

JOHN MOFFET ELEMENTARY SCHOOL

127 W. Oxford Street Philadelphia PA 19122 Telephone (215) 400-7390 Fax (215) 400-7391

A House of Learning, Mind, and Body



STUDENT & PARENT HANDBOOK

2019 – 2020

MR. RODNEY JOHNSON
PRINCIPAL

JOHN MOFFET ELEMENTARY SCHOOL STAFF

Rodney Johnson, Principal

Milagros Velez-Arden, Bilingual Secretary

Susan Titano, Teacher Leader

Sylvia Young, School Nurse

Stephanie Booth, School Counselor

Michelle Messer, School Psychologist

INSTRUCTIONAL STAFF

Kindergarten

114 – Nicole Wynne

115 – Katrina Gilpin

First Grade

112 - Marita Anderson

113 – Patricia Delaney

Second Grade

107 - Andy Romera

108 - Julie Baylor

Third Grade

202 - Rachael Bodack

221 - Karina Bustamante

Fourth Grade

214 - Carly Switaj

215 - Ann Murray

Fifth Grade

217 - Catherine Fredericks

225 – Colleen Fosbenner

Special Education

205 - Yolanda Easley

206 - Marissa Almeter

ESOL

209 - Elizabeth Gomez

Specialist

Auditorium – Irene Pelech. Music

Gym – Andrew Silverman, P.E.

211 – Michael Demeno, Computers

105 – John Jacobs (Autistic Support K-2)

204- Hilary Henwood (Autistic Support 3-5)

Building Engineer/Custodial Staff

Jordan Davis
Mike Powell
Jake Kelly

Instructional Support Staff

Mercedes Nunez, Kathryn Medina, Lillian Hernandez
Ms. Cerissa Rogers Ms. Keshiva Poindexter
Rebecca Havu, Pamela Banks

Student Climate Staff

Mercedes Nunez, Kathryn Medina, Lillian Hernandez
Taylor Burkhalter

Food Service

Ann Mitchell & Abby Green

Academic Calendar 2019 – 2020

August 26, 2019	First Day for Staff
August 26-30, 2019	District Wide Professional Development
August 26 - 29, 2019	Kindergarten Parent/Teacher Interviews
August 26, 2019	School Based Professional Development
September 2, 2019	Labor Day - Schools Closed and Administrative Offices Closed
September 3, 2019	First Day of School for Grades K - 5
September 27, 2019	Full Day Professional Development
September 30, 2019	Rosh Hashanah - School and Administrative Offices Closed
October 9, 2019	Yom Kippur - School and Administrative Offices Closed
October 22 -2 4, 2019	Interim Reports
October 25, 2019	Professional Development Half Day -3 Hour Early Dismissal
November 5, 2019	Election Day - Full Day Professional Development for Staff
November 11, 2019	Veterans' Day Observed - Schools and Administrative Offices Closed
November 15, 2019	Professional Development Half Day -3 Hour Early Dismissal
November 20- 22, 2019	Report Card Conferences
November 28 - 29, 2019	Thanksgiving Holiday - Schools and Administrative Offices Closed
December 17 -19, 2019	Interim Reports
December 23, 2019	Professional Development Day Full Day
December 24, 2019	Winter Recess - Schools and Administrative Offices Closed
December 26 - 30, 2019	Winter Recess - Schools Closed
December 31, 2019	Winter Recess - Schools Closed
January 1, 2020	New Year's Day - Schools Closed and Administrative Offices Closed
January 20, 2020	Dr. Martin Luther King Day - Schools and Administrative Offices Closed
January 24, 2020	Professional Development Half Day -3 Hour Early Dismissal
February 5-7, 2020	Report Card Conferences
February 17, 2020	Presidents' Day - Schools and Administrative Offices Closed
February 28, 2020	Professional Development Half Day - 3 Hour Early Dismissal
March 10-12, 2020	Interim Reports
April 6 - 9, 2020	Spring Recess - Schools Closed
April 10, 2020	Good Friday
April 15 - 17, 2020	Report Card Conferences
April 24, 2020	Professional Development Half Day - 3 Hour Early Dismissal
April 28, 2020	Election Day -Schools Closed
May 13 - 15, 2020	Interim Reports
May 22, 2020	Professional Development Half Day - 3 Hour Early Dismissal
May 25, 2020	Memorial Day
June 10-12, 2020	Graduation Window
June 12, 2020	Last Day for Students
June 15, 2020	Last Day for Staff Full Day PD

BELL SCHEDULE

John Moffet Elementary School

Grades K – 5

Start Time for Teachers – 8:20

Start Time for Students – 8:30

End of Day Dismissal 3:09

PERIOD	TIME
1	8:30 – 9:15
2	9:15 – 10:00
3	10:00 – 10:45
4	10:45 – 11:30
5	11:30 – 12:15
6	12:15 – 1:00
7	1:00 – 1:45
8	1:45 – 2:30
0	2:30 – 3:09

LUNCH SCHEDULE

LUNCH PERIODS	GRADE
11:30 – 12:15	FOURTH - FIFTH GRADE
12:15 – 1:00	KINDERGARTEN – FIRST GRADE
1:00 – 1:45	SECOND - THIRD GRADE

JOHN MOFFET SCHOOL'S MISSION STATEMENT

John Moffet Elementary School will develop lifelong learners and productive citizens who have the skills and confidence needed to reach their full potential, the ability to apply their learning effectively and creatively in the community and marketplace, the acceptance and respect for cultural diversity, and the capability to work cooperatively with others to solve problems and adapt to a changing technological environment.

VISION AND BELIEF

Every child at John Moffet Elementary School will learn to his or her full potential. This is a vision communicated to and shared by all stakeholders, including students, parents, teachers, administrators, and the community. A continuous process that involves ongoing monitoring and assessment and modifications as needed of both student work and instructional practices will be employed to maintain this vision and to make it a tangible reality.

JOHN MOFFET – MORNING PLEDGE

Will everyone please stand for a moment of silent meditation to reflect on our goals and activities for the day. We will dedicate ourselves to follow the 3 R's of Moffet, being Ready, Responsible and Respectful.

JOHN MOFFET – SCHOOL SONG

We are very proud to shout out loud The name of our school John Moffet And everyday, we are proud to say The name of our school John Moffet We always try to do our best 'Cause Moffet School tops all the rest We are very proud to shout out loud the name of our school, John Moffet.

PARENTAL INVOLVEMENT

Parents and caregivers play a vital role in the education of their children. You are encouraged to participate in all school activities, workshops, conferences, and meetings. Your cooperation is an important part of your child's progress. We encourage and expect you to support, promote, and work with your child in the following areas.

➤ **ATTENDANCE:**

- 1. Every child in ATTENDANCE EACH AND EVERY DAY ON TIME AT 8:30
- 2. Maintain an attendance rate of 95% or higher
- 3. Arrive to school on time each day
- 4. Participation in school special events, trips, performances are based on 95% or more student attendance

- **HIGH EXPECTATIONS:** Encourage your child to do their best each day
- **DISCIPLINE:** Every student is responsible for her/his behavior
- **STUDENT ACHIEVEMENT:** Attend meetings & report card conferences
- **READ:** Every night for 20 minutes to or with your child

- **PARENTAL SUPPORT:** You can participate in your child's education by:
 1. Demonstrate the importance of school by talking positive about school
 2. Communicating with respect
 3. Attending report card conferences
 4. Signing homework, daily reports, test papers
 5. Returning important information on time
 6. Responding to written and telephone communication
 7. Setting appointments with your child's teacher

- **DRESS CODE:** Students must wear the school uniform each day. Dressing your child in a school uniform each day communicates that you respect the expectations of the school. No hooded sweatshirts are allowed in school. This is for student safety. Students may wear navy blue crew neck sweatshirts without any writing on the front.

- **KEEPING RECORDS UPDATED:** It is vital that all contact information is current. In the event that information changes, parents must notify the teacher and main office. Telephone number must be accurate. In addition, any adult (18 years or older) that will be picking up your child from school must be listed on the student reunification form you complete in September. Students will NOT be released to any person who is not listed on the form you complete. Lastly, photo identification is required for release of any student. Students will NOT be released to any adult without photo identification.

TEACHER/CLASS REQUESTS

Consideration to students placement will ONLY be considered for students entering Kindergarten. Students who will be entering First through Fifth grade are carefully placed in classes that are balanced considering the following:

Reading/ Math Levels
ELL/ SPED Support

There will be NO consideration based on teacher popularity or parental request. Every effort is made to ensure students are in the best placement in order to reach their highest learning potential.

UNIFORM POLICY

School Colors - BLUE & WHITE

UNIFORMS ARE MANDATED FOR ALL STUDENTS ATTENDING PHILADELPHIA PUBLIC SCHOOLS

Students attending John Moffet are permitted to wear the following:

- Navy blue pants
- White shirts/blouses with a color (T-Shirts are not permitted)
- Navy blue jumper, skirt, or skort
- Blue/Black shoes or sneakers
- If you child will be wearing a sweater during the cooler months, sweaters/sweatshirts must be NAVY BLUE and crew neck. No hooded sweatshirts are permitted

Students attending John Moffet are **NOT** permitted to wear the following:

- Printed clothing, Outside clothing over/under uniform
- Hoodies
- Open-toe-shoes or flip flops

REMEMBER:

DENIM and HOODIES ARE NOT PART OF THE UNIFORM DRESS CODE

One-way John Moffet promotes pride in self and school is the expectation that parents/caregivers and the student body will adhere to uniform dress code.

Be sure students come dressed for success each and everyday!

Teachers will notify the school counselor by 8:45 for violations of the Dress Code. The counselor will contact parents by 9:00 AM to determine:

- If there is a financial concerns and make necessary arrangements
- If a change of clothes can be brought to school

Students who refuse to remove hoodies and other non-uniform items or who deliberately violate the Dress Code or are repeat violators of the Dress Code Policy will receive disciplinary consequences.



EMERGENCY CLOSING and DISMISSAL

School Closings will be officially announced on KYW – 1060 AM and the School District of Philadelphia’s website: www.philasd.org. The announcement will state “All Philadelphia Public Schools are closed or are dismissing at _____” School names will not be mentioned unless there is a specific reason aside from weather that Moffet will be closing. School Staff does not get

any information before the official announcement publicly.

EARLY DISMISSAL

All students are expected to attend school for the entire day. When students leave early, they miss vital information that is necessary for academic success. When it is necessary for early pick-up (medical appointment, family emergency) students must be officially signed out from the Main Office. Please be advised of the Early Dismissal procedures and protocol. There are NO exceptions to the procedures and protocol set forth by The School District of Philadelphia.

- PROPER PHOTO IDENTIFICATION MUST BE GIVEN (STATE ID)
- Students will only be released to the names on the emergency contact information
- Students will NOT be released to anyone not on the emergency contact information and/or without photo state issued identification.
- The School District of Philadelphia Early Dismissal Log Book must be completed before a student will be dismissed
- Early dismissals will not be granted during the last 30 minutes of the school day. Any request made after 2:30 PM will not be honored.

When requesting an early dismissal, parents/caregivers are asked to remain in the office. The secretary will notify teachers of the early dismissal and the students will report to the office. Once the student arrives in the office, the student is required to initial the Early Dismissal Log Book.

DISMISSAL

In order to have a safe and orderly dismissal, teachers will escort students to the schoolyard where they lined line up in the morning. This will ensure parents know exactly where to find their child at the end of the day. If for some reason you are late, the teacher will escort the child to the gym where they will be signed in as a late pick-up. The students being picked up late are to be signed out by the adult picking up the student. Please become familiar with where your child lines up in the morning and at dismissal. We ask that you walk up to your child so that the teacher knows who you are and what child you are picking up.

Dismissal:

- · Kindergarten students will dismiss at 3:09pm.
- · First grade students will dismiss at 3:09
- · Second grade students will dismiss at 3:05
- · Third grade students will dismiss at 3:05
- · Fifth and fourth grade students will dismiss at 3:00.

Second through fifth grade students, will be escorted by the classroom teacher to the schoolyard line for pick up by parent/guardian. Please do not pull a child from the line without first letting the teacher know that you are picking up the child. All students are to be personally dismissed to the proper adult. Therefore, no child will be permitted to walk outside the schoolyard gates without an adult. All parents/guardians must enter the schoolyard to pick up a child. No child will be permitted to walk outside the schoolyard to a park vehicle.

Students who have permission to walk home alone must bring a note to school from an adult or guardian indicating permission. Please be prepared to provide a photo ID when picking up child. We must ensure we are dismissing our students to the proper parent/guardian. Siblings from Moffet or any other school who have permission to pick up younger siblings must bring a note from a parent/guardian indicating as such. If your child is permitted to walk home alone, please send a written note to the teacher.

A written note must be submitted to the classroom teacher if someone other than a parent/guardian will be picking up your child after school. No child will be dismissed without prior written approval.

LATE PICK - UP

Dismissal ends at 3:09, therefore, it is absolutely important for parents/guardians to pick up their child by 3:09. Any student picked up after 3:09 will be considered a late pickup. The following procedures will be implemented for students who are picked up late.

- **A warning letter will be issued to the parent/guardian outlining the policy for the pick up of late students.**
- **A SECOND late pick up will result in a call to School Police. Students can be picked up at the police department.**

Students will be dismissed from the following exits:

Howard exit door in the schoolyard:

- Rooms 104, 202, 203, 204, 205, 223, 225

Mascher exit door in the schoolyard:

- Rooms 211, 214, 215, 216, 217, 218, 221

Kindergarten, first grade, and room 112 will dismiss through the classroom doors in the kindergarten schoolyard.

Room 107 will dismiss through room 112

Room 108 will dismiss through room 113

Dismissal during Inclement Weather:

Students will exit through their designated exit doors. We ask that you not block the exit doors.

PARKING DURING DISMISSAL

Parking on Cecil B. Moore and Oxford Street is not permitted. In the event cars are parked illegally, Philadelphia Police Department will issue parking violations.

VISITORS

Parents, relatives, and friends interested in the welfare of our students are always welcome. However, unnecessary interruption interferes with the instructional time. All visitors are reminded to have proper identification (government issued photo id) and **report to the Main Office** to receive a visitor's pass and instructions from the secretary. Please keep your visitor's pass with you at all times. Administration reserves the right to limit the number of visitors at one time. **No one is permitted to go anywhere in the building without a visitor's pass.**

Visitors are to report directly to the office for guidance and directions. If you have a scheduled appointment with a staff member, please sign the visitor's log and wait to receive a visitor's pass designating the location you are visiting. Upon completion of the visit, the visitor shall return the visitor's pass and record departure time in the Visitor's Register.

No visitor shall be permitted to interrupt a staff member in the performance of duties whether that interruption is for conversation or observation. No visitor shall go directly to a classroom to deliver or "pick-up" students or speak to teachers unless there has been prior approval. Approval for taking a student from school shall be granted only to a parent or guardian having custody unless that parent or guardian gives explicit permission in writing to release the student to a designated family member or adult. Identification must be provided before requesting any information about a child. Please do not rely on the front office staff knowing who you are. For safety reasons, everyone must provide a picture id. Not everyone in the office may know who you are. We are mandated by School District protocol to request a photo id when releasing information about a child or releasing a child to an adult. **There will be no exceptions.**

We expect all of our visitors to conduct themselves in a professional manner when visiting the office and in the school building. Our goal is to maintain a customer friendly and professional office environment.

CHAPERONE GUIDELINES & RESPONSIBILITIES FIELD TRIPS

Parents or guardians accompanying a student on school field trips must abide by the following guidelines. No one will be permitted to chaperone a field trip without a Criminal Record Check and Pennsylvania Child Abuse History Clearance on file.

Child abuse: <http://www.phila.k12.pa.us/forms/CY113.pdf>

Criminal record: <http://www.phila.k12.pa.us/forms/SP4164.pdf>

The following guidelines have been developed for field trip chaperones in order to ensure a safe and successful trip.

GUIDELINES

- Chaperones must complete a CRIMINAL RECORD CHECK and PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE. Proof must be submitted to the teacher at least one week prior to the date of the Field Trip.
- Chaperones need to be at school by AM/PM.
- Chaperones are required to ride the buses (due to insurance guidelines).
- Chaperones must be 18 or older.
- Younger siblings are not allowed to accompany chaperones on trips (due to insurance guidelines).

- · Students are responsible for holding all personal items that are brought on trips.
- · Chaperones and their groups must be prompt returning to the buses at the end of the trip. Chaperones will return to buses or departure waiting area by PM.
- · Please dress appropriately for the school trip.
- · Use appropriate language.
- · Alcoholic beverages/illegal drugs are not to be possessed, consumed, or provided to students.
- · Tobacco products are not permitted.
- · Chaperones need to be aware of any medical conditions/allergies etc. of any children assigned to them.
- · Chaperones shall not provide any prescription or over the counter medications to students.

RESPONSIBILITIES

- · Comply with district policies, follow the directions given by the District's supervising staff member, work cooperatively with other staff and volunteers, and model appropriate behavior for students.
- · School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site-specific rules with students.
- · Chaperones are responsible for ALL of the children in their assigned group not just the chaperone's own child.
- · Please stay with the group assigned at all times.
- · Please touch only your own child.
- · Treat all children for whom you are responsible fairly and equally.
- · Be helpful. Guide students to discover and experience for themselves.
- · Report any accidents or problems to the Field Trip Coordinator immediately.
- · A Chaperone in each group must carry a cell phone and exchange cell phone numbers with the Field Trip Coordinator.
- · Chaperones must inform the Principal/Designee of any condition that may affect his/her ability to perform

Field Trip Destination:

Chaperone Name

Emergency Phone Number:

Student Name

Teacher Name

I have read the Chaperone guidelines and responsibilities above and agree to adhere to them.

Chaperone signature

COUNSELOR

The Counselor is an important link between the student, home and school. A student may visit the Counselor's Office for assistance in many areas including personal concern, social issues, and such. If an appointment is needed, please feel free to contact the Counselor.

NURSE

Our nurse is on duty five days a week. 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. If your child has a medical condition that requires special consideration please notify the nurse so that those who work with your child will be aware of the situation. The School District Policy dictates that ALL medication will be dispensed by the nurse in its original container. No child is to bring medication to school. An adult must bring all medication to the nurse. In addition, please complete and update the Student Health Record form that will be sent home early in the year. The nurse will send home

notices regarding your child's immunization records. Vision, hearing, growth, scoliosis, and dental checks for all the students will be made.

ALL STUDENTS MUST COMPLY WITH STATE AND DISTRICT HEALTH AND IMMUNIZATION REQUIREMENTS.



ATTENDANCE AND LATENESS

SCHOOL BEGINS AT 8:30
BREAKFAST BEGINS AT 8:00 - 8:20
SCHOOL ENDS AT 3:09

All students are required to attend school every day and on time. You are required by law to notify the school when your child misses any instructional time. A written explanation of the absences or lateness is required when your child returns to school. The School District of Philadelphia is now including early dismissals to be coded as HALF days of absences. Students arriving after 10:00 AM will be coded as a HALF-DAY absences. Students with excessive tardy arrivals will also be coded accordingly with the new guidelines.

The District records excused and unexcused absences daily in compliance with the law. Any child who is absent from or late to school without a valid written reason for a total of three (3) days or more is considered truant. The following is a series of events that may take place if a child is truant:

- Parents/Guardians will receive formal notification, parent teacher conferences or home visits from school personnel to determine the nature of the absence.
- A report may be forwarded to the Response to Intervention and Instruction Team (RTII), The Department of Human Services, or the Office of Truancy Prevention Office.
- The student as well as the parent/guardian may be compelled to comply with the procedures and orders of the Family Court's truancy program. Parent/guardians may be subject to fine, community service or parenting classes.

Please do not allow your child to arrive at school before 8:00 AM. There is no

supervision for your child before 8:00 AM.

All students are expected to be present and on time each and every day. Students must bring an absent note the day they return to school stating the reason for the absences. NO absences will be excused without a note. Students must also provide a note for lateness. Students are responsible for ALL missed work due to absence.

Students arriving after 8:30 AM will be marked late. Late students must immediately report to the main office when they arrive to school to obtain a late pass.

It is critical to your child's education to be present each day and to arrive to school on time. In addition, by attending each day and arriving on time, students are learning the importance of being on time (a lifelong skill) and the importance you as parents/guardians place on their education.

TWO ADMISSION PROCEDURES

FAIR WEATHER DAYS - Students will report the schoolyard. At 8:20 school personnel will be available to monitor students in the schoolyard. Students line up on their classroom number when the bell rings and will be greeted by their teaches at 8:30.

INCLEMENT WEATHER DAYS - Students will enter the building through the main entrance at 8:20. Students in Kindergarten through Second Grade will report to the auditorium and students in Third through Fifth Grade will report to the gym. Teaches will greet their class at 8:30 and escort them to the classroom.

EMERGENCY CONTACT INFORMATION

Each year the school distributes a three-part parent location card which request information where parents can be located in the event of an emergency. It is very important that these forms be completed legibly and correctly. All three forms are to be completed exactly alike. If there is a change in address, phone number, emergency contact or any other information you think the school should know about, please notify either your child's teacher or the school office immediately.

BREAKFAST PROGRAM & PROCEDURE

Doors open at 8:00 am everyday for breakfast. Students enter the orange doors and report to the lunchroom. All students are welcome to breakfast. Breakfast promptly ends at 8:20

am. To ensure students are able to receive breakfast ensure they arrive at 8:20 am.

LUNCH PROGRAM & PROCEDURE

The administration and noontime aides supervise the lunch program. There are 3 lunch periods, each 30 minutes followed by 15 minutes of recess. Students are expected to follow rules and demonstrate respect for each other and for adults in charge while eating lunch and during lunchtime recess in the schoolyard. Students who willfully and repeatedly ignore school rules during lunchtime will be assigned a detention or lose recess privileges.

Lunchroom rules:

- * Enter quietly.
- * When directed, each class will line up and continue through the lunch line.
- * Quickly and quietly sit at your assigned table.
- * Stay seated at all times during the lunch period. Speak softly
- * Clean up your eating area, empty leftover liquids into the sink and place empty containers and all other trash in the garbage can.
- * Be ready to line up when your teacher comes to your table.
Children are expected to eat the school lunch or a brown-bag lunch.

**Please do not bring special lunches or have lunch delivered to your child.
This is disruptive to the orderly implementation of our Food Service Program.**

NUTRITION AND SNACKS

Moffet School is part of Philadelphia's Campaign for Healthier Schools. We are committed to teaching our students how to become healthy through exercise and healthy eating. Through the Eat, Right, Now Program students learn how to prepare and make healthy choices. We ask that you partner with us by sending healthy snacks to school with your child such as cheese, pretzels, popcorn, baked chips, sun chips, pita chips, sandwiches, cheese and crackers, sandwiches, tortilla wraps, 100 calorie snack packs, fruit snacks, fruit roll-ups, yogurt, fruits, vegetables and 100% fruit juices. Potato chips, soda, sunflower seeds, and candy items should not be sent to school with your child.

No bottles or glass containers may be brought to school.

Due to the loss of instructional time and food allergies, no cakes and/or cupcakes will be permitted in the classrooms for birthday celebrations.

CELL PHONES / ELECTRONIC DEVICES

Cell Phone and Other Electronic Devices Policy

According to the School District of Philadelphia Student Code of Conduct, it is against the Code for a student to bring to school a beeper or a cell phone. The first time a student is caught with a cell phone, beeper, handheld video game, the item WILL BE confiscated and returned at the end of the day. If there is a second occurrence, parents will be called into a meeting with the principal or a designee and the item will only be returned at that time. If there is a third occurrence of a student caught with an electronic device, the item will be CONFISCATED AND NOT RETURNED.

Cell phones are permitted in school. Teachers will collect cell phones and send them to the office. The cell phones will be locked up and returned to students at the end of the day.

Electronic games and MPS players are not to be brought to school. **This school is not responsible for lost or stolen items.**

WEAPONS IN SCHOOL

Pennsylvania Law (ACT 26) requires the arrest and expulsion from school if any student is found in possession of a weapon on school property, in a school program, while traveling to or from school or school program, including time on public transportation.

The term weapon shall mean any of the following but not limited to, any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm, but not limited to: any firearm, whether loaded or unloaded; cap guns, simulated guns, toy guns, pellet guns or BB guns. It shall mean any of the following but not limited to any knife, box cutter, cutting instrument, cutting toll, nunchucks, firearm, shotgun, rifle, scissors and any other tool, instrument or object used to or intended to be used to inflict serious bodily injury of another Member of the School Community. This definition includes but is not limited to the use or intended use of pepper spray, mace simulated weapons, or laser pointer to inflict serious bodily injury on another Member of the School Community.

HOMEWORK

Homework is a key part of the educational program at Moffet. It provides students an opportunity to review material that has been taught. It reinforces basic skills, stimulates independent thinking, and develops responsibility and self-direction. Your child will receive homework **Monday through Thursday for Language Arts, Reading and Math. Additional assignments may be given for Social Studies and Science.** If your child cannot do an assignment, please see the teacher. Parents are encouraged to take an active interest by providing a suitable place for study, making resource materials available and checking to make sure assignments are completed. If your child says that he/she has no homework, please check with the classroom teacher.

TESTING

Testing of your child's academic performance is ongoing through the use of teacher made tests and performance-based assessments aligned to the PA state standards. Your child will be tested a minimum of three times a year in reading using the DIBELS, DRA (Developmental Reading Assessment) or Gates MacGinite. Math assessments will be weekly using Go Math assessments. In addition, your child may be taking mandated assessment by the state.

SCHOOL NOTICE

Our only way to contact all of our parents is through notices sent home with the children. Please impress upon your child the importance of taking all notices home. Check your child's belongings for these notices on a daily basis. All students will be given a Home/School Communication Folder. Please check this folder daily for school correspondence.

EXTENDED DAY & AFTER SCHOOL ACTIVITIES

Many extracurricular activities and extra academic programs are offered to Moffet students throughout the week.

REPORT CARD CONFERENCES

The reporting system for pupils provides for a 10-minute individual conference with your child's teacher scheduled during a three-day period. Students will be dismissed early on these days. Pupil report cards are issued four times per year, the first three require conferences and the fourth is sent home with your child at the end of the school year.

BACK TO SCHOOL NIGHT

September 18, 2019

5:00 pm - 7:00 pm

INSTRUCTIONAL MUSIC

Instruction in some musical instruments is provided for those interested and qualified children. If you are interested in finding out more about music instruction please call the school to schedule an appointment with Instrumental Music Teacher.

SPEECH THERAPIST

A speech therapist conducts classes at Moffet for students needing therapy. If you think your child has a speech problem, please call the school to schedule an appointment the Speech Therapist.

REPORT CARDS

Students are expected to achieve to their fullest learning potential. As we prepare our students to be productive global citizens, the ability to effectively write and read will be necessary. Therefore, writing will be a school wide emphasis in all grade levels. Additionally, we will continue to emphasize content standards, problem solving and critical thinking in all subject areas.

MARKING GUIDELINES

KINDERGARTEN

Students Marks: Kindergarten
0 – Outstanding (100-90): The student understands all skills and concepts taught during the specific cycle and can demonstrate understanding with little or no teacher support. The student’s progress consistently demonstrates mastery of grade level standards and consistently meets or exceeds grade level goals and objectives.
S – Satisfactory (89-75): The student understands most skills and concepts taught during the specific cycle and can demonstrate understanding with average teacher support. The student’s progress demonstrates proficiency in most grade level standards and steady progress towards achieving grade level goals and objectives.
N – Needs Improvement (74-0): The student understands few skills and concepts taught during the specific cycle and can demonstrate some understanding with intensive teacher supports. The student demonstrates limited progress in grade level standards and requires strong supports and consistent teacher reinforcement to achieve grade level goals and objectives.
NG – Content Not Taught

KINDERGARTEN INSTRUCTIONAL READING EXPECTATIONS

KINDERGARTEN	1st Quarter (November)	2nd Quarter (January)	3rd Quarter (March)	4th Quarter (June)
Target Level (Proficient)	A and above	B and above	C and above	D and above
Strategic Intervention Needed	PR (pre-reading)	A	B	B,C
Intensive Intervention Needed		PR (pre-reading)	A and below	A and below

MARKING GUIDELINES

FIRST THROUGH THIRD GRADE

Numerical scores for all content areas should be converted into the following letter grades:	
100 - 90	A
89 - 80	B
79 - 70	C
69 - 65	D
64 - 0	F

INSTRUCTIONAL READING LEVEL GOALS

GRADE 1	September	1 st Quarter (November)	2 nd Quarter (January)	3 rd Quarter (March)	4 th Quarter (June)
Target Level (Proficient)	D and above	E and above	F and above	G and above	J and above
Strategic Intervention Needed	B, C	D	E	F	G,H,I
Intensive Intervention Needed	PR (pre-reading) A	C and below	D and below	E and below	F and below

GRADE 2	September	1 st Quarter (November)	2 nd Quarter (January)	3 rd Quarter (March)	4 th Quarter (June)
Target Level (Proficient)	J and above	J and above	K and above	L and above	M and above
Strategic Intervention Needed	G,H	I	J	K	L
Intensive Intervention Needed	F and below	H and below	I and below	J and below	K and below

GRADE 3	September	1 st Quarter (November)	2 nd Quarter (January)	3 rd Quarter (March)	4 th Quarter (June)
Target Level	M and above	M and above	N and above	O and above	P and above

(Proficient)					
Strategic Intervention Needed	L	L	M	N	N,O
Intensive Intervention Needed	K and below	K and below	L and below	M and below	M and below

FOURTH & FIFTH GRADE

Numerical scores for all content areas should be converted into the following letter grades:	
100 - 90	A
89 - 80	B
79 - 70	C
69 - 65	D
64 - 0	F

INSTRUCTIONAL READING LEVEL GOALS

GRADE 4	September	1 st Quarter (November)	2 nd Quarter (January)	3 rd Quarter (March)	4 th Quarter (June)
Target Level (Proficient)	4 TH GRADE (P) and above	4 th and above	4.5 and above	4.5 and above	5 and above
Strategic Intervention Needed	3 RD GRADE (N,O)	3 rd GRADE (N,O)	3.5 GRADE (P,Q)	3.5 GRADE (Q,R)	4.5 GRADE (R,S)
Intensive Intervention Needed	Less than 3 rd GRADE (M or below)	Less than 3 RD GRADE	Less than 3.5 GRADE	Less than 3.5 GRADE	Less than 4 th GRADE

GRADE 5	September	1 st Quarter (November)	2 nd Quarter (January)	3 rd Quarter (March)	4 th Quarter (June)
Target Level (Proficient)	5 TH GRADE (P) and above	5 th and above	5.5 and above	5.5 and above	6 and above
Strategic Intervention Needed	4 th GRADE (Q)	4 th GRADE (Q)	4.5 GRADE (R)	4.7 GRADE (R)	4.7 GRADE (R)
Intensive Intervention Needed	Less than 3 rd GRADE	Less than 3 RD GRADE	Less than 3.5 GRADE	Less than 3.5 GRADE	Less than 4 th GRADE

INTERIM REPORTS

Interim reports will be issued approximately half way into the marking period prior to the distribution of report cards. This report will inform parents/guardians of student academic progress or lack of academic progress. In addition, the school will inform parents/guardians of behavior concerns and lateness & attendance concerns.

Interim Reports	Dates
1 st Marking Period	October 22 - 24
2 nd Marking Period	March 10 - 12
3 rd Marking Period	May 13 - 15

REPORT CARD CONFERENCES

Report Card Conferences	Dates
1 st Report Card Conference	November 20 - 22, 2019
2 nd Report Card Conference	February 5 - 7, 2020
3 rd Report Card Conference	April 15 - 17, 2020

ACADEMIC AWARD ASSEMBLIES

Academic Awards Assembly will be held after each marking period. Dates and times will be on the monthly calendar. The criterion for receiving an academic award is outlined here.

HONOR ROLL

Distinguished Honor Roll - All A's in all subjects, including computer class, physical education class and music class and 1's in behavior

Meritorious Honor Roll – All A's and B's in all subjects, including computer class, physical education class and music class and 1's in behavior

PENNSYLVANIA STATE TESTING

Grades 3 - 8	English Language Arts	April	20 - 24, 2020
Grades 3 - 8	Mathematics	April	27 - May 1, 2020
Grades 4 & 8	Science	April	27 - May 1, 2020
Make – Up	Testing	May	4 - May 8, 2020

COMMUNICATION TO PARENTS/GUARDIANS

Monthly calendars will be sent home with students the first of every month and will also be available in school. Parents/Guardians should ask for this information when they check students'

homework. Time sensitive information will be sent out immediately.

STUDENT CODE OF CONDUCT

The School District of Philadelphia has issued a Student Code of Conduct for the 2019 – 2020 school year, which is available on the School District of Philadelphia’s Website. Parents and students should review the content. Administration and teachers are bound by the Code of Conduct and will follow the outlined protocol to address all misconduct.

DISCIPLINE

Discipline, as a minimum, has three objects in mind.

1. PRESERVE the optimum environment in which to deliver instructional service
2. RESPOND to disruptive influences with a corrective measure in a firm and consistent manner while attempting to correct defiant behavior.
3. REMOVE as a last resort, the disruptors from the educational environment so that the majority may pursue their educational goals

The School District of Philadelphia has the authority to make reasonable and necessary rules governing the conduct of students in school. As provided by Section 1317 of the school Code of the Commonwealth of Pennsylvania. Authority of Teachers, Vice Principals and Principals over Pupils. Every teacher, assistant principal and principal in the public schools shall have the right to exercise the same authority as to conduct behavior over the pupils attending this school, during the time they are in attendance, including time required going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1983, P, L., 315)

BULLYING

The School District of Philadelphia has a strict policy on bullying. Administration will follow the School District of Philadelphia policy and protocol to ensure all students are in a safe and comfortable learning environment.

CELL PHONE/AUDIO/ELECTRONIC DEVICES

Students are permitted to bring such an item to school. Students are required to turn in items to the classroom teacher for safekeeping. At dismissal the items will be returned to students. If student do not follow this rule, there will be disciplinary consequences.

SCHOOL WIDE POSITIVE BEHAVIOR PLAN

Moffet's implementation of our school-wide behavior plan. Refer to the chart that lists infractions and consequences. Our plan keeps parents informed about details pertaining to their children's behavior. During this school year, we will use **incentives to encourage positive behavior** and also address areas of concern such as lateness to school, absences during half-days or during inclement weather, and lunchroom behavior.

Help your child meet our school goals and be Moffetized!

Is your child "MOFFETIZED"?

- · Is your child in control of learning?
- · Is your child motivated to meet academic goals?
- · Is your child confident in the ability to perform and behave?
- · Does your child feel safe and behave safely?
- · Does your child think Moffet is the best school around?

"Moffetized Students" are
Respectful, Responsible, Ready

JOHN MOFFET ELEMENTARY SCHOOL

127 W. Oxford Street Philadelphia PA 19122 Telephone (215) 400-7390 Fax (215) 400-7391

A House of Learning, Mind, and Body



STUDENT & PARENT HANDBOOK

2019 – 2020

MR. RODNEY JOHNSON
PRINCIPAL