

# **THE SCHOOL DISTRICT OF PHILADELPHIA**



## **JAMES LOGAN ELEMENTARY SCHOOL**

**PARENT/STUDENT HANDBOOK  
2017 – 2018 SCHOOL YEAR**

**C. SANDERS- THOMAS**  
Principal

**J. WILLIAMS**  
Teacher Leader

**James Logan Elementary School  
1700 Lindley Avenue  
Philadelphia, PA 19141  
215-456-3006**

September 2017

Dear Parents/Guardians:

Welcome to James Logan Elementary School. We are pleased to have your family share in a great educational experience this year.

At the James Logan School, we strive to create a safe, nurturing and motivating environment in which all students can excel. The policies in this handbook were developed to that end and will be adhered to for the benefit of all students and staff. Please take time to read through our handbook, familiarize yourself with its contents, and share the information with your child.

We look forward to working together to make this a rewarding school year for all. Should you have any questions, please feel free to contact our team at 215 456-3006. If you need to contact your child's teacher, please call the main office and leave a message. We are here to support you!

Sincerely,

The James Logan School Administration and Staff

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# Mission Statement

The staff of James Logan Elementary School will provide a safe, nurturing environment where all students can achieve high academic levels. We will maintain high expectations and promote academic excellence for all students. We will prepare our students to become leaders. We will foster a positive school climate which respects and values diversity and nurtures the self-esteem of every individual.

# Vision Statement

The staff of James Logan Elementary School works to ensure that all students achieve at high academic levels by using innovative approaches to teaching. We deliver the curriculum with enthusiasm and motivate all students to acquire and integrate knowledge in meaningful ways. Our students use technology and apply higher order thinking skills in multiple situations to solve everyday problems. We meet the needs of all students by providing interventions based on individual student performance. The staff of James Logan Elementary School engages parents so that they actively adhere to our policies, participate in school activities, and enthusiastically support all school initiatives. With the support of all stakeholders, our vision of high achievement for all students will be achieved and sustained.

# Shared Values

## **WE BELIEVE:**

- All children can learn and achieve academic excellence.
- It is essential that parents act as our partners and share in the responsibility of helping to facilitate learning.
- The learner must be supported in a respectful, cooperative environment.
- Teaching must be differentiated and creative to meet the individual needs of students.
- The success of our school is based upon the efforts of the principal, staff members, parents, families, community members and students.

# ELEMENTARY SCHOOL

## **VISITOR SIGN IN PROCEDURES:**

- All guests/visitors must stop at the front desk, show picture identification and sign in with a school representative.  
(Please include your full name, date, time and purpose of the visit.)
- All guests/visitors will be directed to the main office for further assistance.
- If approved, all guests/visitors will be given a visitor's pass that must be displayed throughout the duration of the visit.
- All guests/visitors will be escorted to locations outside of the main office area.
- All guests/visitors must return visitor's passes to the main office and sign out at the front desk before leaving the building.
- Students will only be dismissed from the main office. Visitors may not request to pick up a student from the classroom.

**THANK YOU FOR YOUR COOPERATION**

### **Arrival and Dismissal**

School begins promptly at 8:30 AM and ends at 3:09 PM. Students who arrive after 8:30 will be marked late.

### **Arrival**

All students must line up in the schoolyard by 8:25 AM. Teachers will begin escorting students into the building immediately following the recitation of the Logan School Creed. Breakfast is served for all students beginning promptly at 8:30 AM. Students arriving to school late will miss the opportunity to have breakfast. **Students may not arrive to school before 8:25 AM. There is no supervision until that time. The school assumes no liability or responsibility for children on school grounds until school officially begins.**

On inclement weather days, we will have indoor morning entry. Please note that at 8:25 AM, students in grades K, 1 & 2 will report to the large lunchroom. Students in grades 3-5 report to the gym. Head Start students will report to the auditorium.

### **Late Arrival**

**Any student who arrives after 8:30 AM is considered late. If a student is late, he/she must report to the desk located in the main hallway to receive a late slip. Late arrivals are recorded on the student's record. Lateness is disruptive to the instructional day. Punctuality is expected.**

**Head Start students may not be signed in after 8:45 AM unless the student has documentation of an appointment.**

### **Dismissal**

It is imperative that parents/caregivers pick up students on time during regular and early dismissal days. There is no supervision available after school hours. School District Policy states: if a child is not picked up on time and the parent/caregiver cannot be reached, the child shall be placed in the care of the Philadelphia School District Police.

Students in grades 1-5 are dismissed from the schoolyard at 3:09 PM. Kindergarten and Head Start students are dismissed from the schoolyard at 3:00 PM. Please arrive promptly to pick up your child. On inclement weather days, students in grades K and 1 will be dismissed from the school auditorium. Students in grade 2-5 will be dismissed from the schoolyard. Head Start students will be dismissed from the back of the auditorium.

Kindergarten students will be dismissed from the classroom if the teacher of record is absent.

### **Early Dismissal**

**Students may not be excused early, except in cases of emergency.** If the need for an emergency early dismissal occurs, a parent/guardian must report to the main office, and sign the “Early Dismissal Book” in order to have a child released from school.

**Identification must be shown before we can release a child from school.** Children will only be dismissed from the main office. No teacher may release a student to a parent from the classroom. In accordance with District Policy, **No student will be dismissed after 2:30 PM.** Please be informed that students arriving after 10:30 or leaving before 1:00 will only be given credit for half -day attendance. Half- day attendance will accumulate into a full day absence after two occurrences. This may lead to truancy if a student accumulates more than 8 unexcused absences.

### **Emergency School Closing**

In the event of an emergency closing for the school, KYW 1060 AM will broadcast the announcement on the radio and possibly list it on its website ([www.kyw1060.com](http://www.kyw1060.com)) and/or the announcement will appear on the School District of Philadelphia’s website ([www.phila.k12.pa.us](http://www.phila.k12.pa.us)).

If there is a citywide closing of all public schools, especially during the winter months, KYW 1060 AM will report that all Philadelphia Public Schools are closed. The announcement will also appear on its website ([www.kyw1060.com](http://www.kyw1060.com)) and/or the School District of Philadelphia’s website ([www.phila.k12.pa.us](http://www.phila.k12.pa.us)).

The school strongly suggests that parents/guardians listen to KYW 1060 AM each morning especially during winter months and severe storms, to be informed about emergency school closings.

Please refrain from calling the school office to find out if school is closed. The phone lines are needed during this time to communicate with the faculty and the School District of Philadelphia.

### **Emergency Early Dismissal**

In the event of a winter storm or extreme heat, the School District of Philadelphia may close schools early. Please be mindful of the possibility of an emergency early dismissal on days when it begins to snow or on days when the temperatures reach 90 degrees. Listen to KYW 1060 or go the School District of Philadelphia’s website for announcements.

### **Legal Custody**

Parents/Guardians are asked to inform the main office and the child’s teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child (e.g., permission to pick up a child from school) based on official legal documents. It is important for the school to have a copy of the custody decree. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.



**Release of a Child**

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. The court order/custodial agreement is placed in a confidential file.

**Attendance**

It is important that children come to school every day prepared to learn. Regular attendance is critical to academic success. An attendance officer will visit the home of students who are absent consistently.

**THE SCHOOL DISTRICT OF PHILADELPHIA  
JAMES LOGAN ELEMENTARY SCHOOL  
1700 Lindley Avenue  
Philadelphia, PA 19141**

September 5, 2017

Dear Parents/Guardians,

Student attendance has become a high priority throughout the School District of Philadelphia. Each time that your child is absent from school, it is important that you send your son/daughter to school with a note explaining the reason for the absence. Absence notes will not be accepted more than three days following the student absence.

When a note is received, the absence is coded appropriately. An unexcused absence is recorded whenever a child returns to school without a note from the parent/guardian or when the student's absence cannot be excused based on the reason stated in the letter. Please be advised that a letter from the parent/guardian may not excuse all absences as determined by the School District of Philadelphia guidelines.

Students who acquire eight or more unexcused absences during the school year will be summoned to appear in Truancy Court. Students may also be summoned to appear in court for excessive lateness to school. Parents/guardians will be notified by mail and given a time and date to report to court with the student. Please be aware that a student's attendance records are forwarded to the new school if a child transfers during the school year.

I have attached an absence note template for your use and review. Please feel free to contact the school if you have questions about this notice.

It is important that our students are present in school everyday on time! We are here to support you and to provide your son and/or daughter with opportunities to be successful.

Thank you for your continued support.

Sincerely,

C. Sanders-Thomas  
Principal

**A child who has been absent from school or coded with half-day attendance is required to bring a written note to the teacher upon returning to school.** If a child is absent, an automated voice message from the School District of Philadelphia will alert the parent of the absence.

**For absences extending beyond three days, a doctor's note is required.** If an absence note is not received when a child returns to school, the absence will be recorded as an unexcused absence.

### SAMPLE ABSENCE NOTE

**Date:** \_\_\_\_\_

**Room:** \_\_\_\_\_

**Dear Teacher,**

Please excuse \_\_\_\_\_'s absence from  
school on, \_\_\_\_\_.

**The reason for the absence was:**

\_\_\_\_\_  
\_\_\_\_\_.

---

**Parent Signature**



**HELP KEEP YOUR CHILD SAFE EACH DAY**

**(1) Know your child's School contact information**

- ♥ Main Office (215) 400-3006
- ♥ Teacher Leader: Jasmine Williams (215) 456-0848
- ♥ School Counselor: Ketsia Paul (215) 456-3006
- ♥ School Nurse: Susan McGarry, (215) 456-3108

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**(2) Remember to update the school with your child's contact information**

- ♥ Present Address and Phone Number
- ♥ Emergency Contact Person's Name and Number
- ♥ Medical Information

**(3) To and From School**

- ♥ Develop a buddy system to ensure safe travel
- ♥ Always warn your children to stay away from strangers
- ♥ Always take a route known to the parents
- ♥ Teach children to go straight to school and to after-school destinations
- ♥ Do not write your child's name on the outside of backpacks & accessories

(You do not want a stranger to know your child's name.)

**(4) Kid Facts**

- ♥ Make sure child knows their full name and telephone number
- ♥ Teach your child his/her teacher's name and room number
- ♥ Encourage children to listen to all school staff in emergencies

#### **(5) Lock Down & Stay Down /Shelter in Place (No one in, No one out)**

In case of extreme school and community emergencies, ALL children will remain in school until further notice is given by school officials, Philadelphia Police, and/or the Fire Dept.

- ♥ No one is allowed in and no one is allowed out for safety measures!
- ♥ Please watch local news and listen to KYW 1060 for further details.
- ♥ PROPER PHOTO I.D. is required to pick-up your child.

#### **Emergency Contact Information**

For your child's safety, it is important that the school maintain current contact information. **Please notify the main office immediately if there is a change in address or telephone number.** This will enable the school to reach parents/guardians quickly in case of an emergency, such as illness or school closure due to inclement weather.

The school must also have the names and telephone numbers of three additional people who may be called in case of an emergency. A form will be sent home at the beginning of the school year requesting this information. These emergency contacts will only be called after an attempt to reach the parents/guardians has been unsuccessful. They will be called in the order indicated by the parents/guardians.

#### **Dress Code**

The School District of Philadelphia mandates that all students wear school uniforms every day that school is in session. Parents will be notified if a student is in violation of the dress code. Failure to wear school uniform will result in loss of privileges determined by the administration. Further disciplinary action will be taken if a student continues to violate this policy.

- ❖ Boys-plain navy blue pants, pastel yellow **button down shirts with collar, and navy blue ties.** Navy blue sweaters (cardigan or pull over). Hooded sweatshirts may not be worn. Shirrtails are to be tucked in and pants are to be worn around the waist with a dark solid colored belt.
- ❖ Girls- knee length navy blue skirts, slacks or jumpers with pastel yellow blouses with **cross ties.** Girls may **NOT** wear pants under skirts or jumpers. They may wear Navy blue sweaters (cardigans or pull over).
- ❖ Physical Education- Students must wear navy blue shorts/sweat pants with a pastel yellow shirt

- ❖ Students may wear shorts on warm weather days. Shorts must be navy blue and be knee length. Button front shirts are to be worn. No shirts that expose a child's stomach area may be worn. Sandals or flip-flops are not permitted.

The following are ***not acceptable*** as part of the school uniform:

- Jeans of any color
- Undershirts/T-shirts with logos
- Tank tops
- Midriff tops, spaghetti straps or see-through clothing
- Sweatshirts other than the official school sweatshirt
- Large or dangling earrings and novelty jewelry
- Make-up, body glitter
- Hard-soled shoes
- Head wear other than for religious purposes (no bandanas, scarves, hats, etc.)
- Sandals
- Open-toe shoes

### **Lost and Found**

The Lost and Found is located in the back of the school auditorium. Lost and/or unclaimed items are placed in the Lost and Found on a daily basis. Upon request, students may go to the Lost and Found to look for misplaced items.

Parents/guardians are asked to clearly mark children's clothing and personal property. The school will accept no responsibility for lost items.

Students are encouraged to check the Lost and Found on a regular basis. At the end of each marking period, all unclaimed Lost and Found items are donated to charitable organizations.

### **Care of Materials and Belongings**

Students are expected to take care of their belongings, including their books and learning materials. Every student must carry his/her own books and supplies to and from school in a suitable school bag. All notebooks should be clearly labeled with the student's name, grade, and room number.

All lost or damaged textbooks, workbooks, and independent reading books must be replaced. Students will not receive final report cards unless payment or return of books is made.

### **Supplies**

Students are given a school supply list at the end of the school year and the start of the school year. All students are expected to obtain the appropriate supplies to be kept in the classroom for use during the school day. In addition, students must have appropriate supplies at home with which to complete homework.

### **Computer Usage**

**We are fortunate to have access to technology at our school. Students must take care of all equipment and may not access inappropriate websites. Willful damage to computer equipment and inappropriate usage may result in restitution and/or withdrawal of computer privileges.**

### **Personal Electronics**

*Personal electronics (such as an iPod, cell phone, hand-held video game, beeper, radio, CD player, pager) are not permitted in the school. These items are disruptive to learning and can be easily lost or misplaced. Any electronics brought to school will be confiscated and held for parents to pick up. The staff assumes no responsibility for confiscated personal items.*

*Cell phones are a direct violation of School District Policy. Cell phones will be confiscated and only returned to the parent.*

### **Homework**

The completion of homework is an expectation at James Logan School. Teachers provide homework to practice and review class lessons and to get students ready for upcoming lessons. Homework must be completed on time. Completion of homework assignments will be reflected in students' report card grades. In addition to completing written homework, students should read each night. Please refer to the suggested chart for guidelines.

Kindergarten	20 minutes
Grades 1-2	30 minutes
Grades 3-5	30-50 minutes

As a parent, you can help your child learn at home in the following ways:

1. Set up a regular time and a quiet place for your child to work
2. Prepare all of the materials needed to complete homework (pens, pencils, erasers, calculator, paper, books, highlighters etc.)
3. Review homework with your child before it is submitted
4. Speak with your child's teacher on a regular basis about his or her progress

### **After-School Activities**

After-school activities include, but are not limited to, those that address students' academic needs and interests. Students will meet with their activity advisors immediately after school in the schoolyard. Parents/guardians must pick up their children immediately

following activities at the designated time. Students absent from school the day of their activity may not attend on that day. Because participating in after-school activities is a privilege, an advisor may remove any student not adhering to school procedures.

### **Trips**

Trips will be taken during the school year to enhance the educational experience of the James Logan Elementary School students. When a trip is scheduled, teachers will generate a trip slip providing details such as the purpose of the trip, destination, departure time, mode of transportation, lunch needs, approximate return to school, and cost.

The following is a list of general policies regarding trips:

- **Eligibility to attend trips is based upon the Logan Rewards System**
- **All money and signed permission slips are due by the deadline given by the teacher**
- Trip money (cash only) and signed permission slip are to be returned to the child's teacher
- Siblings are not permitted to attend trips
- Chaperones must be 21 years or older
- Parents/Guardians who are chaperoning a trip must return to school with the class
- Trip fees cannot be returned due to absence or exclusion for disciplinary reasons since tickets are purchased in advance of the trip

### **Discipline**

The mission of the James Logan Elementary School is to provide students with a strong academic foundation for lifelong learning. We seek to guide them in developing a sense of respect, responsibility, and self-discipline. One of the school's most important goals is to establish an atmosphere in which students feel safe, welcome, and motivated to excel. At the James Logan School, it is understood that a successful, nurturing and high-achieving school in which the faculty and staff are committed cannot exist without discipline.

At the heart of the James Logan School Discipline Plan is the expectation of respect and responsibility for others. Our school has established a school-wide behavior plan known as the Logan Liftoff. The teachers in our school, with the support of the Devereux Foundation, developed this program. What is unique about our program is that we teach our students the expected behaviors throughout the school day during the first week of school. Each day our students are reminded to CPRK: Be Cooperative, Be Prepared for School, Be Respectful to others, and Be Kind to everyone.

### **Logan Earned Rewards System**

In addition to our Logan Liftoff program, we have implemented a rewards system to monitor student attendance, punctuality, preparedness, and behavior. It is our goal to hold all students to a high level of accountability while maintaining a standard of excellence throughout our building. The Logan Earned Rewards System is used to determine a



student's eligibility to participate in trips and other special activities.

Students may earn a total of 6 points daily. Points are awarded for:

- **Attendance:** 1 point is earned for being present
- **Punctuality:** 1 point is earned for being on time
- **Uniform:** 1 point is earned for wearing the complete school uniform (including ties/crossties, except on gym days)
- **Completion of Homework Assignments:** 1 point is earned for completing daily homework assignments
- **Completion of Classwork Assignments:** 1 point is earned for actively participating in class and completing classwork
- **Good Citizenship:** 1 point is earned for demonstrating good citizenship throughout the day

Eligibility to participate in trips and other special activities will be determined by calculating the percentage of points earned during the monitoring period. All students must earn at least 85% of the total number of possible points during the monitoring period in order to participate in trips and special activities.

**Points will be deducted for the following offences:**

- Office Referral -15 points
- Suspension -25 points

**School to Home Communications**

Information from the school will be sent home with the children regularly. Parents are strongly encouraged to check student book bags for calendars and newsletters that are sent home.

**Immunization of Students**

All pupils must be completely immunized or exempted before admission to any public, parochial, or private school in Pennsylvania. This is required by the Pennsylvania Department of Health, the Philadelphia County Board of Health, and the School District of Philadelphia. The reason for requiring immunization is to protect pupils from preventable communicable diseases and their medical and educational complications.

<b>Immunization Disease</b>	<b>Required for Admission Number of Doses</b>
1. Diphtheria	One after the 4 <sup>th</sup> birthday
2. Tetanus	Four

3. Poliomyelitis - Oral - Inactivated	Three Four
4. Measles (Rubeola)	One dose of live attenuated measles vaccine at twelve months of age or older and a second dose no sooner than 30 days after the first dose, or serological (blood test) evidence of immunity to measles
5. Mumps	One (administered on or after the first birthday), or Physician's Verification of the Disease
6. German Measles (Rubella)	One (administered on or after the first birthday), or a history of rubella confirmed by a blood test
7. Hepatitis B	Three
8. Varicella (Chickenpox)	Two (administered on or after the first birthday), or past disease
9. Meningitis TDAP (Tetanus, Diphtheria, Acellular Perussis)	Additional immunizations required in Grade 6

**A. There are two exemptions:**

1. **Religious Exemption** – Pupils need not be immunized if the parent or guardian objects in writing to the immunization on religious/ethical grounds.
2. **Medical Exemption** – Pupils need not be immunized if a physician or his designee provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the medical exemption ceases to be valid and the child must be immunized.

**Physicals**

All students entering school and all 5<sup>th</sup> graders are required to turn in a physical form completed by their primary care provider.

**Medication**

**Any medication to be administered during school hours requires an order from the student's physician. If your child requires medication in school, please see the nurse for a "MED 1" form. *Please do not send medication to school with your child until you have contacted the school nurse.***

## **RTII/MTSS**

To make sure that every child has a successful school experience, the School District of Philadelphia provides a process to help students experiencing barriers to learning. It is called Response to Intervention and Instruction (RTII) or Multi Tiered Support System (MTSS). RTII/MTSS is available in every Philadelphia public school and creates a system of support for students and families within the school and community.

RTII/MTSS begins with focusing on issues that face groups of students experiencing similar barriers to learning. Teachers meet weekly to discuss academic or behavioral concerns and develop a plan to help these students.

The second level of RTII/MTSS focuses on individual student support. Team meetings are held with parents/guardians and may include your child's teacher, school counselor, nurse, and others who would be helpful in problem-solving for your child. Together, the team develops a plan of action to assist your child and monitor his/her progress. School and community supports may include tutoring, after-school activities, mentoring and other school and neighborhood programs. At this time referrals are also made to community or behavioral health partners for supports to address behavioral, academic, and/or attendance concerns.

If you believe that your child may have a disability, you may request a multidisciplinary evaluation of your child at anytime during the year by putting the request in writing to your child's principal or counselor. While the evaluation process is proceeding, the school will continue to provide supports and interventions. Your request for an evaluation will be completed within 60 school days.

The school should offer you the option of coming together again in 30 school days to evaluate progress. If you are satisfied with progress made, a discussion should be conducted about the need for continuation of the evaluation process. Any waiver of the initial evaluation request made based upon adequate student progress needs to be documented in writing and signed by you to confirm that you are satisfied with the school's intervention plan and with your child's response to this intervention.

## **Standardized Testing**

Standardized tests mandated by the Commonwealth of Pennsylvania and the School District of Philadelphia will be administered in grades 3-5. Students will respond to constructed response questions in writing and complete multiple-choice questions. Results of all assessments are used by teachers to differentiate instruction. These assessments are administered throughout the school year and parents have access to the results on the parent link of Schoolnet. Classroom teachers will provide additional information to students and parents/guardians prior to all testing, especially the PSSA in the spring.

## **Report Cards**

The report card is a way of documenting student progress throughout the school year. The first, second, and third report cards are distributed to parents/guardians during report card conferences. No report cards will be given directly to students at these times. The final report card is sent home with students on the last day of school in June.

### **2016/2017 Parent Conference Schedule:**

**November 20<sup>nd</sup>-22<sup>nd</sup>**

**February 14<sup>th</sup>-16<sup>th</sup>**

**May 2<sup>nd</sup>-4<sup>th</sup>**

**Final Report Cards will be distributed on the last day of school**

All students in kindergarten through grade 5 receive a report card for each of these marking periods. Report cards provide marks for all of the major subject areas, specialty areas, behavior, and effort, as well as an attendance report.

### **Parent-Teacher Conferences**

Communication among parents/guardians, teachers, and school personnel is essential to a successful educational program. Conferences are of prime importance in sharing information about a child's progress during the school year. They provide opportunities for the exchange of information between parents/guardians and child's teacher regarding academic and emotional growth.

Report card conferences, involving the parents/guardians and teacher, are held at the end of the first, second, and third marking periods, at which time report cards are distributed. These conferences are usually scheduled for 10-minute blocks of time. If parents/guardians are unable to attend the conference at the scheduled time, the teacher must be notified at least 24 hours prior to the conference. If a longer conference is needed to address particular issues, a separate appointment should be made with the teacher.

In addition to the regularly scheduled conferences, a parent/guardian may arrange a conference at any time during the school year. Appointments can be made either by sending a note to the teacher or leaving a phone message for the teacher. The teacher will return the call so that a mutually convenient time can be arranged.

For the purposes of future reference and follow-up, a parent-teacher conference form will be completed by the teacher during all scheduled, non-report card conferences. The form will summarize what was discussed at the conference and will be signed by the teacher and the parent upon completion of the conference. Phone conferences will also be documented.

### **Parent/Guardian Volunteers**

Parent/Guardian volunteers are welcome at the James Logan Elementary School. Volunteers are needed to assist the school in many different ways, including working

with children or providing assistance to the staff in the supervision of the hallways, schoolyard, and lunchroom.

Parents/Guardians wishing to volunteer are invited to contact Ms. Jasmine Williams, Teacher Leader at (215) 400-3670 to determine a mutually convenient time to meet. All volunteers are required to complete child abuse and criminal background clearances before they can volunteer in the school.

It is important to remember that all adults serve as role models for our students. Therefore, appropriate dress and speech will be expected of all volunteers when working at the school.

In the interest of safety and security, volunteers will be permitted in the classroom only when the classroom teacher is present. All volunteers must sign in at the main office before going to their assignment.

## **Support Services**

The James Logan Elementary School provides support services to students and their families so that everyone may gain the greatest benefit from their educational experience. Please feel free to call on any of the staff listed below with questions or concerns.

School Nurse Services:

Nurse: Susan McGarry  
215-456-3108

- \* Prevent, detect, and correct health problems that may affect school performance
- \* Manage acute and chronic illness in children
- \* Collaborate with teachers and parents/guardians
- \* Teach strategies that promote optimal health throughout life
- \* Screen for vision, hearing, and growth
- \* Educate children regarding personal health practices
- \* Provide first aid for injured or ill students
- \* Assist parent/guardians with follow-up care

Teacher Leader Services:

Dean: Jasmine Williams  
215-456-0848

- \* Help students learn responsibility by becoming aware of the consequences of their behavior
- \* Counsel students individually and in groups
- \* Consult with students, parents/guardians about behavioral issues that impact learning
- \* Assist families in conveying their concerns to school personnel and maintaining open lines of communication
- \* Sponsor activities that teach social skills
- \* Reinstate students after suspensions
- \* Listen in an effort to resolve conflicts
- \* Consult with teachers, parents/guardians, principal, and school police
- \* Help parents/guardians understand how to help their children

## **TITLE I PROGRAM**

The No Child Left Behind Act of 2001 (NCLB) mandates that schools give information to parents/caregivers regarding:

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

### **Highly Qualified Staff**

NCLB Section 1111 requires principals to notify parents of their rights to request information. Notices will be sent out in September regarding the qualifications of the child's teacher. Parents must also be notified if a child is being taught, for four consecutive weeks, by a teacher who is not highly qualified. These notices will be sent out at the end of September and at regular intervals if necessary if students are being taught by a substitute who is not highly qualified.

### **Parent Involvement Policy**

Section 1118 of NCLB requires all schools receiving Title I funds to develop a written parental policy and to involve parents in planning, reviewing and improving parental involvement programs. A copy of the School District of Philadelphia Parental Involvement Policy, as well as the individual School Parental Involvement Policy is as follows:

## **SCHOOL DISTRICT OF PHILADELPHIA JAMES LOGAN ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY**

### **PART I. GENERAL EXPECTATIONS**

Each school in its School-wide Parental Involvement Policy must establish the school's expectations for parental involvement. *[Section 1118(a)(2), ESEA.]*

The James Logan Elementary School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of

section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

- The school district will incorporate this district wide parental involvement policy into its School District of Philadelphia plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities 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 ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the School District of Philadelphia plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will 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 parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of
- Parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—*

- (A) that parents play an integral role in assisting their child's learning;*
  - (B) that parents are encouraged to be actively involved in their child's education at school;*
  - (C) that 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) the carrying out of other activities, such as those described in section 1118 of the ESEA.*
- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

**PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**



[NOTE: The School- wide Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components. *[Section 1118(a)(2), ESEA.]* Regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.]

1. The James Logan School will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1112 of the ESEA:
  - Holding monthly meetings with parents (Donuts with the Principal)
  - Open House Thursday, September 15, 2016.
  - Parent Workshops
2. The James Logan School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - Invite Parents to participate in the school’s action planning process
3. The **School District** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
4. The **James Logan School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:
  - Inviting all Head Start parents to monthly meetings parent meetings held at the school.
  - Monthly Home & School Meetings to coordinate events.
5. The James Logan School will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to

revise, if necessary (and with the involvement of parents) its parental involvement policies.

- The administration will conduct meetings, which will correspond to the report card conferences in which these issues will be addressed.
- Monthly discussion meetings with members of the Home & School
- Title I Informational Meeting during Donuts with the Principal.

6. The James Logan School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- Monthly Meetings
  - Weekly Bulletins and Monthly Calendars sent home
- A. The James Logan School will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding topics such as the following, by undertaking the actions described below --
- the State's academic content standards,
  - the State's student academic achievement standards,
  - the State and local academic assessments including alternate assessments,
  - the requirements of Title I-Part A,
  - how to monitor their child's progress, and
  - how to work with educators.

The Logan School Community will be invited to the school for the following parental workshops:

- Understanding Your Child's Data
- Using Technology as a Resource
- Nutrition and Healthy Habits
- Math and Reading Strategies
- Preparing for PSSA Testing

B. The James Logan School will, with the assistance of the School District, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

- Providing workshops that teach parents how to use technology as a resource to support learning.
  - Providing workshops that teach parents how to implement strategies to help students increase math and reading performance.
- C. The James Logan School will, with the assistance of the School District, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:
- Discussions during staff meetings on how to reach out to parents.
  - Open House Thursday, September 14, 2017.
- D. The James Logan School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with First in Math, Lexia Reading, IXL Math, and Study Island that encourage and support parents in more fully participating in the education of their children, by:
- Providing monthly training sessions for parents.
- E. The James Logan School will ensure that 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.

**PART III. SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

NOTE: The School’s Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents;
- In order to maximize parental involvement and participation in their children’s education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- Adopting and implementing model approaches to improving parental involvement;
- Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

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**PART IV. ADOPTION**

The James Logan School Parental Involvement Policy has been developed jointly with, and agreed on with parents as evidenced by participation of parents who attended our monthly meeting, which was held with the principal held on Wednesday, September 14, 2016.

The school will distribute this policy to all parents on or before Thursday, September 15, 2016.

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*(Signature of Principal)*

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*(Date)*

**THE SCHOOL DISTRICT OF PHILADELPHIA  
JAMES LOGAN ELEMENTARY SCHOOL  
SCHOOL-PARENT COMPACT**

*The James Logan Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the 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 that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2013-2014.*

## **REQUIRED SCHOOL-PARENT COMPACT PROVISIONS**

### **School Responsibilities**

**The James Logan School will:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

*Through the implementation of the Core Curriculum, which will be monitored by the principal through classroom observations, teacher made tests, benchmarks, and PSSA.*

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:

*Back to School night on Thursday, October 5, 2017.*

- 3. Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:

*Through Interim Reports which will be given once each marking period.*

- 4. Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:

*Parents are welcome to call the school office any time they feel a need. Teachers have been instructed to call back and schedule an appointment with the parent during a mutually agreed time.*

- 5. Provide parents opportunities to volunteer and participate in their child's class (at the teacher's discretion), and to observe classroom activities, as follows:**

*Parents are invited to volunteer in the following school programs*

*-Classroom field trips*

*-Logan Safe Corridor Program*

*-Parent Volunteer Desk*

### **Parent Responsibilities**

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

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring amount of television my child watches.*
- *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.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.*
- *Volunteering as a Home & School Member.*



### **Student Responsibilities**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:**

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

- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day*

**The James Logan School will:**

1. *Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.*
2. *Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.*
3. *Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.*
4. *Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.*
5. *Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.*
6. *On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.*
7. *Provide to each parent an individual student report about the performance of their child on the state assessment in math, reading, writing, and science when applicable.*
8. *Provide each parent timely notice when his/her child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).*

To help build and develop a partnership with parents to help all children achieve



Pennsylvania's High Academic Standards, the James Logan Elementary School will:

1. Recommend to the Regional No Child Left Behind District Liaison, the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Work with the School District of Philadelphia in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I.
3. Work with the School District of Philadelphia to ensure that a copy of the State Education Agency's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.