

Harrisburg School District



Ben Franklin School

Parent & Student Handbook

(Revised July 2024)

2024 – 2025

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Ben Franklin Elementary School
1205 North Sixth Street
Harrisburg, PA 17102
(717) 703-1202

August 1, 2024

Dear Parents and Guardians,

Welcome Ben Franklin Elementary School! At Ben Franklin we strive to provide a safe, inclusive, and nurturing learning environment for all students. We teach our students how to follow the 3Rs (Being **R**eady, Being **R**esponsible and Being **R**espectful) and the “*Golden Rule*” Treating others the way you would want to be treated! In order to aid us in making this a successful school year, please note the following:

1. Please do not drop off or allow your child to walk to school too early. We do not have staff on site to supervise your child until 8:35AM. **School starts and doors open at 8:35AM and the Late/Tardy bell rings at 8:50AM. Breakfast will be served from 8:35AM to 8:50AM only.**
2. The end of the school day is a hectic time in a school building. Therefore, we do not allow early pick-up/dismissal of students after 3:00PM. If you need to pick your student up early, please notify the school no later than 2:00PM to ensure your child’s teacher can be informed of his/her pick up plan. **All students will be dismissed from school at 3:50 pm.** Please pick up your child on time, as there is no staff available to supervise late students.
3. Please make sure that your most current phone number is registered in our computer system for emergency contact purposes. Should you need to make a change, please contact our office (717-703-1200) immediately to keep the number current.
4. All communication will be sent out via our Blackboard communication system, Class Dojo, and our Ben Franklin Website. The website houses important information; such as, our school calendar, our Student/Parent Handbook, and all important Title 1 documentation.
5. First day of School is Tuesday, September 3rd, 2024.
 - **All students must be dropped off outside of the building.**
 - **Parents will not be able to enter the building on the first day unless going to the front office.**
6. Please join us on August 29th for our Open House, Pre-K and Kindergarten will be from 3:30 to 4:30 and 1st through 5th grade will be from 4:30-6:30pm .
 - **We will be staggering our open house presentation times this year, please come during one of the following times:**
 - 4:30-5:00
 - 5:15-5:45
 - 6:00-6:30
 - This will give you and your child the opportunity to meet the teacher, hear a bit about our school, and view the classroom.

Thank you for allowing us to educate your child and we look forward to a fantastic school year!

The Administrative Team
Ben Franklin Elementary School



Ben Franklin Elementary School

1205 N. 6th St, Harrisburg, PA 17102
(717) 703-1202

1 de agosto de 2024

Queridos padres y guardianes,

¡Bienvenidos a la Escuela Primaria Ben Franklin! En Ben Franklin nos esforzamos por brindar un entorno de aprendizaje seguro, inclusivo y enriquecedor para todos los estudiantes. Enseñamos a nuestros estudiantes cómo seguir las 3R (Estar Listo, Ser Responsable y Ser Respetuoso) y la "Regla de Oro" ¡Tratar a los demás de la manera en que le gustaría ser tratado! Para ayudarnos a hacer de este un año escolar exitoso, tenga en cuenta lo siguiente:

1. Por favor, no deje ni permita que su hijo camine a la escuela demasiado temprano. No tenemos personal en el lugar para supervisar a su hijo hasta las 8:35 a. m. Las clases comienzan y las puertas se abren a las 8:35 a. m. y el timbre de tardanza/tardanza suena a las 8:50 a. m. El desayuno se servirá únicamente de 8:35 a. m. a 8:50 a. m.
 2. El final del día escolar es un momento agitado en un edificio escolar. Por lo tanto, no permitimos la recogida/salida temprana de estudiantes después de las 3:00 p. m. Si necesita recoger a su estudiante temprano, notifique a la escuela a más tardar a las 2:00 p. m. para asegurarse de que el maestro de su hijo pueda ser informado de su plan de recogida. Todos los estudiantes saldrán de la escuela a las 3:50 pm. Recoja a su hijo a tiempo ya que no hay personal disponible para supervisar a los estudiantes que lleguen tarde.
 3. Asegúrese de que su número de teléfono más reciente esté registrado en nuestro sistema informático para fines de contacto de emergencia. Si necesita hacer un cambio, comuníquese con nuestra oficina (717-703-1200) de inmediato para mantener el número actualizado.
 4. Todas las comunicaciones se enviarán a través de nuestro sistema de comunicación Blackboard, ClassDojo y nuestro sitio web de Ben Franklin. El sitio web alberga información importante; como nuestro calendario escolar, nuestro Manual para padres y estudiantes y toda la documentación importante del Título 1.
 5. Únase a nosotros el 23 de agosto de 4:00 p. m. a 6:00 p. m. para nuestra jornada de puertas abiertas. Esto le dará a usted y a su hijo la oportunidad de conocer al maestro, escuchar un poco sobre nuestra escuela y ver el salón de clases.
- ¡Gracias por permitirnos educar a su hijo y esperamos un año escolar fantástico!

El equipo administrativo
Escuela Primaria Ben Franklin

Ben Franklin Mission

Ben Franklin Elementary School is committed to providing a safe, culturally responsive learning environment with a standards-aligned, rigorous, data-driven curriculum that emphasizes the total development of each child. We are dedicated to developing partnerships with families and the community to ensure our students and teachers become life-long learners.

Ben Franklin Vision

Ben Franklin Elementary School empowers students to embrace their cultural differences as they strive for academic excellence and learn to value their community and each other as they develop as lifelong learners.

Ben Franklin Student, Family, and Staff Contract

The educational experience at Ben Franklin School is designed to prepare our students for academic success and achievement from elementary school to middle school to high school and beyond. We take our responsibility as educators seriously, and we ask our students and their families to do the same. This contract reflects our agreement in the areas of academic success and appropriate behavior for the coming school year.

The faculty of Ben Franklin School will:

- Provide an educational program for our students that is rich in academic content and based on the Common Core Standards adopted by the State of Pennsylvania. **We are committed to your best.**
- Employ teaching strategies and methods that are inquiry-centered, project-based, and designed to relate student learning to everyday life. **Everything we do is important.**
- Support students in their learning, providing appropriate assistance when needed and requested by students and their parents/guardians. **We coach skills by modeling patiently and supporting unconditionally.**
- Provide appropriate guidance for students in the areas of behavior, attitude, attendance, and relationships with adults & peers. **We care.**
- Communicate with students and guardians on a regular basis regarding the student's academic progress, attendance and behavior. **We are consistent with our message.**

With support from parents/guardians and peers, our students will:

- Make a serious effort to succeed academically, following directions, completing assignments on time, and giving full attention to all class activities. **"I can succeed at high levels."**
- Set learning goals that will help them be successful in school and life. They will seek out support and guidance from adults. They will take ownership of their education and their learning. **"My needs are recognized and addressed."**
- Exhibit excellent attendance, including arriving for school on time each day, prepared for class. **"I have a part to play."**
- Behave in a manner expected of a serious student in an academically oriented school, cooperating with all peers & adults and by following school policies & rules. **"What I do is important"**
- Treat all staff and fellow students with respect. **"I can get along with others."**
- Treat school equipment, materials, furnishings and the building with care and respect. **"I'm in charge of me."**

Together we will succeed!

Important Dates to Remember

Ben Franklin Open House	August 29, 2024
Labor Day – No School	September 2, 2024
First Day for Students	September 3, 2024
Columbus Day-No school	October 14, 2024
Act 80 day- no school for students	November 5, 2024
Veteran’s Day – No school	November 11, 2024
Fall Parent/Teacher Conferences	November 27, 2024
Thanksgiving Break	November 28, 2024– December 2, 2024
Winter Break	December 20, 2024 (Early Dismissal) December 23, 2024 - January 2, 2025 (No school)
MLK Day – No school	January 20, 2025
President’s Day – No school	February 17, 2025
Parent Conference– Early Dismissal	April 11, 2025
Spring Break	April 16, 2025-April 21, 2025
Act 80 Day – No school	May 20, 2025
Memorial Day – No school	May 26, 2025
Last Day for Students	June 11, 2025

Two Hour Early Dismissal

Each Wednesday beginning August 30, 2023, students will be released two hours early (1:50PM) to allow for teacher professional development.

Half-Day Early Dismissal

Grades K-5th dismiss at 12:20pm

PSSA Testing Windows for Grades 3-8

April 22 – May 3, 2024

Appointments

Appointments with administration, support services, and/or teachers must be scheduled with 24 hour notice. Appointments are available in person, by phone, or by zoom. Due to student arrival and dismissal, no appointments with administration will be held before 9:00 am or between 3:30-4:00 pm.

Confidentiality

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). FERPA provides guidance for the protection and confidentiality of student educational records and information.

Telephone Use

School phones are for business purposes and are available to students only in emergency situations. Incoming calls for students are prohibited except for emergency situations.

Textbooks and Classroom Resources

Each course has a class set of textbooks and/or classroom resources for student use during that particular period. If books are damaged, the student/parent will be charged the cost of a new book, plus shipping and handling. Periodic book checks are mandatory and shall be submitted to the supervising principal or his/her designee.

Laptop/Computer Technology

Students are required to sign the district's Acceptable Use of Technology form, which explains the rules regarding the use of the district's laptops and computers. Students are responsible for the care of laptops and computer technology and will be held financially accountable in the event of lost, stolen or damaged devices. All devices are the property of the Harrisburg School District and are for educational use by our students. Devices must be properly maintained and returned to the District in the condition they were issued. Devices will remain in the classroom and should not be brought home by students.

Financial Obligations

There are several reasons why a student may receive a notice of financial obligation to the school. Replacing lost or damaged textbooks, the replacement of technology (Chromebooks, computers, etc.), and lost or damaged library books are examples of possible financial obligations. All students are expected to satisfy their financial obligations. Obligations will carry over to the next grade level if not satisfied and may prevent promotion/graduation if not paid.

Emergency School Closing/Delayed Opening

Inclement weather conditions and/or school emergencies may cause a delayed opening, early dismissal, or cancellation of school. Announcement regarding delays or closings will be made through the direct dialing phone system (Blackboard), ClassDojo, district website, district app, or the media (radio and TV). Please keep your phone number up to date in the system to receive timely information.

School Safety

Every student should feel safe and secure while attending school. If you have concerns about your child's safety, you should contact the principal or his/her designee. Please help keep our school, our students, and staff safe by staying alert and notifying the principal or his/her designee of potential threats, acts of violence,

or any unusual occurrence.

Family Engagement Activities/Events

Families are encouraged to participate in the monthly scheduled events. For the 2024-2025 school year, the family engagement activities and events will be conducted in person. Information of upcoming events will be sent out through Class Dojo, the Harrisburg School District App, and the school website.

Transportation and Bus Regulations

Transportation is offered to families living outside of the walking range for our school (1.5 miles). Student conduct on district transportation is expected to mirror the expected behaviors within the school building. Student safety is of utmost importance and, as such, students who are unsafe on the school bus will be subject to disciplinary actions up to and including loss of transportation privileges. Unsafe behaviors could include, but are not limited to,; fighting, failure to comply with adult directives, standing or moving while the bus is in motion, and disembarking at non-assigned bus stops. Questions and or concerns regarding transportation can be directed to the transportation department at 717-703-4055 or 717-703-4145.

Grading/Report Cards/Progress Reports

The student evaluation procedure serves as a measurement of academic achievement and as a means for motivating a student to obtain levels of performance of which he/she is capable. All elementary students grades K-5 will be graded on competencies, consistent with the policies adopted by the Harrisburg School District.

The grading scale for Kindergarten through 5th Grade students is as follows:

- 5 = Distinguished command of the subject
- 4 = Strong command of the subject
- 3 = Moderate command of the subject
- 2 = Partial command of the subject
- 1 = Little to no command of the subject

Progress reports will be issued at the midpoint of each school quarter and report cards will be distributed at the end of each quarter.

Marking Period 1 August 28, 2023 to October 31, 2023	Marking Period 2 November 1, 2023 to January 23, 2024
Marking Period 3 January 24, 2024 to April 3, 2024	Marking Period 4 April 4, 2024 to June 6, 2024

Food and Nutrition

The Harrisburg School District Food Service Department now operates under the state guided Community Eligibility Provision. This means at this time that we are able to offer meals at NO charge for ALL students.

Breakfast – Breakfast will be served from 8:35AM-8:50AM daily. Please make sure your student arrives on time to receive breakfast. Breakfast service ends promptly at 8:50AM. Please note: No breakfast is served on 2-hour delay days.

Lunch – Lunch is served daily in the cafeteria with a variety of options available to students. In addition, our food service department will offer snacks for purchase. The snacks include chips, ice cream, and Rice Krispie treats. These snacks cost \$1 each and students will be limited to one treat daily to be bought after their lunch has been eaten.

Breakfast/Lunch menus can be found on the district website at <https://hbgsd.nutrislice.com/menu>.

Attendance

Daily school attendance is expected for all students. Please see below for the Harrisburg School District policies regarding attendance.

Absence: Excused

Absences may be excused for students for the following reasons provided a parent provides a signed note regarding the reason for the absence within 3 days of the student's return to school:

- Illness including medical and therapeutic services that cannot practically be obtained outside of school hours
- Quarantine
- Family Emergency
- Required court appearance
- Death in the family
- Educational trips tours or trips (with prior approval)
- Religious Holidays

Students may not have more than 10 excused absences in a school year and all subsequent absences beyond 10 days would require a doctor's note. Absences of 3 or more consecutive days will not be excused without medical documentation.

Absence: Unexcused

When a parent/guardian fails to submit a valid written excuse for his/her child within three days of an absence or the absence is not for an excusable reason, the absence will be considered unexcused. All unexcused absences for pupils of compulsory attendance age shall be considered unlawful and repeated offenses initiates the following absence protocols:

- After three (3) days of unexcused absences by a pupil, a warning letter is served to parents and/or the guardian.
- After five (5) days, the Principal's designee will send a certified Official Notice of Illegal Absence Letter. This constitutes a first offense.
- After the fifth (5th) day, the Principal's designee will refer the student to the manager of the Truancy Support Team. (SAIP meeting will be scheduled with student counselor)
- After the sixth (6th) day, the Principal's designee will write a Non-Traffic Citation to be signed by the school's designee and a copy will be sent to the Student Services Supervisor or his/her designee. This action initiates legal proceedings of the pupil, and that further violation during the school term will result in prosecution without notice.
- According to state statute 24 PS 13-1333 Every parent, guardian, or person in parental relation, having control or charge of any child of compulsory school age, who shall fail to comply with the provision of this act regarding compulsory attendance, shall on summary conviction thereof, be sentenced to pay a fine to the School District in which such offending person resides, not exceeding three hundred dollars (\$300.00).

Tardiness

A student is considered tardy to school if they arrive in the building after the designated start time. Students who are tardy to school must sign-in in the main office. Students who are tardy to class are to be admitted to class. All students must arrive at the school at the designated start time of 8:35AM. Breakfast begins at 8:35am. A student is considered tardy if they are not in their homeroom by 8:50AM. Students who are tardy

are subject to the following possible penalties (based on the number of tardies): detention(s), parent conferences, attendance contract, and revoking privileges. Students with chronic truancy or tardiness can be subject to citation under the unlawful absence truancy protocol above.

Early Dismissal

Parental requests for early dismissal must be made in advance and the decision to grant the request is at the discretion of the building principal or his/her designee. All requests for early dismissal must be confirmed with the parent/guardian before any action is taken. Students may not leave the school grounds during school hours without the permission of the principal or the principal's designee. Students who expect to leave for an early dismissal at any time must follow these steps:

- Bring in a note with your parent/guardian signature and give it to the Attendance Secretary at the start of the day.
- Whenever possible, the parent/guardian should notify the school office 24 hours in advance if/when their child has an appointment during the day or is expected to leave a class early or miss a class due to an approved release from school.
- The parent/guardian must come to the school office and sign the early dismissal log. Please note that friends, siblings under 18 years of age, and relatives may not pick students up without parental permission. Special exceptions may be made in emergencies only with the approval of an administrator.
- No student will be released after 3:00PM. (All students in the building are dismissed at 3:50PM.)

Hall Passes/Lateness to Class

Attendance in all assigned classes is required of all students to ensure maximum learning is occurring. Students moving throughout the building will be required to have a hall pass stating the destination and the time they departed from the classroom. Any professional staff member may give students a pass. Students must ensure the pass is visible and are required to present it to security or any other school personnel if asked to produce it. Any student not inside the proper classroom when the class begins shall be considered late for the class and will be subject to disciplinary action. The classroom teacher shall admit students and take appropriate action such as marking them tardy and assigning them to detention to make up the work missed. Chronic lateness to class will be reported to the principal for disciplinary action

Make-up Work

It is the responsibility of the student, parent, or guardian to ask for missed assignments when absent. If work is not made up, it will be converted to a zero for that day. Students have five(5) days after an absence to make up the work. If you would like work to be gathered for your student while they are absent, please contact the school office. Please be aware it may take up to 24 hours for a teacher to gather work. Work may be picked up in the school office, or via email directly from the teacher.

Student Entrance and Exit from the Building

Listed below are the entrance and dismissal procedures for Ben Franklin for the 24-25 school year. Staff will be stationed throughout the building to ensure students' safe arrival and departure from the building. In order to ensure the proper attention is given to safety at these important times, staff will be unavailable for prolonged conferences. If you need to speak directly to a staff member, please contact the main office to make an appointment.

Student Entrance Procedures

CAR RIDER DROP-OFF

- All vehicles will be directed to follow the traffic pattern shown below. (Image 1.1) All car riders will be dropped off at the Ben Franklin Elementary School back main entrance. Students arriving on time between 8:35 AM and 8:50 AM will be greeted and directed to breakfast and their classrooms.

(IMAGE1.1)



WALKERS

- **ALL WALKERS** will enter through the front main gates to the Ben Franklin Elementary School courtyard/playground.
- **Pre-K, Kindergarten, and 1st Grade** will enter through **DOOR #4** where they will be greeted and directed to breakfast in their classrooms.
- **2nd and 3rd Grade** will enter through **DOOR #5** where they will be greeted and directed to breakfast in the cafeteria.
- **4th and 5th Grade** will enter through **DOOR #5** where they will be greeted and directed to breakfast in their classrooms.

BUS RIDERS

- **ALL BUS RIDERS** will be dropped off in the front of the building by bus. All bus riders will enter through the front main gates to Ben Franklin Elementary School courtyard/playground.
- **Pre-K, Kindergarten, and 1st Grade** will enter through **DOOR #4** where they will be greeted and directed to breakfast in their classrooms.
- **2nd and 3rd Grade** will enter through **DOOR #5** where they will be greeted and directed to breakfast in the cafeteria.
- **4th and 5th Grade** will enter through **DOOR #5** where they will be greeted and directed to breakfast in their classrooms.

VAN DROP OFF

- **ALL VAN DROP OFF** will be dropped off at the main entrance.

LATE ARRIVALS

- All students arriving after 8:50AM will need to enter the school through the main office where they will receive a tardy pass and then proceed to their classrooms.

Please note:

- Breakfast is only served until 8:50 AM. If you wish for your child to eat breakfast at school, they must arrive at 8:35AM to ensure they have time to eat. Instruction begins promptly at 8:50AM.
- To keep our building safe and secure, parents are not permitted to walk their students to class. If a parent wants to meet with the teacher, they should call the main office and arrange an appointment.

Student dismissal procedures:

ALL Student dismissals will begin at 3:50pm.

CAR RIDER PICK-UP

- All vehicles will be directed to follow the traffic pattern shown below. (Image 1.1)
- All car riders will be assigned a number.
- All Parent/Guardians must provide the assigned number to a designated staff member that will be outside in the car rider line upon your arrival.
- ****PLEASE NOTE**** NO STUDENT will be released without proper verification and identification.
- Please do not arrive for car rider pick up before 3:30pm

(IMAGE1.1)



WALKERS

- All walkers will begin being dismissed by grade levels at 3:50pm.
- **4th and 5th Grade** walkers will exit out of **DOOR #7**.
- **3rd Grade** walkers will exit out **Door #1**.
- **2nd Grade** walkers will need to be signed out at **Door #4** inside the courtyard.
- **1st Grade** walkers will need to be signed out at **Door #3** inside the courtyard.
- **Pre-K/Kindergarten** will need to be signed out of **Door #2** inside the courtyard.

BUS RIDERS

- Student's assigned busses will pick up all bus riders at 3:50pm.
- All bus riders will be escorted to their buses by staff through the gymnasium doors.

VAN DROP OFF

- **ALL VAN DROP OFF** will be dropped off at the main entrance.

Please note:

- Students in grades PreK to 2 must be signed out.
- Identification should be carried at all times for verification of identity and student release purposes.
- Older students picking up their siblings must exit the building from the designated exit and then proceed to the proper door to collect their sibling. They will not be permitted to travel through the building do so due to monitoring concerns.
- Any changes to dismissal plans (starting day care, different individual picking up, being picked up rather than going on the bus) need to be communicated by 2PM to ensure the classroom teacher can make the necessary adjustments.
- Students will only be released to individuals indicated on their emergency contact paperwork. Communicate changes to this list with your child's teacher and the main office.

*****Entry and dismissal locations are subject to change to ensure student and staff health and safety.*

Cell Phones and Electronic Devices

Cell phone and electronic device use by students to make or accept calls, send text messages or email during the school day is disruptive to the learning process and is therefore prohibited. Cell phones and electronic devices must be turned off and put away (not in view) during the entire school day. The only exception is for teacher-approved instructional purposes or classroom projects.

Student Discipline

Maintaining student discipline is extremely important to the school program and building climate. Without good discipline, students cannot realize their greatest opportunities for growth.

Purpose

The purpose of discipline is to foster responsibility, independence, positive attitudes and self-discipline. The best discipline is self-control. Self-control is based upon understanding the limits of one's freedom and actions as they relate to others. The policies related to disciplinary action are for the safety of the entire student population, faculty, staff, and visitors in our building.

Discipline Policies - Objectives

Discipline shall be imposed to reflect the seriousness of the violation, to promote respect for the rules of the Harrisburg School District, to provide just and reasonable punishment, to afford adequate defense to future violations, to protect students and staff from further violations and, when appropriate, to provide the student with needed educational behavior modification.

The Board of Directors deems it the policy of the Harrisburg School District that when an action of a student or students creates an unsafe environment or infringes upon the rights of other students in a serious manner, the following procedures will be followed:

- If necessary, the student or students will be removed to a safe environment.
- The teacher will immediately notify the Administration.
- Administration will make every effort to notify the parent or guardian.
- In cases where an assault or other serious infraction has taken place, the Administration, in its discretion, will call the police.
- The student or students will be assigned the appropriate form of discipline.

Behavior Levels and Disciplinary Actions

LEVEL I: Misconduct -Minor misconduct which impedes orderly classroom procedures or assemblies, or interferes with the orderly operation of the school. These misconducts can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel.

- Examples include but are not limited to: Any classroom, study hall, cafeteria, assembly, hallway, or extracurricular activity disturbances (loitering, running, not having a pass, tripping another student, etc.); classroom tardiness (1-3), tardiness to school (1-3); undirected profanity; eating candy and gum chewing; open food/drink containers in the hall and/or classrooms; Cheating; false accusations; disrespecting others (teasing, calling names, abusive language); Unauthorized equipment (radios, tape recorders, electronic games, telecommunications, cellular phones, etc.); failure to complete assignments or carry out directions, or have a hall pass; littering inside or outside the school; throwing items of minor nature; stealing minor items such as pencils; abuse of or failure to return District-owned or library materials; public display of affection; Inappropriate attire.
- Procedures: Immediate intervention by the staff member who is supervising or observing the student misbehavior. Repeated misconduct results in a teacher phone call to the parent, or a conference.
- Disciplinary Action Alternatives: Verbal reprimand, special assignment, behavioral contract, teacher counseling, loss of classroom privileges, and temporary time out from class and/or detention.

LEVEL II: Misconduct – Misconduct where frequency or seriousness tends to disrupt the learning climate of the school. These infractions require the intervention of administration. Also included in this level is misconduct, which does not represent a direct threat to the health and safety of others but where educational consequences are serious enough to require corrective action on the part of administrative personnel.

- Examples include but are not limited to the following: Continuation of level I misconduct; abusing school property (marking texts, walls, furniture, lockers, cafeteria utensils, AV equipment, etc.); throwing potentially dangerous objects; cutting class/detention; possession of tobacco/cigarettes; gambling; directed profanity/obscenities/abusive language; minor physical quarreling (i.e., pushing and shoving with possible intent to fight); truancy; forgery (excuses, passes , report cards); tampering with school equipment (fire extinguishers, intercom, etc.); use of water pistols or other squirting instruments; throwing items out of windows; disruptive behavior associated with any school staff (principals, guidance counselors, teachers, secretaries, and custodial staff); unauthorized sale of items; tardiness (4 or more), verbal threats to others
- Procedures: The student is referred to the office for disciplinary action. The Administrator meets with the teacher and student and, after a final consultation with the teacher, disciplinary action is determined. A parental conference or phone call is conducted. The principal/administrator maintains a proper and accurate record of the offense and disciplinary action.
- Disciplinary Action Alternatives: Student schedule change, modified day, behavior modification (a corrective activity consistent with the misconduct), temporary suspension from extracurricular activities, In School Suspension, temporary or full Out-of-School Suspension, Saturday Academy, referral to outside agency/after school intervention programs, detention, referral to school counselor.

LEVEL III Misconduct: Misconduct which includes acts, directed against persons or property, which could seriously endanger or threaten the health or safety of others in the school. These acts always require administrative actions, which could result in immediate removal of the student from school, possible intervention of law enforcement authorities, and/or action by the Board of School Directors.

- Examples include but are not limited to the following: Continuation of Level II misconduct, Fighting (i.e. punching or kicking another person, and/or any other type of harmful physical contact), Vandalism (i.e. the destruction or defacing of school or student property), possession of pornographic material, defiant/threatening behavior toward staff/others, possessing/use/selling of alcohol and/or

other drugs (see drug/alcohol policy 227 for specific actions), extortion, indecent exposure, tampering with fire alarm, theft of school and/or personal property, inciting or participating in a riot (behavior of one or more students with the intention of causing disruption of the school environment).

- Procedures: The administrator verifies the offense, confers with staff involved, and meets with student. Disciplinary action is initiated, and parents are notified. If necessary, the administration notifies local law enforcement officials. A complete and accurate report is written and submitted to the Superintendent, when required. Upon conviction, student is responsible for restitution for any damages.
- Disciplinary Action Alternatives: In School Suspension, temporary or full Out-of-School Suspension, Saturday School, referral to outside agency, administrative transfer, expulsion by the Board of School Directors.

LEVEL IV (not all inclusive) Misconduct: Misconduct which includes acts directed against persons or property which pose an immediate threat of serious bodily injury and/or destruction of property.

- Examples: terroristic threats or acts, possessing/transferring a weapon of any type, assaults on employees/students, use of a weapon of any type, intentionally or attempting to set a fire to a building and/or property, and/or any act of misconduct interpreted by the administration to be of a Level IV nature.
- Procedures: The administrator verifies the offense, confers with staff involved, and meets with student. Disciplinary action is initiated, and parents are notified. If necessary, the administration notifies local law enforcement officials. A complete and accurate report is written and submitted to the Superintendent, when required. Upon conviction, student is responsible for restitution for any damages.
- Disciplinary Action Alternatives: Law Enforcement notification, In School Suspension, temporary or full Out-of-School Suspension, Saturday School, referral to outside agency, administrative transfer, expulsion by the Board of School Directors.

Please note:

Fighting (Level III and higher)

Fighting, pushing, slapping, shoving or jabbing, etc. will not be tolerated and is non-negotiable at our school. Any student found guilty of instigating or fighting, will serve up to ten (10) days out of school suspension, and a possible disorderly conduct charge by Harrisburg Police Department. Every attempt will be made to contact parents/guardians and a letter will be mailed home. Parents are required to come to school with their child for readmission after a suspension. If a student is suspended out of school, he/she will not be permitted to participate in any sports or extra-curricular activities of the School District during the time of the suspension.

Corporal Punishment - Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited in the Harrisburg School District.

Physical Restraint - Reasonable physical restraint may be used by teachers and school authorities to restrain students under the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense and for the protection of persons or property. The use of Safe Crisis Management © as a therapeutic technique by staff certified in its use in special education and alternative education settings is not corporal punishment.

Weapons

Weapons of any kind are prohibited on school property. As per school district policy, a weapon shall include

but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, a replica of a weapon, and any other tool, instrument, or implement capable of inflicting serious bodily injury. Any student who possesses any kind of weapon at school or at a school-sponsored event will be immediately suspended, and could be arrested and recommended for expulsion.

Student Expression/Distribution and Posting of Materials

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

- Violates federal, state or local laws, Board policy or district rules or procedures.
- Is libelous, defamatory, obscene, lewd, vulgar or profane.
- Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
- Incites violence, advocates use of force or threatens serious harm to the school or community.
- Is likely to or does materially or substantially interfere with the educational process, such as school activities, schoolwork, discipline, safety and order on school property or at school functions.
- Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
- Violates written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Care of School Property/Vandalism

Anyone found causing damage to school property will be disciplined and must pay for the cost of replacement or repair (restitution). Parents will be contacted. Possible police and court involvement may be necessary for institutional vandalism.

Tobacco Use

The Board of School Directors recognizes that tobacco use presents a health and safety hazard that can have serious consequences for both users and nonusers, and the safety and environment of the schools. For purposes of this policy, tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; smokeless tobacco in any form; and electronic cigarettes and other devices such as vapes designed to replace traditional tobacco products or to deliver nicotine, flavor and chemicals. The Board prohibits tobacco use and possession by any student at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased or controlled by the school district. Students in violation of this policy of subject to disciplinary action.

Locker Regulations

Lockers are the property of the school. For 5th grade students, the principal or his/her designee will assign a locker to each student. Only one (1) locker will be assigned to each student. Students are forbidden to share lockers or to use any other locker that is not assigned to them at any given time. All lockers are expected to be kept in a clean and orderly manner. The administration reserves the right to inspect lockers in accordance with the student's right and responsibility policy.

Emergency Evacuation Drills Fire Drills

School Board regulations and state law require us to average one fire drill per month. Students are expected to move quietly in a line with their teacher to the nearest exit. Once the evacuation destination is reached, the teachers will take attendance and notify school staff if all students are present. It should be noted that fire alarms should only be pulled in the event of a real fire. If students pull a false fire alarm, the police will be contacted and fines can be issued as this poses a serious safety issue for students and staff in the building.

Lockdown

In the case of a REAL incident, that involves an intruder (inside or outside) the building or any crisis happening directly outside or near the building, the principal will announce an automatic lockdown of the school building. During a lockdown, the school administration will NOT allow ANYONE to enter or exit the building. We will NOT release any students until the students are safe and we are cleared by the police to re-open the building. During a lockdown, parents will be notified via our School Messenger phone system of the situation. It is critical we have your updated phone numbers in case of any emergency; otherwise, you will not receive a phone message. PLEASE remember that our office phones will not be answered during this time. Ringing phones create potential danger to students and staff. All office lines will be used to communicate with emergency response personnel only. Thank you for understanding and helping to keep our school a safe place for students and staff.

Counseling Services

School counseling services are available to all students. Students and/or parents may schedule appointments with the school counselor. Counselors provide a wide range of support. They also help students and parents make the best use of available resources and opportunities.

McKinney-Vento Homeless/ Displaced Students

The main purpose of the Pennsylvania Homeless Children's Initiative is to make sure homeless youth have access to appropriate education while removing barriers that homeless children face. Its goal is to keep homeless children in school.

A Homeless/Displaced Child is:

- Living (with or without parents) in a public or private place not designated as a regular sleeping accommodation, such as a vehicle, park, hotel, motel, street, campground, etc.
- Living (with or without parents) in a homeless or domestic violence shelter.
- Living (with or without parents) with relatives or friends due to lack of housing (doubled up).
- A runaway or a child or youth who has been forced out of the home by parents or other caretakers, or has no formal custody papers while parents/guardians are in jail or hospital (unaccompanied youth).
- A child of a migrant family who lacks adequate housing.
- A school-aged unwed mother or expectant mother living in houses for unwed mothers when she has no other accommodations.

If you feel your family may fall into this category or you would like additional information, please contact our school counselor, social worker or the HSD McKinney-Vento Homeless Liaison, Sandra James-Goodrum.

Change of Address/Proof of Residency

Should your address change during the year, by law you must notify the school and the central registration office. Proof of Residency is required by law under 24 P.S. §13-1301 & 1302, and requires at least two forms of proof to be presented at the registration office at Camp Curtin Academy, 2900 N. 6th St., Harrisburg, PA 17110. For questions, please contact Pupil Services at 717-703-4008.

School Transfers

If you are moving from the area or transferring your child from the district, you must report this information to the Central Registration Office one week in advance. The name of the new school and its address is also to be given to this office. The health and dental records as well as final grades will be mailed or faxed to the new school, upon written request from that school.

Health Services

A nurse is available in our health suite. If a student becomes ill during the school day, he/she must get a pass from the teacher before going to the nurse's office.

Medication Policy

- Medication should be given at home whenever possible. However, if medication must be given during school hours, all medication (including inhalers and any over the counter medications) **MUST** be given to the nurse and administered under his/her supervision.
- Medication must be in the original container with the doctor's name, date filled, the name of the medication and the directions for taking this medication. (Pharmacies will provide the "extra" medicine containers upon request from a parent.)
- A note from the parent/guardian and doctor **MUST** accompany medication.
- Medication needs to be delivered to the nurse's office by an adult. Please do not send medications to school in your child's backpack. This is a safety issue due to the accessibility of the medication by your child and other children.

Bee Sting Allergy Procedures

Proper forms must be obtained from the nurse's office, signed by the doctor, and returned to the office along with any rescue medications.

Asthma Inhaler Procedure

A doctor's order and a parent/guardian's signature must be on file in the nurse's office. An extra inhaler must be kept in the nurse's office.

Physician's Recommendation for Physical Activities

Parents/guardians must notify the school nurse and obtain an MI-19 form for students who are under a doctor's care for a medical condition or a physical injury. The form must be completed by the doctor and returned to the nurse's office.

Required Medical/Physical Examinations

Height, weight, hearing, and vision screening are conducted annually at the school. In addition, state law requires proof of a physical exam by a physician for students entering kindergarten, grade 6, and grade 11. Forms are mailed home to parents/guardians during the summer to have the exam done by their private physician and proof of immunizations is included. In addition, students entering Kindergarten, Grade 3, and Grade 7 are required to have a dental exam. Please turn all forms into the school nurse.

Medical Emergencies

Medical emergencies may require emergency medical care. For that reason, it is **VITAL** that we have a **CURRENT** and **CORRECT** telephone number for each student. The emergency forms must be returned within 10 days of the start of school. If the nurse determines that a student needs medical treatment, she will call the parent/guardian.

Medical Exclusions

Students who have been excluded from school because of contagious diseases must have clearance from a medical doctor before returning to school. If the nurse determines that a student needs medical treatment, a call to the parent/guardian will be made.

Medication Dispensing - Responsible Personnel

The Certified School Nurse (CSN), when available, shall be the primary person to administer or observe self-administration by students. If the Certified School Nurse is not available, a professional nurse (RN) or licensed practical nurse (LPN) may assist the CSN in administering medications. In the event that the CSN is not available, other school employees are allowed only to assist the student in the self-administration of medication. Only in an emergency shall a school employee other than the school nurse administer medication to a student.

Prescription Medications

Medication will be administered to or self-administered by a student only after receipt of a written consent from the student's parent/guardian and a written order from the licensed provider. The order shall include the student's name, medication name, diagnosis for which the medication is prescribed, name of licensed provider, dosage, and time medication to be given, expected duration of treatment and route of administration. Possible side effects may be included in the written order. The order will be valid for one school year, unless stated otherwise.

Non-Prescription Medications

Non-prescription medications will be given in school to students under the following conditions:

Non-prescription medication brought in by the student/parent/guardian must be accompanied by a signed note from a parent or legal guardian giving precise directions for dispensing the medication and stating the specific reason for which the medication is being given.

Non-prescription medications intended for use over an extended period of time or across an entire school year must be accompanied by a doctor's note.

No non-prescription medication will be given to a student for more than three (3) consecutive days or more than three (3) doses per school quarter for the same condition.

All non-prescription medication provided by the parent/guardian must arrive in school in the original container and be clearly labeled with the name of the student and the name of the family doctor and the doctor's office phone number. No medication of any kind will be given to a student if the medication is not in the original container.

A parent or legal guardian may come to the school to administer medications to his or her child, as needed.

At the end of the school year or treatment regimen, the student's parent/guardian will be responsible for removing from the school any unused medication. If the medication is not picked up by the end of the school year, the CSN will dispose of the medication. It is the CSN's responsibility to clarify any medication order, which is deemed inappropriate or ambiguous.

Nurses have the right and responsibility to decline to administer a medication if they feel it jeopardizes student safety. In such instances, the CSN must notify the parent/guardian and the student's licensed provider.

Emergency Medication Administration

The school physician may order certain medications, via standing orders, to be administered in life threatening situations, such as anaphylactic shock. These medications may be administered without prior consent by the parent/guardian. However, the school will notify the parent/guardian as soon as possible following such an incident. The need for emergency medication may require that a student carry the

medication on his/her person or that it be easily accessed. Both parent/guardian permission and a licensed provider's order must specify that a student carry their medication. The student will be required to demonstrate competent use of the medication, to the CSN, prior to carrying the medication.

Documentation of Medication Administration

Any medication given during school hours must be documented on an individual student medication record, which will be part of the Student Health Record. This record should contain the student's name, name of the licensed prescriber, date and time medication was given, medication name, dose and route of medication, signature of person administering the medication and any special notations, for example, the student refuses to take the medication. The Board's role in the administration of this policy is one of cooperation with the parent/guardian, the doctor and the student. However, the responsibility for the administration of the medication taken at school is that of the parent/guardian and the student.

Student Records

Pupil records are an important part of a student's education. Reasons for collecting information vary from pupil identification and accounting purposes required by state laws for reimbursement and tax purposes, to providing parents, students and professionals appropriate data with which to monitor and/or, define more clearly causes for individual challenges or needs. Therefore, the pupil record may include, but is not limited to, personally identifiable information (such as name, address, phone numbers of parents), pupil's school grades, date of birth, attendance record, test results and evaluation reports, progress reports, health and dental records. Student records and the information contained therein are held in confidence and stored in locked areas.

Should your child transfer to another school district, copies of his/her permanent record, cumulative folder information, testing record and health record will be forwarded to the new school district upon receipt of written notification of registration.



At our school, we use Positive Behavioral Intervention and Supports (PBIS) as a proactive, school-wide system for creating behavioral change by emphasizing positive behavior expectations and outcomes for all students. School-wide Positive Behavioral Intervention and Supports (PBIS) is an important approach to discipline that promotes appropriate student behavior and increased learning. When embraced by students, parents, and the community, PBIS can help improve academics and social behavior, and help students reach greater levels of success.

PBIS supports school discipline and positive student behavior in 4 key ways:

Prevention: Correct behaviors are established, taught, modeled and acknowledged in a systematic way throughout the school. Students are “caught” engaging in desired behavior and this behavior is regularly reinforced, recognized, and celebrated.

Response: The response to undesirable behavior is organized, systematic, consistent and careful. We put considerable effort into getting the entire school community on the same page with respect to common definitions of, and the most effective response to problem behaviors.

Data-Driven: Discipline data is collected school-wide. When this information is entered and analyzed, it provides guidance for understanding when and where problem behavior is likely to occur. Strategies to address behaviors in these situations are developed, and the data then provides information on whether or not the strategies are working for our students.

Process: PBIS is not a curriculum or a program. Rather, it is a framework that guides and assists the school community through a process of addressing the culture, climate and behavioral issues within our school. The overarching idea is to improve student behaviors and school climate.

We welcome the support of students, parents/guardians and the community! To learn more about PBIS and how you can help support the implementation of these proven strategies in our school and at home, please contact the school office or our Family Engagement Specialist.

School-Wide NORMS

Ben Franklin School has developed three specific norms that are the same for all students and apply at all settings of the school. Their classroom teachers will explicitly model these norms to students. The norms will be expected in all settings of the building, which includes hallway, before/after school, cafeteria, bathroom, auditorium, and playground. The school norms are:

Be Ready

Be Responsible

Be Respectful

Please review these norms with your child and ask them how they apply to the different areas of the building (cafeteria, bathrooms, hallways, classroom, and playground).

Students will receive recognition for following these expectations from all staff members at Ben Franklin School. These positive recognitions will lead to various student incentives throughout the school year.

Elementary 3Rs Matrix

	Classroom	Arrival/ Dismissal	Hallway	Bathroom	Cafeteria	Playground	Technology	Assemblies
Voice Level	0 - 3	0 - 2	0	0 - 2	2 - 3	0 - 4	0 - 2	0 - 2
Be ready	<ul style="list-style-type: none"> -Have necessary materials -Be on time -Give attention when asked - Stay on task 	<ul style="list-style-type: none"> -Calmly walk directly to assigned area -Be on time 	<ul style="list-style-type: none"> -Face forward -Hands kept to selves -Have a pass -Go directly to assigned area 	<ul style="list-style-type: none"> -Wait for your turn -Have a hall pass when alone 	<ul style="list-style-type: none"> -Wait quietly -Sit in your assigned area -Enter and exit quietly -Ask for permission to get out of seat 	<ul style="list-style-type: none"> -Stay in assigned area -Line up quickly and quietly at signal -Keep hands and feet to yourself 	<ul style="list-style-type: none"> -Follow directions and guidelines -Store and maintain technology as directed 	<ul style="list-style-type: none"> -Enter and sit quietly -Stay in assigned area
Be responsible	<ul style="list-style-type: none"> -Keep area clean -Use materials for intended purpose -Pay attention while learning - Do your best work 	<ul style="list-style-type: none"> -Have all materials with you -Actively listen to staff 	<ul style="list-style-type: none"> -Walk at all times -Go directly to your destination using the shortest route -Report any problems - Stay with your class/group 	<ul style="list-style-type: none"> -Use materials as directed -Keep area clean -Be quick -Report any problems -Return to class promptly 	<ul style="list-style-type: none"> -Walk at all times -Keep area clean -Report any problems 	<ul style="list-style-type: none"> -Use equipment as directed -Include others and take turns -Report any problems 	<ul style="list-style-type: none"> -Transport devices safely -Keep food and drinks away from devices -Use school approved apps and websites -Report any problems 	<ul style="list-style-type: none"> -Actively listen to the presenter - Participate when appropriate
Be respectful	<ul style="list-style-type: none"> -Maintain your personal space and others' -Use kind words -Take turns -Take ownership of actions 	<ul style="list-style-type: none"> -Maintain personal space -Be polite and kind to everyone 	<ul style="list-style-type: none"> -Follow directions the first time given -Stay in your personal space -Keep hands and feet to yourself (people & things) -Take ownership of actions 	<ul style="list-style-type: none"> -Stay in your personal space -Respect the privacy of others -Keep hands and feet to yourself -Take ownership of actions 	<ul style="list-style-type: none"> -Follow directions the first time given -Maintain your personal space -Eat your own food -Use kind words -Take ownership of actions 	<ul style="list-style-type: none"> -Share equipment -Follow directions the first time given -Stay in your personal space -Use positive language -Take ownership of actions 	<ul style="list-style-type: none"> -Protect your own account (use your own login) -Use kind words -Monitor volume levels 	<ul style="list-style-type: none"> - Appropriate applause -Follow directions the first time given -Maintain your personal space



STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.



WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.



It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

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STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

INFORMACIÓN PARA PADRES/ MADRES DE FAMILIA Y TUTORES/AS LEGALES

Nuestra escuela ha adoptado el Protocolo de Respuesta Estándar (SRP por su sigla en inglés) desarrollado por "I Love U Guys" Foundation. Los/las estudiantes y el personal serán capacitados, practicarán y harán simulacros sobre el protocolo.

LENGUAJE COMÚN

El Protocolo de Respuesta Estándar (SRP por su sigla en inglés) se basa en un método para todo tipo de riesgos en vez de para situaciones particulares. Al igual que el Sistema de Comando de Incidentes (ICS por su sigla en inglés), el protocolo SRP utiliza un lenguaje común claro al mismo tiempo que posibilita la flexibilidad en el protocolo.

La premisa es simple: durante un suceso se pueden activar cinco acciones específicas. Cuando se comunique, la acción usará un "término específico" que irá seguido de una "orden". Los participantes activos, incluidos estudiantes, empleados, docentes y personal de respuesta inmediata llevan a cabo la acción. El protocolo SRP se basa en las siguientes acciones: Hold (esperen), Secure (protejan), Lockdown (acceso bloqueado), Evacuate (evacuen) y Shelter (busquen resguardo).



HOLD! (¡ESPEREN!) En su salón o área. Despejen los pasillos.

Se capacita a los/las estudiantes en lo siguiente:

- Permanecer en el área hasta que se indique que la situación se ha resuelto
- Continúen con la actividad rutinaria

Se capacita a las personas adultas en lo siguiente:

- Cerrar la puerta y echen la llave
- Contar a los estudiantes y a los adultos
- Continuar con la actividad rutinaria



SECURE! (Lockout) (¡PROTEJAN!) Vayan adentro. Echen llave a las puertas exteriores.

Se capacita a los/las estudiantes en lo siguiente:

- Regresar adentro
- Continuar con la actividad rutinaria

Se capacita a las personas adultas en lo siguiente:

- Llevar a todas las personas adentro
- Echar llave a las puertas exteriores
- Mantener la alerta sobre lo que ocurre en su entorno
- Contar a los estudiantes y a los adultos
- Continuar con la actividad rutinaria



LOCKDOWN! (¡CIERRE DE EMERGENCIA!)

Echen llave, apaguen las luces, escóndanse.

Se capacita a los/las estudiantes en lo siguiente:

- Desplazarse a un lugar donde no se les vea
- Guardar silencio
- No abrir la puerta

Se capacita a las personas adultas en lo siguiente:

- Llevar a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura
- Echar llave a las puertas interiores
- Apagar las luces
- Desplácese a un lugar donde no se les vea
- No abrir la puerta
- Guardar silencio
- Contar a los estudiantes y a los adultos
- Prepararse para evadirse o defenderse



EVACUATE! (¡EVACUEN!)

(Es posible que se especifique un lugar determinado)

Se capacita a los/las estudiantes en lo siguiente:

- Evacuar a un lugar determinado
- Llevarse sus teléfonos
- Cuándo se proporcionarán instrucciones sobre si deben llevarse o dejar sus pertenencias

Se capacita a las personas adultas en lo siguiente:

- Dirigir la evacuación a un lugar determinado
- Contar a los estudiantes y a los adultos
- Reporte lesiones o problemas usando el método de Tarjeta Roja / Tarjeta Verde



SHELTER! (¡BUSQUEN RESGUARDO!)

Riesgo y estrategia de seguridad.

Los riesgos pueden incluir:

- Tornado

- Materiales peligrosos
- Terremoto
- Tsunami

Las estrategias de seguridad pueden incluir:

- Evacuar a un área resguardada
- Sellar el salón
- Agacharse, cubrirse, agarrarse
- Dirigirse a terreno elevado

Se capacita a los/las estudiantes en lo siguiente:

- Estrategias adecuadas de seguridad y para situaciones de riesgo

Se capacita a las personas adultas en lo siguiente:

- Estrategias adecuadas de seguridad y para situaciones de riesgo
- Contar a los estudiantes y a los adultos
- Reporte de lesiones o problemas usando el método de Tarjeta Roja / Tarjeta Verde



STANDARD RESPONSE PROTOCOL

INDICACIONES PARA LOS PADRES/ MADRES DE FAMILIA

En caso de que se produzca un suceso real, es posible que los padres/madres de familia se pregunten qué papel pueden tener.

SECURE (PROTEJAN)

“Vayan adentro. Echen llave a las puertas exteriores”



La orden de proteger se acciona cuando pasa algo peligroso fuera del edificio. Los/las estudiantes y el personal irán adentro del edificio y se echará la llave a las puertas exteriores. Es posible que la escuela muestre un cartel que indique que el edificio está bajo protección (Building is Secured) en las puertas de entrada o en las ventanas cercanas a la misma. Dentro, se continuará con la actividad rutinaria.

¿Deberían los padres/madres ir a la escuela cuando ocurra una situación de protección?

Probablemente no. Durante una situación de protección se hará todo lo posible para seguir con las clases de forma normal. Además, es posible que se pida a los padres/madres que se queden fuera durante una situación de protección.

¿Qué pasa si los padres/madres tienen que ir a buscar a sus hijos/as?

Según la situación, es posible que dejar salir a los estudiantes suponga un riesgo. Si las circunstancias evolucionan, podría cambiarse la orden de situación de protección a entrada vigilada o salida controlada.

¿Se notificará a los padres/madres cuando se active una situación de protección?

Cuando la situación de protección sea breve o el riesgo de carácter no violento, como por ejemplo un animal silvestre en el patio de recreo, es posible que no sea necesario notificar a los padres/madres mientras la situación de protección se mantenga activada.

En caso de situaciones de mayor duración o peligro, es posible que la escuela haga saber a los padres/madres de familia que se han incrementado las medidas de seguridad.

LOCKDOWN (CIERRE DE EMERGENCIA)

“Echen llave, apaguen las luces, escóndanse”

La orden de poner en marcha un cierre de emergencia se acciona cuando pasa algo peligroso dentro del edificio.

Los estudiantes y el personal han sido instruidos para que accedan o se queden en un salón al que se le pueda echar la llave y permanezcan en silencio.

El cierre de emergencia solo se inicia cuando hay un peligro activo dentro o muy cerca del edificio.

¿Deberían los padres/madres ir a la escuela cuando ocurra un cierre de emergencia?

Durante un cierre de emergencia la inclinación natural de los padres/madres es dirigirse a la escuela. Aunque se entiende perfectamente, puede ser un problema. Si existe un peligro dentro del edificio, las autoridades policiales responderán a la situación. No es probable que se permita a los padres/madres acceder al edificio o ni siquiera al campus escolar. Si un padre o madre de familia ya se encuentra en la escuela, se le pedirá que participe en el cierre de emergencia.

¿Deberían los padres/madres enviar mensajes de texto a sus hijos/as?

La escuela reconoce lo importante que es la comunicación entre los padres/madres y sus hijos/as durante una situación de cierre de emergencia. No obstante, los padres/madres de familia deben saber que durante el periodo inicial de un cierre de emergencia es posible que enviar textos a sus padres/madres sea demasiado arriesgado para los/las estudiantes. Una vez que la situación se resuelva, se le pedirá a los/las estudiantes que comuniquen a sus padres/madres información actualizada de forma regular.

En algunos casos, es posible que se evacue a los/las estudiantes y se les lleve a un lugar fuera de la escuela para que se reúnan con los padres y madres.

¿Se harán simulacros no anunciados?

Es posible que la escuela realice simulacros no programados, no obstante es sumamente desaconsejable realizar simulacros sin aviso previo. Estos se conocen como simulacros no anunciados y pueden causar preocupación y estrés innecesarios.



Los padres/madres de familia deben saber que la escuela informará siempre de que se trata de un simulacro durante el aviso inicial.

Es importante explicar la diferencia entre un simulacro y un ejercicio. Un simulacro se usa para crear “memoria muscular” asociada con una acción practicada. No se hacen simulaciones de situaciones, solo se realizan las acciones. Un ejercicio simula una situación actual para probar la

capacidad del personal y el equipo.

¿Pueden los padres/madres observar o participar en los simulacros?

La escuela no tiene ningún inconveniente en permitir a los padres/madres que lo deseen observar o participar en los simulacros.



The School District of Harrisburg
Lincoln Administration Building
1601 State Street
Harrisburg, PA 17103
Phone: (717) 703-4000
Visit: www.hbgds.us

Student Technology Use Agreement for the 2024-2025 School Year

Student Full Name:

Student ID Number:

Address:

Home Phone:

Cell Phone:

Guardian/Caregiver Full Name(s):

Address:

Driver's License # or PA State ID:

Home Phone:

Cell Phone:

I am authorizing use of technology equipment from the Harrisburg School District that my child can use in the classroom or outside of the school campus for educational purposes at the discretion of the school principal. The equipment is and will remain the property of the Harrisburg School District and must be returned in good working order including any additional property provided (e.g., bag, backpack, mouse, charger, etc.). This list is not inclusive.

I understand that the equipment allows the student to access the Internet. It is the responsibility of the caregiver/guardian to monitor and control the child's use of the equipment when outside of the district. Inappropriate use is a violation under the District's Acceptable Use Policy 815 and the Code of Student Conduct.

The Harrisburg School District reserves the right to monitor or access the contents of its computers if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school or district that its computers may contain information, data or other intellectual property that belongs to another person.

Any software contained on the equipment is licensed to the School District. Any copying, modification, merging or distribution of software is prohibited. The caregiver/guardian is responsible for complying with all hardware, software and service provider licensing agreements, terms of use and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms or laws shall constitute a violation of this agreement. Additional software not supplied by the district must not be installed on the equipment. The caregiver/guardian/student must not intentionally modify device configurations in a way that may interfere with the functioning equipment.

The caregiver/guardian/student must not intentionally transmit viruses or other malicious computer programs via the equipment. The caregiver/guardian/student must not intentionally alter or attempt any mechanical repairs on computers or other technology equipment.



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I am responsible to return the equipment to the district at those times I am requested to do so for the district to perform inventory, maintenance, and updates to software. I will also be responsible to return the equipment if the Harrisburg School District determines that there has been a violation of this agreement, including but not limited to, inappropriate use or other violation of school policy.

The School District cannot guarantee that content stored on the equipment will be private. Users of the equipment has no expectation of privacy in the contents stored thereon.

IN THE EVENT THE EQUIPMENT ASSIGNED TO THE STUDENT IS LOST, STOLEN OR DAMAGED BEYOND USE, THE SCHOOL DISTRICT RESERVES THE RIGHT TO ELECTRONICALLY DISABLE THE DEVICE SO THAT IT CANNOT BE USED BY ANY PARTY. FURTHER, THE SCHOOL DISTRICT RESERVES THE RIGHT TO DISABLE TO EQUIPMENT IF IT IS DISCOVERED THAT IT IS BEING USED FOR INAPPROPRIATE PURPOSES SUCH AS ACCESSING INAPPROPRIATE MATERIAL THROUGH AN INTERNET CONNECTION.

Charges for repair or replacement shall be invoiced to the primary guardian, or any student aged 18 or older, for missing or damaged equipment at the time of equipment return or student withdrawal. An invoice shall be provided along with replacement equipment. Receiving payment is not required for the first replacement device and/or charger. Payment for existing obligations is required for subsequent replacements.

2023-24 Student Equipment Fee Schedule:

\$200 for a lost device and lost charger

\$175 for a lost device or where there is evidence of clear or willful destruction of a device

\$50 for a visibly damaged device (broken screen, missing keys, damage from drop, burns, missing parts etc.)

\$25 for a lost or functionally damaged charger



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If you elect to authorize use of the equipment, please check below, and complete the remainder of the form, including the signature line, and return the completed form to the school's main office.

- I elect to authorize use of the equipment, subject to the restrictions and conditions set forth herein, for educational purposes. By checking this box, I certify that the above material has been explained to me and I have had an opportunity to ask questions and clarify the agreement.
- If the equipment issued to my student is not found to be in good working order, I will request replacement within one week. I am responsible to ensure that the equipment is cared for properly. If the equipment is stolen while in my care, I understand that I am responsible to file a police report with the appropriate agency and provide the police report number and agency name to the district.
- I agree to return the equipment to Ben Franklin Elementary at the end of the school year.
- I acknowledge that I must pay the repair/replacement cost of the equipment if it is lost, stolen, or damaged while in my or my student's/child's possession. I acknowledge these costs as listed on the fee schedule above.

By signing this form, I acknowledge that I am aware of the provisions of Board Policy 815, titled ACCEPTABLE USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES and Board Policy 224: CARE OF SCHOOL PROPERTY/VANDALISM. I am also aware that the district uses monitoring systems to monitor and detect inappropriate use.

Caregiver/Guardian Signature (unless the student is 18 or older)

Date

Student's Signature

Date



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Parent Right-to-Know Letter

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act (ESSA) [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

August 1, 2024

Your child attends Ben Franklin Elementary School, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Ben Franklin Elementary School, we are very proud of our teachers, feel they are ready for the coming school year, and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESSA. These regulations allow you to learn more about your child's teachers training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
- subject matter tested,
- purpose of the test,
- source of the requirement (if applicable),
- amount of time it takes students to complete the test, and time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me via telephone at Ben Franklin Elementary School at 717-703-1202.

Sincerely,

Dr. Scott Linder
Principal



The School District of Harrisburg
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Visit: www.hbgasd.us

Carta de derecho a la información de los padres

Derecho de los padres a conocer la información requerida por la Asistencia para la educación primaria y secundaria (ESEA) [Sección 1112 (e) (1) (A)] y la Ley de éxito de cada estudiante (ESSA) [Sección 1112 (e) (1) (A)]

Estimado padre (s) / tutor (es) legal (es):

1 de agosto de 2023

Su hijo asiste a la escuela primaria Ben Franklin, que recibe fondos federales del Título I para ayudar a los estudiantes a cumplir con los estándares estatales de rendimiento. A lo largo del año escolar, le proporcionaremos información importante sobre esta ley y la educación de su hijo. Esta carta le informa sobre su derecho a solicitar información sobre las calificaciones del personal del salón de clases que trabaja con su hijo.

En la escuela primaria Foose, estamos muy orgullosos de nuestros maestros y sentimos que están listos para el próximo año escolar y están preparados para darle a su hijo una educación de alta calidad. Como escuela de Título I, debemos cumplir con las regulaciones federales relacionadas con las calificaciones de los maestros según se define en ESSA. Estas regulaciones le permiten aprender más sobre la capacitación y las credenciales de los maestros de su hijo. Nos complace brindarle esta información. En cualquier momento, puede preguntar:

- Si el maestro cumplió con las calificaciones estatales y los requisitos de certificación para el nivel de grado y la materia que está enseñando,
- Si el maestro recibió un certificado de emergencia o condicional a través del cual se renunciaron las calificaciones estatales, y
- Qué títulos de pregrado o posgrado tiene el maestro, incluidos certificados de posgrado y títulos adicionales, y especialización o áreas de concentración.

También puede preguntar si su hijo recibe ayuda de un paraprofesional. Si su hijo recibe esta ayuda, podemos brindarle información sobre las calificaciones del paraprofesional.

La Ley Every Student Succeeds Act (ESSA), que se convirtió en ley en diciembre de 2015 y reautoriza la Ley de Educación Primaria y Secundaria de 1956 (ESEA), incluye además el derecho a conocer las solicitudes. En cualquier momento, los padres y familiares pueden solicitar:

- Información sobre las políticas relacionadas con la participación de los estudiantes en las evaluaciones y los procedimientos para optar por no participar, y
- Información sobre evaluaciones requeridas que incluyen
- tema probado,
- propósito de la prueba,
- fuente del requisito (si corresponde),
- cantidad de tiempo que les toma a los estudiantes completar la prueba y tiempo y formato de difusión de los resultados.

Nuestro personal está comprometido a ayudar a su hijo a desarrollar el conocimiento académico y el pensamiento crítico que necesita para tener éxito en la escuela y más allá. Ese compromiso incluye asegurarnos de que todos nuestros maestros y paraprofesionales cumplan con los requisitos estatales aplicables de Pensilvania.

Si tiene alguna pregunta sobre la asignación de su hijo a un maestro o paraprofesional, comuníquese conmigo por teléfono en la Escuela Primaria Ben Franklin al 717-703-1202.

Sincerament
e

Principal
Escuela Primaria Ben Franklin



Ben Franklin Elementary School
1205 North Sixth Street
Harrisburg, PA 17102
(717) 703-1202

BENJAMIN FRANKLIN ELEMENTARY
TITLE I SCHOOL/PARENT/ STUDENT COMPACT
August 1, 2023

The School Parent Compact will describe school-parent compact will be jointly developed with parents and family members and the compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State's high standards (*ESSA, Section 1116(d)*).

School

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability: ● Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards (required) ● Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—

- o parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement
- o frequent reports to parents on their children's progress;
- o reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- o ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. (required) (*ESSA, Section 1116(d)(1-2)*)

- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy learning environment
- Assure every student access to quality learning experiences
- Assure that the school staff communicates clear expectations for performance to both students and parents

Parent

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability: ●

Volunteering in their child's classroom (required)

- Supporting their child's learning (required)
 - Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time (required)
- Create a home atmosphere that supports learning
- Send the student to school on time, well-fed, and well-rested on a regular basis
- Attend school functions and conference

- Encourage their child to show respect for all members of the school community and school property ●

Review all school communications and respond promptly

Student

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day
- Develop a positive attitude toward school
- Be responsible for completing homework on time
- Be cooperative by carrying out the teacher's instructions and ask for help when needed ●

Do daily work that is neat and reflects the student's best effort

- Be respectful to all school members and to school property



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PRIMARIA BENJAMIN FRANKLIN
TÍTULO I PACTO ESCUELA/PADRE/ESTUDIANTE

El Pacto entre la escuela y los padres describirá el pacto entre la escuela y los padres que se desarrollará conjuntamente con los padres y los miembros de la familia y el pacto describe cómo los padres, todo el personal de la escuela y los estudiantes compartirán la responsabilidad de mejorar el rendimiento académico de los estudiantes y los medios por los cuales la escuela y los padres construirán y desarrollarán asociaciones para ayudar a los niños a alcanzar los altos estándares del Estado (ESSA, Sección 1116(d)).

Escuela
La escuela comprende la importancia de la experiencia escolar para cada estudiante y su papel como educadores y modelos. Por lo tanto, la escuela se compromete a llevar a cabo las siguientes responsabilidades lo mejor que pueda: ● Proporcionar un plan de estudios e instrucción de alta calidad en un entorno de aprendizaje efectivo y de apoyo que permita a los niños atendidos en virtud de esta parte cumplir con los exigentes estándares académicos estatales (obligatorio).) ● Abordar la importancia de la comunicación entre maestros y padres de forma continua a través de, como mínimo—
o conferencias de padres y maestros en las escuelas primarias, al menos una vez al año, durante las cuales se discutirá el pacto en relación con el logro individual del niño
o informes frecuentes a los padres sobre el progreso de sus hijos;
o acceso razonable al personal, oportunidades para ser voluntario y participar en la clase de su hijo y observación de las actividades del salón de clases; y
o garantizar una comunicación bidireccional regular y significativa entre los miembros de la familia y el personal de la escuela y, en la medida de lo posible, en un idioma que los miembros de la familia puedan entender. (obligatorio) (ESSA, Sección 1116(d)(1-2))

- Tratar a cada niño con dignidad y respeto.
- Esforzarse por abordar las necesidades individuales del estudiante.
- Reconocer que los padres son vitales para el éxito del niño y la escuela
- Proporcionar un entorno de aprendizaje seguro, positivo y saludable.
- Garantizar el acceso de todos los estudiantes a experiencias de aprendizaje de calidad.
- Asegurarse de que el personal de la escuela comunique expectativas claras de desempeño tanto a los estudiantes como a los padres.

Padre

El padre entiende que la participación en la educación de su estudiante ayudará a su rendimiento y actitud. Por lo tanto, el padre continuará llevando a cabo las siguientes responsabilidades lo mejor que pueda: ● Ser voluntario en el salón de clases de su hijo (obligatorio)

- Apoyar el aprendizaje de sus hijos (obligatorio)
- Participar, según corresponda, en las decisiones relacionadas con la educación de su hijo y el uso positivo del tiempo extracurricular (obligatorio)
- Crear un ambiente hogareño que apoye el aprendizaje
- Enviar al estudiante a la escuela a tiempo, bien alimentado y bien descansado regularmente
- Asistir a funciones escolares y conferencias.
- Alentar a su hijo a mostrar respeto por todos los miembros de la comunidad escolar y la propiedad escolar ● Revisar todas las comunicaciones de la escuela y responder con prontitud

Alumno

El estudiante se da cuenta de que la educación es importante. Él/ella es el responsable de su propio éxito. Por lo tanto, se compromete a llevar a cabo las siguientes responsabilidades en la medida de sus posibilidades:

- Llegar a la escuela a tiempo todos los días
- Desarrollar una actitud positiva hacia la escuela.
- Ser responsable de completar la tarea a tiempo
- Sea cooperativo siguiendo las instrucciones del maestro y pida ayuda cuando sea necesario ● Haga el trabajo diario que sea ordenado y refleje el mejor esfuerzo del estudiante
- Sea respetuoso con todos los miembros de la escuela y con la propiedad escolar



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Parent and Family Engagement Policy

August 1, 2024

The Title I Parent and Family Engagement section of Every Student Succeeds Act (ESSA), Section 1116(b) requires each Title I school to develop a written parent and family engagement policy that describes the means for carrying out the requirements of Section 1116. The school must ensure that information related to school and parent programs, meetings and other activities are sent to the parents of Title I children in a format and in a language the parents can understand.

At Ben Franklin Elementary School:

- ★ Parent Teacher Conferences are held at least twice a year.
- ★ Monthly Parent Programs will be conducted, focusing on tips to improve student academic performance in reading, math, and/or science
- ★ Parent Resources will be available through the Parent Engagement Specialist
- ★ Parent Surveys will be conducted to gain parent input on how to improve the school climate and parent programs
- ★ Literacy, Math, and STEM/Science Nights will be conducted annually for parents and students
- ★ Students will have access to “Extended School Day” academic support
- ★ All communications related to school and parent programs, meetings and other activities will be sent out in both English and Spanish. (Written and Electronic) Notify families in advance of late starts, early dismissals and special events
- ★ To the extent practicable, all events and activities will be planned and communicated to support our families with disabilities and/or language barriers.

Title I Staff will:

- Provide instructional supports and interventions in both reading and math for all students that are struggling based on state grade level performance measures, in addition to regular classroom instruction
- Engage students with additional academic resources to enhance the learning experience at Ben Franklin Elementary School
- Incorporate Technology into the academic instruction of students on a consistent basis through document cameras, Smart boards, and Chromebooks
- Provide counseling support that focuses on academic excellence and career exploration
- A meeting will be held annually, at the beginning of the year, to gain parent input for the Parent Engagement Policy and Title I Parent Compact
- Hold an annual meeting to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved.
- Parent Meetings will be held throughout the year; two Conferences held formally, and other conferences can be held at the parent or teacher request
- Inform parents that Title I funds may be used to pay reasonable and necessary expenses associated with parent engagement activities, including transportation, childcare, or home visit expenses to enable parents to participate in school-related meetings and training sessions.
- Invite and involve parents in the development of the School wide Program Plan (under Section 1114. Applies only to Title I schools operating a School wide Program.)
- Will provide timely information about the programs and events at the school.
- Inform parents about the curriculum and assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Describe to parents, the State's academic content standards, student achievement standards, and local academic assessments. We will also explain how we monitor student progress and change our instruction to improve the achievement of their children.
- Will provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- Develop school-parent compact jointly with parents. The compact outlines how parents, the entire school staff, and students will share in the responsibility for improved student achievement.
- Inform and teach parents how they can work with their children to improve their children's achievement, such as literacy training and using technology.



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Política de participación de los padres y la familia

August 1, 2024

La sección de Participación de los padres y la familia del Título I de la Ley Cada estudiante tiene éxito (ESSA), Sección 1116 (b) requiere que cada escuela del Título I desarrolle una política escrita de participación de los padres y la familia que describa los medios para cumplir con los requisitos de la Sección 1116. La escuela debe asegurarse de que la información relacionada con la escuela y los programas para padres, reuniones y otras actividades se envíe a los padres de los niños del Título I en un formato y en un idioma que los padres puedan entender.

En la escuela primaria Ben Franklin:

- Las conferencias de padres y maestros se llevan a cabo al menos dos veces al año.
- Se llevarán a cabo programas mensuales para padres, que se centrarán en consejos para mejorar el rendimiento académico de los estudiantes en lectura, matemáticas y / o ciencias.
- Los recursos para padres estarán disponibles a través del especialista en participación de padres
- Se realizarán encuestas para padres para obtener información de los padres sobre cómo mejorar el clima escolar y los programas para padres.
- Las noches de alfabetización, matemáticas y STEM / ciencia se llevarán a cabo anualmente para padres y estudiantes.
- Los estudiantes tendrán acceso a apoyo académico de "jornada escolar prolongada"

*Todas las comunicaciones relacionadas con la escuela y los programas para padres, reuniones y otras actividades se enviarán tanto en inglés como en español. (Escrito y Electrónico) Notificar a las familias con anticipación sobre comienzos tardíos, salidas tempranas y eventos especiales - (Agregado el 11/2022)

*En la medida de lo posible, todos los eventos y actividades se planificarán y comunicarán para apoyar a nuestras familias con discapacidades y/o barreras del idioma.

El personal de Título I:

- Brindar apoyo e intervenciones instructivas tanto en lectura como en matemáticas para todos los estudiantes que tienen dificultades según las medidas de desempeño del nivel de grado del estado, además de la instrucción regular en el aula.
- Involucrar a los estudiantes con recursos académicos adicionales para mejorar la experiencia de aprendizaje en la escuela primaria Foose
- Incorporar tecnología en la instrucción académica de los estudiantes de manera constante a través de cámaras de documentos, pizarrones inteligentes y Chromebooks.
- Brindar apoyo de asesoramiento que se enfoque en la excelencia académica y la exploración de carreras.
- Se llevará a cabo una reunión anualmente, al comienzo del año, para obtener información de los padres sobre la Política de participación de los padres y el Acuerdo de padres del Título I
- Llevar a cabo una reunión anual para informar a los padres de la participación de la escuela en el programa Título I y explicar los requisitos del programa y su derecho a participar.
- Las reuniones de padres se llevarán a cabo durante todo el año; dos conferencias celebradas formalmente, y otras conferencias pueden realizarse a petición de los padres o maestros
- Informar a los padres que los fondos del Título I pueden usarse para pagar los gastos razonables y necesarios asociados con las actividades de participación de los padres, incluido el transporte, el cuidado de los niños o los gastos de visitas domiciliarias para que los padres puedan participar en reuniones y sesiones de capacitación relacionadas con la escuela.
- Invitar e involucrar a los padres en el desarrollo del Plan del programa para toda la escuela (bajo la Sección 1114. Se aplica solo a las escuelas de Título I que operan un Programa para toda la escuela).
- Proporcionará información oportuna sobre los programas y eventos de la escuela.
- Informar a los padres sobre el plan de estudios y las evaluaciones que se utilizan para medir el progreso del estudiante y los niveles de competencia que se espera que alcancen los estudiantes.
- Describir a los padres, los estándares de contenido académico del estado, los estándares de rendimiento estudiantil y las evaluaciones académicas locales. También explicaremos cómo monitoreamos el progreso de los estudiantes y cambiamos nuestra instrucción para mejorar el rendimiento de sus hijos.
- Brindará, si lo solicitan los padres, oportunidades para reuniones regulares para formular sugerencias y participar, según corresponda, en decisiones relacionadas con la educación de sus hijos, y responder a tales sugerencias tan pronto como sea posible.

- Desarrollar un pacto entre la escuela y los padres junto con los padres. El pacto describe cómo los padres, todo el personal escolar y los estudiantes compartirán la responsabilidad de mejorar el rendimiento estudiantil.
- Informar y enseñar a los padres cómo pueden trabajar con sus hijos para mejorar sus logros, como la alfabetización y el uso de la tecnología

Harrisburg School District 2024-2025 CALENDAR

Aug.19-23 New Teacher Induction
 Aug.26-30 Act 80
 Aug. 26 Convocation/Act 80
 Aug. 30 ½ Act 80/ ½ Clerical

Instructional Days-0
 Teacher Days-5

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Feb. 17 President's Day (district closed)

Instructional Days-19
 Teacher Days-19

Sept.2 Labor Day (district closed)
 Sept.3 First Day for Scholars

Instructional Days-20
 Teacher Days-20

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Instructional Days-21
 Teacher Days-21

Oct.14 Columbus Day (schools closed offices open)

Instructional Days-22
 Teacher Days-22

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Apr.11 Parent Conf. (½ day scholars)
 Apr.16-17 Spring Break (schools closed offices open)
 Apr.18 District Closed
 Apr.21-May 2 PSSA Testing Window
Apr.4 End of MP 3
 Instructional Days-19
 Teacher Days-19

Nov.5 Act 80 (no school for scholars)
 Nov.11 Veterans (district closed)
 Nov. 26 Parent conf. (½ day Scholars)
 Nov. 27 Parent Conferences (no School)
 Nov.28-29 Thanksgiving (district closed)
Nov.6 End MP 1
 Instructional Days-16
 Teacher Days-18

Dec.2 (schools closed offices open)
 Dec.20 ½ Day for Scholars
 Dec.24, 25, 31 Winter Holiday (district closed)
 Dec. 23, 26, 27, 30 (schools closed offices open)

Instructional Days-14
 Teacher Days-14

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 12-23 Spring Keystone Window
 May 20 Act 80 (no school for scholars)
 May 26 Memorial Day (district closed)

Instructional Days-20
 Teacher Days-21

Jan.1 Winter Holiday (district closed)
 Jan.6-17 Keystone Winter Wave 2
 Jan.20 MLK (district closed)
Jan.31 End of MP 2
 Instruct. Days-21/Tchr Days-21

1st and Last Day of School
 District Closed
 No School Offices Open
 End of the Marking Period

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 10 Graduation
 June 11 Last Day for Scholars ½ day
 June 11 ½ Day teacher clerical
 June 12 Last Day for Teachers (Act 80)
 June 19 Juneteenth (district closed)
June 11 End of MP 4
 Instructional Days-8
 Teacher Days-9

Total Instructional Days-180
 Total Teacher Days- 189

July 4 Independence Day (district closed)

2-Hour Early Dismissal
 ½ Day Scholars
 Act 80
 State Testing Window
 Parent Conferences

