



SCHOOL DISTRICT OF PHILADELPHIA

John Hancock Demonstration Elementary School
3700 Morrell Avenue
Philadelphia, PA 19114
215-400-3120

John Hancock Demonstration Middle School
10800 Hawley Road
Philadelphia, PA 19154
215-400-3122

Mrs. Melissa Bragg, Principal- Mr. Chris Oswald, Assistant Principal- Mrs. Erin Snee, Assistant Principal

I. Attendance Policy

Regular attendance is essential to student learning. Students should attend school daily unless they are ill. Missed time due to excessive absences or tardiness disrupts instruction that cannot be fully replaced by make-up work.

- A. All absence notes must be submitted through the link on our website within three (3) days of the absence. Unverified absences will be marked unexcused.
After three unexcused absences, students may be referred to a support organization for truancy intervention.
- B. Vacation-related absences are recorded as unexcused and are noted in the student's attendance record.
- C. A student is considered late if arriving more than 15 minutes after the start of the school day. If your child is running late, please send them anyway—being late is better than missing the day entirely.
- D. Virtual Learning- In the event that the school district requires the school to partake of virtual learning, students are expected to be present during scheduled Google Meet and Zoom Sessions with their teacher each day during Virtual Learning to receive direct instruction. Students will also be expected to complete work asynchronously (independently and in small groups) during the Virtual and Hybrid Learning times. (See FID Section)

Below is the Standard Attendance Process followed at Hancock Demonstration Schools:

- Absence notes must include a valid contact number.
- Absences of three or more consecutive days require documentation from a licensed healthcare provider.
- For fewer than three consecutive days, a parent/guardian may submit a written note, or documentation from a healthcare provider.
- After eight cumulative parent-excused illness absences, all further absences may require a doctor's note.

II. Early Dismissals

To minimize disruption to learning, students should remain in school for the full day. Whenever possible, schedule medical or dental appointments outside school hours.

- A. Only individuals listed on the student's contact form may pick up a student and must present photo ID.
- B. Early dismissals are permitted up to 30 minutes before the school day ends.
- C. Notifications for early dismissals (e.g., report card conferences) will be shared via the school website, ClassDojo, and/or parent email.

- D. Please refer to the Special Release Procedures linked at the end of this handbook for district-wide guidelines.

III. Emergency School Closing

- A. Check local news outlets or the SDP website, www.philasd.org
- B. Check Class Dojo.
- C. Visit the school's website: <https://hancock.philasd.org>
- D. Ensure your contact information is up to date.

IV. Delayed School Opening

- A. Dismissal time will remain the same. Yellow bus transportation will run, but bus pick up times will be pushed back in accordance to the time of the delayed opening for students (e.g. – If a student's normal pick up time is 7:30 a.m. and there is a two-hour delayed opening, the pickup time will be 9:30 a.m.). All school trips that are scheduled will be canceled. Breakfast, lunch, after-school programming, and athletics could be affected. The School District will announce if the weather affects after school programming.

V. General School Safety

A. Admission

- a. Elementary School students will enter the building through the school yard doors or car loop doors. Students will report to their assigned location. Grades K-2 will report directly to the gym. Grades 3-5 will report directly to the cafeteria.
- b. Middle school students enter the building through the Open Gate metal detection system.
 - (1) Students in grades 6 and 7 will enter through the primary Hawley Road doors; students in grade 8 and those who take a yellow bus to school will enter through the Brookview entrance.

B. Visitors

- a. Once approved to enter the school, all parents and visitors must use the Main Entrance doors. All parents and visitors must bring identification. **Identification must be shown prior to entering the school** building.
- b. We ask parents to schedule appointments if there is a need to visit the school or meet with the administration or your child's teacher. Scheduling appointments and calling in advance allows us to anticipate your arrival. Please leave a message if no one is available to answer your call and someone will get back to you within 24- 48 hours..

C. Walking/Automotive Safety during Admission/ Dismissal

- a. Please do not double park at any campus at any time and comply with all

directions and signs regarding traffic and parking. Please do not block the driveways of our neighbors.

D. Elementary Drop-off/Pick-up Loop (Fordham Road adjacent to Mitchell Playground)

2. Utilize the following procedures when using the Drop-off/ Pick-up Loop in the **morning**:
 - a) In the mornings of In-person learning the Drop-off loop is open at 7:20 am and closes at 7:35 am. Please note that students are not able to enter the school buildings prior to 7:30 am unless they are eating breakfast in the school cafeteria.
 - b) Drivers are to use Fordham Road to enter the Drop-off/ Pick-up Loop. Drivers are only permitted to go south on Fordham Road prior to entering the Drop-off/ Pick-up Loop.
 - c) Please slow down when driving through the Drop-Off/ Pick-Up Loop.
 - d) Drivers are then expected to loop around and stop at the sidewalk adjacent to the schoolyard and school building. **Please pull your car up as far as possible, thus making space for multiple cars to stop and drop off their passengers at the same time.**
 - e) Drivers must only temporarily stop to drop off their passengers. For safety purposes, passengers should only use the passenger side of the car/ vehicle to exit.
 - f) Please strive to drop off kindergarten students near the Kindergarten Doors and Kindergarten School Yard. Please also strive to drop off all first through fifth grade students near the steps to the Main School yard.
 - g) Passengers will then immediately enter the proper schoolyard or proper door during inclement weather.

E. Schoolyard Safety and Safe Supervision

- a. Please leave your pets at home when dropping off or picking up your children. Some students are afraid of dogs, so therefore it is best to leave your dog at home. Dogs/pets are not permitted in the schoolyard and are not permitted near the gates of the schoolyard.
- b. For the safety of all Hancock Students it is critical that all children at the elementary campus are picked up at dismissal (2:09 p.m.). Once all students are dismissed, the schoolyard and adjacent areas are no longer supervised.

F. Metal Waterbottles

VI. School Schedule

- A. Posted on our school website.

VII. Food Services

- A. BREAKFAST- Breakfast is provided to all students free of charge in the Cafetorium.

- B. LUNCH - All Students are eligible for and can receive free lunch.
- C. If students do not wish to eat school lunch, parents/ guardians should send lunch to school with their students.
- D. If your child has a food allergy inform administration and the school nurse. Students with peanut allergies are offered seats at designated tables in the Cafetorium to address contamination concerns.
- E. Students, Parents, Guardians are not permitted to order fast food items via online platforms (such as, but not limited to Grubhub, Doordash, etc.) or via phone to the school. We will not allow any delivery drivers into the building to fulfill orders for students.
- F. We ask that parents refrain from dropping off fast food items for students. All students have the opportunity to bring lunch to school or partake of the school lunch that is provided. If there are extenuating circumstances, please contact the school in advance before bringing fast food for students.

VIII. Student Behavior

- A. The Hancock Demonstration Schools adhere to the Code of Conduct put forth by the School District of Philadelphia. The 2025- 2026 Code of Conduct may be viewed [HERE](#).
- B. Hancock is a recognized PBIS (positive behavior interventions and supports) school, and students are expected to follow the behaviors as outlined in the PBIS Behavior matrix.
 - 1. The norms for student behavior are as follows:
 - a) Be Respectful, Be Responsible, Be Ready, Be Safe
- C. All students are expected to behave in an acceptable and responsible manner while at school, on field trips, riding school buses, on the playground, and in other school related situations. Students are held to the Code of Conduct before, during and after school. This includes while on the way to and from school.
- D. Students at the middle school will receive a "minor slip" for engaging in behaviors defined as "minors" on page 23 of the School District Code of Conduct. These minor slips must be signed by a parent/guardian and returned to the assigning teacher within three days. Failure to return the minor slip in the three day window will result in further school-based consequences.

II. Dress Code/School Uniforms

- a. See Uniforms at the end of the document.

III. Lockers Grades 7 and 8

- A. Students in grades 7 and 8 will be assigned a locker. Students should not share lockers or combinations with any other student. All items kept in the locker are the student's responsibility and John Hancock Demonstration School assumes no fiscal or other responsibility for items taken from a locker.
- B. Students may go to their lockers four (4) times a day: in the morning, the beginning of the lunch period, after lunch, and at the end of the day.
- C. All hats, outer clothing, book bags, and electronic devices must be kept in the locker. During class time, students in 7th and 8th grades are permitted to carry only their books, writing tools, and a small carrying item (pencil case, small bag, purse) to store personal hygiene products.
- D. The locker is loaned to the student, and to protect the health and safety of all students, the school administration reserves the right to inspect any locker for illegal items such as weapons, drugs, or alcohol.

IV. Electronic Devices

- A. Cellphones are not permitted in school and must be turned in every day. See Cellphone policy at the end of this document.
- B. Chromebooks will remain in school. Students will not be bringing Chromebooks and chargers home daily. Teachers MAY send them home
- C. In compliance with the Code of Conduct, Smart Watches should not be used during the school day for texting, taking pictures, or making phone calls. If a student is caught inappropriately using their watch, it will be confiscated and returned to the parent at the end of the school day. The student will no longer be permitted to wear the watch to school after the first occurrence.

V. Medications

- A. Please do not send medications into school with your child. Drugs such as nose sprays, antihistamines, cold tablets, cough syrups, and aspirin should remain at home. We cannot monitor the misuse of over-the-counter drugs. If, however, your child requires medication prescribed by your doctor for an extended period and must be administered at school, you may visit the school office or schedule an appointment with the school nurse to obtain clearance for your child to receive the medication from our school nurse or principal. The doctor must fill out forms for any medications, **including over-the-counter medications that** must be administered in school.

VI. Health Services

- A. A child who is too ill to remain in class reports to the school nurse or office. If the child must be sent home, parents or the emergency contact will be notified. Children who are ill before school should not attend to protect others from infection.
- B. Care given in school is limited to first aid in an accident and illness until the parent or emergency contact is reached and the child is released.

VII. Homework Policy

- A. Homework will be assigned per the content's curriculum.
- B. Homework is a reflection of the curriculum taught and should either reinforce or enrich skills taught by the teacher. Projects may be homework assignments.
- C. Missed assignments due to absence should be discussed with/ by the teacher upon the student's return to school.
- D. Assignments will be graded and returned in a timely manner.

VIII. Title One Funded Programs

- A. [Title I Parent Involvement Policy](#) and [Parent-School Compact](#) are reviewed and revised as needed on a yearly basis. They are sent home to families in the fall and are published in this Handbook.

IX. Parent Volunteers


- A. Parents are welcome and encouraged to volunteer at the John Hancock Demonstration Schools. All parents wishing to volunteer must first contact the Main Office to obtain a copy of the school's volunteer policy and necessary clearance documentation. All potential volunteers must attend volunteer training.

- B. Information regarding the Philadelphia School District's Volunteer policies may be found on the District website through the F.A.C.E. Organization (Family And Community Engagement) at <https://www.philasd.org/face/#volunteer>. We require families to complete the process of obtaining clearances and the orientation to volunteer in our school community.

X. Celebrations/Birthdays/Food Events

Food-free birthday celebrations are permitted for grades K-8. You may send a small trinket for your child's classmates (e.g., stickers, pencils, or erasers). However, we will no longer allow any food items to be brought into school for celebrations. This policy helps us maintain a safe and inclusive environment for all students, especially those with food allergies or dietary restrictions. This policy also allows us to prioritize instructional time. Please notify your child's teacher if you will be sending in non- food items.

XI. Special Release Procedures for School District of Philadelphia Students- September 9, 2013 - linked [here](#)

 **25-26 Hancock Uniform Policy**
[Hancock Cell phone policy](#)