

# THE SCHOOL DISTRICT OF PHILADELPHIA

## THOMAS HOLME ELEMENTARY SCHOOL FAMILY HANDBOOK 2021-2022



Dr. William Hite, Superintendent,  
Tamara Edwards, Assistant Superintendent  
Learning Network 9

Dr. Crystle Roye-Gill, Principal

# THOMAS HOLME VISION

We are committed to being a learning environment where all students are challenged to reach their maximum potential by learning at their functional level, to provide a solid foundation of skills, knowledge and values that enables each student to become a well-educated, productive adult capable of coping with an ever-changing world.

## MISSION STATEMENT:

We believe that all learners must become:

- \*Effective Communicators who will use verbal, written, artistic and technological forms of communication to give, send, and receive information,
- \*Productive Workers who perform collaboratively and independently to create quality products that reflect personal pride and responsibility, and
- \*Responsible Citizens who have a global and multi-cultural perspective, and who take the initiative for improving the quality of life for self and others.

Shared Vision created August 2021

**THOMAS HOLME ELEMENTARY SCHOOL**  
**9125 Academy Road**  
**Philadelphia, PA 19114**  
**215-400-3130**  
[www.philasd.org/schools/holme](http://www.philasd.org/schools/holme)

**Dr. Crystle Roye-Gill,**  
**Principal**

## **School Year Calendar: 2021-2022**

\*\*The calendar is subject to change during the course of the school year.

\*\*\*Assessment Testing Dates TBA\*\*\*

|                        |  |
|------------------------|--|
| August 23-30, 2021     | Staff Only-Professional Development/ Staff Reorganization/ Kindergarten, parent/teacher interviews |
| August 31, 2021        | First day of School – Pre-K-12 Pupil Attendance/ Half-day Kindergarten- early dismissal            |
| August 31-Sept 3, 2021 | Half-day Kindergarten- early Dismissal   |
| <b>September 2021</b>  | <b>School Choice Opens (Date TBA)</b>  |
| September 6, 2021      | Labor Day/School Closed  |
| September 7, 2021      | Rosh Hashanah- School Closed   |
| September 8, 2021      | Kindergarten half day- early dismissal   |
| September 16, 2021     | Yom Kippur- School Closed  |
| September 22, 2021     | Back to School Night**   |
| September 2021         | School Selection Process Begins (exact date TBA)   |
| October 11, 2021       | Indigenous People Day- School Closed   |
| October 13-15, 2021    | Interim Report   |
| November 2021          | School Selection Ends 5:00 pm (exact date TBA)   |
| November 2, 2021       | Election Day/NO SCHOOL   |
| November 11, 2021      | Veteran’s Day/NO SCHOOL  |
| November 16, 2021      | Term 1 ends  |
| November 22-24, 2020   | Report Card Conferences- Half Day 3-hour early dismissal   |

|                        |  |
|------------------------|--|
| November 23, 2021      | Night time Report Card Conferences                       |
| November 25-26, 2021   | Thanksgiving Holiday- SCHOOL CLOSED                      |
| December 15-17, 2021   | Interim Reports  |
| December 24 - 31, 2021 | Winter Recess- SCHOOL CLOSED                             |
| January 1-2, 2022      | New Year's Day Observed- SCHOOL CLOSED                   |
| January 3, 2022        | Full Day PD- School Closed for Students                  |
| January 17, 2022       | Dr. Martin Luther King Day- SCHOOL CLOSED                |
| January 25, 2022       | Term 2 Ends  |
| February 1, 2022       | Lunar New Year- School Closed                            |
| February 2-4, 2021     | Report Card Conferences- Half Day 3-hour early dismissal |
| February 21, 2022      | Presidents' Day- SCHOOL CLOSED                           |
| February 23-25, 2022   | Interim Reports  |
| March 30, 2022         | Report Card Conferences- 3-hour early dismissal          |
| April 11-15, 2022      | Spring Recess- School Closed                             |
| April 27-29, 2022      | Interim Reports  |
| May 3, 2022            | Eid-al-Fitr- Schools Closed                              |
| May 17, 2022           | Election Day (tentative) –SCHOOL CLOSED                  |
| May 30, 2022           | Memorial Day- SCHOOL CLOSED                              |
| June 10-14, 2022       | Graduation Window  |
| June 10, 2022          | Move-Up Day- Kindergarten                                |
| June 14, 2022          | Last Day for Students                                    |
| June 15, 2022          | Last Day for Staff/Full Day Professional Development     |

**SY21-22 Attendance Guidelines- Post-Virtual Learning**

**\*SHOULD WE NEED TO GO VIRTUAL/HYBRID DURING THE 21-22 SY**

The Pennsylvania Department of Education (PDE) has published guidance for SY 2021-2022 that includes the following:

**“Any school entity that includes time spent in a remote learning environment toward instructional time requirements must implement a system that accurately tracks out of school instructional time similar to attendance in the school building.”**

Consistent with this guidance, it is critical that the School District of Philadelphia implement attendance procedures that facilitate the ability to document and report true and meaningful attendance information for all students, including those engaging in remote learning. The attendance protocols for the School District of Philadelphia for SY 2020-21 are:

### **During 100% Digital Learning:**

The following guidance for attendance during 100% digital learning will be implemented when students are NOT daily entering school buildings and, instead, receiving all digital instruction. Attendance will be:

1. Taken for each attendance bearing period for which the student is scheduled.
2. Recorded for all periods and for all students by the end of each school the day.
3. If a student attends fewer than all their classes each day and the student’s parent or guardian has not provided a written excuse for the absence, the student will be considered cutting class.

**Teachers should use the following five methods to track out-of-school instructional time similar to attendance in the school building as the PDE published guidelines requires:**

1. At least 90% participation using the virtual platform identified by the school district.
2. Interaction with a teacher as part of synchronous small group instruction.
3. Submission of assignments through the digital method identified to include email, phone, text or other methods that demonstrate the student’s engagement with the course materials.
4. Participation in online instructional/learning tools (e.g. Edgenuity)
5. Attending an approved city site to engage in digital learning (e.g. PHA community centers, libraries, etc.).

Expectations throughout the day:

### **TEACHERS are expected to:**

1. Be required to mark the student absent for any class for which the student does not provide documentation of participation by one of the methods listed above.
2. Record daily attendance for each period by 11:59 PM of the current day.
3. A student will need to have at least one period in which attendance is marked as present to be considered present for the day.
4. Assign deadlines for assignments and ensure students know when they are expected to attend class and the assigned work to return that can be marked towards a student’s attendance.
5. Support students with interventions for classes they are cutting. They can reach out to their attendance coach for support by emailing [attendanceandtruancy@philasd.org](mailto:attendanceandtruancy@philasd.org)

For younger students who may be supervised by older siblings, there needs to be flexibility for the time work must be completed during the day to accommodate parents or guardians working outside the home who cannot help with school work during traditional school hours.

### **STUDENTS:**

Students are expected to:

1. attend school daily.
2. be prepared each day and
3. be ready to learn and engage in instruction.
4. complete assignments on time each day for each class.
5. adhere to the Student Code of Conduct at all times while engaged in digital learning.
6. abide by all internet policies and procedures.

7. submit their work assignments for each day, by a pre-established deadline for completion of that work as communicated by the teacher.

### **PARENTS:**

Parents are expected to:

1. Have their children ready to engage every day in digital learning.
2. Support their children in logging into the system, if necessary
3. Assist with contacting support from teachers if their child is struggling.
4. Contact the teacher each time their child is unable to attend school on any day and provide the reason.
5. Share with the teacher or school-based staff any barriers to their child's continuous attendance that could impact the students educational achievement.

### **PRINCIPALS:**

Principals are expected to:

1. Ensure that the attendance designee in the building is monitoring student attendance and class cuts.
2. Ensure attendance and truancy procedures and protocols are initiated If a student is not attending class or school regularly, including convening virtual SAIP meetings, if needed.

### **During Hybrid Learning:**

Attendance procedures for students in the hybrid learning model:

1. Attendance for in person instruction in the hybrid model will be taken for each attendance bearing period as well as on the remote learning days.
2. A student who attends at least one attendance bearing period is considered attending for the day.
3. If a student attends fewer than all their classes each day and the student's parent or guardian has not provided a written excuse for the absence, the student will be considered cutting class.
4. On the days the student attends remotely the following methods will be used to track instructional time:
  - At least 90% participation using the virtual platform identified by the school district.
  - Interaction with a teacher as part of a synchronous small group instruction
  - Submission of assignments through the digital method identified to include email, phone, text or other methods that demonstrate the student's engagement with the course materials.
  - Participation in online instructional/learning tools (e.g. Edgenuity)
  - Attending an approved city site to engage in digital learning (e.g. PHA community centers, libraries, etc.).

Expectations throughout the day:

### **STUDENTS:**

Students are expected to:

1. Attend school daily, whether remotely or in person.
2. Be prepared each day and be ready to learn and engage in instruction.
3. Complete assignments on time each day for each digital and in person class.
4. Adhere to the Student Code of Conduct at all times while engaged in both digital and in-person instruction.

### **PARENTS:**

Parents are expected to:

1. Have their child(ren) ready to engage every day in learning.
2. Assist their child(ren) in logging into the system if necessary, to ensure their child's attendance is marked on remote learning days
3. Assist with reaching out for support from teachers if their child is struggling or has barriers to attending school each day.
4. Ensure their child attends in person instruction on that child's scheduled days.
5. Reach out to the professional school counselor for support if there are barriers to regular attendance.

## **PRINCIPALS:**

Principals are expected to:

1. Ensure that the attendance designee in the building is monitoring student attendance and class cuts for both the hybrid and the digital model.
2. Ensure attendance and truancy procedures and protocols are initiated. If a student is not attending class or school regularly, attendance and truancy procedures and protocols must be followed, including convening holding virtual SAIP meetings, if needed.

## **\*\*Post-COVID-19 INFORMATION\*\***

### **PARENTAL INVOLVEMENT**

#### **GOOD NEWS NOTES**

Staff members are encouraged to send good news notes to parents. The notes may be sent home with the student; written in the homework books or shared on Dojo.

#### **STUDENT COMMUNICATION FOLDERS**

The school provides a specific folder which is sent home with the student each Wednesday. The parent is expected to empty the folder, review the material, and return it to the teacher on Thursday as well as any documentation requiring parent signatures.

#### **HOLME HIGHLIGHTS**

This monthly newsletter for students and parents is distributed in the communication folder on the first Wednesday of the month. Articles about classrooms, events, performances, and staff members are included so the school community can be kept informed.

#### **INTERIM PROGRESS REPORTS**

Interim reports are available to keep parents informed of student progress between report card conferences. Teachers are encouraged to use this report as a vehicle to communicate both student concerns and improvements to parents. Whenever a student is in danger of retention, an interim report will be sent to parents as early as possible.

#### **HOME AND SCHOOL ASSOCIATION**

The Holme Home and School Association is a vital component to the school community. The Association meets regularly; usually the third Thursday of each month. Please contact them at 215-400-3130 ext. 1080 for further details.

#### **SCHOOL ADVISORY COUNSEL**

The SAC is new to Thomas Holme and works along side the Home and School Association to effectively plan workshops, fundraisers and special activities for the school and students. The main difference between the SAC and the H & S Association is that at least one student and one teacher is also a member of SAC; this way all voices are part of the planning process and the SAC cannot facilitate a fundraiser but H & S can.

## SCHOOL EXPECTATIONS

These are the School-wide Rules or Positive Behavior Strategies. Few other class rules should be posted.

**H**ave a positive attitude

**O**wn your behavior

**L**isten and learn

**M**ake responsible choices

**E**ngage in safe practices

## \*\*Post-COVID-19 INFORMATION\*\*

### Student Incentive Programs

#### Attendance

A student's daily attendance is one of the most important ways to ensure success. It is important for students to arrive to school on time and ready to learn. To encourage students to meet the attendance expectations Thomas Holme has an incentive program to recognize their achievement.

Individual:

Students with perfect attendance each quarter are given a certificate of recognition accompanied by a small reward.

Students who have perfect attendance for the year are given a certificate of recognition and a keepsake.

Class:

The class with the best attendance record for the month is also recognized each month.

Thomas Holme has implemented the Positive Behavior Support Strategies program into the school. This program emphasizes five examples of positive behavior, which are have a positive attitude, own your behavior, listen and learn, make responsible choices, and engage in safe practices. Staff members are expected to recite the PBS each morning along with their class and have a brief discussion about what the behaviors look like from day to day.

All staff members also expected to give a "Dragon Buck" to all students observed engaging in any of these positive behaviors throughout the course of a school day. Students should put their names on the "Dragon Buck" and turn them in at the close of the day. At the end of each month all "Dragon Bucks" collected will be entered into a drawing by grade and the students will receive a small prize. Additionally, teachers are encouraged to submit the names of students who have received "Dragon Bucks" for the purpose of having "Shout-outs" during morning announcements.

#### Students On the Rise

One student from each homeroom is selected on a monthly basis by the teacher to be recognized for his/her **efforts**. The student may have shown **behavioral or academic growth or an increase in**



**his/her effort to be successful.** Students who earn this recognition receive a certificate and award and are recognized quarterly.

Likewise, one student from each homeroom is selected on a monthly basis by the teacher to be recognized for his/her continuous achievements in academics and behavior. The students who receive this recognition receive a certificate and award during the recognition assemblies to help celebrate their success.

### **Dragon Bucks**

A “Dragon Buck” is given to any student who is caught showing the positive behavior strategies. Students place their buck into a bin located in the Principal’s office (Rm. 113) for their grade level. Each month several drawings occur, names called before dismissal, and students are able to select from various prizes. “Dragon Bucks” not picked are placed in a larger bin until the end of the year.

## **SCHOOL SCHEDULE**

### **1. Arrival to School**

## **\*\*Post-COVID-19 INFORMATION\*\***

- Instruction starts at 9:00 am
- Kindergarten doors (5 & 6) will open at 8:50 am for breakfast.
- Doors for grades 1-7 will open at 8:50 am
- Grades 1,3,5 and 7 will enter through door 4 on the Academy Road side of the building.
- Grades 2,4,6, will enter door 2 on the Willits Road side of the building.
- Rooms 3, 106, 205 and 206 will enter through the cafeteria doors and be met by staff.
- Rooms 301 and 302 will enter the cafeteria doors.
- Students in grades 1-7 will be able to grab their breakfast as they enter the building.
- Breakfast for AS/ES will be available in the cafeteria to grab-n-go.
- Students in grades 1-7 will go directly to the hallway outside of their classrooms and wait for their teachers.
- Grades 1-7 will eat breakfast in their classrooms at 9:00 am.
- Students arriving between 9:00-9:15 are considered late and must report to the cafeteria doors for late slips and breakfast.
- Students reporting after 9:15 must enter through the main entrance.

Students or students with their parents should not enter the building using doors other than those designated for the regular admission to the building. Parents who need to report to the office should do so using the main entrance. Parents wanting to confer with a teacher must have an appointment and enter school using the main door. **No parents or visitors may go directly to a classroom.**

### **1a. Inclement Weather**

During inclement weather, please do not send your child to school early. **On snowy or icy mornings, listen to KYW (1060 AM)** for weather-related school closing information. **Please do not call the school office for this information.** Listen to the radio or watch the 6:00 -7:00 A.M. local news on the television for school closing information.

### **1b. Early School Closing**

In the event of an early school closing due to weather or any other emergency, students will be dismissed to their homes or to a location designated in advance by the parent. The school may attempt to make telephone contact to a responsible adult in special situations. Please understand that the school may have little advance notice of the emergency closing and that there are a limited number of staff and phone lines available. **It is imperative that an emergency contact telephone number be on file and up to date in the main office.** A form for this purpose will be sent home. Keep the emergency contact information up to date by notifying the teacher and office of changes. Parents should be sure their children know what to do if they are dismissed early or if they arrive home at a time when the usual person is not there.

#### 1c. Emergency Procedures

Each year the school distributes an Emergency Contact Card that indicates where guardians can be located in case of an emergency. **IT IS VERY IMPORTANT THAT PARENTS PROVIDE ALL OF THE INFORMATION NEEDED.** If there is a change in emergency numbers, the school office should be notified. In case of serious injury, police will take a child to the nearest hospital. In addition, you may be asked to complete an emergency reconciliation form. Please be sure to complete and return this form to the school. We must have your directions/emergency contacts on file.

Only in the case of a real emergency can messages from home be relayed to children. Since such communications can be delayed for a multitude of reasons and fail to be communicated in a timely manner only those relevant to the child's safety will be considered as a real emergency and serious enough to be personally delivered to the child by the principal. (For example, if a caregiver's work schedule is altered during the school day making it impossible to be home to meet the child and the child is to go to a neighbor's house for supervision.) **Absolutely, NO students will be called to the phone.**

## 2. Attendance

### **\*\*Post-COVID-19 INFORMATION\*\***

Regular attendance ensures the continuity of the educational program essential for growth. If your child is absent or sent to school late, it is the responsibility of the parent to notify the teacher in writing of the reason for the absence or lateness. If we do not have a note, the absence is coded unexcused. If a child is absent 3 days in a row, a doctor's note must be provided. After the child's 8<sup>th</sup> absence, every absence thereafter must be accompanied by a doctor's note or it will be marked unexcused. The names of students who have excessive absence or lateness will be sent to truancy court. The loss of instructional time due to multiple absences can result in low academic performance. Fines/removal of child from the home due to neglect may also result.

Medical, dental, or other business appointments should not be scheduled during the school day except in the case of an extreme emergency. If a student must have such an appointment, the student should be brought back to school on that same day by his/her parent if the appointment concludes prior to the half day school day time period. There are no early dismissals for appointments or other reasons between 3:30 and 3:39 P.M.

### 2a. Lateness Procedures

Students are considered late if they arrive after **9:00 A.M.** Children who arrive after **9:00 A.M.** must first report to the cafeteria doors for a late note before they will be admitted to class. If students arrive after 9:15, they may then report to the main office, for a late note. **Excessive lateness may result in an after school detention and referral to truancy court as well as loss of activities for students. Parents who repeatedly bring students to school late may be excluded from chaperoning school trips and activities.**

## 3. End of School Day

Dismissal is at **3:39 P.M.** each day by the rear doors. Upon dismissal, all students are to leave the school building. **No student is permitted to leave the building through the front doors.** Students staying for after school activities should report immediately to their assigned location. They may not go home and then return for extracurricular programs. **No parent is permitted to wait in the school halls for their child/children,** as this is unsafe and disruptive to the instructional program.

At dismissal, all students must leave the school grounds immediately. No one may remain in the schoolyard after school unless accompanied by a parent or designated adult. **Students must obey crossing guards and cross streets at corners.**

## 4. Parking

### **\*\*Post-COVID-19 INFORMATION\*\***

Please be mindful that Thomas Holme is a walking school therefore, our parking situation is very limited and the lot that is located in the back of the school is primarily for staff and becomes very congested. If you do park in the lot, please be patient when coming and going. Our main goal is to ensure the safety and welfare of our students. We also want to provide our children with good examples of kindness and respect for others. As we do have school bus service to the school, there are designated bus parking areas that are located on both the Wilits Road and Academy Road sides of the building. Car parking is prohibited in these spots before and after school as it interferes with the dismissal process and the safety of our students. Lastly, cars are not permitted to cut across or park on the apron in front of the school. If you see a car parked on the apron, they have permission

to do so and they will most likely be a school district official. Any violation of these policies can result in an exclusion from the school premises or police involvement. Again, we are sorry for any inconvenience that this may cause, but the safety of our students is a priority.

#### 5. Scheduled Early Dismissals

### **\*\*Post-COVID-19 INFORMATION\*\***

Scheduled early dismissals are announced in advance in the monthly newsletter, Holme Highlights, and repeated during weekly voicemail messages. Parents must make the necessary arrangements for childcare. Sometimes emergency early dismissals are necessary. Parents should take advantage of half-day dismissals to schedule doctor, dentist, and other appointments.

#### 6. Early Dismissals

### **\*\*Post-COVID-19 INFORMATION\*\***

When it is necessary for a parent to request the early dismissal of his/her child, the parent or a responsible adult listed on the emergency contact form (defined as 18 years or over with valid picture i.d.) must come to the school to sign out the child. No child will be released to another student or by a phone call. This is the only way we can release a child during the school day. **We cannot honor Early Dismissals beyond 3:00 P.M. daily.**

## MEAL PROGRAM

### 1a. Breakfast

#### **\*\*Post-COVID-19 INFORMATION\*\***

Breakfast is served daily from to 8:50. Children enter through the schoolyard door.

### 1b. Lunch

All students eat in the cafeteria and are not permitted to leave the school grounds at any time during the school day. The Holme School is part of the federally funded lunch program; all students are eligible to receive free meals. A monthly school menu is posted on the District's website. If the cafeteria is serving something your child does not eat for whatever reason, we recommend that you send lunch on that day. Remember, the free beverage comes with the lunch and is provided only when the lunch is taken.

If, in an emergency, you must bring your child's lunch to school, please bring the lunch to the office. Be sure the lunch is clearly marked on the outside with the child's name and room number and inform your child before he/she leaves home in the morning to stop in the office at lunch time for his/her lunch. Do not bring the lunch to the classroom or the cafeteria. If a situation requires that a student must leave school during a lunch period, the parent must come to school and sign out the student. **Parents may not go directly to the cafeteria.**

No food items other than the occasional bake sale or soft pretzel are sold during the school day. **Soda, sunflower seeds, candy and gum** should not be brought to school. No glass bottles are permitted in school and will be confiscated. To maintain sanitary conditions in and around the building, cellophane packaged snacks are to be eaten in the cafeteria only. Students should bring healthy snacks such as fruits or vegetables. No food may be eaten outside the lunchroom.

In the cafeteria, students should talk in a **conversational tone** to their neighbors. They must remain in their seats except when being directed by an adult. Students participate in recess in conjunction with lunch, which is only served in the cafeteria. A bathroom schedule is followed by each class before entering the cafeteria. Please remind your child/ren that they should use the bathroom at this time or they will have to wait until the next supervised trip to the bathroom. Students should dress appropriately for the weather since they will be going outside.

## **SOCIALIZED RECESS AT THOMAS HOLME ELEMENTARY SCHOOL**

#### **\*\*Post-COVID-19 INFORMATION\*\***

#### **Rationale:**

Children are born without any culture. It is the responsibility of the adults in their lives (parents, teachers, etc.) to transform them into culturally and socially adept beings; this is socialization. There is a language for children that is associated with playtime just as there is a language associated with school and learning. During socialization children will learn the language of the culture as well as the roles they are to play in life.

Olga Jarrett, professor of child development at Georgia State did a study on academic performance and recess. Professor Jarrett found that things could be learned at recess that are not readily apparent in the classroom such as who the bully is and who is being bullied. This is because through socialization statuses are learned and the roles associated with them. A study conducted by Tony Pellegrini of the University of Georgia shows that children are more attentive after recess.

**Goal:** To develop structured activities planned for both outdoor and indoor recess.

**Outcomes:** For children to participate in organized play to ensure peaceful playgrounds where fights and injuries are reduced and students return to class prepared for their afternoon instruction. Students in grades K-3 who wish to participate will rotate around each activity (station) as a class. Possible activities for K-3 are as follows:

- Hop Scotch relay race (Area E on map)
- Jump rope (Area A on map)
- Chinese rope (Area C)
- Hula Hoop (Area B on map)
- Parachute Play (Area D on map); younger children
- Various balls will remain available to students who prefer time alone or smaller groups (pairs)

Possible activities for students in grades 4-7 are as follows:

- Co-ed flag football- grade 4-5 (Nerf)
- Co-ed flag football- grade 6-7 (leather)
- Chinese Rope
- Double Dutch
- Reader's Corner (books, pre-teen magazines)
- Frisbee Toss
- Co-ed Kickball
- Co-ed dodgeball

Indoor recess will be utilized during cold or inclement weather with board games, puzzles, brainteasers, arts and crafts, etc. will be provided.

#### PARENT VISITATIONS

**\*\*N/A During Post-COVID-19 INFORMATION\*\***

Parents are encouraged to visit the Holme School; however, please follow these suggestions before visiting:

1. Send a note to your child's teacher or call the school requesting a time for an appointment. Parents may not visit their child's classroom unannounced. Interruptions to instruction are not permitted.
2. Upon entering the building report directly to the school office to receive a visitor's pass. For the safety of all children, no one is permitted to walk through the building without this identification.
3. Classroom visits must be kept to a ceiling of one 45-minute instructional period. The teacher is not able to have discussion with the parent during this time; additional time must be scheduled for follow up dialogue between teacher and parent.
4. Older children should not be sent to school to pick up keys. This disrupts instruction in the classroom. It is the responsibility of the parent to have extra keys made for various members of the family.

#### PREPARATION FOR SCHOOL

**\*\*SAME EXPECTATION FOR VIRTUAL LEARNING\*\***

**Before your child leaves for school, please check that he/she has used the bathroom, has books, pencils, lunch and homework. Please check and sign your child's homework each evening. Check your child's book bag for toys or games, and electronic devices. These items will be confiscated and will require a parent meeting for return.**

Each student uses a Homework Assignment Book. It is the student and parent's responsibility to take care of the assignment book just as you would care for a textbook. The Homework Assignment Book must be taken home each day. If the Homework Assignment Book is lost, another must replace it. Parents are expected to check the Homework Assignment Book daily to monitor student homework and behavior. Parents may respond to teacher messages in the same book.

#### 1b. Homework

Homework is an integral part of the educational program at Holme School. It provides an opportunity for children to strengthen basic skills, reinforce study habits, stimulate independent thinking and develop initiative, responsibility and self-direction. Homework projects are related to classroom work and are designed to help students learn how to study. Homework should be completed when students are absent. Each student should have the telephone number of several students in the class so he/she can get assignments they missed. Completion of homework assignments becomes a part of a student's achievement and, as such, will be reflected in the student's report card mark.

Parents are encouraged to take an active interest by providing a definite time and a suitable place for study or written work, making resource materials available, and checking to make sure assignments are neat, complete, on time, and signed by a parent.

#### 2. Textbooks

It is the responsibility of the student to keep textbooks in good condition. If a textbook is lost, it is the student's and parent's responsibility to pay the cost for replacement of the book. This is also true of library books. All lost or damaged books must be paid for in a timely manner.

### 3. Personal Property

#### **\*\*Post-COVID-19 INFORMATION\*\***

Only materials related to a student's education should be brought to school. Balls and other sports equipment should may be brought to school without prior permission. These are generally provided as part of the "Socialized Recess" program at lunchtime. Toy guns are NOT permitted. Playing cards, baseball or other collectors' cards if valuable, should not be brought to school as staff members will not responsible for conflicts about items. **Headphones, electronic/computer games, and any other electronic equipment may not be brought to school or carried/used on school buses unless there has been previous permission granted by the principal/ counselor or Dean via development of a safety or behavioral plan. Cell phone use of any kind is NOT permitted during school times but we do understand some students have them for safety purposes. If they are observed by any school personnel, they may be confiscated and only returned to a parent. Students do NOT have the right to post images of others onto social media sites without the approval of all involved, their parents and school personnel. Any postings observed without approval may be considered a violation of the FCC and subject to consequences. This includes instances of cyber bullying (see bullying/harassment policy).**

Personal care items such as colognes, hair sprays, brushes, makeup and the like have no place in school. Students will be warned to put it away and if matters persist, **Parents may come claim all confiscated items.** Valuables (expensive jewelry) and large sums of money should not be brought to school. Only money needed for lunch or snack should be brought to school and held by the student. If money is being collected for a trip, school activity, or fundraiser, it must be brought to school in a labeled envelope and turned in at the beginning of the day. Students are responsible for their own money in school.

### 4. School Notices -- Student Communication Folders

#### **\*\*Post-COVID-19 INFORMATION\*\***

One way to contact all of our parents is through School Messenger; the voice mail messaging system. Please make sure you have up to date phone numbers on file and that you accept the call when it comes to you. These calls may include updates or reminders related to school events and the calendar or they may inform parents of an emergency closing, etc. It is critical that you take these calls. Additionally, a form of communication is notices sent home with the children. We will not be using the large manila envelope for school messages. A two sided folder provided as part of school supplies will act as the Student Communication Folder. This communication folder will be sent home every Wednesday with any announcements, newsletters, bulletins, tests or other important information and papers. Parents should review the contents of the folder, sign on the next line and give it back to the student so it is returned on Thursday. Please impress upon your child the importance of taking all notices home. The monthly Holme Highlights, will be sent home on the first Wednesday of each month. It will list meetings, early dismissals, and school closings in advance. Please keep these newsletters in a safe place and refer to them whenever a question arises. Additionally, all teachers are now using Class DoJo as a form of communication; parents are encouraged to sign up with the teacher and keep this phone number associated with DoJo current.

### 5. Dress Code -- **Mandatory Uniform**

All students must be well groomed and appropriately dressed at all times. "Appropriately dressed" means in the school uniform. Clothing should be clean and neat, should not be hazardous to the health and safety of the pupil or to others, and should not be capable of causing any disruption to the school's educational program.



Boys are expected to wear navy blue trousers and light blue shirts **with a collar. Tee shirts are not permitted.** They may be dress shirts or golf type knit shirts with either long or short sleeves. Girls are expected to wear navy blue skirts, jumpers or trousers and light blue blouses, all with a collar. A navy blue cardigan sweater may be worn over the school uniform on cold days. **Jeans, jeggings, or tights are not permitted.** Students may not wear head wear/hats/sunglasses of any kind in the building. On days the students have gym, they may wear either the navy gym shorts and a plain red tee shirt (free of slogans or logos) or the navy blue sweat suit sold by the Home and School Association.

The dress code for our students reflects the importance of school as a place for focused work and not play. If your son/daughter wears shorts, the length **must** reach the knees. We are striving for excellence in every aspect of school life, and we appreciate your cooperation. There is a definite correlation between students' appearance and their performance.

Principals may declare spirit or club days and allow students to wear school spirit shirts, or schedule dress-up days (e.g., when school pictures are scheduled) or allow students to wear other attire for extracurricular activities (e.g. athletics, band, or chorus). Nothing in this Code of Conduct restricts or bans students from wearing religious garb. Parents with concerns regarding religious dress are encouraged to discuss them with the school principal. Students have the right to dress in accordance with their stated gender identity and/or expression within the constraints of the school's dress code.

For students not in uniform, the uniform exchange program will be implemented (or parents will be contacted and required to bring the student's uniform to the school). Failure to follow the school uniform policy will result in, but is not limited to, the following consequences.

- Parent notification of the violation of School District policy
- Lunch and afterschool detentions
- Exclusion from clubs
- Exclusion from receipt of month awards
- Exclusion from Fun Day and other school activities
- Exclusion from classroom helper, messenger responsibilities

***A dress code violation shall not result in exclusion from the classroom environment or virtual classroom.***

We feel that children should develop pride in how they present themselves. One important expression of that pride is in grooming and appropriate dress. We appreciate your support of our efforts to help your child become the kind of mature person who displays pride in self.

## **\*\*Post-COVID-19 INFORMATION\*\***

### **SCHOOL SAFETY**

#### 1. Visitor's Policy

In order to maintain a safe and orderly environment, it is the School District's Policy that any parent, guardian or visitor entering the school **must first report to the school office.** With the exception of prearranged report card conferences on the designated days, no one may go to any area of the building without the express permission of the principal or her designee with an escort. No person may go to a classroom without an appointment and without the office first calling the teacher in that classroom. Failure to adhere to this policy is in direct violation of the Trespass Ordinance and will be dealt with

accordingly.

The Holme School staff takes all possible precautions to ensure the safety of every student. Exterior doors are locked during the school day. During school, entrance to the building is only through the main door at the front of the building. No one is permitted access to any part of the building without permission from the office and the issuance of a visitor's pass. Any parent or visitor who does not have a pass will be referred to the office. Any parent or visitor who does not demonstrate a respect for the school environment, staff and students will be asked to leave the premises and possible exclusion will follow. This is inclusive of but not limited to loud tones, combative demeanors or use of foul language. School staff are assigned to supervise students in the yard. All students are counseled by staff members in ways to avoid contact with strangers.

We know parents like to send in celebratory snacks for their students' milestones. However, the Deputy Chief of Schools is limiting this to only items that are pre-packaged by the manufacturer AND previously arranged with teacher notification. These items will be shared during lunch time or at the close of the day.

## 2. School Bus Safety

### \*\*Pre-COVID-19 INFORMATION\*\*

Some of our children spend long hours each day traveling on buses; and it is our endeavor, with your help, to make this experience safe, efficient and pleasant. The telephone number of transportation services is (215) 400-4350. Call this number if there is a problem.

- Students must be at the bus stop ten minutes before pickup time.
- While waiting to board the bus, students must stay on the sidewalk in an orderly fashion until the bus stops and red lights are flashing.
- Students **must remain seated at all times during the ride**. Do not stand, change seats or leave until the bus has stopped.
- There is to be no loud noise, shouting, or screaming on the bus. Students may talk quietly.
- Students may not open bus windows without permission from the driver.
- Students must keep all parts of their bodies inside the bus windows.
- Students are not to eat, drink or throw objects on or off the bus.
- Students must obey the bus driver/aide at all times.
- At dismissal, students go to their designated location for boarding the bus. Proper behavior is required while waiting to board the bus just as it is on the school bus.
- Just as cellphones, headphones, and electronic games are not allowed in school, they are not allowed on the school bus unless prior approval is given by the driver.

Please understand that students who violate these rules could be prohibited from riding the bus for a period of time. (In the event that a student is removed from a bus, it will be the responsibility of the parents to make provision for transportation for the student to and from school. School bus safety procedures apply not only to students using school bus transportation to and from the school, but also to students riding a school bus for any reason, such as trips. Parents are also reminded that under Pennsylvania State Statute (The Act of July 27, 1967, P.L. 186, 11P.S. 2001 et seq.) they may be fined up to \$300 for any damage or vandalism caused by their children.

#### **Consequences for disciplinary referrals from bus drivers:**

**First Offense:** Parent notification,

**Second Offense:** Parent notification, one-hour detention

**Third offense: One-day suspension from the bus**  
**Fourth offense: Three-day suspension from the bus**  
**Fifth offense: Five-day suspension from the bus**  
**Sixth offense: Permanent removal from bus**

### 3. Parent Parking and Safety Regulations

#### **\*\*Post-COVID-19 INFORMATION\*\***

The picking up and dropping off of children at school can be a very hazardous situation. Buses are often unloading children and must have a safe area to accomplish this task. When cars are close by or parked in the bus zone, the supervision of children becomes more difficult. Clear areas are needed to watch the children. Parents are urged to load and unload away from the bus parking areas and away from the school sidewalks. It is unlawful to even stop in school bus zones. Police issue tickets for parking violations around the school. Cars may park beyond the school property where the playground begins (grassy area). If a student is dropped off across the street, he/she must walk to the crossing guard to cross the street. Illegal stopping or double-parking on Willits and Academy Roads are a major problem and serious safety hazards. **Double parking is illegal.** Please obey parking regulations. Parents should not jay walk with their children or send them from their car to the schoolyard unless the student crosses at the corner.

### 4. Safety in the Neighborhood

#### **\*\*Post-COVID-19 INFORMATION\*\***

Parents can help guarantee the safety of their children in the following ways:

- Escort your children to and from school, if possible.
- Have children walk to and from school in pairs or groups.
- Speak to your children about the dangers of talking to strangers.
- Have children report strangers to you and the school.
- Volunteer at school to help enforce our safety program.
- Be sure students walk to school using sidewalks and not driveways, store parking lots, wooded areas, or through private property.

#### **\*\*Post-COVID-19 INFORMATION\*\***

## **SCHOOL RULES, REGULATIONS AND PROCEDURES**

### 1. School Office Hours

The school is open from 9:00 A.M. to 3:39 P.M. on regular days. However, the main office hours are as follows: 9:00-12:00; 1:15-3:39. **NO ONE WILL BE PERMITTED IN THE BUILDING WITHOUT A PRIOR APPOINTMENT.** The office telephone number is (215) 400-3130. The fax number is (215) 400-3131.

### 2. Use of Telephones

Students may not use the telephone in the main office. Students are not permitted to receive calls from home and only under extreme emergencies will any messages be relayed to students. After school arrangements should be made between parents and students **before** the student comes to school.

### 3. Lost and Found

A Lost-and-Found Box is located in the cafeteria and auditorium. Parents are asked to mark all children's clothing and personal property with their child's name. **The school will not accept**

## responsibility for lost articles or money.

### 4. School Vandalism

It is important that the Thomas Holme School continues to be a building that is attractive and offers an excellent educational program for all students in a safe and healthy environment. Graffiti on any school property (inside or outside the school) is **NOT** permitted. Violators of this rule are subject to legal prosecution as well as school suspension. This includes marking in/defacing textbooks. Pupils and/or parents will be directly responsible for any type of vandalism to school property, injury to a person, or theft. All incidents will be fully investigated. All graffiti must be removed. The School District's Office of Legal Services will be contacted for prosecution of all unsettled claims.

### 5. Smoking, Profanity, and Gambling on School Premises

**Smoking, profanity and gambling are prohibited in the school and on school grounds including the schoolyard by anyone; guardians, staff or students.** Students are not permitted to have cigarettes, lighters, or matches in school. These items may not be carried by a student or in book bags. School/city police will be called for noncompliant persons.

### 6. Use of Restrooms

For the safety of all students, there are **scheduled times for bathroom use**. At these times the restrooms have adult supervision. Students should use the restrooms in the morning, during the designated class time before lunch and when taken as a class. These are the only times the restrooms are supervised. If a student has a medical problem, we must have a note from the student's physician.

### 7. Custody and Other Legal Papers

A copy of relevant, current legal papers should be brought to the office where they will be safely filed. Legally it is assumed that both parents listed on the record card and school application in the office has custody of the student. The school in special situations requires legal papers, not verbal information. Legal papers are binding in the event of any custody case. Notify the principal of unique situations and counselor.

## **\*\*Post-COVID-19 INFORMATION\*\***

### **HOLME SCHOOL PROGRAMS**

#### 1. Supportive Services

In addition to classroom teachers, Holme School is also served by art, dance, computer science, music, and physical education. Speech, hearing, physical therapy, instrumental music and MTSS provide services for small groups of children. Programs for special needs students as well as a program for gifted youth are also available.

#### 2. Kindergarten

Holme School has full-day kindergarten classes. Children must be five years old before September 1 of that school year to be eligible. The program is designed to provide each child with readiness skills, math and language arts experiences, a love of learning, an ability to follow directions and the ability to work independently. The development of strong minds and life skills can contribute to the development of a positive attitude and self-image in each child that should lead to successful school experiences.

Parents must have their children in the schoolyard by 9:00 A.M. and meet them at their designated doors by 3:30 P.M. All kindergarten parents must sign students out and be prepared to show identification. Kindergarten students must also wear the school uniform.

### 3. Head Start: An Early Childhood Program

Head Start, a preschool program for 3 and 4-year-old children provides the foundation for later school success. For further information and eligibility requirements for entrance into this program call: Head Start: (215) 400-4270.

### 4. Gifted Youth Program

Eligibility for this program is determined through standardized testing scores and individual testing. The program provides enrichment experiences using a variety of materials and activities.

### 5. Speech Program

The Speech Resource Room teacher works with individual students or small groups of students identified through a screening process as needing these services. This program is aimed at correcting students' speech defects. The Speech Resource Room teacher services the school three days a week.

### 6. Counseling Program (**Monday- Friday 2021-2022 term**)

Two full-time professional counselors are available to all students to address any difficulties that they may experience. Students are seen individually and in small groups and can be referred by teachers and/or parents. Parents can reach our counselors at (215) 400-3130 press #1. Students wishing to see the counselor must write a note and give it to the teacher at the beginning of the school day. The request will be sent to the office and the counselor will contact the student. If there is a crisis situation when the student has an urgent need to see the counselor, the student should ask the teacher for special permission. At no time should the student stop to see the counselor without permission.

The school counselor's role is to work with children, parents, and other school personnel and with community agencies around school-centered problems. Some children require the additional support of a one-to-one relationship. School problems may center on learning difficulties, home and neighborhood problems, personality or emotions, behavior, recreation or attendance; which may require referral to outside agencies. In addition, the counselor provides lessons in conflict resolution and conducts group counseling.

### 7. School Health Services

The goals of Health Services are to detect specific health problems at an early stage and to facilitate their resolution. Programs include growth, vision, hearing, scoliosis, dental screenings, physical examinations of all students upon admission and periodic tuberculin testing. This year nursing services are provided 5 days per week.

If your child complains of illness or injury at home, please do not send him/her to school expecting the nurse to administer to his/her needs. The health room is not a treatment center. Emergency care is provided for illness or injury. Further care/treatment is the responsibility of the parent. If a child becomes ill in school, it is the parent's responsibility to come for the child and to follow through with medical care at home.

Chronic medical conditions such as asthma, diabetes, and behavioral disorders must be reported to the nurse. When medically recommended, students with such conditions may receive long-term medications in school provided the parents comply with the School Health Services policy. Short-term medications are not normally dispensed in school. The parent must fill out the necessary forms if a medication needs to be taken at any time during the year even if this is only in sporadic situations. **The school nurse can be reached at (215) 400-3130 #2.** Call her regarding any medical matter involving a student. Parents must submit Health Insurance information (provider and policy numbers) to the nurse indicating coverage. The nurse will assist in getting coverage for uninsured children. Contact her for help.

## 8.Extra Curricular Activities

Students may participate in extracurricular activities that may be held during lunch periods and/or after school. A list of these activities will be sent home with additional information as the year progresses along and depending upon the availability of staff.

## 9. Home and School Association/ School Advisory Counsel

The Home and School Association/SAC are integral parts of our school. Many worthwhile activities are sponsored by these organizations. All parents are urged not only to join the Home and School Association but also to participate in its activities and meetings. The Holme Highlights gives the date and time of the Home and School Association's monthly meetings. In addition, monthly memos are sent home which provide information about events, activities and fundraisers. Please remind your child of the importance of giving you all communications sent home.

All students benefit from funds raised by the Home and School Association, so we urge all parents to actively support and attend all Home and School Association functions and meetings. Please complete the form at Back-to-School Night for membership. The cost is just \$5.00.

## SCHOOL-WIDE SERVICE

### Multi-Tiered System of Supports (MTSS)

The Multi-Tiered System of Supports is a multidisciplinary team of School district personnel working together to analyze and assist students experiencing difficulty in their educational program. Academic, behavioral and attendance problems of students are referred to them. The MTSS team makes recommendations for remediation and, if deemed appropriate, formal evaluations of all referred students. The MTSS team may include, among others, the principal or designee, nurse, school psychologist, teacher(s), counselor (where available), therapist(s), parents and others who have been invited by the parent or principal. If you have any questions or concerns, please contact your child's teacher at (215) 400-3130.

## CODE OF DISCIPLINE

### A. PHILOSOPHY

The Thomas Holme School recognizes its responsibility to create an atmosphere of learning that will contribute to the development of academic skills as well as teaching our children to become reliable, respectful and responsible citizens of their classroom, school and community. A code of rules is required to inform the entire Holme family (staff, students, and parents) of their individual and joint responsibilities in creating such an atmosphere.

**Discipline or self-control is a necessary ingredient of life.** While schools must accept their share of responsibility for citizenship training, it must be recognized that schools cannot do the job alone. The influence of the family, community and preschool training of the children in our school cannot be minimized. Parents cannot evade the important role they play in the development of proper behavior in their children. **THE PARENT IS THE CHILD'S FIRST TEACHER AND REMAINS THE MOST IMPORTANT TEACHER THROUGHOUT THE FORMATIVE YEARS.**

### B. RESPONSIBILITIES

#### 1. Home Responsibility

Parents will be expected to support the school's disciplinary policy and to guide their children towards patterns of conduct, which encourage cooperation and effective learning for all.

Parents can expect to have communications from the school when a student is having academic, adjustment and/or attendance problems. The school expects parental involvement in homework assignments and follows up on reports of misbehavior, academic problems, adjustment problems and/or attendance problems.

The staff of Thomas Holme School welcomes contacts from the parents. Please call or write a note requesting a conference. The teacher will set up an appointment time to discuss your concern.

## 2. Student Responsibility

Students will be expected to show respect and concern for the individual rights and responsibilities of staff members and other students. Good manners and respect for others will be expected of all students.

## 3. Staff Responsibility

The classroom teacher is the key element in setting and maintaining the proper learning atmosphere in the school. It is recognized that sound principles of classroom management are the basis for creating the proper classroom climate.

The teachers will be primarily responsible for control of students in the classroom.

The teacher will handle most discipline cases. However, other members of the staff may be called upon to lend their support and guidance.

Be aware, no teacher is to engage in corporal punishment of any student for any reason. According to the Pennsylvania Code, Title 22; Chapter 12 paragraph 5:

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:

- (1) To quell a disturbance.
- (2) To obtain possession of weapons or other dangerous objects.
- (3) For the purpose of self-defense.
- (4) For the protection of persons or property.

## 4. Administration's Responsibility

The principal/dean assumes a leadership role in the development of an acceptable level of discipline in the school. An administrator will deal with single serious incidents and/or cumulative pattern of unacceptable behavior, which has not improved despite multiple interventions initiated by the classroom teacher. Students will be called in for conferences in the above cases. Records will be kept of all conferences and follow-up made to determine the degree of adjustment. Parents will be contacted for their support. Conferences will be held with parents to discuss the problems and to arrive at workable solutions.

The principal will make the final decision on school suspensions.

# C. DISCIPLINE OF STUDENTS

Students' misbehavior or violations of school policies will be judged on an individual basis taking the following issues into account: type of offense, circumstances leading to the offense, and past history of the offender.

The penalties in these cases may range from a verbal reprimand to a suspension. Penalties may include: parent conferences, detention, in-house suspension, Saturday School, out of-school suspension, transfer to another school, etc. The Teacher, Counselor, Dean where available, and Principal determine the degree of consequence and will keep records. (Repeated offenses will be treated more seriously.)

**Students involved in violence against other students perpetrated by groups of students or violence against a staff member will receive at minimum a 5-day suspension and will be recommended for transfer to an alternative educational environment.**

### Suspension of Students

A temporary suspension is exclusion from school and all school related activities for a period of from one to three school days by the principal. It may be extended to five school days provided the student and parent are offered the opportunity for an informal hearing by the Principal/Dean. Suspension procedure includes:

1. Before a student is suspended, he/she is informed as to the reason for the suspension. The student is given the opportunity to explain his/her side of the story.
2. Notification of suspension shall be in writing to the parent and shall contain the number of days of suspension, the reinstatement date, the reason(s) for suspension and the date of the conference or informal hearing.
3. One purpose of any suspension is to have both student and parents understand that the pupil is involved with disruptive, non-acceptable behavior that cannot be permitted to continue.
4. A parental conference will be held as soon as practical between the principal (or her designee), the parents and the student. The result of this conference should be to have the student reinstated and returned to class with the understanding that the problem and/or behavior causing the suspension are not to be repeated.

### CODE OF CONDUCT

The School District of Philadelphia has adopted a Code of Conduct. A copy of the code will be placed on the school's website. Parents are encouraged to view the Code of Conduct.

### STUDENT STATEMENTS

In accordance with "best practice", students are given the opportunity to provide a written account involving disciplinary incidents. The school generally retains student statements until the end of the school year.

### DETENTIONS

Before school, during lunch or recess, or after school may be used as a consequence for misbehavior, lateness or lack of homework. To retain students after school, the following procedures need to be observed:

1. An entire class should not be detained. It is inappropriate to punish all students for the misbehavior of some students. To retain a student whose behavior does not warrant



punishment creates resentment in the innocent parties and may encourage them to misbehave in the future.

2. Students cannot be assigned an after-school detention on the day that it was given.
3. Parents/guardians must receive a written 24-hour notice. Students who receive detentions will be given a form to be signed by the parent acknowledging their awareness of the need to remain after school and informing the parents the reason why the detention was assigned.
4. The teacher will make every attempt to speak with the parent directly and document the conversation in the Parental Contact Logs. The Principal must be notified of any detentions assigned by a teacher or staff member. Be sure you know how the student will get home at the end of an after school detention.
5. When retaining students for detention, teachers will not leave those students unsupervised in the classroom while they escort the remainder of the class to the exits at dismissal time. Those students must accompany the teacher with the class in line and then return with the teacher to the classroom.
6. When dismissed from an after school detention, the teacher will escort the students to the front door.
7. When dismissed from a recess or lunch detention, the student must have a note to go to a different classroom.

Detentions can be given for the following reasons:

1. Disrespectful behavior
2. Use of vulgar/ profane language
3. Persistent lateness
4. Repeated offenses
5. Repeated classroom violations
6. Failure to complete assignments (home and classroom)
7. Any other reason as determined by the faculty, or Principal in keeping with the Student Code of Conduct

## **IN-SCHOOL SUSPENSION**

In order that our school goals may be met, the following rules apply to all aspect and spaces on our school campus, including school buses and school activities:

Thomas Holmes Students will:

- Comply with school rules and climate expectations, including the Student Code of Conduct and the Holme Family Handbook.
- Respect authority of all school personnel and the rights of other students.
- Comply with School District's attendance, dress code, zero tolerance, and bullying policies.
- Behave in a manner that focuses on academic success.
- Be responsible and accountable for the school rules.

In-school suspension (ISS) is an in-house program to which a student may be assigned for a short period of time in lieu of out-of – school suspension (OSS). It is designed to counteract many of the negative effects of suspension. Instructional time can continue without interruption and special academic help can be provided as needed. Counseling services for students experiencing personal, academic, or behavioral difficulties can result in behavioral changes such as an improved self-image and greater self-discipline (Gushee, 1984).

## **DRIVING FORCES BEHIND IN-SCHOOL SUSPENSION**

- A. ISS overcomes the major shortcoming of traditional suspensions because it does not deprive students of an educational experience. Students can still accomplish their assigned work as prescribed by classroom teachers, have the assistance of an adult to insure completion of tasks, and receive additional support for their academic or personal problems.
- B. ISS is a response to the increasing number of out-of-school suspension, trancies, and the general public's perception of discipline laxity in schools.
- C. ISS can reduce the juvenile crime rate, which has been correlated with out-of-school suspension. Students can be isolated from their specific learning environment (which is an effective punitive aspect) but remain in a school setting with adult supervision and work provided (Sheets, 1996).

### **ACT 26 WEAPONS**

The Pennsylvania General Assembly has enacted legislation (Act 26), which requires all public schools to take a mandatory course of action in dealing with students who are found in possession of weapons. The law defines a weapon to include, but not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool or implement capable of inflicting serious bodily injury. There is no requirement that the student use or try to use the weapon; and possession for self-protection is not a defense. Parents are encouraged not to send tools or supplies such as metal or pointed scissors to school with your children unless you receive a written request from the teacher. Students found with weapons of any kind or any article used as a weapon are in violation of the law and subject to arrest and expulsion from the school district for at least one year.

***Thomas Holme Elementary School***  
**Parent and Family Engagement Policy**

***School Year 2021-2022***  
***Revision Date: {08/5/2021}***

In support of strengthening student academic achievement, **Thomas Holme** receives Title I, Part A funds and therefore must jointly develop with, agree on with, 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 **Thomas Holme** 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.
- 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*



## **\*\*Post-COVID-19 INFORMATION\*\***

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

#### **Section A: JOINTLY DEVELOPED**

**Thomas Holme** 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.

- Parents are involved in the development of the Family Planning and Engagement Policy by being invited to a Winter meeting where they will be presented with the Comprehensive School plan and Budget in the Winter of 2022
- During the Spring 2022 meeting, parents are presented with the Parent Compact for discussion, revisions/ additions

#### **Section B: ANNUAL TITLE I MEETING**

**Thomas Holme** 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.

- The initial meeting to disseminate information to parents is Back-to-School Night September 23, 2021.

#### **Section C: COMMUNICATIONS**

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

- 1) Family Handbook in September 2021
- 2) Weekly Communication Folder w/ meeting reminders
- 3) Monthly Newsletter
- 4) Weekly Voicemail messages
- 5) Class Dojo reminders

## **\*\*Post-COVID-19 INFORMATION\*\***

### **Section D: SCHOOL-PARENT COMPACT**

**Thomas Holme** 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.

- Spring Title One Parent Meeting- invitations sent with RSVP's; agenda outlining the school-parent compact development

**Thomas Holme** 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:

- During the Winter Title One Parental Input meetings suggestions will be taken from parents of what they felt was effective and what they'd like to see more of or done differently; Winter 2022

### **Section F: COORDINATION OF SERVICES**

**Thomas Holme** 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:

- Attending Arts Education programs sponsored by Temple University
- Performances by the Walnut Street Theater
- Recitals by Settlement Music Program
- Participating in Parent Piano Club
- Attending Kindergarten Open House
- Middle School Transition Meeting

### **Section G: BUILDING CAPACITY OF PARENTS**

**Thomas Holme** 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

## **\*\*Post-COVID-19 INFORMATION\*\***

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
  - Parent Portal Access Workshop
  - Parent Volunteer Orientations
  - Report Card conferences
  - Multi-Tiered Support System (MTSS) meetings
  - Interim Reports Disseminated
  - Family Literacy Workshops

### **Section H: BUILDING CAPACITY OF SCHOOL STAFF**

**Thomas Holme** 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:

- Parent Surveys
- Professional Development on best practices to use during parent/teacher conferences
- Use of Class Dojo creates on-going communication between school and home
- Family Literacy Events
- IEP meetings
- MTSS meetings (academic parent-teacher team meetings)

**Thomas Holme** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Parent Survey results

## **\*\*Post-COVID-19 INFORMATION\*\***

- Student Survey results
- Requested parent meetings
- Parent Concern forms
- Phone conferences
- Referrals for behavioral health supports

### **PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

- To maximize parent and family engagement and participation in their child's education: by arranging school meeting at a variety of times and to conduct parent phone conferences for those not able to attend
- Adopt and implement model approaches to improving parent and family engagement:  
Purposeful approach by sending parent invitations with RSVP deadlines



## **\*\*Post-COVID-19 INFORMATION\*\***

**Thomas Holme Elementary School  
9125 Academy Road  
Philadelphia, Pa. 19114**

### **School-Parent Compact**

2021-2022 School Year  
August 31, 2021

Dear Parent/Guardian,

#### **JOINTLY DEVELOPED**

The parents, students, and staff of Thomas Holme partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held spring of each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the School Family Engagement Survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.

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.

#### **THE SCHOOL DISTRICT OF PHILADELPHIA ANCHOR GOALS:**

1. 100% of students will graduate, ready for college and career.
2. 100% of 8-year-olds will read on grade level.
3. 100% of schools will have great principals and teachers.
4. SDP will have 100% of the funding we need for great schools, and zero deficit.

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

**SCHOOL TEACHER RESPONSIBILITIES:**

Thomas Holme School will:

- Provide parents with frequent reports on their children's progress through Class Dojo.
- Interim Reports, MTSS meetings, IEP meetings if applicable
- Parent/teacher conferences
- Back-to-School Night
- Literacy/Math Meetings.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment beginning with students being properly attired in uniform.
- Provide parents reasonable access to staff through Class Dojo; email; or phone calls.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
  - Literacy & Arts Integration recitals.
  - The parent volunteer program will be surveyed during the last week in September for desired participation.
  - There will be training workshops identified for participants, the appropriate clearances obtained and followed by the actual volunteerism.

In addition to the above volunteer program, parents are asked to chaperone on class trips on a first come, first served basis. The same is true for special events, i.e. Spirit Day, 6 grade activities, etc.

**PARENT RESPONSIBILITIES:**

- As a parent, I recognize my responsibility to collaborate with the school by:
- Ensuring 95% attendance and school uniform.
- Making sure that homework is completed.
- Maintaining accurate Emergency Contact information.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time; taking advantage of activities offered.
- Staying informed about my child's education and communicating with the school.

**STUDENT RESPONSIBILITIES:**

As a student, I recognize it is my responsibility to take ownership of my own education by:

- Doing my homework every day and ask for help when I need it.
- Reading at least 30 minutes every day outside of school time.

- Giving to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.
- Following the rules and PBIS of the Holme School
- Wearing my school uniform daily
- Treat the environment and other students respectfully

**COMMUNICATION ABOUT STUDENT LEARNING:**

Thomas Holme 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:

- Family Handbook September 2021
- School Newsletter sent home monthly
- Parent Portal
- Class Dojo
- Parent/ Teacher conferences Parent Communication Folders
- Email, text messages, phone calls
- Weekly Voicemail messenger
- Invitations to parent workshops

**ACTIVITIES TO BUILD PARTNERSHIPS:**

- Thomas Holme Elementary School offers ongoing events and programs to build partnerships with families. Such as:
- Home and School/ SAC Participation
- Settlement Music School Concert Walnut Street Theater Performances Quarterly Recitals
- School Advisory Council participation
- Open Houses
- Family Literacy/Math workshops

Thomas Holme Elementary  
 9125 Academy Road  
 Philadelphia, PA 19114  
 215-400-3130  
 Academic Year 2021-2022

I \_\_\_\_\_, parent/guardian

of \_\_\_\_\_ in room \_\_\_\_\_ have

received, read and understand the information presented within the Thomas Holme

Elementary Family Handbook. I am aware of the responsibilities of the school, myself and my child as outlined within school parent compact.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please date and sign above and return to school no later than September 12, 2021. Upon receipt of this acknowledgement, your child will receive a homework pass.