and integrating parent involvement programs and activities to the extent feasible and appropriate.**
- **Developing appropriate roles for community organizations and local businesses to support parent involvement activities.**
- **Conducting activities, with the support of teachers, designed to help parents become full partners in the education of their children, such as a parent resource area.**
- **Ensuring that information is sent to the homes in the language used at home.**

HONORABLE LUIS MUÑOZ-MARÍN ELEMENTARY SCHOOL will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

LMM will conduct on site parent workshops, which will be facilitated by the School Based Teacher Leader, Bilingual School Improvement Support

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Liaison, and Counselor, that will provide training and materials on the school district curriculum, Literacy/Math programs (October 2021), MTSS (November 2021), and PSSA (March 2022). Parent Workshops will be offered for Technology programs such as I-Ready, Lexia, Corrective Math, Ready 10 (January 2022).

Teachers will use Report Card conference time to explain individual academic supports in place for our students

Bilingual School Improvement Support Liaison will provide training and parent access Parent Portal and the School District website in order to inform them about the curriculum and student/school performance (October 2021). Computers will be available for parent use.

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

- **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;**

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THE SCHOOL DISTRICT OF PHILADELPHIA
HONORABLE LUIS MUÑOZ-MARÍN ELEMENTARY SCHOOL
3300 North 3rd Street
Philadelphia, PA 19140
Ms. Amanda Jones, Principal
Ms. Ashley McKeen, Assistant Principal
Phone: 215-400-3920 Fax: 215-400-3921



- **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.**

SIGNATURE PAGE

Dear Parent(s)/Guardian(s),

Thank you for choosing HON. LUIS MUÑOZ-MARÍN ELEMENTARY SCHOOL. We hope to serve and support you as we empower your child towards academic success.

Please sign and hand a copy of this signature page to the front office.

Thank you once again!

Sincerely,

Ms. Amanda Jones, Principal

Student Name
(Print): _____

Grade/Section: _____

Parent Name
(Print): _____

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THE SCHOOL DISTRICT OF PHILADELPHIA
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**Parent
Signature:** _____

Date: _____

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