

The School District of Philadelphia
FANNY JACKSON COPPIN ELEMENTARY

1213 S. 12th Street
Philadelphia, Pennsylvania 19147

Phone: 215-400-7970

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Student and Guardian Handbook 2022-2023

Dear Parents and Guardians,

Welcome to Fanny Jackson Coppin Elementary School! This handbook contains useful information we believe will be important to you as your child progresses through Coppin. It is our hope that this handbook will answer many of your questions. However, if you have a concern that deals specifically with your child's needs and progress, you are encouraged to contact your child's teacher.

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 vision for the learning of all our students:

All Coppin students have the ability to achieve rigorous academic and social expectations through high-quality teaching that taps on multiple intelligences, real-world connections, and inquiry in a 21st Century learning environment. We will foster self-resiliency and autonomy to actualize leadership so that every student has the ability to empathize, respect, and function collaboratively with others to become contributing members of a global society.

Kelly Espinosa
Principal

A MESSAGE TO OUR STUDENTS

Coppin Elementary School is a very special place. We strongly believe that our students can achieve and attain their goals. We want you to know that we are all here to help you 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.

HOME AND SCHOOL NETWORKS

Coppin offers many opportunities for parents and guardians to become involved. Support Coppin and your child by volunteering your time to work at the school (consult the FACE website for protocol), working with our Home and School Association, School Advisory Council, attending our Town Hall meetings, and much more! Please note that according to the new Act 126 law trip chaperones should have clearances prior to attending a school trip. Join us at Back to School night (9/8) for more information and check the monthly calendar and newsletter for updates!

MONTHLY COMMUNICATION

A calendar is given to each student on the first school day of each month to take home to families. Notices/flyers and School Messenger phone calls, text messages, Remind Apps messages, Twitter, and e-mails are also sent home announcing special events and reminders. Please remind your child about the importance of bringing all notices home and check his/her folder daily. If you receive a phone call from the school, **please listen to the message left on your voicemail before calling the school.** Mass messaging systems are often used to communicate early dismissals and reminders. It becomes chaotic and ties up phone lines when parents call inquiring without first listening to the message.

SCHOOL VISITORS

ALL visitors must have photo identification to enter Coppin; please follow our Visitor Guidelines prior to visiting:

1. Send a note or call your child's teacher to pre-arrange a time for an appointment when the teacher is not instructing his/her class. If you would like to visit the classroom, 24-hour notice is required. Please contact your child's teacher to make arrangements.

2. All parents and/or visitors must enter and exit through the 12th Street entrance of the building and report immediately to the front desk. You will need to show photo identification and complete the visitor's log. Visitors must proceed to the main office after checking in at the front desk.

3. Appointments with the principal can be made by calling the Main Office (215)-400-7970 or by emailing kespinos@philasd.org.

4. Parents are prohibited from escorting students to the classroom, gymnasium, or other areas of the building during morning admission. In addition, parents are prohibited from picking students up from the gymnasium or other areas of the building. If you are picking up your child from daycare, you must alert a staff member in the yard who will radio for your child to be dismissed to the yard.

COPPIN ELEMENTARY SCHOOL POLICIES AND EXPECTATIONS

ACT 26 POLICY

The Pennsylvania General Assembly has enacted legislation (ACT 26), which requires all public schools to take a mandatory course of action in dealing with students who are found to be in possession of weapons.

The law requires the arrest and disciplinary action of any student found in possession of a weapon on school property, in a school program, or while traveling to or from a school program, including time on public transportation.

The law defines a weapon to include, but not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other tool or implement capable of inflicting serious bodily injury. There is no requirement that the student use or try to use the weapon, and possession for self-protection is not a defense. Parents are asked not to send tools or supplies such as metal or any type of scissors to school with your children. The law requires that violations will become a part of a student's permanent disciplinary record, and will be available to any school in which the student may later enroll. Parents will be required to sign an affidavit prior to enrolling their child in any public school to disclose the existence of any weapons violations or other serious violations. These measures, required by ACT 26, are designed as a safeguard to ensure that all public schools are safe havens in which

all students may interact in an environment and climate, which fosters learning, and strongly discourages potential acts of violence.

Please be aware of what your child brings to school. 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 a homework assignment Monday-Friday. Please check the student agendas for daily assignments. If your child is not coming home with assignments, call the school for clarification.

ELECTRONIC POLICY

Electronic games, radios, cellular phones, iPods, mp3 players, iPhones, digital cameras, lasers, or any other electronic devices are not permitted to be used during school hours. If a student is using the device during school hours it will be confiscated. Parents are responsible for supervising their child's social media use; if inappropriate social media use impacts the school/learning environment, consequences will be taken in accordance with the Student Code of Conduct.

The school is not responsible if a student brings an electronic device to school and the device is stolen, lost or damaged.

First Confiscation

If a staff member sees any electronic device in the building or on school grounds, it will be confiscated. Your child's teacher will return the device at the end of the day.

Second Confiscation

If a student has the same electronic device or another device confiscated, A caregiver must come up to the office between 2:54-3:30 p.m. Monday-Friday to sign for and retrieve the device.

SCHOOL UNIFORM

It is important that we make a distinction between play clothes and school clothes so that we may maintain a proper working/learning atmosphere at Coppin. When

students are neat and clean, they are better prepared to learn. We strongly believe that clothing and appearance make a difference in attitude and behavior.

A uniform policy has been adopted by The School District of Philadelphia, which is mandatory. The Fanny Jackson Coppin Elementary Uniform policy is listed below:

All students must wear solid tan/beige or dark blue pants (no jeans), skirts, and jumpers with a solid light or navy blue shirt. During cold weather, students may wear a navy or light blue or sweatshirt (no hoodies permitted). NO open toed shoes are allowed at school. Students are also permitted to wear Jackson/Coppin Pride shirts, such as those for Home or sold by HSA. We support our non-gender conforming and non-binary students with our dress code.

NURSE

If your child complains of a **serious illness** at home, please do not send him or her to school. It is the parent's responsibility to care for the child and to follow through with medical care at home. If your child has a condition, which requires special consideration or medication such as asthma, diabetes, etc., please notify the nurse.

School policy dictates that children may not bring medication to school. If it becomes necessary for a student to take medication during the school day, please contact the nurse, and she will arrange to administer the medication. The nurse can be reached through the Main Office at 215-400-7970. Please do not make routine dental, medical, or appointments for your child during the school day; these appointments are not excused absences.

COVID-19 PROCEDURES

If your child displays symptoms consistent with COVID-19, the nurse will perform a rapid test. If there is a positive case in our school, all parents/guardians will be notified via a letter. Students in close contact (defined by 6 feet of distance or less for 15 minutes or longer) will receive a separate letter with instructions on quarantining.

HOME ADDRESSES AND TELEPHONE NUMBERS

It is important that the school and the teacher have Emergency Contact Information for each student so that we can properly care for our children in the

event of an emergency. Inform the school secretary and your child's teacher when you change your address or telephone number. It is vitally important that your correct address and phone number are on file in the main office in the event of an emergency that involves your child.

ARRIVAL AND DISMISSAL PROCEDURES

All students enter and exit the building through the schoolyard. Pre-K students will be dropped off and picked up from their classrooms by a guardian at least 18 years of age.

The schoolyard will open for students at 8:05 a.m. for those who choose to eat breakfast. If your child eats breakfast at home, plan to send your child to school by 8:15am. Doors open at 8:15 and students are considered late at 8:20a.m.

Students in grades K-2 will be dismissed through the yard at 2:45 p.m and students in grades 3-8 will be dismissed at 2:54 p.m. *Parents/Guardians in Grades K-1 will be required to physically sign-out the students at the admission lines.* **For any student, only those listed on the Emergency Contact form, and who have appropriate ID, will be allowed to pick up the students; ensure that all names of those who can pick up the child are listed. If your child attends a daycare, it is the responsibility of the parent to inform the daycare if your child did not attend school. Daycare students will not dismiss any other way without a written note from the parent/guardian.**

BREAKFAST/LUNCH PROGRAM

Coppin participates in a Universal breakfast/lunch program which means all children are eligible to receive breakfast and lunch free of charge. **Students who wish to eat a school breakfast can do so between the hours of 8:05 and 8:15 am in the cafeteria.**

Lunch is provided, however, students are welcome to bring their own lunch. No glass bottles are permitted on school premises. There are no microwaves available for student use. Please do not make a habit of dropping off your child's lunch during instructional hours. Due to severe airborne peanut allergies, peanuts and peanut butter are prohibited.

On good weather days children have recess before or after eating their lunch. During inclement weather the children remain in the cafeteria until the lunch period ends.

ATTENDANCE/LATENESS

It goes without argument that a child who is not in school is in danger of not achieving success due to the lack of instruction. It is most important that you encourage regular attendance. Time lost is very difficult to make up. Every minute of every day counts.

Family vacations are not considered educational trips and are unexcused absences.

If your child is absent, you are required to submit a written note within three school days of the child's return. Failure to do so will result in the absence being coded "unexcused or illegal." After three unexcused/illegal absences, you will receive a C-31, which is a legal document stating your child's absences and an attendance plan will be initiated on your child. Students with excessive excused absences and latenesses will also have an attendance plan initiated. After 10 unexcused absences, parents are subject to intervention from DHS (grades K-3) or Truancy court (grades 4-8).

The School District of Philadelphia Attendance Policy:

"The Attendance Policy: After eight (8) cumulative absences for illness for which a parent writes an excuse note, all subsequent absences must be accompanied by a physician's note. In addition, if a student arrives after 10:30 AM or leaves before 1 PM without a doctor's note, the student will be marked in the School Computer Network as half a day unexcused. Two half days will add up to one full day in the School Computer Network."

Keep in mind, again, that the excuse note must be turned into the classroom teacher within three days of the absence; otherwise it will be considered "unexcused or illegal."

Late arrival interferes with school and class procedures. **Students are considered late if they are not in their classroom by 8:20am.** Students are expected to arrive at

school on time and enter the building in line with the class. Once the classes have entered the building, students must enter the 12th Street door to receive a late pass. ***Children's acceptance to future schools is often contingent on their attendance, punctuality, and school performance. Furthermore, excessive absences and tardiness negatively impacts our school wide data and progress.***

EMERGENCY DISMISSAL

We urge you to limit early dismissal to extreme emergencies. It is disruptive and interferes with your child's learning and that of their peers. Whenever it becomes necessary to excuse a child during the school day, a parent or adult over the age of 18 (on the emergency contact list/with photo ID) must come to the Main Office for the child. For safety reasons, children cannot be excused alone. This is a firm policy of the School District.

We will not honor any early dismissal after 2:30 p.m. Any student with an early dismissal/lateness will not be eligible for Perfect Attendance recognition, incentives and rewards. No adult who is not in the district's online system as an emergency contact will be permitted to pick up a child –NO EXCEPTIONS

INCLEMENT WEATHER

Do not send children to school earlier than 8:15 a.m. during inclement weather. Listen to (KYW/1060 AM) radio or television news broadcasts concerning "All Philadelphia Public Schools" when there are severe weather conditions, which may necessitate a delayed opening or closing of schools. In the event of an early closing of schools, we must know where your child can go if you are not home. Once sent home, please complete and return the Emergency Contact Form to your child's teacher. It is very important that all phone numbers you submit are in working order. If it appears that school might be dismissed early, parents should listen to the radio. There should be an emergency plan for your children in extreme weather conditions.

EMERGENCIES

Messages from home cannot be relayed to children nor items delivered to children during school hours. Such actions interrupt your child's learning and that of their

peers. Messages will only be taken in a real emergency and then only when serious enough to be delivered to the child by the principal.

BIRTHDAY CELEBRATIONS

If you wish to send a treat for your child's birthday, please do so in the morning. Treats will be distributed during lunch. Please do not bring balloons, gifts, treat bags, etc.

PERSONAL PROPERTY

The School is not responsible for personal property that is brought to school:

- Bats, jump ropes, footballs, fidget spinners, slime, and other toys should not be brought to school.
 - Please do not bring large amounts of money to school.
 - Excessive jewelry and make-up should not be worn to school.
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SCHOOL RULES AND DISCIPLINE CODE

We know that parents want to be informed about their child's behavior. We also know that by working together, we can improve school citizenship. Accordingly, we pledge to do our best to keep you well informed. You can find all Coppin and SDP policies on our website: <https://coppin.philasd.org/school-policies/>

All students are expected to behave in an acceptable and responsible manner while at school, on field trips, in the schoolyard, lunchroom, bathroom and all other school related situations.

Student Bell Schedule

Student Admission (breakfast) ~ 8:05 a.m.

Student Admission to classrooms ~ 8:15 a.m.

Student Dismissal ~ 2:54 p.m.

Early Dismissal ~ 11:54 a.m.

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