

JOHN F. HARTRANFT SCHOOL

STUDENT & PARENT HANDBOOK 2018-2019

PANTHER PRIDE



BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

JOHN F. HARTRANFT SCHOOL
Principal, Jason Lytle
720 W. Cumberland Street
Philadelphia, PA 19133

John F. Hartranft School Website
<https://hartranft.philasd.org/>

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@Hartranft_Elem

Dear Parents:

Welcome to John F. Hartranft School. This Handbook contains useful information, which we believe will be important to you as your child progresses through Hartranft. It is hoped that this Handbook will answer many of your questions, or if you have a concern, which deals specifically with your child's needs and progress, you are encouraged to contact the school office.

With your active help and support, we can work as partners in providing our children with the best educational environment possible. Please, keep in mind our three (3) goals as a school:

- 1) Our goal is to build our entire school into a community of successful Readers and Writers.
- 2) Our goal is to build increased positive relationships with all of the families of Hartranft students.
- 3) Our goal is to build a climate of respect for learning and each other.

Jason Lytle, Principal

A MESSAGE TO OUR STUDENTS

Hartranft School is a very special place. We believe that our students can achieve and attain their goals. We want you to know that we are all here to help each student in every way possible so that your dreams can become realities. The first step is that you believe in yourself and know that you are important. You are somebody and you have a great future. The second step requires effort on your part and ours, and we must have mutual respect and understanding. Always remember, we are here for you and your parents. There is no problem we cannot solve together.

**We need to exercise
Panther PRIDE at all times.**

**Be Safe. Be Respectful. Be Responsible
HARD WORK NOW! COLLEGE BOUND!**

Mission Statement

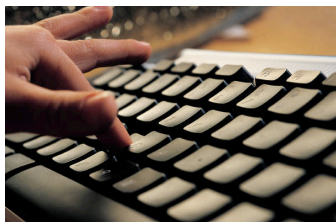
Through the combined effort of staff, students, parents, and the community, John F. Hartranft will educate, empower, and enable all students to become caring, lovers of learning that are equipped to succeed and lead in the world of today and tomorrow.

Vision Statement

John F. Hartranft is committed to creating a positive and safe school environment where each student can excel academically and reach their highest potential. We are committed to meeting the social development needs of our students through the implementation of Positive Behavior Intervention Supports (PBIS). We are committed to using assessment data and ongoing professional development to ensure knowledgeable and intentional instruction. Through staff collaboration and the development of meaningful relationships with parents and community partners, all of our students will develop the academic and social skills necessary to become leaders and productive citizens.

Core Values

- *We have the courage to think for ourselves & look beyond our perspective.*
- *We believe that being well educated provides opportunities & allows us to make choices for our lives.*
- *We appreciate diversity & show our respect for others by our words & actions.*
- *We own our successes, learn from our mistakes, and overcome obstacles.*
- *We know that learning is an active process & that we must give our best effort.*



GENERAL INFORMATION

Our School has school growth in Math, Reading, Attendance, and Climate over the last three years.

We know this is because our wonderful parents, outstanding students, and excellent staff. We look forward to working with you each year to ensure your child's success.

We believe that daily attendance is a necessary part of student success. We value your support in making sure your children come to school on time everyday.

Students should arrive by 8:30am to avoid being marked late.

All students receive a free healthy breakfast and lunch daily. Breakfast

We need and value the support of parents very much. All students receive homework in Math and

Reading daily (Monday –Thursday). Please support us by ensuring that student work on their homework every night.

Students also have access to FREE Computer-based programs at home. Students use these programs at school daily and know exactly how to log-in to the programs.

- Lexia
- Achieve 3000
- Think Thru Math
- First in Math

Parent Homework Tips:

You can help in many ways. Below are some suggestions for helping your children throughout the year:

- Provide a time and well-lit place for homework to be done.
- Make sure that, in addition to assigned homework, your child reads for at least twenty minutes every day. He or she may read books brought home from school, or books, magazines and newspapers that you have available at home. It is also good when an older child can sit down and read with a younger child.



- Make sure children get plenty of sleep and are prepared to do their best work.
- Take advantage of breakfast and lunch provided everyday at no cost. Students may bring lunch but may not bring bottled drinks of any kind. Breakfast is served at 8:30am in every classroom.
- Be sure your children attend school every day and that they arrive on time. School starts at 8:30 am and students are dismissed at 3:09 pm.
- Last, but certainly not least, support Hartranft School and your child by volunteering your time to work at school.

School Advisory Council

This organization is a vital link between the school and the home and contributes time and service to the school community. The Home and School Association is primarily interested in enhancing the educational opportunities of our students.

One important way of getting to know our school is to attend Home and School Association meetings and activities. Your help, suggestions and interests are needed if our school is to continue to improve. There will be at least one parent meeting each month. Watch the school calendar for the date and time.

Parents are encouraged to visit Hartranft School, however, please follow these suggestions before visiting:

1. Send a note to your child's teacher requesting a time for an appointment, since a teacher's instructional time may not be interrupted.
2. Appointments with the Principal can be made by calling the school office at 215-684-5088.
3. Upon entering the main entrance to the building, all visitors must report to the office and receive a visitor's pass. No visitor's will be permitted admittance to the building through any other doors.

John F. Hartranft

**Non-Negotiable
P.B.I.S. Student Expectations**

BE SAFE

- Keep your hands and feet to yourself
- Use materials appropriately
- Walk quietly in the hallway

BE RESPECTFUL

- Speak & Act in a POSITIVE manner towards all members of our school
- Follow all classroom rules

BE RESPONSIBLE

- Come to school EVERYDAY!
- Come to school ON TIME!
- Be a prepared & Active Learner
- Cell Phones Away and Silent

**POSITIVE BEHAVIOR INTERVENTION SUPPORTS
(P.B.I.S.)**

We are a PBIS School. We focus on rewarding students for being Safe, Respectful, Responsible, and Engaged during lesson, rather than only focusing on negative behaviors. Students receive Panther Paws (School Currency) for doing the right thing. These Panther Paws can be used to buy prizes, and to participate in fun activities

SCHOOL RULES AND DISCIPLINE CODE

1. No child should enter the building before 8:30 am without written permission from their teacher.

2. During inclement weather, students will be admitted to the lunchroom (K-4 or gym (5-8 only) at 8:12 am and not before.

3. Lateness will result in a warning and then a consequence after the third lateness, and every lateness thereafter.

4. Student misbehavior will result in loss of privilege or disciplinary consequences issued by the classroom teacher.

5. Repeated behavior violations or serious behavior violations will be handled by an administrator. Consequences will be issued in accordance with the School District Code of Conduct. Parent meeting with a school administrator MUST occur in these situations.

(PLEASE REFERENCE THE STUDENT CODE OF CONDUCT)

PARENT EMERGENCY CONTACT FORM

It is imperative we have an emergency contact for your child. Please provide multiple phone numbers that will allow the school to make immediate contact with the parent/guardian if needed.

Students must arrive at school in uniform and report to class on time. Lateness will result in consequences. **Their teacher will mark students late if they arrive after 8:35 am.**

Students should be prepared for class by bringing notebooks, pens and pencils to school.

Students should proceed to and from class in an orderly manner. Students should be in assigned classes at all times. If they need to be in the hallway, they must have a signed hall pass.

Students are to be engaged in respectful verbal and physical behavior. Students are **NOT** to engage in Bullying or Harassment of other students, or staff members. The School District Bullying and Harassment Policies are posted throughout the building. Violation of these policies will be handled in accordance with the Code of Conduct.

Radios, cell phones, CD players, beepers, and other electronic devices are not to be brought to school. They will be confiscated and **MUST BE PICKED UP BY A PARENT**

Students should respect school property at all times. Causing damage to school property and/or attempting to graffiti school property is strictly prohibited. Students are not to bring markers or paint of any kind to school. **These items will be confiscated.**

Students are not permitted to have food, beverages, candy, gum, etc. in the classroom, cafeteria, or hallways.

Students are NOT permitted to bring scissors, pencil sharpeners, or compasses to school. These materials will be provided by the teacher when needed.

School property must be returned to the school at the end of the school year. Students are responsible for the cost of books or materials lost or stolen.



Please be aware of what your child brings to school. Even tools such as pointed scissors or supplies such as pieces of metal, should not be sent to school with your child.

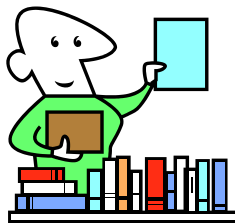
7. Act 26

Pennsylvania law (Act 26 of 1995) now requires that any student, regardless of age or grade level, found to be in possession of a weapon on school property, in a school program or event, or while traveling to and from school or a school program or event (including school buses and public transportation), be subject to arrest and expulsion from the school district for at least one year.

The law defines a weapon as “any knife, cutting instrument, cutting tool, nunchaku, 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 schoolbags, desks, or lockers.

Violations of the School District Weapons Policy will be handled in accordance with the School District Code of Conduct

Thank you for helping us to maintain a safe school where learning is the top priority.



HOMEWORK AND BOOKS

Our school homework policy states that each child will have some kind of written homework assignment at least four days a week.

Please check the student homework book for daily assignments. In addition, each student is expected to have a composition book, which will serve as a learning log.

As part of their homework assignment, children are expected to read for at least twenty minutes each evening and are expected to write a written response in their learning logs. If your child is not coming home with assignments, call the school for clarification.

Book Policy

On July 12, 1999, the School Board adopted an expanded textbook policy charging that each student be responsible for the proper care of school property, including textbooks, supplies, and equipment entrusted to his/her use.

The policy also states that students should return books and school property on time. Students and their parents will be assessed for lost and damaged books. Consequences for not returning books/school property may occur.

ARRIVAL AND DISMISSAL PROCEDURES Admission 8:30 AM Dismissal 3:09 PM

All students are required to line up in the schoolyard in their designated area by 8:20am, which is denoted by classroom numbers on the ground.

All students enter the building through the schoolyard doors located behind the school.

STUDENTS THAT ARRIVE AFTER 8:35am ARE CONSIDERED LATE AND MUST GET A LATE NOTE BEFORE GOING TO CLASS.

Kindergarten will exit from their classroom doors at approximately 2:55 PM daily.

Early dismissals after 2:15pm are strongly discouraged. The time

between 2:15pm and 3:09pm is a critical time for our students and is essential to preparing our students for a safe and timely dismissal.

All students will be dismissed in their numbered lines at 3:09 PM.

All students in grades K-2 will need to be signed out by the parent or designee.

ATTENDANCE/LATENESS

Students are expected to attend school each day.

Teachers are required to report three (3) consecutive days of absence to the counselor unless you notify the school with a reason for the absence. Upon returning from an absence of even one (1) day, your child must bring a note explaining the reason for the absence.

Children may only leave school during the school day, **if an adult that is listed on their release form signs them out.** This is a firm policy of the School District. No student will be permitted to leave the building alone.

It is imperative that we have an emergency contact for each child should it be necessary for them to leave school early.

Students are expected to be in class when the school session officially starts at 8:30 am. After the third lateness and every lateness thereafter. Repeated lateness will result in consequences or loss of privileges.

INCLEMENT WEATHER

In cases of inclement weather such as rain or snow, student will be admitted into the building at 8:20 am in the locations listed below. Teachers will pick students up from these locations promptly at 8:30am.

Grades K-4th: Cafeteria
Grades 5-8th: Gymnasium

In case of severe weather conditions, which may necessitate the closing of schools, please listen to radio or television alerts. If it appears that school might be dismissed early, parents should listen to the radio or television alerts concerning "All Philadelphia Public Schools". The Philadelphia snow emergency number is 100.

Please develop an emergency dismissal plan for your child/children so that they have a way to get home should an early dismissal be necessary.

SCHOOL UNIFORM

A uniform policy has been adopted by the School District of Philadelphia, which is mandatory.

The John F. Hartranft School Uniform is listed below:

All students must wear khaki or tan pants or skirts, golf or bottom shirts.
Grade K-4: Navy Blue shirt with a collar
Grade 5-8 Gray shirt with a Collar

Students that are NOT in uniform will lose a privilege

Hats, and inappropriate headgear are not to be worn inside of the school building.

Hoodies are not to be worn in the school. Students will be permitted to wear sweaters that match their uniform shirt colors, navy or white in color.

LUNCH PROGRAM

All of our students are entitled to free lunch every day. All students must eat lunch in school. Glass bottles are NOT permitted in school.

LUNCH SCHEDULE

Lunch #1: 11:30-12:15 Grades K- 2

Lunch #2:12:15-1:00 Grades 3-5

Lunch #3: 1:00-1:45 Grades 6-8

SCHOOL COUNSELOR

The school counselor's role is to work with children, parents, other school personnel, and with community agencies around school-centered problems to help students have a positive school experience. Our counselor is always willing to help a child. The counselor can be reached at 215-684-5252.

SCHOOL NURSE

The duty of our school nurse is to assist our students if a child becomes ill in school. Parents are strongly encouraged to follow through with medical care at home.

If your child has a condition, which requires special consideration or medication for conditions such as asthma, diabetes, etc., please notify the nurse

immediately, so that the necessary school personnel. Can be informed.

School policy dictates that children may **NOT** bring medication to school. **Parents must bring in any medications and give it to the school nurse or principal, so that the proper documentation can be completed.** If it becomes necessary for a student to take medication during the school day, please contact the nurse, and he/she will arrange to administer the medication. The nurse can be reached at 215-684-5253 or call the main office at 215-684-5088.

It is imperative we have an emergency contact for your child.

HOME ADDRESSES AND TELEPHONE NUMBERS

Changes in address or telephone number are to be reported immediately to the school secretary and your child's teacher. Children found to be living outside Hartranft School's boundaries will be transferred to the appropriate neighborhood school immediately. Exceptions to this school district policy are not handled at the school level; however, the form, which must be completed, is obtained from the school office.

EMERGENCIES

Messages from home cannot be relayed to children nor items delivered to children during school hours. Such actions interrupt your child's learning. Messages will only be taken in a real emergency and then only when serious enough to be delivered to the child by the principal.

Each year, the school district distributes a Parent Location Card, which indicates where parents can be located in case of an emergency. It is very important that the school obtain at least three emergency numbers. If there is a change in emergency numbers, the school office should be notified.

Key Testing Dates

Benchmark #1 Grades 3-8 Oct. 26th
Benchmark #2 Grades 3-8 Jan 25th
Benchmark #3 Grades 3-8 May 22th

PSSA April 15th - May 10th

- PSSA Reading
- PSSA Math PSSA Science
- PSSA Make-up

Student Progress Reports

Student Progress Reports will be sent home half-way through each marking period on the dates listed below.

October 4th 2018
December 13th 2018
February 28th 2019
May 9th 2019

Report Card Conference Dates

ALL REPORTCARD CONFERENCE DAYS ARE HALF-DAYS

Marking Period 1

November 7, 8, & 9, 2018 (Afternoon)
November 8, 2018 (evening)

Marking Period 2

January 30th, 31st, Feb 1st (Afternoon)

Marking Period 3

April 3, 4, & 5 2017 (Afternoon)

The final Report Card will be sent home on June 4th 2019 which is the last day for all students

Teacher Professional Development Dates

August 31st 2018 (Half Day)
October 5th 2018 (Half Day)
January 18th 2019 (Full Day)
December 8th 2017
March 1st 2018 (Half Day)
April 12th 2018 (Half Day)
May 18th 2018

No-School Dates

September 3rd 2018
September 10th 2018
September 19th 2018
November 6th 2018
November 12th 2018
November 22-23rd 2018
December 24th – January 1st 2019
January 18th 2019
February 18th 2019
April 19th 2019
April 22nd 2019
May 27th 2019



JOHN F. HARTRANFT TELEPHONE DIRECTORY

Main Office	215-400-7090
Counselor's Office	215-400-1210
School Nurse	215-684-5253

John F. Hartranft School Website
<https://hartranft.philasd.org/>

Follow Hartranft Elementary on Twitter



@Hartranft_Elem

KEYS TO SUCCESS FOR STUDENTS AND PARENTS



**STUDENTS ARE ASSIGNED
HOMEWORK EVERY NIGHT**

**STUDENTS SHOULD ALSO
READ BOOKS FOR
PLEASURE EACH NIGHT.**



**STUDENTS ALSO SHOULD
SPEND TIME ON THESE FREE
MATH & READING PROGRAM
WEBSITES EACH NIGHT**

- I-Ready Math - K-2nd Grade
- Smarty Ants K-2nd Grade
- Lexia- Kindergarten- K-8th Grade
- Achieve 3000 Reading 3rd-8th Grade
- Imagine Math 3rd-8th Grade



**STUDENTS SHOULD BE AT
SCHOOL**

**EVERYDAY
&
ON TIME
8:20am**



**STUDENTS THAT ARE
ABSENT FROM SCHOOL
MUST HAVE AN ABSENCE
NOTE WITHIN 3 DAYS OF
THE ABSENCE TO AVOID
TRUANCY**

KEYS TO SUCCESS FOR STUDENTS & PARENTS



**WE CONSIDER BULLYING TO BE A
SERIOUS BEHAVIOR VIOLATION,
WHICH WILL RESULT IN
CONSEQUENCES.**

**WE ARE WORKING HARD TO DECREASE
BULLYING.**

**PLEASE REPORT ANY INSTANCES OF
BULLYING TO THE SCHOOL
IMMEDIATELY**



**CELL PHONES ARE NOT
PERMITTED TO BE USED
DURING SCHOOL HOURS**

**STUDENTS THAT FAIL TO
FOLLOW THIS RULE WILL
RECEIVE DISCIPLINARY
CONSEQUENCES**



**BREAKFAST IS SERVED IN EVERY CLASSROOM
FROM
8:30-8:45**

**STUDENTS MUST ARRIVE ON TIME TO
RECEIVE BREAKFAST**



K-4TH BLUE



5TH -8TH GRAY

SHIRTS

**ALL STUDENTS WEAR
TAN PANTS**

**STUDENT MUST WEAR A SCHOOL UNIFORM
EACH DAY
IN-ORDER TO PARTICIPATE IN FUN SCHOOL
ACTIVITIES**

**WE WANT TO STAY CONNECTED TO YOU REGARDING YOUR CHILDS PROGRESS
AND SCHOOL-WIDE INFORMATION**



CLASS DOJO



PARENT CALENDAR



**UPDATED CONTACT
INFORMATION**



SCHOOL WEBSITE



**ATTENDING
SCHOOL EVENTS**