



MAYFAIR

ELEMENTARY SCHOOL

THE WORLD IN A NEIGHBORHOOD SCHOOL

STUDENT HANDBOOK 2017-2018

3001 Princeton Avenue
Philadelphia, PA 19149
Office: 215-400-3280
Fax: 215-400-3281
<http://www.philasd.org/schools/mayfair/>

Emergency Closing Information (Inclement Weather)
Listen to KYW News-Radio (1060) or check the TV News or other radio station.
Information is announced as ALL PHILADELPHIA PUBLIC SCHOOLS.
Individual schools do not have a separate snow number.
Call the School District's Snow Hotline 215-400-INFO (4636)
Check the School District's Website: <http://www.philasd.org>
Please do not call the school office.

MAYFAIR SCHOOL PARENT STUDENT HANDBOOK 2017-2018

SCHOOL MISSION

Mayfair's mission is to expose its students to educational opportunities grounded in multiculturalism in order to develop all students as critical thinkers with a global perspective while providing a safe, nurturing learning environment and building leadership capacity.

SCHOOL VISION

Mayfair will provide effective inquiry and project-based learning in all classrooms by staff trained to emphasize global philosophies and the real world applications of academic learning. Through alignment with language acquisition and leadership development programming, all students will have the opportunity to develop a greater awareness of their self, neighborhood, and world.

IMPORTANT NUMBERS YOU NEED TO KNOW:

Office	215-400-3280	Office Fax	215-400-3281
Nurse	215-400-3280	Counselor	215-400-3280
Snow Hotline	215-400-INFO (4636)		
Mayfair School	www.phila.k12.pa.us/schools/mayfair/		

The School District's Marking Guidelines for Grades 1-8 are:

Average 90-100	A	Average 80-89	B	Average 70-79	C
Average 65-6	D	Average below 65	F		

HONOR ROLL

FIRST ACADEMIC HONORS

A's in ALL subjects
No 3's in effort/behavior

SECOND ACADEMIC HONORS

A's and B's in ALL subjects
No 3's in effort/behavior

REPORT CARDS will be distributed at Parent Conferences:

A parent or guardian is expected to pick up report card and meet with the teacher. If a parent cannot attend conference dates/times, they must contact the teacher to make other arrangements.

It is important that you know the following about Mayfair School:

SCHOOL DAY--ARRIVING AT SCHOOL.

1. School hours are 8:25 a.m. to 3:04 p.m.

Parents may not drop off their children before 8:15 for the yard or 8:00 for breakfast.

Parents need to make childcare arrangements when necessary. Out of School Time Programs (OST), operated and managed by Catholic Social Services, provides child care at school for a fee.

Parents who bring their children to school may escort them to their line location by 8:20 and **must then move behind all lines**. This will facilitate the students' entrance into the building. **Parents may not enter the building with classes.**

Students must be in line by 8:25 AM. Any student arriving after 8:25 is considered late.

Students in Grade 1 and 2 enter and dismiss the building from the yard running facing Hawthorne Street.

Students in Grades 2-4 enter and dismiss into the large main yard.

Students in Grades 5-6 enter the building from the yard facing the parking lot (St. Vincent Street).

Students in grades 7 and 8 enter and dismiss the building using Middle School Addition doors (Princeton Avenue).

Parents with students in different yards should make arrangements so they DO NOT walk through the building to go from one yard to the other. Older students who bring kindergarten children to school must be in their own lines on time.

MAIN ENTRANCE: Parents, visitors and late students must enter building through main entrance and report to the Front Desk.

Parents wanting to confer with a teacher must enter school using the main door and then proceed to the front desk. They should not delay the class' admission into the building by trying to talk to the teacher in the yard at that time.

No parents or visitors may go directly to a classroom AT ANY TIME.

When students leave home in the morning, they must come directly to school. Once students arrive on campus, they may not leave.

On rainy mornings, or when the yard is closed due to ice, snow, or ambient air temperatures less than 32 degrees, designated classes sit in the auditorium, lunchroom, and gym from 8:10-8:25.

- Kindergarten students assemble in the school cafeteria
- Grades 1, 2, and 3 assemble in the main school gym
- Grades 4 and 5 assemble in the Mayfair Community Center
- Grades 6, 7, and 8 assemble in the school auditorium

FOR YOUR CHILD'S SAFETY: Obey all parking regulations when dropping off or picking up children.

2. **BREAKFAST PROGRAM:** Free Breakfast is served daily from 8:00-8:15 to children in grades 6 to 8 in the school cafeteria. Students in grades K to 5 will eat breakfast in their classrooms beginning at 8:30 AM. When a student in grade 6, 7, or 8 is finished breakfast he/she must go into the middle school yard (Princeton Avenue) and enter with their class.
3. **END OF THE SCHOOL DAY:** Upon dismissal, all students are to leave the school building unless they are participating in an extra-curricular activity under the supervision of school district personnel or part of a special program. Students staying for after school activities should exit with their class, then report immediately to their assigned location. They may not go home then return for extra-curricular programs. Students who have activities in the gym must use their usual exit at 3:04, walk through the schoolyard, and enter the gym using the main doors. They should not walk through the main hallway to get to the gym.

At dismissal all students must leave the school grounds immediately. No one may remain in the playground after school unless accompanied by a parent or designated adult. Students may not walk through driveways or on private property to go home or on their way to school in the morning. No pets allowed in the schoolyard.

To insure minimal disruption NO EARLY DISMISSALS (for appointments, etc.) ARE issued after 2:30PM. Emergencies will be addressed on a case-by-case basis.

A student may never leave school without being signed out by an adult. The name of the adult must be listed on the emergency contact form in office. Photo ID must be presented when signing out a student.

4. **EARLY DISMISSALS:** Scheduled early dismissals are announced in advance in the Monthly Calendar and The Philadelphia School District Website. Parents must make the necessary arrangements for childcare.
5. **EMERGENCY EARLY SCHOOL CLOSING:** In the event of an early school closing due to weather or any other emergency, students will be dismissed at the announced closing time.

IT IS IMPERATIVE THAT EMERGENCY CONTACT TELEPHONE NUMBERS BE ON FILE IN THE MAIN OFFICE. A form for this purpose will be sent home the first day of school. Keep the emergency contact information up to date by notifying the teacher and office in writing of changes. Parents must inform their children of what to do if they are dismissed early or if they arrive home at a time when the usual person is not there. The OST after school program does not operate on emergency closing days. If it is snowing during the day, listen to the radio or call the School District's Snow Hotline at 215-400-INFO (4636) frequently. Please do not call the school office. All decisions to close school are made by central administration, not Mayfair School.

6. **INCLEMENT WEATHER:** On rainy mornings, or when the yard is closed due to ice, snow, or ambient air temperatures less than 32 degrees, designated classes sit in the auditorium, lunchroom, Mayfair Community Center, and gym from 8:10-8:25.
 - Kindergarten students assemble in the school cafeteria
 - Grades 1, 2, and 3 assemble in the main school gym
 - Grades 4 and 5 assemble in the Mayfair Community Center
 - Grades 6, 7, and 8 assemble in the school auditorium

LATE OPENING POLICY: In case of inclement weather there is the possibility of a 10:00 opening. If the news announces a late start or two-hour delay for

Philadelphia, this means students should report to Mayfair at 10am. Students should report to their inclement weather location beginning at 9:45.

7. **PARENT PARKING AND SAFETY REGULATIONS:** Please obey all parking, traffic and pedestrian regulations. Police issue tickets for violations around our school.
8. **RIGHT TO REVIEW RECORDS:** A parent or guardian has the right to review his/her child's school records at any time. If a parent desires to exercise this right, we do ask that the request be made in writing. Parents must be allowed to see their child's records within a reasonable period of time, but not later than 30 days after the school has received the request.
9. **HOMEWORK POLICY: The School District of Philadelphia adheres to the policy that homework be assigned Monday through Thursday.** Weekend homework assignments are encouraged in primary grades and should be expected in intermediate and middle school grades at Mayfair. Long-term assignments, reading logs and similar assignments are part of daily and weekend homework.

We at Mayfair abide by this policy and request parents to review all homework assignments. A quiet, well-lit area should be provided for each student for completion of assignments. As students mature, assignments become increasingly difficult and more time should be allotted. The following are suggested times:

Grades K-2	30-45 minutes	Grades 5-6	70-85 minutes
Grades 3-4	60-90 minutes	Grades 7-8	120 minutes

Completion of homework assignments becomes a part of a student's achievement and as such will be reflected in the student's report card mark. If a student is absent, missed homework assignments are obtainable from the classroom teacher in all grades.

10. **STUDENT PLANNER/HOMEWORK ASSIGNMENT BOOK:** Each student in grades K-8 uses a Student Planner. It is the students' and parents' responsibility to take care of the Student Planner the same as textbooks. The Student Planner must be taken to every class, including specialist classes. If the Student Planner is lost, another must be purchased from the school. Parents are expected to check the Student Planner daily to monitor student homework. Parents and students need to be familiar with the many aspects of the Planner. Teachers and parents are encouraged to correspond in the planner.
11. **VISITORS' POLICY:** In order to maintain a safe and orderly environment, it is the School District's policy that any parent, guardian, or visitor entering the school must first report to the front desk. A stick-on tag will be issued. It must be worn and returned when leaving. With the exception of prearranged report card

conferences on the designated days, no one may go to any area of the school building without the express permission of the principal or his designee. Failure to adhere to this policy is in direct violation of the Trespass Ordinance and will be dealt with accordingly.

12. ONLY MATERIALS RELATED TO A STUDENT'S EDUCATION SHOULD BE BROUGHT TO SCHOOL.

CELL PHONES and ELECTRONICS:

Mayfair strongly discourages students from bringing cell phones and other electronics to school. The school will not be responsible for lost, damaged, or stolen devices.

13. Textbooks: Students are responsible for the proper care of school property. Board of Education Policy #224 reads as follows: The Board charges each student with responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his/her use. Students are responsible for the care, maintenance and timely return of all textbooks. Schools shall require students and/or parents to sign a compact acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school. Students and/or their parents will be assessed penalties for lost or damaged textbooks. Imposition of one or more of the following penalties is permitted: a charge for replacement of the textbook; requiring the student to perform a prescribed number of hours of school service; withholding of a report card and/or loss of privileges such as participation in sports or other extra-curricular activities (including Spirit Day), proms and other special events or graduation-related activities.

14. CUSTODY AND OTHER LEGAL PAPERS A copy of relevant, current legal papers should be brought to the office where they will be safely filed. Legal papers are binding in the event of any custody case. Notify the principal of unique situations. The most current papers on file are binding, so be sure the most current ones are on file at school.

15. BICYCLES, SCOOTERS, SKATEBOARDS MAY NOT BE RIDDEN TO SCHOOL. This is due to safety concerns as well as the security of these items on school grounds or adjacent to school grounds. **SKATEBOARDS MAY NOT BE BROUGHT TO SCHOOL.** Roller blades/roller skates/sneakers with wheels are prohibited.

16. FIRE DRILLS are held regularly at Mayfair School. Each drill is an important practice so that everyone is prepared in the event of an actual emergency.

Students are to conduct themselves in a silent and orderly way during a drill and treat each drill as if it were an actual evacuation due to a real fire.

FIRE DRILL PROCEDURES:

- a. When the fire bell rings, all students line up in single file immediately and follow the teacher's instructions.
- b. Follow the drill procedures, which are posted in each room. Walk from the second floor on the right side of the stairs. First floor classes enter the stairway in single file on the left side.
- c. Students on an errand, in the bathroom, or not with a class should join the nearest class exiting the building and remain with that class until the drill is over.
- d. Every student must remain silent throughout the entire drill.
- e. No one should enter the school until the "all clear" bell is sounded.

17. POLICY 102. MULTIRACIAL-MULTICULTURAL-GENDER EDUCATION The School District of Philadelphia envisions a society that will ensure respect for all cultures, dignity for all communities and justice for all people. The School District of Philadelphia expresses its commitment to achieving this goal by recognizing that Multiracial-Multicultural-Gender Education is indispensable in attaining this objective. Multiracial-Multicultural-Gender Education is an educational process designed to foster knowledge about and respect for those of all races, ethnic groups, social classes, genders, religions, disabilities, and sexual orientations. Its purpose is to ensure equity and justice for all members of the school community, and society as a whole, and to give those members the skills and knowledge they need to understand and overcome individual biases and institutional barriers to full equality. Copies of the entire policy are available online.

18. SCHOOL SAFETY AND SECURITY The Mayfair School staff takes all possible precautions to insure the safety of every student. Exterior doors are locked during the school day. After 8:25 AM entrance to the building is only through the main door. No one is permitted access to any part of the building without permission from the office and the issuance of a visitor's pass. Any parent or visitor who does not have a pass will be referred to the office. School staff members are assigned to supervise students in the yard.

19. USE OF RESTROOMS Students should use the restrooms during lunch and recess. If students need to use the restroom during class they must obtain permission from the teacher. Special health circumstances should be explained to the nurse and teacher in writing.

20. HEALTH SERVICES: The goals of Health Services are to detect specific health problems at an early stage and to facilitate their resolution.

- If your child complains of illness or injury at home, please address the concern before coming to school.
- Emergency care is provided for illness or injury. Further care and/or treatment are the responsibility of the parent.
- Chronic medical conditions such as asthma, diabetes, and behavior disorders must be reported to the nurse.
- Please notify nurse and send in doctor's instructions if your child is injured, hospitalized, or seen at Emergency Room.
- The parent must fill out the necessary forms if a medication needs to be taken at any time during the year even if this is only in sporadic situations. Any medication that is to be given at school must be brought to school by an adult and picked up by an adult. The nurse as required will dispense the medicine. Please have the medicine in a prescription bottle with the name of the drug and directions for its use on the label as well as name of the student.
- The school nurse can be reached at 215-400-3280. Call her regarding any medical matter involving a student.
- Parents must submit Health Insurance information (provider and policy numbers) to the nurse indicating coverage. The nurse can also assist in getting coverage for eye exams if your medical insurance does not cover them.
- Make sure the nurse is aware of any allergy. For example: seasonal, indoor, skin, food, drug, latex, insect, and eye. Please advise the nurse if your child had to use an epipen or had to go to the emergency room to treat a life threatening allergic reaction.

21. MANDATORY SCHOOL UNIFORM/GYM UNIFORM POLICY ADOPTED BY MAYFAIR SCHOOL COUNCIL-Effective Sept. 10, 2007

Boys and girls in grades 6-8 must wear burgundy "golf style" shirts (with collar) or long sleeve burgundy "golf style" shirts (with collar). A burgundy sweater or solid burgundy fleece or burgundy sweatshirt (no logos/no hoods) may be worn over either "golf style" shirt as needed. Long sleeve, burgundy shirts may be worn under short sleeve golf shirts. Outdoor coats/jackets outerwear may not be worn in the classrooms.

Boys and girls in grades K-5 must wear navy blue "golf style" shirts (with collar) or long sleeve navy blue "golf style" shirts (with collar). A navy blue sweater or solid navy blue fleece or blue sweatshirt (no logos/no hoods) may be worn over either "golf style" shirt as needed. Long sleeve, navy blue shirts may be worn under short sleeve golf shirts.

Outdoor coats/jackets outerwear may not be worn in the classrooms.

All students wear Khaki bottoms.

On gym days students may wear gray athletic wear, no hoods or logos.

Shoes or sneakers are the only appropriate footwear for school.

Wearing jewelry in school should be kept at a minimum. Jewelry that is excessive or a distraction is not appropriate.

Not Permitted: Slippers, Flip Flops. Slides, Open toe shoes, clothing with hoods

22. VICTIM'S RIGHTS IN SCHOOL RELATED OFFENSES - STATEMENT TO PARENTS.

In any situation where you believe that you or your child was the victim of a crime by a school student, school staff member, or school visitor you have the absolute right to pursue criminal charges through the Criminal Justice, or Juvenile Court systems. School authorities may summon the Philadelphia Police to respond to any type offense. Under a 1995 amendment to school law the Philadelphia Police may make an arrest for either misdemeanors or felonies occurring in a school without a warrant. However, depending upon the nature of the alleged criminal conduct the police may refer you to the private criminal complaint process. If the alleged offender is an adult, a private criminal complaint is issued by the District Attorney's Office. The telephone number of that unit is 215-686-9863. Where the accused is a juvenile (under 18 years of age) a private criminal complaint is issued by the Juvenile Court. The telephone number for the juvenile unit is 215-686-4012 or 4013.

23. CITIZENSHIP CODE In order to provide a program of quality education, a well ordered, respectful, and friendly atmosphere must exist in the classroom and throughout the school. The cooperation of students, parents, teachers, paraprofessionals, the administration, and the community is needed. **Mutual respect is essential.**

GENERAL SCHOOL EXPECTED BEHAVIORS:

1. All students are expected to behave in a polite manner. Consideration and respect are to be shown to all others--adults as well as peers.
2. The property of others as well as all school property, books, materials, and the school building will be respected at all times. Students will have to pay for anything they damage.
3. All students are expected to listen and to follow ALL directions when given by any staff member.

4. Hats (head coverings) are to be removed when entering the building. (Except for religious exemptions to this rule.)
5. May not touch other students or their possessions.

HALLWAYS/STAIRWAYS:

1. Students are required to have a hall pass at all times when leaving the classroom.
2. Students are expected to walk, NOT RUN, in the hallways and on the stairs. Handrails should be used at all times.

LUNCH TIME PROCEDURES:

Weather permitting; students will spend 15 minutes of their lunch period outside.

Students should dress appropriately for the weather.

While in the lunchroom, students should talk in a conversational tone to their neighbors.

They must remain in their seats except when getting food in the cafeteria line and throwing out trash. Students are expected to clean their area.

Bathrooms should be used during the outdoor recess portion of the period.

Food and beverages may NOT be taken into the yard.

AUDITORIUM:

1. Entry and exit to and from the auditorium will be conducted in an orderly, quiet manner.
2. Students are to walk down the side aisles and leave the center clear for speakers or emergencies
3. Students are expected to sit in assigned seats except if directed otherwise by teacher, paraprofessional or principal.
4. Courtesy and respect will be demonstrated during assembly presentations.

SCHOOL YARDS:

1. The recess program with games and activities is in effect at recess. Ball games should take place in one part of the yard with set boundaries. All games are to be played in a safe and fair manner.
2. Students are expected to pay attention to the bell/whistle indicating the end of the playtime. The line-up bell indicates the end of all activities. **Students then WALK to lines.** Lines must be quiet and ready to enter the building when the second bell sounds.
3. No sports equipment should be brought to school. Equipment for games in the schoolyard is provided as part of the socialized recess program. Students who

are participating in afterschool sports must drop off equipment to the team coach or sponsor at the beginning of the school day.

4. During lunch recess students must remain in the main yard. They may not go into the children's playground or beyond the community center.
5. Students are expected to line up when the whistle blows. They face forward, stand in a straight line, stop talking, and don't touch anyone.

ALL CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR are based on the School District's Code of Student Conduct, which lists the offense by level and consequence.

WEAPONS ARE NOT ALLOWED IN SCHOOL PENNSYLVANIA LAW (ACT 26 OF 1995) REQUIRES THAT 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) BE REPORTED TO LOCAL LAW ENFORCEMENT AND DISCIPLINED BY THE SCHOOL DISTRICT. 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 prior to arrest and expulsion. Possession includes weapons found in school bags, desks, or lockers. (Do not allow toy weapons to be brought to school)

Consequences:

In the event that a student's behavior is deemed inappropriate:

1. The student may receive a verbal warning by the staff member.
2. Detentions may be issued. Students in grades K-8 may receive detentions.
3. Recess detention may be assigned
4. After school detention may be assigned. Parent must be notified in writing of the date and time of detention and return the signed notice before detention is served. Missing detentions can result in suspension.
5. The school counselor may meet with the student and, when deemed appropriate, will contact the parent also.
6. Repeated infractions of the citizenship code or any student committing a serious infraction may be referred directly to the administration for immediate intervention, which may result in a suspension.

PARTICIPATION IN SPECIAL EVENTS: In cases where a student's ongoing behavior has been below the expectations of Mayfair School, a student's parent(s) may be required to attend the special event (trip, dance, etc.) with the student in order to provide additional supervision. All rules and consequences listed in this handbook and

in the School District handbook apply to all school sponsored events, off campus school events, going to/from School, and on school buses. Student behaviors outside of school that impact on the school will be dealt with as a school matter.

24. ELIGIBILITY REQUIREMENTS FOR PARTICIPATION IN

EXTRACURRICULAR ACTIVITIES For students in grades 5 through 8, failures in subjects which meet five periods a week shall result in the student being declared ineligible for participation in extracurricular activities other than tutoring.

25. School Advisory Council The Mayfair School Advisory Council (SAC) is working to increase the role of parents, grandparents, and guardians in the education of our children and in the activities of our school. The SAC will engage staff, families, and students in service of its mission and vision. The Council, as a vital link, will assist in bringing together Mayfair with its surrounding community.

26. PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA) STATE

TESTING In all 500 school districts, students in grades 3-8 take the assessments each spring.

27. 24-HOUR HOTLINE If anyone sees suspicious or unusual activity in or around the school, or feels threatened in any way; you can call the School District Safety Hotline at 215-400-SAFE.

28. RESIDENCY REQUIREMENT. Students must reside full-time in the Mayfair School boundaries or be admitted by an official school policy (such as EH36, EH36E). A student may not use the address of a friend or family member in our boundaries. He/she must attend school where the custodial parent lives.

THE SCHOOL DISTRICT OF PHILADELPHIA

SCHOOL-PARENT COMPACT

The Mayfair Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2017 - 2018.

School Responsibilities:

The Mayfair Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
2. Strive to address the individual needs of each student using differentiated practices that may include a daily intervention period.
3. Assure every student has access to quality learning experiences that are based on the Pennsylvania Core Standards and district academic guidelines. Mayfair is utilizing new literacy and math programs in grades K-8.
4. Provide teachers with ongoing professional development on Pennsylvania Core Standards and best teaching practices.
5. Engagement of students to analyze, reason, think, and rationalize through higher order questioning across the curriculum.
6. Ensure that differentiated instruction is engaging and standard driven through choice boards, learning contracts, and tiered assignments.
7. Continued professional development in differentiated instruction practices monitored by school leadership
8. Continued Professional development on inclusive practices and co-teaching strategies.
9. Continued Professional development on Special Education policy and protocol, and related instructional best practices.
10. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:
 - Back to School Night, annually

- School Advisory Council meetings, monthly
- Report card Conferences, quarterly

11. Provide parents with frequent reports on their children's progress.

Specifically, the school will provide reports as follows:

- Interim reports will be sent home with students as appropriate each academic quarter.
- Report cards will be given to parents at conferences in November 2017, February 2018, and May 2018. Final report cards will be issued the last day of school.
- RTII team and/or classroom teachers will contact parents via mail, email, or phone if student is considered at-risk.

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

Parents can meet with any staff member by making an appointment directly with staff member. Teachers are on premises from 8:15-3:04.

Communication with teachers can be through email, phone (leave message with office and teacher will return call), note sent with student or written in planner.

13. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Mayfair is always looking for parent volunteers to assist with safe corridors program, trips and tutoring. Any parent wishing to volunteer should speak to your child's teacher, a school administrator, or the School Advisory Council. Parents volunteering on a regular basis need to apply for FBI, State police and Child Abuse clearances. The School District also requires that parents complete a Volunteer Orientation, which are held monthly on-site at Mayfair.

Parents can visit classrooms by making an appointment directly with teacher and school administration.

Parent Responsibilities

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

- Monitoring attendance
- Ensure homework is completed
- Volunteering at school

- Participating, as appropriate, in decisions relating to my child's education
- Promoting positive use of my child's extracurricular time
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate
- Serving, to the extent possible, on policy advisory groups, such as the School Advisory Council.

Student Responsibilities

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

- Complete homework every day and ask for help when needed
- Read at least 30 minutes every day outside of school time
- Ensure parents or the adult who is responsible for my welfare are aware of all notices and information that are sent home by Mayfair School every day.
- Follow the Mayfair's Positive Behavior Plan
- Ensure you have a valid, current Philadelphia Library Card

The Mayfair School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with

disabilities, and, to the extent practicable, in a language that parents can understand.

5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. At the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

To help build and develop a partnership with parents to help their children achieve the State's high academic standards, the Mayfair Elementary School will:

1. Recommend to the School District Federal Programs Coordinator, the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.
2. Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the School District of Philadelphia in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the School District of Philadelphia to ensure that a copy of the State Education Agency's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.

SCHOOL DISTRICT OF PHILADELPHIA - MAYFAIR SCHOOL
PARENT INVOLVEMENT POLICY

PART I GENERAL EXPECTATIONS

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

The Mayfair School agrees to implement the following statutory requirements:

The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

The school district will incorporate this district wide parental involvement policy into its School District of Philadelphia plan developed under section 1112 of the ESEA.

In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

If the School District of Philadelphia's plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

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

- (A) *that parents play an integral role in assisting their child's learning;*
- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) *the carrying out of other activities, such as those described in section 1118 of the ESEA.*

The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

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

[NOTE: The School-wide Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components.

[Section 1118(a)(2), ESEA.] Regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.]

1. The **Mayfair School** will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1112 of the ESEA:
 - Invite parents to regular School Advisory Council Meetings, where Mayfair staff will participate.
 - Actively participate in neighborhood groups that assist the school population. (i.e Safe Corridors)
2. The **Mayfair School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Utilize the School Advisory Council to share School Improvement Plan (SIP) information
 - Present Title 1 information, PSSA data, and SIP strategies to parents at regular Home & School meetings.
 - Provide adequate advanced notice to parents of meetings and cancellation of meetings through monthly newsletter, school messenger (phone calls).
 - Provide language access services for parents/caregivers whose first language is other than English, to the extent feasible. Mayfair has five bilingual counseling assistants on site part time, to translate Chinese, Spanish, Arabic, Albanian, and Vietnamese. The school will also use Pacific Interpreter services when appropriate.

3. The **Mayfair School** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - Provide workshops in school on parent involvement and supporting student achievement.
 - Provide Home & School and parents with access to materials and resources to support student achievement, to the extent possible, with existing resources.
 - Direct parents to outside resources and assist with documentation, when possible, to supplement resources currently available at school.
4. The **Mayfair School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs:
 - Outside agencies: Eat Right Now, CCTC (STS), Out of School Time (OST - childcare), FAST (program for primary school families)
5. The **Mayfair School** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

Concern Form will be utilized to encourage parental communication with administrative staff.

School representative will attend Home and School meetings to gather information on parental view of school.

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

A. The **Mayfair School** will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding topics such as the following, by undertaking the actions described below...

- The State's academic content standards,
 - The State's student academic achievement standards,
 - The State and local academic assessments including alternate assessments,
 - The requirements of Title I-Part A,
 - How to monitor their child's progress, and
 - How to work with educators.
-
- Mayfair staff will be available to collaborate and coordinate with various organizations and parent groups to provide presentations and workshops about Title 1, Pa standards, and school district expectations.
 - Provide information on above topics to parents in clear simple language, to the extent practical in targeted languages.
 - Disseminate materials from the Office of Teaching and Learning and other offices, including, to the extent feasible, translations to parents and caregivers that will be useful references at home.

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

- Provide literacy content support and other development sessions to help parents and caregivers understand available resources for families as they support their child's literacy instruction.
- Facilitate parental access to the School District of Philadelphia's FamilyNet portal to increase parental access to meaningful data.
- Host annual book fair, to foster at home reading.

C. The **Mayfair School** will, with the assistance of the School District, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Regularly discussing data trends, areas of improvement, and action steps, at school leadership team meetings.

- Invite parents, district personnel, school personnel, and outside agencies, to present professional development to staff about positive communication and building ties.

D. The **Mayfair School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Not applicable as Mayfair School does not currently offer Pre-K programming

E. The **Mayfair School** will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- To extent practical, information will be sent in clear simple language, including native languages.
- Provide oral explanation of documents and concepts when requested.
- Teachers will communicate with parents via School Messenger (phone system), agenda book notes home, letters home, parent conferences, parent engagement meetings, etc.

PART III. SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

- Involving parents in the development of school policy, through interaction with School Council and School Advisory Council.
- Arranging school meetings at a variety of times.
- Provide workshops for parents on relevant school data, programs and skills.
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

PART IV. ADOPTION

This Mayfair School Parental Involvement Policy has been developed jointly with, and agreed on with, parents/caregivers as evidenced by meetings held on September 9, 2016.

The school will distribute this policy to all parents on or before Oct 10, 2017.