



Curiosity, Courage, Compassion

**Family Handbook
2021-2022**

TABLE OF CONTENTS

List of Faculty, Staff, and Administrators	3
Vision, Mission, Values and Approach	4
Explanation of Non-Profit Status	4
What “Partnership” Means	5
Code of Conduct	5

Section A - Operations During the COVID-19 Pandemic

I. Daily Arrival	6
II. Face Coverings	6
III. Hygiene and Sanitization	6
IV. Daily Dismissal	7
V. COVID Symptom Responses	7

Section B - General School Year Protocols and Expectations

I. Sign in/Sign out Procedures and Policies

Attendance and Appointments	10
Late Arrivals	10
Absences	10
Early Pickup	11
Extended Day Program	11
Late Pickup	11
Severe Weather Delay or Closing	11
Visitors and Volunteers	12

II. Behavior Expectations

Anti-Hazing Policy	13
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III. School Day Guidelines and Procedures

Classroom Procedures	15
Hallway and Stairwell Procedures	15
Bathroom Procedure	15
Backpacks	15
Homework	15
Dress Code	15
Meals	16
Birthdays	16
Valuables, Jewelry and Toys	16
Mandated Reporting	17

IV. Health

Allergy Accommodation	18
Emergency First Aid	18
Medication Dispensing Form	18
Health Assessments	18
Immunization and Health Records	18
Sexual Abuse and Misconduct	19

V. Parent/Guardian Involvement

Home-School Communication	20
Parent/Guardian Volunteers	20

Volunteer Procedures	20
Family Council	20
Family Nights	21
Field Trips	21
Parental and Student Assembly and Classroom Presentations and Decorations	22
Tuition Payments	22
Withdrawal Policy	23

Community Partnership School (CPS)

3033 West Glenwood Avenue

Philadelphia, PA 19121

215 235 0461

www.cpsphilly.org

Faculty

<i>Pre-Kindergarten Teacher</i>	Allison Dotts
<i>Kindergarten Teacher</i>	Takiyah Harris
<i>First Grade Teacher</i>	Aisha Spivey
<i>Second Grade Teacher</i>	China Campbell-Robinson
<i>Third Grade Teacher</i>	Concetta Errichiello
<i>Fourth Grade Teacher</i>	Caroline Yang
<i>Fifth Grade Teacher</i>	Luciany Melo da Silva
<i>Assistant Teachers</i>	Niemah Brooks
	Myonie Williamson
<i>Art Teacher</i>	Martha Knox
<i>Family Life Coordinator</i>	Yamina Nasir
<i>Librarian</i>	Jessica Dorfman
<i>Music Teacher</i>	Thomas Moyer
<i>Physical Education Teacher</i>	Julian Evans
<i>Reading Specialist</i>	Jennifer Lutz
<i>School Counselor</i>	Zoe Beta Artz
<i>Independent School Teaching Fellows</i>	Shequana Callender (Fall Semester)
	LaTasha Vassor (Spring Semester)

Staff

<i>Advancement Associate</i>	Sarah Peterson
<i>Associate Director of Advancement</i>	Katie Lieberman
<i>Asst Dir of Enrollment and Placement</i>	Devalina Guha-Roy
<i>Donor Relations Manager</i>	Riley Belden-England
<i>Facilities Manager</i>	Anthony Duffy
<i>Food Service Coordinator</i>	Janet Moody
<i>Nurse</i>	Christina McCarthy
<i>Office Manager</i>	Mary Small
<i>Receptionist</i>	Ellen Boston

Administration

<i>Director of Curriculum and Instruction</i>	Beth Vaccaro
<i>Director of Enrollment and Placement</i>	Tyler Conway
<i>Director of Advancement</i>	Deana Frank
<i>Head of School</i>	Eric Jones

Our Vision

A world where all children have the same access to a high quality education

Our Mission

Meet talent with opportunity by providing pre-kindergarten and elementary age children from low-wealth, low-income backgrounds in North Central Philadelphia with a high-quality, affordable education that prepares them for lifelong success and strengthens the communities to which they belong.

Our Values

Curiosity

- We desire to know more about our community and apply practices that cultivate growth and well-being among community members
- We foster opportunities for exploration and innovation
- We strive to maximize our potential

Courage

- We focus resources to achieve our Vision and Mission
- We take a disciplined approach to executing our approach and applying our values
- We learn from our successes and failures

Compassion

- We assume good intentions from our colleagues, caregivers, and students and engage each other in thoughtful ways
- We seek to position each other for optimal engagement and performance
- We value diverse experiences and perspectives in all aspects of our operation

Our Approach

A pre-kindergarten through fifth grade co-educational independent school located in North Central Philadelphia, CPS offers admission appropriate children from the area a rigorous and well-rounded education that prepares them to enter compatible and high-quality academic programs for middle school and beyond. CPS provides individualized instruction focusing on intellectual, physical and character development within a safe, nurturing and diverse learning environment. Collaborating with families to maximize each child's potential, CPS seeks to build a stronger community for all by preparing intellectually curious, responsible citizens with the tools to thrive in an increasingly interconnected, multicultural, and dynamic world.

Non-Profit Status

CPS is incorporated under the laws of the State of Pennsylvania and holds the Internal Revenue Service designation of a non-profit corporation. As such, it is governed by an independent Board of Trustees and administered by the Head of School and other independently hired employees.

COMMUNITY PARTNERSHIP SCHOOL

What do we mean by “Partnership”?

Community Partnership School builds on each students’ natural curiosity to expand their capacities for learning. Ultimately, we work to shape life-long learners who are, at the same time, good people. To accomplish this, CPS seeks to collaborate with its families, recognizing that good communication between home and school ensures greater student success and well-being. What follows outlines our vision for shared responsibility between our families and school.

<u>CPS families can expect the School to...</u>	<u>CPS expects it’s caregivers to ...</u>
<ul style="list-style-type: none">• Create an environment that supports children’s personal development and joy in individual accomplishments.• Establish and maintain a culture where compassion is the norm.• Collaborate with caregivers in supporting and enriching the program.• Communicate promptly to caregiver concerns.• Inform caregivers of learning expectations and specific ways to support their children’s learning.• Coordinate productive conferences in which caregivers and students get specific suggestions on next steps.• Seek information from caregivers on important matters concerning a child’s general well-being.	<ul style="list-style-type: none">• Support school policies and engage school personnel and other families respectfully.• Actively engage the partnership by volunteering and participating in school events.• Seek specific information rather than trust unverified speculation.• Provide proper diet, rest and exercise for your child and closely monitor the time allowed for TV, computer, and video games.• Ensure your child’s consistent attendance and abide by arrival and dismissal expectations.• Closely collaborate with your child’s teachers by supporting classroom work and expectations at home.• Attend the five designated Family Nights during the school year.

CPS Code of Conduct

The Code of Conduct provides a succinct summary of our school’s core identity and values. More specifically, it frames school-day expectations and guides student behavior and aspirations. The Code of Conduct is based on CPS’ “3 Cs” (Curiosity, Courage, and Compassion) and states the following:

I will do my best everyday. That means I will:

- *Learn all I can and share what I’ve learned with others*
- *Work hard and take a stand, even when it’s not easy*
- *Respect myself, my peers, my teachers, and school property.*

Section A - Operations During the COVID-19 Pandemic

The following protocols and procedures will guide our operations this school year and for as long as public health conditions necessitate it. Please be advised that these expectations are subject to change as the pandemic evolves. We will do our best to advise you in advance of changes to these protocols as the year progresses and appreciate your flexibility as we work together to ensure high levels of health, safety, and wellness for each other and ourselves.

I. Daily Arrival

School doors open at 7:30am, Monday through Friday, and breakfast is served until 8:00am. Classes begin at 8:15am. Students are expected to be with their teacher by 8:15, ready to learn each school day. (Often, students arriving after 8:00am do not have time to eat breakfast before classes begin so please make sure your child eats at home in cases where s/he will arrive after that time.) Students arriving by school district bus will arrive at or around 8:15.

To help protect our children and employees, we will use an app called the ***School Wellness Screener (SWS)***. We will need each family (for each student) and each employee to use this screening app every morning prior to coming into the building. The screening app will clearly let us know whether we should send our child/come to the school building that day. In addition, CPS personnel will administer temperature checks for each student and employee. While a non-elevated temperature does not confirm that a person is not ill, this step will help us minimize possible spread of infections by first pinpointing individuals with common symptoms often associated with COVID-19. If a body temperature of 100.0 degrees or higher sets in during the school day, the student/employee will not be allowed to complete the day in the building.

When entering and functioning in the school building, [face coverings](#) must be worn.

II. Face Coverings

While there may be times when removing a face covering is allowed (during mealtimes, for example), everyone in the building, students and adults, will be expected to have their nose and mouth covered with [an appropriate face covering](#).

Please send your child to CPS with a face covering when in-person. Acceptable face coverings have multiple layers of tightly woven, breathable fabric that block light when held up to a bright source. Unacceptable face coverings have exhalation valves or vents and are single layer or made of thin fabric that doesn't block light. In addition to being worn over the nose and mouth, they should fit securely under the chin, and fit snugly against the sides of the face. If continual adjusting is necessary, the covering doesn't fit properly and you will be informed so that corrections can be made. If using fabric masks, please ensure they are cleaned regularly.

At home, please practice [proper techniques](#) for wearing and removing face coverings with your child.

III. Hygiene and Sanitization

- Disinfecting will be administered throughout the school day in classrooms, common areas (such as restrooms), and offices.
- Sanitizing stations will be utilized, but please feel free to send your child to school each day with his/her own small bottle of hand sanitizer.

IV. Daily Dismissal

Dismissal to an approved adult will be staggered by grade level (see below). Adults picking up students should use our Car Line or park away from the Car Line and line up outside the main entrance - wearing a face covering - for your child to be brought to you.

Designated **dismissal windows** follow (please be on the lookout for adjustments as the school year progresses):

- 2:45-3:00pm Pre-Kindergarten and Kindergarten
- 3:00-3:30pm 1st through 5th Grades
- 3:30pm All Bus Riders

Please contact Ms. Mary if you will arrive for pick up after 3:30.

Additionally, older siblings/friends may be picked up by the same approved adult when a younger sibling/friend is picked up.

V. COVID Symptom Responses

Common COVID-19 Symptoms

- Fever (greater than 100.0)
- Persistent cough
- Shortness of breath
- New loss of taste or smell
- Sore throat
- Chills
- Muscle pain
- Headache
- Vomiting
- Diarrhea

If your child has any of these signs of COVID-19, please keep him/her home until:

- Child has tested negative for COVID and is otherwise well enough to return to school
OR
- A healthcare provider has seen your child and documented a reason for the symptoms other than COVID
OR
- All the following are true: 1) 10 days since the start of symptoms, 2) fever free and off anti-fever medicines for 3 days, and 3) symptoms are improving.

If your child is diagnosed with COVID-19, please keep him/her home until:

- It has been at least 10 days since your child first had symptoms
AND
- Your child has had no fever off anti-fever medicines (ex: Tylenol, Ibuprofen) for 24 hours
AND
- Your child's symptoms have improved

If someone in your household is diagnosed with COVID-19 or your child is exposed to COVID-19, please keep him/her home for 14 days.

If someone in your household develops a new cough, shortness of breath, or two of the following, sore throat, chills, muscle pain, headache, or new loss of taste or smell, please have that person tested for COVID-19 as soon as possible. If that person tests positive, please keep your child home for 14 days.

EMPLOYEE WHO DEVELOPS SYMPTOMS DURING THE SCHOOL DAY

An employee who is present at work and develops the following symptoms will be sent home immediately:

- Fever of 100.0°F, cough *or* shortness of breath
OR
- Any two of the following symptoms: sore throat, chills, headache, muscle pain, new loss of taste or smell. If an employee needs to be picked up, they will wait in the COVID Waiting Room for a ride.
- SEE BELOW FOR “RETURN TO SCHOOL GUIDELINES”

STUDENT WHO DEVELOPS SYMPTOMS DURING THE SCHOOL DAY

If a student exhibits the following symptoms while at school:

- Fever of 100.0F or greater, cough *or* shortness of breath unrelated to a pre-existing condition
OR
- Any two of the following symptoms: sore throat, chills, headache, muscle pain, new loss of taste or smell

The Nurse and/or COVID Point of Contact will be alerted and the child will be taken to the COVID Waiting Room. Additionally, the student’s caregiver(s) will be notified to pick up that student as soon as possible.

RETURN TO SCHOOL GUIDELINES

When tested and determined to be **COVID-19 positive**, the student/employee will remain home until all of the following are true:

- At least 10 days since the onset of symptoms
AND
- Fever free without the use of anti-fever medications for three days
AND
- symptoms have improved.

Note: *The COVID-19 positive individual does NOT need a repeat COVID test.*

When tested and determined to be **COVID-19 negative**, the student/employee will remain home until:

- The student/employee meets the school’s normal criteria for return after an illness which includes fever, vomiting, and/or diarrhea free for greater than 24 hours without medication
OR
- A clinician has evaluated the student/employee and documented an alternative diagnosis and that the student/employee may return to school.

When symptomatic, but **COVID-19 testing was not completed**, the student/employee will remain home until the following are true:

- A clinician has performed an evaluation, documented an alternative diagnosis, and did not find the need for a COVID test. In this case, the student/employee meets the school’s normal criteria for return after an illness which includes fever free, vomiting, and/or diarrhea free for more than 24 hours without medication. **A physician’s signature on documentation confirming this must be supplied to school personnel prior to reentry,**
OR
- At least 10 days since the onset of symptoms
- **AND**
fever free without the use of anti-fever medications for three days

- **AND**
symptoms have improved.

SCHOOL REPORTING - POSITIVE TESTS

For students:

- CPS will notify PDPH at 215-685-5488 and request guidance on contact tracing and individuals needing quarantine. With the assistance of PDPH, we will identify students and staff who have come in close contact with the student (defined as greater than 15 minutes of interaction less than 6 feet away).
- Maintenance will initiate cleaning protocol.

For employees:

CPS will notify PDPH and provide the following information: employee's name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.

- PDPH will assist in determining which individuals should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
- Maintenance to initiate cleaning protocol.

Section B - General School Year Protocols and Expectations

I. Sign In/Sign Out Procedures and Policies

Attendance and Appointments

All students enrolled at CPS must attend school regularly in accordance with state and federal laws as consistent school attendance is an essential element in ensuring school success. We urge you to plan medical appointments and other non-school related activities for after school hours so your child can attend school with consistency. Please call the school to discuss medical appointments or other activities that need to be scheduled during the school day. Any absence due to situations other than illness must have prior approval from your child's teacher and a School Administrator.

Please contact Mary Small, CPS' Office Manager, using the school phone number or at m.small@cpsphilly.org to report an illness or expected lateness. When necessary, she can notify the appropriate classroom teacher, request homework assignments for sick children, and have them ready for you to pick-up by the end of the day.

When dropping your child off by car in the morning, please pull up to the main entrance and a CPS employee will greet and escort your child into the building. If you park your car and walk your child to the building, please cross at designated cross walks.

NOTE: The apartment complex across from CPS' main entrance maintains a private car lot. When driving, please do not enter their lot to make U-turns.

Late Arrivals

At CPS we believe that the most important time of the school day is the very beginning. The way we begin the day often shapes the way the rest of our day goes. Students arriving late not only miss very important announcements and lessons but also distract the rest of the class. It is often most difficult for our youngest students to adjust well when they arrive late.

If your child arrives after 8:00am, s/he will be marked late (unless traveling via school bus). If you bring your child to school after 8:00, please plan on bringing your child into the building and signing in with Mary Small, Administrative Assistant. Your child will receive an official pass from Ms. Small that s/he can use for admission to class.

Additionally, we ask that you call the school directly before 8:00am to report illness or lateness as attendance is verified at that time.

Absences

If your child will not attend school on a given school day,

1. Contact Mary Small in the school office via phone (215 235 0461) or email (m.small@cpsphilly.org) to let her know.
2. When your child returns to school, s/he must, by law, bring a written note from home explaining the reason for the absence. Additionally,
 - a. A physician's note must accompany all absences lasting three days or more.
 - b. No excuse will be accepted after a period of three school days. If documentation is not supplied within three school days of the absence, the absence will be considered unexcused.
 - c. When a student exceeds 15 absences, a doctor's note will be required for all subsequent absences or the absence will be considered unexcused.

By law, acceptable reasons for an excused absence include the following:

- o Observance of a religious holiday
- o Religious instruction (with a maximum of 36 hours per year)
- o Planned vacations up to a maximum of five school days, with prior notification in writing
- o Medical/health related appointments which cannot be scheduled after school hours
- o Illness or recovery from an accident
- o Quarantine
- o Death in the family
- o Court appearance
- o Unavoidable family emergency
- o Inclement weather

Any absence resulting from a situation other than those listed above will be considered unexcused. Unexcused absences exceeding 3 consecutive school days may result in corrective measures. The following measures will be implemented in accordance with state law.

1. When a student has accumulated 3 or more days of unexcused absences, an official written notice (First Notice) may be served on the primary caregiver).
2. After the First Notice has been issued, a Criminal Citation may be filed on the parent(s) for the next unexcused absence. In these cases, the proper state and city authorities will be notified.
3. After the second offense, each subsequent unexcused absence results in additional Criminal Citations.
4. Parent(s) with citations filed must appear in court and face possible fines, revocation of driver's licenses, and/or jail time.

Students are expected to demonstrate a commitment to regular school attendance and parents/guardians will be held accountable for their child's unexcused absences. Students and families who do not demonstrate this commitment may have reenrollment withheld or be recommended for expulsion.

Early Pickup

If a child needs to leave school before 2:45pm, parents/guardians must send in a note or call the School office by 2:00pm. *Please note that this communication should take place with Mary Small or an Administrator and **not classroom teachers.***

Extended Day Program

CPS will offer after school enrichment programming that builds on academic foundations laid during the regular school day. Extended Day meets from 3:00 to 5:00pm on most days when school is in session. Contact Mary Small at the School number or m.small@cpsphilly.org for detail regarding schedule, activities and fees.

Late Pickup

After 5:15pm for children attending Extended Day (and 3:30pm for children not attending Extended Day), a fee totaling \$1 per minute will be charged for each minute a student remains under CPS staff supervision. Failure to pay this fee may impact continued enrollment possibilities. Please contact the school office prior to 4:30 if you cannot pick your child up by 5:15.

Severe Weather Delay or Closing

In the event of inclement weather, a number of sources will provide information regarding delay or closing. An announcement will be carried over KYW (1060 AM) radio station and via the web at www.kyw1060.com. Our assigned number for a delay or closing is 977.

A delay or closing notice will also be displayed on the School website - www.cpsphilly.org - and an announcement via the school's voice messaging system will be left on the school's main phone line (215 235 0461). It is your responsibility to call the school number, access the school website, or check KYW if there is any possibility of school delay or closing. There will be no weather-related message if school will open on time.

On days when severe weather develops after school has opened, CPS will make all attempts to remain open. The school will contact parents/guardians if early pick-up is necessary.

Visitors and Volunteers

We are happy to welcome visitors and volunteers at CPS. To ensure the safety of all children and adults, volunteers and visitors to the School must:

- Agree to follow current Visitor Expectations (please call ahead for up-to-date instructions)
- Stop at the reception desk to check in upon arrival

*All individuals who volunteer consistently - parents and guardians included - must provide proof of 1) required child safety clearance checks and 2) completed COVID vaccination.

If you wish to drop things off for a child during the school day, please leave the items, along with any instructions, with our Receptionist.

II. Behavior Expectations

As a school where compassion is a core value (see page 2 for an explanation), we actively foster a supportive and encouraging learning environment, and adult members of the community are expected to model this behavior at all times. All children at CPS are taught to respect one another and express their feelings and needs through appropriate words rather than unwelcome, unkind, threatening, or dangerous actions. Older children experience increasing amounts of independence and are expected to handle this growing freedom appropriately. Trust, kindness, honesty, self-discipline, hard work, and high-achievement are among the virtues we promote and teach to fulfill the school's mission. School personnel and parents/guardians work together to help children develop in these areas.

At times, community members may behave in a way that steps outside the expected norms. For students, infringements against the Code of Conduct and specific classroom rules, written or understood, are handled by the teachers and staff members involved; they determine any consequence for particular problem behavior. For adults, violations of school standards will be addressed by the Head of School or local authorities when appropriate.

Sometimes student infractions may result in teachers conferring with the Family Life Coordinator, School Counselor, School Psychologist, or a school administrator to determine an appropriate response. In these cases, disciplinary action for the student(s) involved may result in a meeting with a child's primary caregiver, a child being sent home from school, or another more stern response. The purpose of such an action is to emphasize to the student that his or her conduct is inconsistent with the standards expected at Community Partnership School.

Generally, our behavior expectations apply to students on school property and at any school-sponsored activity. They may be extended, however, to students whose conduct at any other time or place 1) limits teachers', administrators' and staff members' ability to effectively maintain safety and well-being, or 2) in any way tarnishes the school's reputation.

Continued infractions of school rules by a student could cause the school either to dismiss the student immediately or withhold the student's re-enrollment contract for the following year. Parents/Guardians will be made aware that such a decision is pending in such cases.

Anti-Hazing Policy

Hazing involving students, student groups or any individuals at Community Partnership School is strictly prohibited.

Definition

Hazing is defined by the State of Pennsylvania (Act 175) as "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued

membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.”

Responsibility for Compliance

All School students, faculty, staff and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including on privately owned facilities and/or property. Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (new member, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

Reporting of a Possible Violation

Anyone who witnesses or suspects that hazing has occurred shall immediately report what was witnessed, or the basis for the suspicion that hazing has taken place, to the Head of School or Director of Curriculum and Instruction. If the hazing has occurred in connection with a School activity, the incident shall also be reported to the person responsible for the activity.

Violations and Sanctions

The Head of School shall have discretion to impose any discipline deemed appropriate for an incident of hazing against both the individual who engaged in the conduct and the School-sponsored organization of which s/he was a member if appropriate. Discipline and penalties shall include, but not be limited to, withholding transcripts, the imposition of fines, restitution, probation, suspension, dismissal or expulsion. In the case of School organizations, penalties may include withdrawal of permission for the club or organization to continue to operate on campus or other school property or to otherwise operate under the recognition or sanction of the School. Imposition of discipline by the School does not preclude any criminal penalty which may be imposed for violation of criminal laws and the School will fully cooperate, and share information, with law enforcement as part of any investigation.

III. School Day Guidelines and Procedures

Classroom Procedures

Students should use indoor voices when inside the School building. To quiet a class, teachers and staff often use either the zero noise signal or, if the group is more animated, a series of rhythmic claps. When presented with one of these signals, students should finish their thoughts and quiet down immediately.

During instruction and group discussions, active listening is expected. Generally, teachers know active listening is taking place when students are attentive to the speaker and ready to respond with calm bodies and eyes tracking the speaker.

Hallway and Stairwell Procedures

While traveling through hallways and up and down stairwells, students will walk safely and on the right side of the hall or stairs.

Bathroom Procedure

During the school day, students can only use bathrooms with permission from a teacher or staff person. Teachers and staff monitor bathroom breaks in an effort to maintain a safe environment for all students. By structuring bathroom break time, teachers and staff can maximize time for learning and fun and minimize potential concerns that can arise during unsupervised times and in unsupervised places.

Backpacks

Children should have a backpack big enough to fit a 9" by 12" folder. Unless otherwise stated by your child's teacher(s), it is important to make sure your child brings his/her backpack daily. Please, no backpacks on wheels due to space limitations in and around classrooms.

Homework

The most important assignments that teachers at each grade level assign have to do with reading to, with, and around your child. Honing this skill alone will improve your child's language skills, awaken his/her imagination, and facilitate further achievement and overall life satisfaction. Whether or not specific assignments and projects are assigned from day-to-day, reading with your child at home is always encouraged.

Teachers carefully plan any other homework assignments to ensure developmental appropriateness for each student. If your child spends what appears to be an unusual amount of time on homework, or if homework seems particularly difficult for your child, please communicate this to your child's teacher immediately.

Dress Code

Based on feedback from CPS families last spring, we will pilot a new dress code policy for the 21-22 school year that will not include a required uniform. Periodically during the school year, we will collect data and feedback from community members and revisit the policy at the end of the school year.

Rationale

At CPS, we believe that creating a comfortable learning environment for students and adults positions them for optimal engagement. This is especially important in early childhood and elementary school settings. Students can fully participate in both seated learning activities and active indoor and outdoor play when wearing comfortable and practical play clothes that maximize freedom of movement. Our children play outside in all weather and engage in hands-on indoor

activities that can leave marks on clothing. If a concern arises with a student's clothing at school, a faculty member or administrator will reach out to the student's parent/guardian to initiate a joint solution.

- There will be no required uniform pieces, although students are welcome to still wear those items.
- Students should dress comfortably for both outdoor and indoor play.
- Learning can be messy. Students should wear clothes that can withstand painting in Art class and soil from the playground.
- Sturdy shoes to run around in must be worn. Flip flops, slippers, slides, or other shoes that can fall off easily or prohibit active play should not be worn.
- Pajamas should not be worn to school.
- Clothing may not have wording or symbols that include offensive content, hate messages, or references to drugs or alcohol.
- Please label any piece of clothing that might possibly be taken off (e.g. jackets, sweatshirts) with your child's name or initials.

Meals

Healthy foods are provided for breakfast, lunch and snacks. When possible each month, a lunch menu will be sent home. If you would prefer to provide meals for your child from home, please contact Mary Small with this request. Additionally, let Ms. Small know if your child has a food allergy. While CPS is not a nut-free school, teachers, Food Service personnel and other staff members will do their best, in close collaboration with the appropriate parent/guardian, to accommodate any allergy on an as needed basis.

During meal and snack times, students are expected to:

- Follow the Code of Conduct
- Remain seated (unless otherwise instructed)
- Use inside voices
- Keep hands, feet and objects to one's self.

Birthdays

We look forward to celebrating your child's birthday at school. CPS acknowledges students' birthdays publicly at the last Community Meeting of each month. (Community Meetings are school-wide gatherings that take place on Fridays at 8:45am.) Parents and guardians are welcome to attend.

Party invitations should not be distributed at school and under no circumstances should birthday gifts be given at school. We encourage families to consider developmentally appropriate practices in planning birthday parties (e.g., appropriately rated videos for the age group and appropriate activities) since school often becomes the arena for children to discuss such events afterward.

Valuables, Jewelry and Toys

Items of special value, including expensive watches, jewelry, collectibles, and money, should not be brought to school. Any jewelry should be simple (for example, earrings should not extend beyond the earlobe). All toys should be left at home unless otherwise instructed by the Family Life Coordinator.

Mandated Reporting

In Pennsylvania, persons whose occupation or profession places them in regular contact with children are required by law, when they have reasonable cause to suspect abuse, to report or cause a report of that abuse to the county child protective services agency. In Philadelphia, that agency is the Department of Human Services. Failure to inform or cooperate in an investigation is a crime under Pennsylvania law.

The Department of Human Services staffs a 24-hour hotline (215 683 6100) to receive reports of possible child abuse or neglect. Reports of suspected physical abuse, sexual abuse, or severe neglect are investigated within 24 hours. Other reports are investigated promptly.

How to Spot Abuse or Neglect

Physical Abuse is a non-accidental, serious physical injury of a child including beatings, burns, bites, strangulation, or immersion in scalding water resulting in bruises, welts, broken bones, scars, or serious internal injuries. Watch for unexplained bruises, bites, black eyes, broken bones, fading bruises or other noticeable marks.

Sexual Abuse is contact between a child and an adult or older child for the sexual gratification of the offender. It can include both physical and non-physical contact, and it is always forced. Watch for a child's difficulty in walking or sitting, a refusal to participate in physical activity, or demonstration of bizarre, over-sophisticated, or unusual sexual knowledge or behavior.

Emotional Abuse is a pattern of behavior that attacks a child's emotional development and sense of self-worth. Watch for extremely compliant, passive, aggressive or demanding behaviors, or inappropriately adult or infantile, delayed physical or emotional development, talk of or attempted suicide.

Neglect is the withholding of or failure to provide a child with the basic necessities of life including food, clothing, shelter, medical care, attention to hygiene, or supervision needed for optimal physical growth and development. Watch for frequently missed school days, begging for or stealing food or money, a lack of needed medical or dental care or glasses, a consistently unclean appearance or severe body odor, or alcohol or drug abuse.

IV. Health

In our attempt to ensure the good health and well-being of everyone at school, notification of communicable diseases (e.g. ringworm, pink eye, and strep throat) should be phoned to the school office by the parent/guardian as soon as possible. Children with fevers should not attend school. If a student has had a fever or has vomited, please wait 24 hours after the last symptoms before sending your child back to school. Students who have been ill should be fever-free for 24 hours before returning to school. If a student develops a fever of 100° or above at school, he or she will be sent home to recover. Significant health concerns or repeated health-related complaints occurring at school will be reported to primary care givers.

If a child requires medication during school hours, either prescription or over-the-counter (such as Tylenol), written permission from a parent or guardian is required. Medication must be brought to the school office in its original container and labeled with the child's full name and instructions for administration. In most cases, medication will be dispensed under the supervision or direction of the School Nurse.

Allergy Accommodation

Please be aware that CPS is not a nut free school. Teachers, Food Service personnel, and other staff members will do their best, in close collaboration with the appropriate parent/guardian, to accommodate any allergy on an as needed basis.

Emergency First Aid

Staff members may administer first aid for injuries taking place on school grounds. A parent or person designated on the Student Information Form will be contacted to pick up the student when an injury requires further medical attention. In rare instances, an ambulance may be summoned if deemed necessary. Every attempt will be made to contact parents, guardians, or emergency backup persons prior to ambulance transportation. A parental release for emergency transportation is on each student's information form and health history form. All Student Information Forms require that parents/guardians complete the space for health insurance information (carrier name and I.D. number) in case of a situation requiring hospital referral.

Medication Dispensing Form

Medication will be administered to students during school hours only when such medication is needed by the student to remain in school and administration is required during school hours. No medication will be administered to any student without the proper completion of the Medication Dispensing Form. The Form should also be used for nonprescription drugs, such as aspirin, when prescribed by a physician or dentist. Any medication to be administered at school must be delivered by the parent or guardian to the School in the original and properly labeled container, along with the Medication Dispensing Form. Individual student prescription medicines are kept in the Nurse's office.

Health Assessments

Every year, state mandated health screening assessments are conducted by a nurse in the following areas: Hearing, Vision, Heights and Weights. A Student Information Form is required every year for each student.

Immunization and Health Records

Community Partnership School complies with the requirements of the Commonwealth of Pennsylvania regarding immunizations, physical and dental exams, and screenings. Necessary health forms are sent to families to facilitate compliance before the start of school in September. Parents who choose to do so may request, in writing, an exemption from immunization requirements based on religious or ethical objections. However, under some circumstances, such

as an outbreak of certain contagious diseases, un-immunized students may, under Health Department regulations, be excluded from school.

Sexual Abuse and Misconduct

Community Partnership School (CPS) prohibits sexual misconduct or abuse at School or during any school-related activity. CPS expects that all students will be educated in a safe, affirming, nonviolent environment and that all personnel will experience the same in the school community. Any abusive behavior (physical, emotional, sexual, including psychological intimidation and harassment toward or by a student, employee, parent/guardian, contractor, volunteer, trustee or visitor) will be treated seriously.

Definitions and Examples

Sexual abuse or misconduct may include but is not limited to:

- Child sexual abuse (any sexual activity, involvement, or attempt of sexual contact with a person who is a minor)
- Sexual activity with another who is legally incompetent or otherwise unable to give consent
- Physical assaults or violence such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts
- Unwanted and intentional physical conduct that is sexual in nature such as touching, pinching, patting, brushing, massaging, and/or pulling against another's body or clothes
- Material such as pornographic or sexually explicit images or objects
- Unwelcome and inappropriate equal activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communication, exposure, leering, stalking, or invasion of sexual privacy
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or creates an intimidating, hostile, or offensive environment
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the School

Reporting Procedure

Any student, employee, parent, or visitor of CPS who believes she/he/they have experienced sexual abuse or misconduct by a student, employee, parent, or visitor - or has witnessed such - should report the alleged acts immediately to the Head of School, a member of the Administrative Team, the School Counselor, School Nurse, School Psychologist, or the Family Life Coordinator. It is not required to directly confront the source of the report, question, or complaint before notifying any of the individuals listed.

Investigation and Follow-up

Alleged incidents will be investigated. CPS will make every reasonable measure to ensure that those named in the complaint of misconduct, or who are too closely associated with those involved in the complaint, are not part of the investigative team. CPS may utilize an outside third-party to conduct an investigation of misconduct and will cooperate fully with any investigation conducted by law enforcement or other protective services agency. In the event that policies adopted by the School are in conflict with then applicable Pennsylvania law, the provisions of the law will apply.

Anti-Retaliation and False Allegations

CPS prohibits retaliation made against any student, employee, parent, volunteer, board member, or other person who lodges a good-faith complaint of sexual abuse or misconduct, or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. CPS prohibits making false or malicious allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule will be subject to disciplinary action up to and including termination of enrollment, employment, or criminal prosecution.

V. Parent/Guardian Involvement

Home-School Communication

Communication between the School and families is essential as we work together to provide our children with the best education possible. We encourage families to address any questions or concerns as soon as they arise with the adult most closely connected to the concern, or a School Administrator.

In November and April you will have the opportunity to attend conferences with teachers to discuss your child's development. It is very important to make time for conferences and we encourage you to make every effort to be on time for your scheduled appointment. Families can expect to receive formal reports in January and June, along with regular updates from month-to-month.

Family members are encouraged to visit at other times during the academic year, volunteer a minimum of one hour per month at school, and initiate conversation with your child's teachers at least twice a month. Please call the School office to arrange an appropriate time for more formal meetings with your child's teachers.

Children are routinely given notices to take home, including weekly updates from classroom teachers. *It is important for you to be on the lookout for these announcements lest they pile up in the bottom of your child's book bag.* Consistently reading the update is the best way to stay current about what's going on at school, particularly as it relates to your child's class.

Parent/Guardian Volunteers

CPS encourages parents/guardians to volunteer in classrooms and at various events throughout the school year. Opportunities to volunteer are abundant and many of our parents/guardians have unique gifts and creative energy that, when shared at school, strengthen our community in innumerable ways. Please contact your child's classroom teacher or the Family Life Coordinator if you would like to offer assistance as the year progresses.

Volunteer Procedures

1. Parents and friends volunteering on a regular basis must complete a thorough Clearance Check administered by the School. (See page 10 for check-in expectations.)
2. In order to ensure that each student's/family's right to privacy is maintained, please note that confidentiality must be maintained at all times. (Please do not repeat anything you hear or see regarding students while volunteering, and never discuss a student's grades or progress with anyone except School faculty or staff.)
3. If you sign up for a regular time with a specific teacher or staff person, we look forward to your consistent attendance. Students look forward to seeing you and teachers/staff plan your visiting time into their schedules. If you must be absent, please contact the appropriate teacher/staff person or the School office.
4. Discipline should be left to School personnel. If you experience a problem with a student, please consult with the appropriate teacher/staff person.
5. When volunteering, please dress comfortably and appropriately and remember that, at all times but particularly at school, you are a role model for all of our students. We expect all adults in our community to be models of the Code of Conduct.

Family Council

The Community Partnership School Family Council actively promotes open communication, understanding and cooperation among all members of the CPS community and beyond. The Council collaborates with school administrators, teachers and staff to ensure the strong quality of our children's educational experience. The Council also fosters a strong sense of goodwill, camaraderie, and involvement in the parent/guardian community.

All CPS parents/guardians are members of the Family Council and are encouraged to attend Council meetings. The Council is a channel through which parents and guardians can actively engage the life of the School and contribute to CPS' continued growth and well-being. Please contact Yamina Nasir, our Family Life Coordinator, for more detail (y.nasir@cpsphilly.org).

Family Nights

Throughout the year, evening meetings for parents and guardians are held with school staff and special guests on topics related to education, parenting, and the overall well-being of our school community. There are five required Family Night sessions (see the calendar at the end of this handbook for dates and times). At each meeting, dinner and childcare are provided. Additional workshop opportunities may be scheduled periodically for interested families.

A note about Family Night attendance

As noted above, please remember that **Family Night meetings are required. Our expectation is that each household will be represented at each Family Night session.** While this is the expectation, we understand that life happens; as such you may not be able to make it each time. We ask then that you contact the school office or one of your child's teachers in the event that you will be unable to attend. If you do not attend and we have not heard from you ahead of time, expect to hear from the school office as willful inattention to this expectation represents a breach of our enrollment agreement with you and could jeopardize your child's ongoing enrollment.

Field Trips

In addition to enriching the academic and extra-curricular program, off-campus trips contribute to our students' learning and development. As for the School's responsibility for the safety and well-being of students, an off-campus trip represents an extension of the campus in all respects. In taking students off campus, whether on day trips or overnight trips, chaperones function in place of a parent and thereby assume responsibility for the welfare of students.

Parental Permission

Parents are required to sign a release agreement (otherwise known as a hold harmless agreement) included in each student's enrollment contract, confirming that they are aware of CPS' policy around field trips. This agreement in no way reduces the School's liability, however; the School plans and conducts off-campus trips in full knowledge of the responsibilities we are assuming.

Trip Leader Responsibilities

Responsibility for a trip rests with the trip leader. In preparing for an off-campus trip, the trip leader(s) will connect with chaperones to discuss both the program and the chaperone's specific responsibilities.

Chaperoning

Parents and other family members are often invited to take part in class trips. When parents/family members do participate in these experiences, they should consult with the trip leader regarding their responsibilities, which may vary from grade to grade and trip to trip. In general, chaperones are expected to assist with supervision and adhere to trip rules as set by the trip leader. Parent/family member chaperones may not make independent decisions that deviate from class plans. The trip leader will decide whether there is a need for parents/family members to chaperone and, if so, how and how many parents will be enlisted.

Student Misconduct

Chaperones, in consultation with the trip leader, are responsible for handling incidents of misbehavior. If, in the judgment of the trip leader, a student's conduct places either the student or other students at risk or jeopardizes the success of the trip for the group as a whole, the trip leader

will separate the student from the group and decide whether the student's parents will be asked to pick the student up immediately. This decision will hinge on the gravity of the situation, the timing, and the group's location. Further questions should be directed to the Office of the Head of School.

Prescription Medications

Prescription medication and a Medication Dispensing Form will be collected prior to the trip and dispensed as indicated. Students who use inhalers are permitted to have one with them at all times.

Medical Emergency

In the event of a medical emergency, the teacher who is on the scene will locate medical personnel quickly, call 911 for emergency assistance if this seems appropriate, and take appropriate steps to care for a student who is injured or ill. The teacher will speak with other colleagues in person or by phone and will contact the trip leader. The trip leader will locate the student's permission slip with emergency information and call the student's parents as soon as possible to inform them, discuss appropriate steps, and solicit approval of the plans. Parental permission is required for medical treatment unless the emergency is life threatening. The trip leader should also inform the School Nurse or Head of School's office.

In some circumstances, if a visit to a particular establishment is in progress, that organization may have policies and procedures that must be followed. If the decision is made to take the student to a local hospital, at least one chaperone must accompany and remain with the student until the student is released or until guardians arrive.

Return to Campus

The trip leader will stay with students at the conclusion of a trip until the last student has been picked up.

Parental and Student Assembly and Classroom Presentations and Decorations

Community Partnership School is a non-sectarian, non-denominational school. As such we do not adhere to any particular faith tradition in administering school policies and executing our program. We seek to foster a broad and inclusive curriculum and believe that our students and staff must have exposure to a wide range of beliefs, cultures, traditions, and people to fully understand and appreciate the world around them.

Such exposure means seeking opportunities to educate our students regarding the diversity that exists at CPS and beyond. To achieve this objective, the School encourages assemblies, lessons, and decorative displays that educate students and adults about differences and similarities between individuals, families, cultures, and countries.

Questions about assemblies and classroom presentations offered by teachers, staff, parents/guardians, and students and all decorations on display in the school should be directed to the Office of the Head of School.

Tuition Payments

Tuition payments for your child are due according to the payment option selected at the time of enrollment, and payments can be made using cash, check, money order, Cash App, or FACTS. We strongly encourage you to keep all payment receipts in a safe place for your records. Checks should be made out to Community Partnership School. Failure to pay or pay on time will likely impact future enrollment.

Withdrawal Policy

At times, families find that exploring alternatives to CPS for their children becomes necessary. In cases where families choose an option other than CPS during the reenrollment process, or after having enrolled their child, a form provided by CPS should be signed. This letter serves as the official intent to withdraw notice. In signing this form, the family is forfeiting their child's place in his or her grade-level class for the remainder of/following school year. Should reenrollment at CPS be desired after signing this form, completing the enrollment process anew will be required.

Given the impact of withdrawal on the financial life of the School, families must submit a withdrawal fee of one month's additional tuition prior to official withdrawal. CPS will hold academic and medical records in the event that the withdrawal fee is late or remains unpaid.

Additionally, the release of a student's academic records to other schools will be granted only if a family is current with their current financial obligations to CPS. CPS is not responsible for missed admission opportunities for withdrawing students resulting from withheld documentation.