



THE SCHOOL DISTRICT OF PHILADELPHIA

DR. ETHEL ALLEN PROMISE ACADEMY

3200 W. Lehigh Avenue

Philadelphia, PA 19132

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Student & Parent Handbook



DR. ETHEL ALLEN

PROMISE ACADEMY

2023-2024

Jacqueline Stewart-Mack
Principal

Kira Brown
Assistant Principal

Dr. Tony Watlington, Sr.
Superintendent

Shameka Bowser
Climate Manager

Sean Conley
Acceleration Network
Assistant Superintendent

A Letter From Your Principal for 2023-2024

Dear Parents/Family of Dr. Ethel Allen School:

Welcome to the 2023-2024 school year! We are excited and ready to safely welcome all students back to school. We hope this letter finds you well and that you are taking the time to enjoy the summer months. I especially hope you all are enjoying the Summer Backpacks provided at the end of last school year. ***Please remember all students will receive credit for completing the summer learning assignments given by their teachers last year.*** I am excited to journey into another school year as the proud principal of Dr. Ethel Allen School and to continue leading the work of improving outcomes for ALL of our students with the help of an amazing administration team, Ms. Kira Brown, Assistant Principal and Ms. Shameka Bowser, Climate Manager.

We are already gearing up for an incredible new school year. Our teachers are attending professional development training sessions to continue helping our students learn and grow academically. Our secretary is updating student files and ordering new materials, and our hard-working facilities team have spent the summer cleaning our school.

We're also delighted to welcome a few new additions to our staff.

New teachers joining Dr. Ethel Allen School:

Ms. Dyshay Burnett - 2nd Grade

Ms. Tiffany Loughrey - 3rd Grade

Ms. Kareema Dennis - 5th Grade Math/Science

Ms. Faith Witherspoon (Supported by Ms. Tyerra Murphy) - 5th Grade ELA/SS

Mr. Andrew Grimes - Primary Learning Support

Ms. Selena Gilbert - 7th/8th Grade ELA

We also have the following new support staff joining our team this year:

Ms. Polly Weiss - Behavioral Health Counselor

Ms. Shadirah Cherry - Student Climate Staff

Ms. Tanya Brown - Student Climate Staff

Ms. Terriya Darby - Student Climate Staff

The entire team at Dr. Ethel Allen is looking forward to welcoming students back to school! The first day of school for students will be **Tuesday, September 5, 2023**. The student's school day begins at **8:15 a.m. and ends at 2:54 p.m.** so please ensure that your child arrives on time and is picked up on time. **Students who did not return their laptops last year, must bring their Chromebooks and chargers on the first day of school.** All other chromebooks collected, will be returned within the first week of school and will remain in school unless we experience a shift to virtual school where possible.

Please be advised for the safety of our staff and students, **parents are not permitted in the building at any time without an appointment.** All appointments begin at 9:00 a.m. For early dismissals parents and guardians must call the office before arriving at the school. Our school day ends at 2:54 p.m.

Important Information

1. BACK TO SCHOOL NIGHT

We will be hosting a Back to School Night on **September 13, 2023** and **ALL** families are invited to attend. We will begin promptly at 5:00 p.m. with a general session in the cafeteria and move to classroom rotations beginning at 5:30 p.m. Light snacks and refreshments will be served. Classroom raffles for the most parent attendance will be drawn at the end of the night.

2. ARRIVAL

Students should arrive at school on time to be picked up by their classroom teacher at 8:15 a.m. **Kindergarten** will arrive and be admitted directly into their classroom at their assigned classroom door promptly at 8:15. **First and Second Grade** will arrive at Stairwell D entrance on Lehigh Ave and line up on designated classroom markers located on the ground. **Third, Fourth, and Fifth Grade** will arrive directly into the cafeteria using the cafeteria ramp and sit at their designated cafeteria tables. **Sixth, Seventh, and Eighth Grade** will arrive at the rear schoolyard and line up on designated markers located on the ground.

To ensure the safe admittance and opening of school, parent entry will be prohibited during arrival. All parent meetings are by appointment and will not be scheduled before 9:00 a.m. or after 2:00 p.m.

3. Late Arrival

All students arriving after 8:25 must be buzzed in and enter through the main entrance and checked-in by the SISL, Ms. Cobb. All students arriving at school **AFTER 8:15** will receive a **Late Slip** and may be marked as tardy.

It is extremely important that you ensure your child is here each day and on time. We look forward to working with our families and community to support high-level learning on **Tuesday, September 5th**. As always, please feel free to reach out to me at 215-400-7040 with questions or concerns. Together, we can make this school year our best one yet!

Wishing you a safe and healthy summer.

Sincerely,

Jacqueline Mack

Principal



"Dr. Ethel Allen Promise Academy"
"All scholars can achieve at high levels"

Dr. Ethel Allen Promise Academy's Mission Statement

It is our mission to provide the **highest quality of education** to **all students** in a **safe, secure, and positive learning environment**. **High expectations** and supportive school structures are essential in meeting students' **needs academically, socially, and emotionally**. **All stakeholders** have an essential role that's integral in assisting with the developmental growth and the establishment of a **culture for learning and belonging**. **Students will become lifelong learners** as they go on to **high school, college, and/or receive post secondary training** to become **productive citizens**.

Our Vision

Every student will have a strong foundation of academic, social and emotional skills through a culture of inclusion, belonging and dignity that will allow them to not only attend the High School of their choice but be successful graduating in 4 years of college and/or career ready.

School Uniform Policy

The School District of Philadelphia has mandated a uniform policy for all students in grades K-12. All students are required to adhere to the policy established by the School District of Philadelphia consistent with the School Board's Resolution.

Dr. Ethel Allen Promise Academy colors are navy blue tops and Khaki (Tan)

Pants (Khaki/Tan)

- **Worn to the waist (with belts) or knee length jumpers or Khaki (Tan) dress pants or shorts**
- **No Blue jeans**

Tops (Navy Blue)

- **Navy blue Polo Shirt ; Grades 6-8- Gray Polo Shirt**
- **No sleeveless shirts or bare midriff shirts**

Footwear

- **NO open back shoes including Crocs, Ugg Slides, sandals, slides or flip flops**

Headwear

- **Students may not wear a full face mask, also known as a "Sheisty mask" or "Sheisty" and "skully" that covers their entire face with the exception of the student's eyes. This includes but is not limited to, ski masks or a balaclava. Masks such as these are a safety concern and a violation of uniform policy.**

School Year Calendar : 2023 – 2024

* Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication.

The following is the calendar for all schools and Pre-Kindergarten Programs for 2023 – 2024 SY

September 2023

18 Student Days; 19 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- **1st:** Staff Professional Development or Reorganization (Varies by School)
- **4th:** Labor Day; Schools closed for students and staff; Administrative offices closed
- **5th:** First day of school for students
- 5th-11th:** Kindergarten interview days (Three Hour early dismissal K only)
- **25th:** Yom Kippur; Schools closed for students and staff; Administrative offices closed
- **29th:** Staff Professional Development (Half Day); Three-Hour Early Dismissal for Students
- ➔ **Additional Important Dates:** 16th-17th: Rosh Hashanah (Weekend)

October 2023

21 Student Days; 22 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- **27th:** Staff Professional Development (Full Day); School closed for students
- ➔ **Additional Important Dates:**
- 9th:** Indigenous Peoples' Day of Learning (In-school day)

November 2023

18 Student Days; 19 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- **7th:** Election Day; Schools closed for students and staff
- **22nd:** 3-hour Early Dismissal for students and staff
- **23rd-24th:** Thanksgiving Recess; School closed for students and staff; Administrative offices closed
- **27th:** Term 1 Report Card Conferences (Full Day); School closed for students
- ➔ **Additional Important Dates:**
- 5th:** Daylight Saving Time ends
- 11th:** Veterans Day
- 12th:** Diwali

December 2023

16 Student Days; 16 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- **15th:** Staff Professional Development (Half Day); Three-Hour Early Dismissal for Students
- **25th:** Christmas Day; School closed for students and staff; Administrative offices closed
- **26th-29th:** Winter Recess; School closed for students and staff; Administrative offices closed

January 2024

20 Student Days; 21 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- **1st:** New Year's Day; School closed for students and staff; Administrative offices closed
- **2nd:** Staff Professional Development (Full Day); School closed for students
- **15th:** Dr. Martin Luther King Jr Day; School closed for students and staff; Administrative offices closed
- ➔ **Additional Important Dates:**
3rd-17th: Keystone Testing Window
6th: Three Kings Day

February 2024

20 Student Days; 20 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- **1st-2nd:** 2nd Term Report Card Conferences (Half Day); Three-Hour Early Dismissal for Students
- **9th:** Staff Professional Development (Half Day); Three-Hour Early Dismissal for Students
- **19th:** Presidents' Day; School closed for students and staff; Administrative offices closed
- ➔ **Additional Important Dates:**
10th: Lunar New Year (weekend)

March 2024

16 Student Days; 16 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- **8th:** Staff Professional Development (Half Day); Three-Hour Early Dismissal for Students
- **25th-28th:** Spring Recess; Schools closed for students and staff
- **29th:** Good Friday; School closed for students and staff; Administrative offices closed
- ➔ **Additional Important Dates:**
10th: Daylight Saving Time starts
11th: Ramadan begins

April 2024

20 Student Days; 20 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- **4th-5th:** Report Card Conferences (Half Day); Three-Hour Early Dismissal for Students
- **10th:** Eid al-Fitr; School closed for students and staff; Administrative offices closed
- **23rd:** Election Day; School closed for students and staff
- ➔ **Additional Important Dates:**
8th: Ramadan ends
22nd: PSSA testing window begins

May 2024

22 Student Days; 22 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- **10th:** Staff Professional Development (Half Day); Three-Hour Early Dismissal for Students
- **27th:** Memorial Day; School closed for students and staff; Administrative offices closed
- ➔ **Additional Important Dates:**
3rd: PSSA testing window ends
13th- 24th: Keystone testing window

June 2024

10 Student Days; 10 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- **13th:** Staff Professional Development (Half Day); Three-Hour Early Dismissal for Students
- **14th:** Last Day of School for students and staff; Three-Hour Early Dismissal for Students, Full day for Staff
- **17th:** Eid al-Adha; Administrative offices closed
- **19th:** Juneteenth; Administrative offices closed
- ➔ **Additional Important Dates:**
12th-14th: Graduation window

Board of Education Goals and Guardrails

All children are capable of reaching their fullest potential, and they deserve a safe and nurturing school community where they are valued, respected and encouraged. Our vision is to ensure that all students are given an education that allows them to thrive, succeed and lead in a global society. We are committed to making the changes needed to provide our students, educators and leaders with the tools to make this vision real.

Dr. Ethel Allen Promise Academy School Goals

ELA Academic Goal 1 (Board Goal 1):

At least 19.2% of grade 3-8 students will score proficient/advanced on the ELA PSSA

ELA Academic Goal 2 (Board Goal 2):

At least 19.4% of grade 3 students will score proficient/advanced on the ELA PSSA

Math Academic Goal 3 (Board Goal 3):

At least 7.0% of grade 3-8 students will score proficient/advanced on the Math PSSA

95% Attendance Goal 1:

At least 33% of all students will attend school 95% of days or more

Suspension Goal 2:

At least 90% of students will have zero out-of-school suspensions

****Goals will be updated once final PSSA scores received from the state**

Guardrail 1: Welcoming and Supportive Schools

Every school will be a safe, welcoming and healthy place where our students, staff and community want to be and learn each day. Including, but not limited to; being environmentally safe and clean, and spaces with inclusive climates that provide students with access to robust social, emotional and mental health supports.

Guardrail 2: Enriching and Well-rounded School Experiences

Every student will have a well-rounded education with co-curricular opportunities, including arts and athletics, integrated into the school experience.

Guardrail 3: Partnering with parents and family members

Every parent and guardian will be welcomed and encouraged to be partners in their child's school community.

Guardrail 4: Addressing Racist Practices

Our students' potential will not be limited by practices that perpetuate systemic racism and hinder student achievement.

Bell Schedule: Regular Day

Period	Time
Admittance	8:15am - 8:20am
Breakfast/ Community Meeting	8:15am - 8:45am
1	8:45am - 9:30am
2	9:30am- 10:15am
3	10:15am - 11:00am
4	11:00am - 11:45am
5	11:45am - 12:30pm
6	12:30pm - 1:15pm
7	1:15pm - 2:00pm
Dismissal 8	2:00pm - 2:54pm
Grade Level Lunch	Period
K, 1st, 2nd	4th Period: 11:00am - 11:45 a.m.
3rd, 4th & 5th	5th Period: 11:45am - 12:30pm
6th, 7th & 8th	6th Period: 12:30pm - 1:15pm

Bell Schedule: Half-Day

3Hrs Early Dismissal		2 Hrs Early Dismissal	
Period	Time	Period	Time
Admittance	8:15 AM	Admittance	8:15 AM
Breakfast/ Community Meeting	8:15am - 8:35am	Breakfast/ Community Meeting	8:15am - 8:35am
1	8:35am - 9:00am	1	8:35am - 9:05am
2	9:00am- 9:25am	2	9:05am - 9:35am
3	9:25am - 9:50am	3	9:35am - 10:05am
4	9:50am - 10:15am	4	10:05am - 10:40am
5	10:15am - 10:40am	5	10:40am - 11:15am
6	10:40pm - 11:05am	6	11:15am - 11:50am
7	11:05am - 11:30am	7	11:50am - 12:25pm
Dismissal 8	11:30am - 11:54am	Dismissal 8	12:25pm - 12:54pm
Lunch	Period	Lunch	Period
K, 1st, 2nd	5th Period: 10:40pm - 11:05am	K, 1st, 2nd	6th Period: 11:15am - 11:50am
3rd, 4th & 5th	7th Period: 11:05am - 11:30am	3rd, 4th & 5th	7th Period: 11:50am - 12:25pm
6th, 7th & 8th	8th Period: 11:30am - 11:54am	6th, 7th & 8th	8th Period: 12:25pm - 12:54pm

Policies & Procedures

1. ATTENDANCE AND PUNCTUALITY OF PUPILS

At Allen we strive for 100% attendance from every child. The simple truth is that students who do not participate in instruction cannot learn. Of course, medical and family emergencies occur. However, we are committed to ensuring that all of our students attend school on a daily basis in order to receive the balance of academic and social development for success.

STUDENTS:

Students are expected to:

1. Attend school daily
2. Be prepared each day by; arriving on time, engaging in instruction, and **adhering to the Student Code of Conduct**
3. Complete assignments on time each day for each class
4. Submit completed assignments for each day, by the pre-established deadline that work has been communicated by the teacher

PARENTS:

Parents are expected to:

1. Assist their children with being prepared daily by; ensuring they arrive on time, have adequate supplies to complete daily tasks, and have completed the assignments for each day.
2. Keep lines of communication with the school community open so that support can be provided to the student when necessary.
3. Share with the teacher or school-based staff any barriers to their child's continuous attendance that could impact the students educational achievement.
4. Provide an excuse note any time their child is unable to attend school.

State and District Attendance Policy:

Under Pennsylvania law, all students between the ages of six (6) and eighteen (18) must attend school every day. Once a student is enrolled in school, this includes students in kindergarten, they are subject to compulsory school laws until the student reaches age 18. The student can only be withdrawn if they transfer out of the District. The student will remain on the District's roll and the student/family is subject to truancy court if they do not attend school.

Excused Absences:

Sometimes students have to miss school. Absences which meet the conditions or situations indicated below under Excused/Lawful Absence shall be considered an excused absence. Pursuant to the District's attendance policy, written excuse notes explaining the absence must be given to the school within three (3) days upon the student's return to school. If the note is not submitted to the school within the required time frame, the day(s) will not be excused. All absences resulting in a total of three (3) or more consecutive days due to illness will require a written excuse note by a licensed healthcare provider and must include a valid telephone number for verification. Parents can submit notes either electronically or hand written. Electronic notifications are submitted directly to SISL- Ms. Cobb and Secretary-Ms. Cotton. Handwritten notes should be submitted directly to the classroom teacher (homeroom teacher).

ILLNESS OF CHILD

Students should remain at home if they have a cold, fever, skin rash, upset stomach or other illness. Parents should inform teachers with a written notice if the child has been absent with a communicable disease. If parents expect a child to be absent for an extended period of time, the teacher should be contacted in order to supply assistance or home assignments.

The following conditions or situations constitute reasonable cause for absence from school:

- Obtaining professional health care or therapy service rendered by a licensed practitioner
- Upon written request by a parent/guardian, a student may be excused during school hours for the purpose of obtaining professional health care or therapy service only if the following requirements are met:
 - The health or therapeutic services are to be rendered by licensed practitioners.
 - It is not practical or possible for the student to receive the services outside of school hours.
 - The time of necessary absence from school involves a minimum of interference with the student's regular program of studies.
- Illness, including if a student is dismissed by designated District staff during school hours for health-related reasons
- Quarantine
- Recovery from accident
- Required court appearance
- Death in family
- Family vacations must receive prior approval from the School District Superintendent's office.

Missed School Work:

Teachers are expected to provide all work students miss upon their return. Every effort should be made to make up work missed as a result of illness or other excused or unexcused absence. Keep in mind, work missed due to excused or unexcused absence may affect academic performance.

When a student has been absent for three (3) days (consecutive/non-consecutive) during the current school year without a lawful excuse, District staff shall provide notice to the parent/guardian within ten (10) school days of the student's third unexcused absence.

Refer to the Office of Student Rights and Responsibilities for a copy of the complete Attendance and Truancy Guidelines

Early Dismissals:

Under ordinary circumstances, no pupil is permitted to leave the building during school hours. Parents are asked to make every effort to request early dismissals for emergency reasons only. All doctor's visits should be planned after regular school hours.

Students will not be dismissed after 2:30 p.m.

Early dismissal can be arranged as follows:

- **The parent/guardian must report to the main office in person.**
- **Parent/Guardian must have proper identification and be listed as a contact or an emergency contact on the student information sheet.**
- **Office staff or administration must fill out dismissal log in its entirety before dismissal is granted.**

- **No child can be released without the student being escorted to the main office first by school support staff.**
- **Parent/Guardian Must sign student out and student must initial out.**

EARLY DISMISSALS WILL NOT BE GRANTED BETWEEN 2:30-2:54 PM

Late Pickups

A student must be picked by dismissal (2:54 pm). If a student is not picked up they are escorted to the cafeteria. At this time a parent must present a valid ID and sign the student out. Late pickups will be logged. After the third late pickup a parent meeting will be scheduled with the school team.

School Opening

Students must report to school each day by 8:15 A.M. Students are to line up according to their class/ advisory. In case of inclement weather or temperatures **below 32 degrees**, students grades K-4 will wait in the cafeteria beginning at 8:10 AM. Grades 5-8 in the gymnasium. They are to be seated at their assigned tables. **There is no admission to the building before 8:15 AM. To ensure the safe admittance and opening of school, parent entry will be prohibited during arrival. All parent meetings are by appointment and will not be scheduled before 9:00 a.m. or after 2:00 p.m.** Students arriving after 8:25 A.M. must report to the late desk and will receive a late slip. Please prepare students appropriately in inclement weather. Students are not permitted to play on the playground equipment during admission and dismissal due to safety concerns with supervision.

School Parking Lot

The school parking lot is designated for employees of the School District of Philadelphia and Dr. Ethel Allen staff. Cones will be placed at the entrance of the parking lot beginning at 8:05 a.m. and again at 2:40 p.m. to ensure the safe arrival and dismissal of our students who walk to and from school. During this time, parents are not permitted to enter the parking lot. Any parent or visitors in violation will be subject to ticketing and may warrant exclusion.

Lateness to Class

Regular and prompt attendance to class is expected of all students. Students who are late to class or who are absent from class without authorization place themselves and others in danger. Students must be monitored by staff at all times. Violation of this policy will result in swift disciplinary action.

Citywide School Closings for a Full Day

Decisions to close school for the full day, delay the start of school or dismiss school early is the decisions of the District Superintendent after consultation with other offices. When this decision is made, the information is posted on the School District of Philadelphia's website's main page, www.philasd.org. When public schools are closed citywide, no transportation will be provided for Philadelphia pupils attending non-public schools. Messages of school closures are also sent from the school via Class Dojo and through SIS Message Builder.

School Closings During the Day

If inclement weather or any other emergency leads to a decision to close a school prior to regular dismissal time, every effort will be made to broadcast the information on KYW (AM – 1060) radio and television by 11 A.M. If the decision is made to close the schools during the afternoon, but before the regular dismissal time, every effort will be made to have the information broadcast by 1:00 P.M. Emergency messages will be sent via our Message Builder telephone system and Class Dojo. You may also check for closings on the School District of Philadelphia's website at www.philasd.org.

Current Working Numbers are vitally important for you to receive notification!

2. ACADEMICS

Grading System/SDP Marking Guidelines

Grades are issued four times during the school year and averaged for a final grade in June. Student's grades are based upon student classroom performance, tests, demonstrations, projects, homework and exhibitions related to the curriculum. Students are expected to maintain an average of "C" or better to be considered for promotion to the next grade. We will continue to emphasize content standards, performance standards, student exhibitions, problem solving and critical thinking in all curricular areas.

Kindergarten

Kindergarten Marking Guidelines
O – 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 (74-50): The student understands few skills and concepts taught during the specific cycle and can demonstrate some understanding with intensive teacher support. The student demonstrates limited progress in grade level standards and requires strong support and consistent teacher reinforcement to achieve grade level goals and objectives.
NG – No Grade: Content Not Taught

First through Eighth Grade

The alphanumeric Equivalency Chart below reflects the numerical mark assigned to each letter grade and is applied to all subject areas:

Numerical scores for all content areas should be converted into the following letter grades:
100–90 = A
89–80 = B
79–70 = C
69–60 = D
59-50 = F

Interim Reports

Interim reports will be issued approximately every six weeks. This report will inform parents of students who are in danger of failing, performing successfully, misbehaving and/or having attendance/lateness problems. Interim reports are sent home with students for review. The homeroom teacher will keep a copy. Interim Reports will be sent home with students on: 9/29/23, 12/15/23, 2/23/24, and on 5/2/24.

Report Card Conferences

Parents are strongly encouraged to attend report card conferences quarterly. This will help you understand your child's progress academically as well as socially and social-emotionally. Report card conference will be held as follows: **1st Report Card** - 11/27/23 **2nd Report Card** - 2/1/24-2/2/24 **3rd Report Card** - 4/4/24-4/5/24 and the final report card will be sent home with students on the last day of school.

APPOINTMENTS WITH ADMINISTRATION and/or TEACHERS or PARENT CONCERNS

All parents wishing to schedule an appointment with administrators and teachers must call the main office for an appointment or fill out a parent concern form in the main office. All inquiries will be returned within 24hrs. A parent concern form can also be completed using the following QR Code :



VISITORS POLICY and the Visitor System (VMS)

The School District of Philadelphia's Visitor System (VMS), a ScholarChip LLC product, has been fully implemented at Dr. Ethel Allen. This system allows schools to record visitor entries, while maintaining a history of visitors who have checked-in and checked-out. It enhances school security by performing a search against the national sex-offender database.

All visitors who enter Dr. Ethel Allen school should immediately proceed with identification to the main office. Before entering the school building visitors must ring the bell, identify themselves, state the nature of their visit and present valid identification at the door. **Any visitor arriving at the school before 9:00 a.m., will be asked to wait until all students have been safely admitted to the building.** Beginning at 9:00 a.m. the office will resume conducting the business of the school. Upon entry to the building through the main office, visitors must sign-in at the front desk while presenting their valid ID. After sign-in visitors must then enter the Main Office and be issued a Visitor's pass. Classroom visits must be previously arranged with AP Brown and/or CM Bowser.

Visitors may not gain access at any time using any entry point that is not the main office
Cones are placed at the entrance to the staff parking lot daily at 8:00am and 2:30pm to ensure the safety of our students during their transition home. Cones are NOT to be removed during those times unless directed by Allen's SSO.

TRESPASSING ON SCHOOL DISTRICT PREMISES

The Trespassing Ordinance, Philadelphia Code of Ordinances, Chapter 10-824, was passed by City Council to prevent unauthorized entry on school premises.

The provisions of the ordinance are as follows:

- No one may enter any facility of the School District of Philadelphia without the consent of the person in charge of the facility.
- Failure to obtain consent within fifteen minutes of entering or the creation of a disturbance may be considered a violation of the ordinance.
- Employees and pupils of the School District of Philadelphia may not enter any facility to which they are not regularly assigned without the consent of the person in charge.
- Persons who violate this ordinance are subject to a fine of not more than \$300 and imprisonment for not more than ninety days.
- Persons found in room other than the office or in hallways not located between an authorized entrance and the office will be considered in violation of this ordinance.
- Persons asked to leave the building or who have been given a written notice of exclusion,

including students on suspension, transferred from the school or expelled from the District, are subject to arrest and prosecution under the defiant trespass section of the Philadelphia Crime Code.

Volunteer Policy

- To volunteer in the building the school district requires the following paperwork to be completed and on file in the main office. Following approval volunteers will be supplied an ID to wear in the building.



Volunteer Code of Conduct

Go to www.philasd.org/FACE/volunteer to read, print, and sign our standards of behavior agreement, called the Volunteer Code of Conduct.



Child Abuse History Clearance

Go to <https://www.compass.state.pa.us/CWIS/Public/Home> to fill out. Find directions on www.philasd.org/FACE/volunteer.



PA State Criminal Background Check

Go to <https://epatch.state.pa.us/Home.jsp> to fill out. Find directions on www.philasd.org/FACE/volunteer.



FBI Background Check OR Signed Volunteer Affirmation

If you have NOT lived in PA for the past 10 years, go to <https://uenroll.identogo.com/> to obtain an FBI Background Check. If you HAVE lived in PA for the past 10 years, go to www.philasd.org/FACE/volunteer to print and sign the Volunteer Affirmation.



Certificate of Volunteer Orientation Completion

You have 45 days from your volunteer start date to complete our Orientation, either online or in-person. Go to www.philasd.org/FACE/volunteer to find both options.

IMMUNIZATION

All students must be properly immunized against communicable diseases. The nurse will contact parents if students need to update required shots. Students will not be allowed to return to school until they have been properly immunized. Please ensure that your child is up to date with all immunizations.

MEDICATIONS

Parents who wish to have prescription medication dispensed to their child during school hours must complete a "Request for Administration of Medication" (Form MED-1) form. The form must be filled out and signed by the child's doctor and the parent. When the school nurse is not in the building other School District staff members that have been trained by the nurse, may give the medication under the guidelines established by the School District of Philadelphia.

If your child has any health problems or is taking prescription medication for any reason, even if the medication is not taken in school, it is important for you to inform the school's nurse. Several medications have side effects that school staff should know about. Over-the-counter or short-term medications may not be sent to school with your child without a physician's prescription and a note from the parent.

Possession of medication without authorization by the school nurse will result in disciplinary action. The sharing of medication with another student will be deemed an aggravated offense under the Code

of Student Conduct (see Section 3).

BATHROOM PRIVILEGES

Students are encouraged to visit the bathroom during scheduled times. Students experiencing an emergency will be given access during non-scheduled times by a member of the school climate staff.

STUDENTS WILL NOT BE ALLOWED TO LEAVE THE CLASS FOR ANY REASON WITHOUT ADULT PERMISSION

PARENTS RIGHT TO KNOW

Parents have the right to inspect and review the contents of their child's educational records. Parents may request to review their child's records by telephone or in person. When the education records are shown to the parent, he or she must sign an official request form and schedule a meeting to do so.

ACCESS TO AND RELEASE OF PUPIL RECORDS – FAMILY EDUCATION AND PRIVACY ACT (FERPA)

All students' records and information are confidential. The school will abide by Federal Privacy regulations when it concerns providing information to outside agencies. Records will be released only when required releases are signed by parents and or guardians.

BOOKS AND SUPPLIES

Every student will receive a supply list at the beginning of the school year indicating the required supplies for their teacher/grade level. These items should be carried from class to class along with textbooks throughout the day. All books should contain the student's name, class, and the teacher's name in the identification block in the front of the book. You may also want to include an emergency number for your child.

Textbooks, laptops, and other materials are loaned to students by the school. These items are the student's responsibility. All loaned materials must be returned at the end of the year. Books and materials must be paid for when lost or damaged.

HOMEWORK

Homework is a vital part of the teaching/learning process. Parents should expect students to have homework at four (4) to five (5) times per week, however not all of it will be written assignments. Teachers assign students to read books, study notes, write essays, complete projects, work on math computation and problem solving, written reports, and other kinds of written work. While students should assume the major responsibility for completing homework assignments, parents also should take an active interest in the pupil's homework.

HOMEWORK TIPS

Meaningful homework is assigned to help students become more self-reliant and to improve the skills that have been taught throughout the day. Homework will be assigned five days a week from EVERY teacher. Students will also be assigned short-term and long-term projects. Homework must be returned when it is due. Length and difficulty of assignments are expected to increase with grade level. Homework is a regular part of school, and you can help your child do well. Teachers give homework

for many good reasons: to practice and review class lessons, to get students ready for the next lesson, to teach them how to work on their own and to teach them to use resources. As a parent, you can help your child learn at home in the following ways:

- Have your child record all homework and assignments on his/her agenda
- Set up a regular time and a quiet place for your child to work.
- Try to make it away from distractions such as television, radio and other loud noises.
- Have your child get all of the materials needed for homework-pens, pencils, erasers, calculator, paper, books, and highlighters-all in one spot instead of searching for things.
- Check your child's work for neatness and completion. The quality of achievement is related to being well prepared for school.
- If your child is having trouble with homework, talk to each teacher about the homework. The school may be able to offer tutoring or extra help.

CHANGE OF ADDRESS

Parents are expected to notify the school of any changes of address or residence and phone number.

Accurate up-to-date information is essential for the health, safety, and welfare of every student at Dr. Ethel D. Allen Promise Academy.

8TH GRADE END OF THE YEAR ACTIVITIES

It is our desire to provide our 8th grade students with many enjoyable and memorable activities, such as a class trip, dance, closing exercises and any other planned event. Pictures for the yearbook will be taken early in the school year of all 8th grade students. This does not mean that they will be participating in these activities. In order to participate, students must meet the requirements that have been established by the School District of Philadelphia and the rules and regulations of Dr. Ethel Allen Promise Academy as identified in the annual 8th grade End of Year activities letter sent home to parents.

HONOR ROLL AND RECOGNITION

Students must have all A's in basic subjects and no more than one (1) B in an expressive arts subject in order to be placed on the school's Honor Roll. Students may not have any 3's in behavior to qualify for Honor Roll placement. Students with outstanding records of attendance and punctuality for each report period will receive special recognition.

Safe2Say Something

To keep our school safe, we need your help.

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize the warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system. Download the report using the app or call 1-844-SAF2SAY (1-844-723-2729), but If it is an emergency, call 911!

- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

Code of Conduct 2023-2024.pdf

CODE OF STUDENT CONDUCT

The School District of Philadelphia has established a Code of Student Conduct to “support the creation of a safe learning environment for all members of the school community.” All students are expected to comply. Serious misconduct is defined by the school district as follows:

Appropriate interventions will be used in response to both Level I and Level II Rules (Please refer to the Code of Student Conduct for all Violations)

A suspension may be given up to five (5) days by any building Administrator or Dean of Students for committing an act of serious misconduct. Parents are informed in writing of all suspensions and given a date and time for a conference and for reinstatement of the student.

Reinstatements will be scheduled and held on the scheduled date after 9am in the conference room. If for some reason you cannot attend, please call the Office to schedule an appointment. Phone reinstatements are not permitted. **Reinstatements must occur with the student’s legal parent/guardian.** You can also access the Student Code of Conduct at: <https://www.philasd.org/studentrights/discipline/>

DISCIPLINE

Each student is responsible for his/her own actions. Discipline is thought of as being a team effort at Dr. Ethel D. Allen Promise Academy. The team may consist of parents, teachers, pupils, team leaders, School Security Officer, administrators, custodial staff and any other school staff members.

- When minor disagreements or altercations occur, the student will be made aware of his/her unacceptable behavior.
- If inappropriate behavior continues, team members will help the student foster a more positive attitude within the school family and a parent/guardian will be notified.
- If inappropriate behavior continues, parents will be notified.
- The student must be non-disruptive to the school environment, if inappropriate behavior continues, an Interim Report will be sent home with the student and should be returned to school the following day with parent’s signature affixed. In any event an open line of dialogue will be established with parents in hopes to remediate negative behavior.
- If inappropriate behavior continues, teachers will complete an ODR if he/she feels this action is in the best interest of the student and will be sent to the Climate Manager. When this is done, the Climate Manager will handle each case in the best interest of the student and report back to the initiator of the report. If a student is suspended, the Climate Manager or Dean will attempt to contact a parent/guardian to notify them of the suspension, as well as, provide the student with a paper copy of the suspension notice to take home with him/her. A legal parent/guardian **must accompany** the child upon his/her return to school.
- If the Climate Manager considers the problem serious enough, he/she will consult with the Principal.
- If a serious discipline problem occurs, the main office will be notified immediately and the pupil will be removed from the area. The following categories represent the framework upon which an action by a

student will be deemed serious.

CELLULAR PHONES

In the Code of Student Conduct it clearly states that **The School District prohibits the possession and use of electronic devices on school grounds, at school sponsored activities, and on buses or other vehicles provided by the School District. Cell phones are not to be used for recording or taping by anyone including adults as this violates Pennsylvania's Wiretap Law.**

In addition, the District prohibits students from using personal Cell Phones or Bluetooth listening devices (iPods, Beats, etc) on school grounds during school hours.

For this reason, students are expected to turn their cell phones into their homeroom teacher daily. Students who fail to comply will be subjected to the following:

- 1st Violation** cell-phone will be confiscated and returned to the student at the end of day.
- 2nd Violation** cell-phone will be confiscated and returned to the student at the end of the day and parent/guardian will be notified of the violation.
- 3rd Violation** student will be required to turn the cell phone in at the start of each school day to a member of administration and may retrieve the phone at the end of each school day from a member of administration

USE OF TELEPHONE

Students with a legitimate need to use a phone must use an administrator's phone or counselor's phone. If parents need to contact their child, they are to phone the school and speak with the secretary who will then forward the message to the teacher. The student will then be escorted to use the phone and return the phone call to the parent. No calls will be transferred to the class to speak with a student.

Students are not permitted to call their parents on their cell phones. If a need arises, a staff member will escort students to the office to make the call. Cell phones are required to be turned off and turned into the teacher. Teachers will return cell phones at the end of the school day. If a teacher does not return the cell phone, please contact the Climate Manager.

DETENTIONS

In an attempt to stress constructive citizenship and improve academics the school community may require your child to remain after school once you have been notified of misbehavior. Under no circumstances will your child be required to remain after school more than one hour on a given day without first notifying a parent/guardian. If your child cannot stay after school, you must notify his/her teacher so that a detention can be completed at another time.

FIGHTING

Fighting is unacceptable behavior and will not be tolerated. Any student involved in a fight will have a hearing with an administrator. If a student is involved in a fight disciplinary measures will be taken and a meeting with the parents will be scheduled. Students involved in repeated instances of fighting will be recommended for a disciplinary transfer. Disciplinary action applies to fights and conflicts within the school, outside the school, at lunchtime, and on the way to and from school.

When conflicts arise, students are expected to seek a member of the school community to aid them in finding a resolution. The recording of any fight or mistreatment of a student or staff member will be

subject to the same disciplinary actions.

ELOPEMENTS

Elopement is defined as a student leaving an assigned area without permission from or knowledge of staff. Elopements have various root causes and can include reasons such as to escape and/or avoid a task, direct or indirect defiance of the adult present at the time, etc. All elopements from a classroom or an assigned adult pose a serious safety concern for the student eloping. Students are not permitted to leave school grounds during the school day except in the custody of a parent/guardian that has signed them out in the Early Dismissal binder located in the main office. Students who leave the building without permission will trigger a call to 911 and request for police assistance. If the student is located by school staff they will be returned to the school building and a parent will be notified for an emergency meeting. Students who are not recovered before the end of the school day will be subject to disciplinary action and **must return with a legal parent/guardian**. Elopements directly lead to a loss of instructional time and will warrant the student being placed in the Multi-Tiered Systems of Support (MTSS) support meeting with the school team. Elopements out of the classroom will also warrant a meeting with a parent and referral to additional support when applicable and determined by the school team.

CLASS CUTTING

Cutting class is the intentional and deliberate action of not attending and “skipping” class without an excuse note. Cutting class is detrimental to a student’s academic performance and often contributes to behavior that is disruptive to the entire educational program. Students are considered to have cut if they are marked present in school but do not attend class or leave class without permission and do not return. Students who cut class will receive a zero for that class; subject to disciplinary action; including (but not limited to) detention and removal from grade activities/trips/sports and/or extracurricular clubs. Chronic cutting may lead to subject/class failure in addition to disciplinary action. After the 3rd occurrence of cutting a class and/or elopement from class the student will be referred to the dean of students. Cutting class will also trigger a student to be placed in the Multi-Tiered Systems of Support (MTSS).

FIRE ALARMS/”PRANK” 911 CALLS

Pulling a fire alarm in a school is a very serious offense. The alarm system in the school is in place for everyone’s safety and welfare and is to be used only in emergencies. Any student found signaling a false alarm will be in violation of the student code of conduct and will be subject to disciplinary action up to and including suspension. Additionally, Prank calls to 911 trigger the emergency response system which disrupts the learning environment. Any student found placing a false 911 call will be in violation of the student code of conduct and will face severe disciplinary action.

SHELTER IN PLACE

There are emergencies that occur within the school and in the school community. When these emergencies occur, it is necessary to lock down the school and for students to seek shelter within the school building. When the school is locked down, no one will be permitted to enter or leave the building until the emergency is resolved. This also requires approval from the Office of School Safety and local law enforcement.

POSSESSION OF A WEAPON

Any student, regardless of age or grade level, found to be possessing a weapon on school property, in a school program or event, or while traveling to or from a school or school program or event (including school buses and public transportation) may be subject to arrest and/or expulsion from the school district for at least one year.

The law defines a weapon as “any knife, cutting instrument, cutting tool, nunchuck, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. The law does not require that the student use or try to use the weapon. Furthermore, weapons carried for self-defense are not exempt from the provisions of the law. Possession includes weapons found on the person as well as in school bags, desks, or lockers.

The law requires that when a weapon is discovered:

- School officials must detain the student.
- Police must be called, and they may arrest students over the age of 10 or older.
- The student must be suspended.

Please be aware of what your child brings to school!

Thank you for helping us to maintain schools as safe places where learning is the top priority.

RESPONSIBILITIES OF PARENTS

- Review school and School District rules and regulations with their child and insist that their child comply.
- Notify the school of any change of address or telephone number.
- Provide the school with an up-to-date emergency contact.
- Ensure that students attend school regularly and arrive on time. In case of absence, provide a written excuse note upon the student’s return to school.
- Check to see that students are properly dressed for school, this is, in uniform.
- Ensure that students bring their textbooks, notebooks and school supplies to and from school everyday.
- Attend report card conferences with their child.
- While the student should assume the major responsibility for completing all homework assignments, parents are encouraged to take an active interest by:
 1. Promoting a positive attitude toward homework assignments.
 2. Providing time and a quiet place at home for study.
 3. Assisting with preparation for tests.
 4. Checking student’s work for neatness.
 5. Ensuring that all assignments are completed on time.
 6. Check student’s work for teacher’s notes or comments.

How Parents can Help their Child

At the end of each school day ask these questions:

1. How was your day? (Tell me about your day)
2. What did you do first, second, next, last, etc.?
3. What did you learn that you didn't know this morning?

4. What did you like best?

5. Did you have any trouble with anyone today?

Then ask to see their homework book, and review all long term and short term assignments for understanding.

- Provide a special place to do homework free from distraction.
- Check homework daily. Discuss it. See if it is done correctly and sign it.
- Help your child keep their notebook and school bag organized. Encourage neatness in everything that they do and hand in to the
- teacher.
- Insist that all letters, fliers, notes, etc. be placed in a special place so that you see them.
- Read with your child. Read to your child and have him/her read to you every day.

TRANSPORTATION POLICY

Free transportation is provided to eligible students based on certain criteria. The mode of transportation (school bus or student tokens via SEPTA) is determined by Transportation Services in conjunction with the school administration. A student must be a resident of Philadelphia, and also fall into one of the following categories:

1. Be designated by the Office of Specialized Services as a participant in a Special Education class, whose participation requires that transportation is needed to enable the student to get to school.
2. Live more than a mile from his/her school and participate in the voluntary school desegregation program of the School District of Philadelphia.
3. Be in grades 1 through 6 and live one and one-half miles or more from the assigned school.
4. Be in grades 1 through 8, whose route to school is determined to be hazardous by the Pennsylvania Department of Transportation.
5. Be assigned by the Office of the Chief Executive Officer to attend a school other than his/her regularly assigned school for reasons of overcrowded conditions, and be in need of transportation as determined by the School District's Transportation Division.
6. By recommendation of the Chief Executive Officer to the School Reform Commission, is one whose extenuating circumstances dictate an extraordinary need for District-provided transportation.

Culturally Responsive PBIS Norms

DR. ETHEL D. ALLEN STUDENTS WILL BE RESPECTFUL RESPONSIBLE SAFE

Dr. Ethel Allen Behavior Matrix

Setting→ Expectations	Cafeteria	Hallway	Auditorium	School Yard	Arrival/ Dismissal	Restroom	Classroom
<i>Be Respectful</i>	<ol style="list-style-type: none"> 1. Wait your turn 2. Keep hands, feet and objects to yourself 3. Listen and follow directions the first time given 4. Speak quietly when necessary 5. Throw all trash in the trash can 6. Use kind words when speaking 	<ol style="list-style-type: none"> 1. Speak quietly when necessary 2. Listen and follow directions the first time given 3. Keep hands, feet and objects to yourself 4. Enjoy artwork and bulletin boards with your eyes only 	<ol style="list-style-type: none"> 1. Keep your eyes on the presenter 2. Stay silent when the speaker is speaking 3. Keep hands, feet and objects to yourself 4. Speak quietly when necessary 5. Listen and follow directions the first time given 	<ol style="list-style-type: none"> 1. Keep hands, feet, and objects to yourself 2. Listen and follow directions the first time given 3. Take turns using the equipment on the playground with others 	<ol style="list-style-type: none"> 1. Line up quietly when the whistle blows 2. Keep hands, feet and objects to yourself 3. Listen and follow directions the first time given 	<ol style="list-style-type: none"> 1. Throw all trash in the trash can 2. Use only the time you need 3. Speak quietly when necessary 4. Keep hands, feet and objects to yourself 	<ol style="list-style-type: none"> 1. Keep hands, feet and objects to yourself 2. Follow directions the first time given 3. Raise your hand to gain permission to speak
<i>Be Responsible</i>	<ol style="list-style-type: none"> 1. Walk directly to assigned table 2. Stay seated at assigned table 3. Line up when called by cafeteria staff 4. Provide your ID number when asked 5. Follow all procedures posted in the cafeteria 6. Report all problems to an adult 	<ol style="list-style-type: none"> 1. Have a hall pass at all times 2. Go directly to assigned destination 	<ol style="list-style-type: none"> 1. Stay seated at assigned table 2. Keep feet only on the floor 3. Only pay attention to speaker or another staff member 	<ol style="list-style-type: none"> 1. Report all problems to an adult 2. Share the equipment on the playground with others 	<ol style="list-style-type: none"> 1. Come to school on time at 8:10 2. Walk straight home after school or to your after-school program 3. Walk into the cafeteria or schoolyard quietly 4. Keep track of all belongings to be ready at dismissal 	<ol style="list-style-type: none"> 1. Report all problems to an adult 2. Use two squirts of soap 3. Clean up after yourself 	<ol style="list-style-type: none"> 1. Complete all assignments 2. Come prepared with required materials 3. Arrive on time 4. Keep food sealed and in book bag
<i>Be Safe</i>	<ol style="list-style-type: none"> 1. Walk at all times 2. K-6 students will leave book bags in classrooms 	<ol style="list-style-type: none"> 1. Walk at all times. 2. Stay to the right 	<ol style="list-style-type: none"> 1. Enter and exit the auditorium quietly 2. Keep all desks down on the side of the chair 3. Walk to seats 4. Walk to exits 	<ol style="list-style-type: none"> 1. Line up quietly when the whistle blows 2. Use non-threatening language when speaking to others 	<ol style="list-style-type: none"> 1. Line up with your class 2. Keep outside doors closed 3. Leave with guardian, parent or sibling 	<ol style="list-style-type: none"> 1. Use the toilet when going to the restroom 2. Flush after use 3. Use soap to wash your hands 	<ol style="list-style-type: none"> 1. Remain in classroom until dismissed 2. Remain seated in assigned seat 3. Walk at all times 4. Ask permission to leave the room



Dr. Ethel Allen Promise Academy
The School District of Philadelphia
Parent and Family Engagement Policy
School Year 2023-2024
📄 [*Policy 918 Two-Pager_2021.pdf*](#)