

Teamwork+Motivation=Success

School District of Philadelphia

John M. Patterson Elementary School

70th Street and Buist Avenue
Philadelphia, Pennsylvania 19142
www.patterson.philasd.org

Parent & Student Handbook



2021-2022
Academic Year

Success is an Attitude...Be Patterson Proud!

Kenneth Jessup
Principal

Ms. Jessica Ramos
Assistant Superintendent

Dr. William Hite Jr.
Superintendent of Schools

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PATTERSON CORE VALUES

THINK

Teamwork~ working together to achieve our learning goals and create a safe space

Helpful~ working together to take care of each other

Integrity~ doing the right thing even when no one is watching

Noble~ being good and unselfish in your thoughts and actions

Knowledge~ being a life long learner through discovery, understanding and communication



Principal's Message

On behalf of the faculty and staff, I am pleased and proud to welcome you to John M. Patterson Elementary School for another year of excellence. John M. Patterson offers challenges and opportunities for every student. Whether your child is returning this fall or joining us as a new student, we hope you will find Patterson an ideal environment to get involved, in order to further your child's educational and personal development. Excellence is Patterson's only option. We strive to create a learning environment that is safe and academically rigorous. To this end, it takes collaboration and team effort. We believe parents/guardians and the community are all vital partners in ensuring the success of our children.

The material in this handbook is designed to inform students and parents of key school policies and procedures. We encourage you to read through the handbook carefully now, and then refer to it as needed throughout the year. By becoming familiar with these rules and policies, you will have taken the first step in becoming an effective partner in our school community. Our goal is to ensure that both your child and the school benefit from his or her time here. The doors to our offices are always open to those with questions or concerns. Our children are clay and we as partners must mold and guide them to becoming productive citizens and work towards maximizing their academic performance. Keep this book handy and use it as a quick reference.

John M. Patterson's Four Initiatives

- 1) Be Kind**
- 2) Be Respectful**
- 3) Be Prepared**
- 4) Be Cooperative**

Mission Statement

Our mission is to educate, prepare, and empower all students to become productive citizens. We set high expectations and implement a core curriculum that embeds diverse programming into instruction. The ‘art of teaching’ will enhance the capabilities, and support the belief that children are lifelong learners. Our teachers and staff members are advocates for children, families, and communities. We will maintain school partnerships in the education of our children. We also value the input of all stakeholders, home and school partnerships, and the business community in order to guide the future of our children.

Vision Statement

Our vision is to offer an educational program of excellence that prepares, empowers, and enables all students to become productive citizens locally, nationally, and internationally by developing 21st century skills that will enable our students to not only compete, but lead in a global society. The students will demonstrate proficient skills using an array of instructional strategies and accommodations through proficient and rigorous instruction. This will afford them the opportunity to advance to the next educational level.

Rigor

Our central purpose is to create an intellectual climate, ensuring that all students are challenged to meet and exceed high expectations in all subject areas

Reading

All subject areas develop and nurture literacy and critical thinking skills

Relevance

Researched-based information and data is what guides and drives our instruction so that children can make connections between learning and their lives

Relationship

Our school community demonstrates mutual respect, tolerance, and caring by providing positive academic and extracurricular activities

Recognition

Our school values recognition of our students, faculty, parents, and community for their talents and contributions

Phone Numbers

Main Office	215-400-8190
Fax	215-400-8191
Counselor	215-400-8190
Nurse	215-400-8190

Daily Schedule

Opening	9:00 AM
Closing	3:39 PM
Student Late	9:01 AM
Early Dismissal	12:39 PM

Support Staff

Dr. William Hite	Superintendent
Ms. Jessica Ramos	Assistant Superintendent
Mrs. Dana Bazemore	Professional Learning Specialist
Mr. Kenneth Jessup	Principal
Ms. Janelle Talley	Secretary
Ms. Wendy Goldberg	Counselor
Ms. Molly Johnson	Nurse
Mr. Richard Mays	Building Engineer

School Messenger

This is an automated message system used throughout the school year to send announcements and information to parents. Please make sure we *always* have your most recent and updated telephone number. This is one form of communication. We want to ensure that you receive all vital information given.

Patterson Student Pledge

**AS A STUDENT
I SHALL ATTEND SCHOOL REGULARLY.**

**I SHALL TREAT ALL MEMBERS OF THE SCHOOL COMMUNITY AND THEIR PROPERTY
WITH RESPECT.**

**I SHALL DO MY BEST WORK AND KEEP TRYING,
EVEN WHEN THE WORK IS HARD.**

EXPECTATION GUIDELINES FOR STUDENTS

- ⇒ **Adhere to the Code of Student Conduct mandated by the School District of Philadelphia**
- ⇒ **Adhere to our School Wide Positive Behavior System (SWPBS)**
- ⇒ **Follow our school pride club pledge**
- ⇒ **Use inside voices when inside the building**
- ⇒ **Follow directions from all staff the first time they are given**
- ⇒ **Always walk when traveling the building**
- ⇒ **Classes will walk side by side, keeping hands at your sides**
- ⇒ **Listen for directions and ask questions if directions are not clear**
- ⇒ **Line up in an orderly fashion on your classroom number in the schoolyard when the bell rings (mornings and recess)**
- ⇒ **Locate, read, and adhere to school-wide expectation posters hanging throughout the building**
- ⇒ **Work and play cooperatively with others**
- ⇒ **Best behavior and attitude at all times in every class**

SCHOOL UNIFORM POLICY

The School District of Philadelphia has a mandatory uniform policy effective September 2004. All Patterson students are *expected* to wear the **school uniform daily**. The dress code will be **strictly enforced**. The following is accepted attire for Patterson Students:

Boys – Navy blue pants, light blue shirts with collars, navy blue tie (long sleeve in the winter and short sleeve in the summer) black shoes.

Girls – Navy blue skirts, skorts, navy jumper dress, navy slacks, light blue shirts, navy blue tie (long sleeve in the winter and short sleeved in the summer), and black shoes.

Gym day: gym uniform (black or blue sweatpants, No t-shirt with writing except for Patterson logo), sneakers required.

Hats, hooded sweatshirts and blue jeans are **prohibited**. Sweatbands are not a part of the uniform. Blue jeans worn under a dress or skirt are **prohibited**. Students out of uniform will receive demerits leading to detentions and restrictions from school wide activities. No sandals, flip-flops, sling-backs, or shoes with heels allowed. Students must wear shoes/sneakers that safely enclose their foot.

LOST AND FOUND

Please label all of your child's belongings. Your child's name and room number will be most helpful if it is written on each article, especially for the younger children. Our Lost & Found is located in Room 3 (Breakfast Room in the basement.). Expensive, electronic or sentimental items must be left at home to avoid loss. We are **not responsible** for loss or damage of such items.

ATTENDANCE

Regular attendance is necessary for success in school as well as required by law. The educational program offered by the School District is based upon the presence of the student and requires continuity of instruction and classroom participation.

A note signed by a parent/caregiver must be brought to school after each absence, indicating the dates and reasons for the absence. Absences will be coded “**unexcused**” if a note is not provided.

When a pupil is absent for three days due to illness, a written note from the doctor documenting the medical necessity for the absence must be brought to the teacher the day of the student’s return.

Every effort must be made to make up work missed as a result of illness or other excused absences. Work missed because of absence can lower academic marks. Students are also responsible for making up work missed as a result of suspension or other means.

When possible, a parent is to notify the school if a pupil is to be absent for several days.

Unexcused lateness which causes a student to miss all or a substantial part of the day’s instructional time may be coded as an unexcused absence.

REGISTRATION

For all children new to John M. Patterson, the following documentation is required at time of registration:

- **Birth Certificate** or some official documentation providing child’s proof of age
- Complete immunization records – No child will be admitted into school unless the parent can show records from the doctor indicating that **ALL** required shots have been received: Diphtheria, Tetanus, Polio, Measles, German Measles, Mumps, and Hepatitis B.
- **Proof of Residence** –
 - Photo Identification
 - Current utility bill (PECO, PGW, Water) – **Must show** name, current date and address
 - Current Voter’s Registration
 - Residential Affidavit signed by landlord and ***notarized***
 - Foster care/childcare and DHS letters are also acceptable for registration when child is in the care of a foster/child care agency
 - Shelter placement or residency letters are also acceptable for homeless children
- Kindergarten children must be 5 years old by September 1, 2021
- For **all** grades, children **must** be **within** our school boundaries or have an approved EH-36 transfer

Registrations are accepted in the main office.

TRANSFER PROCEDURE

Prior to moving or transferring a child from Patterson, the parent is to come to the office to give the secretary the following:

- Proof of new home address
- Name and address of school the child will attend

ALL books in the child's possession MUST BE turned in or paid for before leaving. Upon completion of the steps listed above, a transfer form will be given for entrance into the new school.

TARDINESS

A little late is TOO late!

Coming to school is your child's job. There are consequences for being late. Therefore, when your child arrives late to school, there are certain consequences for him/her. They will report to the late desk for a late slip. No child will be admitted to class without a late slip. Repeated tardiness will result in parent-teacher conferences and/or a parent-administrator conference. Lateness due to appointments must be accompanied with a note to be excused.

Consistent lateness could result in parents being reported for parental neglect.

[Please be mindful that excessive lateness and/or absences will be documented and that information will be sent directly to truancy court.]

DISCIPLINE

Education is the primary purpose of public school. In order for teachers and students to learn, an atmosphere conducive to learning must be consistently maintained. Discipline is defined as well-ordered, directed behavior. One of the most important lessons education teaches is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Students will be subject to progressive discipline that is explained in the **Student Code of Conduct**. The Patterson family and students have developed school wide rules. The student will know that **all** staff will enforce the same rules for all students. The Patterson Family wants all students "*To Be Caught Being Good*" to receive positive rewards for positive behavior.

One of the consequences for inappropriate behavior is a three strike discipline policy which may result in parent-teacher conferences and/or a parent-administrator conference.

PROGRESSIVE BEHAVIOR SUPPORT PLAN

We are confident that John M. Patterson School students will attend daily to learn, be productive, and adhere to Student Code of Conduct for Philadelphia School District Students:

Students experiencing difficulty adhering to the Student Code of Conduct will follow the process described below:

1. The classroom teachers will give the student a verbal warning.
2. The classroom teachers will conference with the student and call the parent to discuss the inappropriate behavior/infraction.
3. The classroom teachers will refer the student to a team member's classroom to diffuse a situation.
4. The classroom teachers will conference with the student, counselor, and parent if behavior persists.
5. The student will complete assignments and community service in the classroom of another professional learning community if the behavior has not changed.
6. The student will be counseled, and/or MTSS, to meet a resolution.

PARENT LOCATION CARDS/EMERGENCY CONTACTS

Parent location forms need to be filled out accurately. It is crucial that we have emergency numbers that are *current and active*. The emergency number cannot be the **same** as the home number. The school **must be** able to contact someone who can get to the school **within fifteen minutes to pick up your child**. If your numbers change during the school year, *please* notify us in writing immediately. We ask that you let your emergency contact know that they are listed for your child.

[SDP 2021-2022 SAFETY PROTOCOLS](#)

Click on the blue for information and a link for student health services.

SECURITY

Students **MAY NOT** enter the building prior to 8:30 a.m., as there is **NO** supervision for children before 8:30 a.m. unless a staff member is supervising an E.C. club/activity.

Safety for our children and staff is a crucial factor. **You must have identification to enter the building.** **ALL VISITORS MUST STOP AT THE SCHOOL'S PARENT ASSISTANCE DESK AT THE FRONT TO SIGN IN AND THEN PROCEED TO THE MAIN OFFICE.**

For safety/health reasons, parents will **NOT** be able to escort their child to the classroom. When a student comes in late, a staff member will escort the child.

DO TO HEALTH REASONS: Parent(s)/Guardian(s), and community partners cannot volunteer in school building or classrooms at this time.

Harassment/Bullying

WHAT IS BULLYING?

Bullying is:

- Intentional, hurtful behavior;
- Carried out repeatedly; and
- Occurs in a relationship where there is an imbalance of power (e.g., one person is physically larger or stronger than another, or someone has more friends than another)

Bullying may be:

- **Physical:** hitting, kicking, pushing, shoving, getting another person to hurt someone;
- **Verbal:** racial slurs, name-calling, teasing, taunting, gossiping, spreading rumors; or
- **Non-verbal:** threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by using electronic devices such as computers and cell phones through emails, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, websites, etc.)

Room / Teacher Assignments 2021-2022 School Year

Grade	Room	Teacher
K	101	Mrs. Joyce Pearson
K	108	Ms. Crystal Anderson
K	110	Mrs. Tammy Cantagallo
1	106	Mr. Eric Console
1	107	Ms. Beverly Ritter
1	109	Mrs. Joanne Arnold
2	203	Ms. Susan Love
2	205	Mrs. Kelcey Wall
2	208	Ms. Arpie Zerounian
3	207	Mrs. Christine McKeown
3	209	Ms. Karen McKenzie
3	309	Mrs. Amy McLaughlin
4	305	Mrs. Terri Fox
4	306	Mrs. Shannon Satchell
4	307	Mrs. Venita Thompson
4	308	Mr. Joseph Kilman
Emo. Support	200	Ms. Taylor Davey
Lead Teacher	111	Ms. Brenda DiGironimo
Sp. Ed.	300	Mrs. Tracy Thomas
Music	IMC	Ms. Jillian Clark
Computer	303	Classroom Rotations
Art	201	Ms. Lauren McGrath
ESOL	310	Ms. Danielle Cobb
Phys. Ed.	Gym	Mrs. Erika Buscaglia
Science	304	Mr. John Steczak
Reading Spec	104	Mrs. Amy Pedergrana
Math Lead	103	Mrs. Marjorie Thomas
Speech	206	Mr. Christopher Johnson
Psychologist	105	Mrs. Stefania Perry

HOMework/MAKE UP WORK

Home study is a necessary part of each pupil's educational program. Homework is assigned Monday through Friday. Please do not accept "I have no homework" unless it is signed by the teacher.

Suggested time spent on homework assignments:

Grade	Minutes per night
K	30
1	45
2	45
3	60
4	60

When a student misses school, the parent and/or the student should check with the teacher immediately upon his/her return to school to make up missed assignments. A buddy's phone number can be helpful for exchanging homework information. *Failure to obtain classroom assignments is no excuse for missed work and could affect the student's grade.*

HOMework TIPS

Teachers give homework for many good reasons. As a parent, you can help your child learn at home in the following ways:

1. Set up a regular time and quiet place for your child to work. Try to make it away from distractions such as television, radio and other loud noises.
2. Have your child get all of the materials needed for homework, such as pens, pencils, erasers, a calculator, paper, books and highlighters. Place them all in one spot instead of having to search for these items every day.
3. Make a homework calendar. Have your child list all homework due. Many teachers have their classes do this and you can help your child plan assigned homework time.
4. If your child is having trouble with homework, talk to his/her teacher about the homework. The school may be able to offer tutoring or extra help.
5. Ask your child for any teacher comments on homework assignments.

SUPPORTING YOUR CHILD’S DEVELOPMENT AT HOME:

Raising Readers

A love of reading begins at home. If your child sees you reading books, newspapers, and magazines regularly, then she/he will want to read as well. Be a reading mentor and talk to him/her about what you are reading. Have discussions about what your child is reading in class or independently. Have your child read aloud to you. If your child is a beginning reader, have him/her read street signs aloud when you are walking or traveling in the car or bus.

To encourage reading, talk to your child about his/her interests and then find related books at the local library. A weekly or bi-monthly trip to the library is a wonderful way to encourage reading. Additionally, many libraries and bookstores sponsor storytelling events and author-visits for children.

Your child will get more out of books if you talk about what she/he is reading. Ask questions that help him/her summarize the reading and identify the main themes. You might ask such questions as:

What was the story about?

Where did it take place?

When did it take place?

Was there a moment that was especially exciting or moving? How did it come about?

Was there a character that you really liked? Why?

What was the main thing the author wanted you to learn?

You will prepare your child for greater success in school if you make sure that reading is a large part of his/her life. Reading aloud to your child and helping your child become a lifelong reader will have a profound influence on his/her academic potential and intellectual growth. Additionally, your child will experience all of the joy that books can bring!

TITLE 1

Title 1 encourages parents to be active participants in their child's education. Parent meetings allow for a school-parent partnership for the design of the School-Parent Compact and the Parental Involvement Policy. Title 1 provides Patterson Elementary School with the funds and means to make the education process a joint venture.

SCHOOL BREAKFAST/LUNCHES

Breakfast

8:30 a.m. – 8:55 a.m.

(Children enter the lunchroom through the yard)

Lunch

First Lunch	11:15 a.m. – 12:00 p.m.
Second Lunch	12:00 p.m. – 12:45 p.m.
Third Lunch	12:45 p.m. – 1:30 p.m.

CAFETERIA RULES

The noontime assistants monitor the lunchroom. These adults are School District Employees and are the adults in charge during this time. Your child is to listen to them and adhere to the lunchroom rules.

1. Enter quietly and be seated.
2. Eat your lunch orderly.
3. Speak softly.
4. Remain in your seat.
5. Clean your tables and floor.
6. Raise your hand to go outside.
7. Respect everyone at all times.
8. Do not re-enter the building.
9. Start lining up at the 1st bell.

No cans or glass bottles are allowed in school. Also, junk food is **highly discouraged**. Please remind your child that the lunchroom is for eating and that appropriate behavior is expected at all times.

RECESS RULES

The noontime aides/volunteers and staff will monitor the schoolyard. These adults are School District Employees and are the adults in charge during this time. Your child is to listen to them and adhere to the lunchroom rules.

1. Be courteous and a good sport.
2. Follow game and play equipment rules.
3. Stay within playground boundaries/zones.
4. Play ball games in designated areas.
5. Use school equipment. Do not bring toys or balls from home.
6. Do not bring food to the schoolyard.
7. Throwing objects such as rocks or sticks is strictly prohibited.
8. Do not "play" fight or wrestle.

FOOD ITEMS

Candy, chewing gum, bubble gum, sunflower seeds, pumpkin seeds, "Hug" drinks, and canned soda **Will Not Be Permitted** in Patterson School at any time. Recommended soft drinks (Capri sun or other fruit juices) and bottled water are acceptable.

SCHOOL NOTICES

One of the ways we contact all of our parents is through **Class Dojo, notices from the principal or teacher, and monthly calendars** which outlines all-important events at the school. We ask that you impress upon your child the importance of taking **ALL** notices home and ensuring that you receive **any and all documents given out in class**. Please notify your child's daycare agency of events that may be impacted by our arrival and dismissal times.

DISMISSAL

Classes will prepare for dismissal after the 3:30 p.m. announcement. Grades 2-4 teachers will escort their classes into the schoolyard for dismissal. Grades K-1 will be picked up/dismitted from the auditorium. Teachers will dismiss students at 3:39 p.m. Teachers are to remain with their class until *all* students are safely dismissed or picked up. The older siblings will pick up the younger siblings in the yard. Parents will pick up their children from the yard. All parents and caregivers are expected to pick up their children ***promptly at 3:39 p.m.*** Please make every arrangement to pick up your child ***on time***. Students not picked up at 3:39 p.m. will be escorted to the main office by the teacher.

INCLEMENT WEATHER

Admission: On inclement days, **Kindergarten and First Grades** students will enter through the rear door, and be seated in the auditorium until teacher arrival. **Second through Third Grades** will enter through the rear door (near the dumpsters) and proceed downstairs. They will be seated in the gymnasium/lunchroom until the teacher arrives. **Fourth Grade** will enter through the rear door, in the small school yard next to the little school house. They will be seated in the first floor hallway until the teacher arrives. Please let your children know that they are to come in and take a seat. *Every student should have at least one book to read in his or her book bag at all times.* Students are expected to read or sit quietly during this time.

When snow causes school to open on a two-hour delay, please note that students will be permitted to enter the building at **11:00 AM**. Students will NOT be permitted to enter the building before 11:00am.

Dismissal: **Second Floor** students will be dismissed into the small yard on Buist Ave. side of the schoolyard. **Third Floor** students will be dismissed into the Middle schoolyard. **First Floor** students will be dismissed from the auditorium.

EARLY DISMISSALS

Students are not permitted to leave school by themselves for early dismissal. Our academic program must not be interrupted. Please make every effort to schedule medical/dental appointments *after* the school day. If you must request an early dismissal (true emergencies only), you must submit a note to your child's teacher stating the date and time for early dismissal. ***No students will be granted an early dismissal after 2:45 PM - this regulation will be strictly enforced.*** Please do not request anyone to go against this regulation; the Principal or designee will approve extreme emergencies. Only those persons listed on your child's Parent Location Card are permitted to take your child from school - identification will be required. Nobody will be dismissed to anyone under the age of eighteen. Again, this is School District Procedure, and it is for the safety of your child.

CLASSROOM VISITATIONS/PHONE MESSAGES **(Classroom visitations are prohibited at this time)**

Parents/Guardians are encouraged to visit the school. **To visit classrooms you must arrange in advance for a meeting so as not to disrupt instruction.** Since safety is a major concern, we ask that you check in the office for a hall pass. *No one should enter the building **without** coming to the main office **first**. If you do

not have a hall pass and you have not checked in at the office, you will be considered **trespassing**. Telephone messages will not be delivered to your child except in cases of extreme emergency. Do not request that books, keys, lunches, money, gym suits, etc. be delivered to your child. Such requests disrupt instruction for the entire class. Forgotten lunches will be delivered to the lunchroom for your child to receive. All forgotten books, clothing, etc. left in the classroom may not be picked up after school. Classrooms are locked and there is no one who can let anyone in the rooms.

FIRE AND SHELTER IN PLACE DRILLS

Fire Drills and Shelter In Place drills will be conducted at regular intervals as required by law. It is essential that the students follow the directions as reviewed by their teachers. Children are to move quickly and quietly to their designated locations. Teachers will take their roll books. All drills are necessary safety precautions to have our students ready for all types of disasters.

CELL PHONES/ ELECTRONIC GAMES

Student possession of any items such as toys, trading cards, cellular telephones, MP3 players, iPods, electronic games, etc. is **prohibited** on school grounds. Any item that disrupts normal school activities such as toys, hand held games, cell phones, radios, tape players, toys, balls, trading cards, electronic games, etc. **will be confiscated**. The student's parent/guardian must claim the item from the office. Students **MAY NOT USE** cellular telephones, including camera phones or other electronic communication during the school day. In the event your child *has* to carry a cellular telephone for emergency purposes, his/her cell phone will be collected at the beginning of the school day and returned at the end of the school day. **Using or displaying a cellular telephone during the instructional day will result in the telephone being confiscated and the parent/guardian will have to come and pick it up.**

[In addition, the school staff will not be responsible for items that are brought to school that become lost or stolen. The student and his/her parents assume all liability and risk involved with bringing property of value to school.]

TRANSPORTATION POLICY

Free transportation is provided to eligible students based on certain criteria. The mode of transportation is determined by Transportation Services in conjunction with the school administration. A student must be a resident of Philadelphia, and also fall into one of the following categories to receive school district transportation:

1. Be designated by the Office of Specialized Services as a participant in a Special Education class, whose participation requires that transportation is needed to enable the student to get to school.
2. Live more than a mile from his/her school and participate in the voluntary school desegregation program of the School District of Philadelphia.
3. Be in grades 1-6 and live one and one-half miles or more from the assigned school.
4. Be in grades 1-8, whose route to school is determined to be hazardous by PennDOT.
5. Be assigned by the Office of the Chief Executive Officer to attend a school other than his/her regularly assigned school for reasons of overcrowded conditions, and be in need of transportation as determined by the School District's Transportation Division.
6. By recommendation of the CEO to the SRC, be one whose extenuating circumstances dictate an extraordinary need for District-provided transportation.

CONDUCT ON THE SCHOOL BUS

It is important to remember that the bus drivers are in complete charge of the students on their buses, and their instructions must be followed at all times.

School Bus Rules

So that the school district can provide safe transportation for all students, the following guidelines must be observed:

- a. **Be at the bus stop ten minutes early.**
- b. **Wait for the bus in an orderly fashion in your assigned area.**
- c. **Obey the bus driver at all times.**
- d. **Take your seat immediately.**
- e. **Remain seated at all times when the bus is moving.**
- f. **Enter and leave the bus only at the front door and only after the bus has come to a full stop.**

- g. Keep your head and arms inside the bus windows at all times.**
- h. Refrain from throwing objects from the windows of the bus.**
- i. Refrain from eating any of your lunch and snacks until you arrive at your destination.**
- j. Refrain from shouting or using profane language or gestures.**
- k. Refrain from using cellular telephones and other electronic devices while on the bus.**
- l. Leave the bus in a quiet and orderly manner.**
- m. Be very careful when crossing streets.**
- n. Pay attention to the instructions of the bus driver or other authorized individuals.**
- o. Refrain from conduct or behavior that interferes with the orderly, safe, and expeditious transportation of bus riders.**

Violations of the Code of Student Conduct may result in loss of bus-riding privileges for a period of time, or permanently. (In the event that a student is removed from a bus, it will be the responsibility of the parents to make provisions for transporting their child to and from school.) Parents are to be reminded that under Pennsylvania State Law they are not permitted to board a school bus without permission.

PSSA Testing Windows for 2021 – 2022

Assessment	Number of Sections	Dates	Grades
English Language Arts	3	April 25-29	Grades 3&4
Mathematics	3	May 2-6	Grades 3&4
Science	2	May 2-6	Grade 4
Make - up		May 9-13	Grade 3&4

Note: There will be no writing assessment. Reading and writing will be combined in to the English Language Arts assessment.

School Year Calendar : 2021 – 2022

*** Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication. The following is the calendar for all schools and Pre-Kindergarten Programs for the 2021 – 2022 school year:**

Date	Activity
July 5, 2021	Independence Day (observed) – Schools Closed and Administrative Offices Closed
July 20, 2021	Eid al-Adha – Schools Closed and Administrative Offices Closed
August 23, 2021	First Day for Staff
August 23 - 30, 2021	District-wide Professional Development
August 31, 2021	First Day for Grades preK-12 – Student Attendance, Half-Day for Kindergarten
August 31 - September 3, 2021	Kindergarten Half-Day - Early Dismissal

September 6, 2021	Labor Day – Schools Closed and Administrative Offices Closed
September 7, 2021	Rosh Hashanah – Schools Closed and Administrative Offices Closed
September 8, 2021	Kindergarten Half-Day - Early Dismissal
September 16, 2021	Yom Kippur – Schools Closed and Administrative Offices Closed
October 11, 2021	Indigenous People Day – Schools Closed and Administrative Offices Closed
October 13 - 15, 2021	Interim Reports
November 2, 2021	Election Day - Schools Closed for Staff and Students
November 11, 2021	Veterans' Day – Schools Closed and Administrative Offices Closed
November 16, 2021	Term 1 Ends - Grades Due
November 22 - 24, 2021	Report Card Conferences – 3 Hour Early Dismissal
November 25 - 26, 2021	Thanksgiving Holiday – Schools Closed and Administrative Offices Closed
December 15 - 17, 2021	Interim Reports
December 24, 2021	Winter Recess – Schools Closed and Administrative Offices Closed
December 27 - 30, 2021	Winter Recess – Schools Closed
December 31, 2021	New Year's Day (Observed) – Schools Closed and Administrative Offices Closed
January 3, 2022	Full Day Professional Development - Schools Closed for Students
January 17, 2022	Dr. Martin Luther King Day – Schools Closed and Administrative Offices Closed
January 25, 2022	Term 2 Ends - Grades Due
February 1, 2022	Lunar New Year – Schools Closed and Administrative Offices Closed
February 2 - 4, 2022	Report Card Conferences – 3 Hour Early Dismissal
February 21, 2022	Presidents' Day – Schools Closed and Administrative Offices Closed

February 23 - 25, 2022	Interim Reports
March 24, 2022	Term 3 Ends - Grades Due
March 30 - April 1, 2022	Report Card Conferences – 3 Hour Early Dismissal
April 11 - April 14, 2022	Spring Recess – Schools Closed
April 15, 2022	Good Friday – Schools Closed and Administrative Offices Closed
April 27 - April 29, 2022	Interim Reports
May 3, 2022	Eid-al-Fitr – Schools Closed and Administrative Offices Closed
May 17, 2022	Election Day (Tentative) - Schools Closed for Staff and Students
May 30, 2022	Memorial Day – Schools Closed and Administrative Offices Closed
June 10 - 14, 2022	Graduation Window
June 14, 2022	Last Day for Students/ Term 4 Ends
June 15, 2022	Last Day for Staff/ Full Day Professional Development
June 20, 2022	Juneteenth (observed) – Schools Closed and Administrative Offices Closed

QUESTIONS?

Do you have a question we haven't answered? Go to the school district's website for more information...

<http://www.philasd.org>

John M. Patterson has a Website. Come and visit your school!

<http://www.patterson.philasd.org>

SDP 2021-2022 SAFETY PROTOCOLS

Click on the blue for information and a link for student health services.

THE SCHOOL DISTRICT OF PHILADELPHIA

SCHOOL-PARENT COMPACT

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

This school-parent compact is in effect during the school year **2021-2022**.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

The John M Patterson School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

Patterson School will teach Reading, Math, Science and Social Studies using the Pennsylvania core standards. We are using Math Expressions and ReadyGen for our students. Our special education students use Corrective Reading and Math. All of our teachers and Supportive Service assistants are highly qualified. We have a Grade teacher, Grade Prep and, Lead Teacher purchased out of Title I. We have Title I Supportive Service Assistants to assist teachers with instruction. These SSA's are used throughout grades Kindergarten to fourth grades. The teachers will instruct at a high level of instruction for all students. Students will be encouraged to question and learn to their potential. The learning environment will be strengthened by staff, students and parents joining in the education process together.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.**
3. Specifically, those conferences will be held:

The Back to School Night is scheduled for September 9, 2021, which will include the Title I Annual Meeting. There are report card conferences scheduled for November 22-24, 2021, February 2-4, 2022, and March 30-April 1, 2022.

- 4. Provide parents with frequent reports on their children's progress.**
Specifically, the school will provide reports as follows:

Communication with parents occurs daily. Teachers may send home daily reports or use the homework books to send written communication. Interim report cards are given out to all parents

to inform them of their child's academic progress. The interim report dates are October 13-15, 2021, December 15-17, 2021, February 23-25, 2022 and April 27-29, 2022. These interim reports are sent home midway between each report cycle. Report card conferences also allow parents to review their Child's education progress. Parents receive the PSSA Parent results. IEP and MTSS Meetings are held 9:00AM or when the parent is able to attend.

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

Patterson is proud of our open-door policy with the principal. Parents are able to call school to leave a message for teachers to return their call. Teachers may meet during their prep with parents. If another time is necessary, coverage for the teacher will be provided. Teachers may have phone conferences if parents are unable to get to school. Teachers also have email for parents to correspond with them.

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

Parents may volunteer for class trips, assemblies, and parents are welcome to schedule a time to observe their child in the classroom setting. Also, parents are welcome to volunteer for socialized recess. School district requires 3 legal checks to be completed before volunteering. Our principal, Mr. Jessup will speak with parents that want to visit their child's classroom and then accordingly set up an opportunity to do so.

Parent Responsibilities

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

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring the amount of television my child watches.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my child's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.]*
- *Attending monthly Chat & Chews*
- *Reading 10 minutes each day with my child*
- *Being aware of interim report dates as well as attending report card conferences.*
- *Supporting my child's school by being an active participant in the school activities.*
- *Reading the Parent School Handbook.*

Student Responsibilities (revise as appropriate to grade level)

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

- *Do my homework every day and ask for help when I need it.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*
- *Follow Patterson school rules for behavior.*
- *Be a responsible student and earn Bear Paws.*
- *Put my best effort in all schoolwork.*
- *Be a positive participant in our school initiative "The Leader In Me."*

The John M Patterson School will: **(must be in all compacts)**

1. **Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.**
2. **Involve parents in the joint development of any schoolwide program plan, in an organized, ongoing, and timely way.**
3. **Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.**
4. **Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.**
5. **Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.**
6. **On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.**

7. **Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.**
8. **Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).**

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

1. **Recommend to the Regional No Child Left Behind District Liaison, the names of parents of participating children of Title I, Part A programs who are interested in serving on the State's Committee of Practitioners and School Support Teams.**
 2. **Notify parents of the school's participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.**
 3. **Work with the School District of Philadelphia in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.**
 4. **Work with the School District of Philadelphia to ensure that a copy of the State Education Agency's written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representatives.**
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SCHOOL DISTRICT OF PHILADELPHIA
John M Patterson Elementary SCHOOL
PARENT INVOLVEMENT POLICY
2021-2022

PART I
GENERAL EXPECTATIONS

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

The John M Patterson School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its School District of Philadelphia plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the School District of Philadelphia's plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

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

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

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

PART II.

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

[NOTE: The School- wide Parental Involvement Policy must include a description of how the school will implement or accomplish each of the following components. *[Section 1118(a)(2), ESEA.]* Regardless of the format the school chooses to use, a description of each of the following components below must be included in order to satisfy statutory requirements.]

1. The John M Patterson School will take the following actions to involve parents in the joint development of its school-wide parental involvement plan under section 1112 of the ESEA:

Mr. Jessup invites all of the parents into the auditorium on the first morning of school to welcome them, to review our academic expectations, and to review our student handbook. Then, Patterson involves our parents in the parent involvement plan, parent school compact and school improvement plan by holding our Annual title 1 meeting on Back to School Night on September 9, 2021. This gives us the best opportunity to reach the most parents at one time. At this time, we review, via powerpoint presentation, the main talking points required by Title 1. We then go on to explain and review our previous policies that were written at the conclusion of last school year. In October, we will hold our first Chat & Chew to get additional input by parents. We also give parents a short survey to get their thoughts and ideas. Chat & Chew's will be held every month, in the morning, to discuss Parent Involvement and academic success for all.

2. The John M Patterson School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

The principal and a member of the leadership team attend monthly Home & School meetings to discuss relevant data and how it directs the writing of the School Improvement Plan and the Federal Budget Addendum. Chat and Chews will be held every month to have parents and school work together in the rewriting of the School Improvement Plan. These meetings will be advertised on the monthly calendar and a flyer.

Information will be conveyed to parents in various means: Title 1 Public Binder located in the main office, parent bulletin board, flyers, calendar, automated phone message system, and outside marquee.

We also have a weekly leadership team meeting, held at the conclusion of the school day, where Home& School are invited to attend to share their input.

3. The **School District of Philadelphia** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:
 - In collaboration with the Grants Compliance Monitor, School-Community Liaisons, Philadelphia Home and School Council (PHSC), Title I Parent Advisory Committee, The Philadelphia Right to Know Educational Task Force, PARENT POWER, and other parent groups, provide workshops to schools on parent engagement.
 - Provide professional development by parents/caregivers for new and existing principals and other administrators on how to develop promising partnerships with parents/caregivers.
 - Train new and existing staff with parental engagement duties (e.g., School Improvement Support Liaisons, School-Community Liaisons, School Community Coordinators, and Bilingual Counselor Assistants) to assist school sites in implementing parental engagement.
 - Make available the staff of the Office of Educational Equity, Office of Specialized Instructional Support, and Office of Family and Community Engagement staff for technical assistance.
 - The Grants Compliance/Title I Office will provide technical assistance to schools and parent organizations, such as the Title I Parent Advisory Committee (PAC), Home and School Associations, The Philadelphia Right to Education Task Force, PARENT POWER, and other organized parent groups.
 - Provide coordination of professional development efforts through the Office of Leadership and Development.
 - Provide workshops to parents on supporting student achievement and parent engagement.

4. The **John M Patterson School** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Insert programs, such as: Head Start, Reading First, Early Reading First,

Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs], by:
Parents from our Pre-K program and Head Start, located in the little building in our schoolyard, will be given monthly calendars and other pertinent flyers to be informed of workshops, Chat & Chews, meetings, assemblies.

5. The **John M Patterson School** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

Parents attending our first Chat & Chew in October 2021 will participate in a survey to learn what is important to parents regarding the school/home relationship.. Ms. DiGironimo, Lead Teacher is responsible for the survey. The survey questions are based on the contents in the compact and parent involvement policy. The answers we receive are discussed with the leadership team to direct to meet all involved needs. Every other month there is a Chat & Chew in the morning to discuss Parent Involvement and academic success for all and changes we need to make in our existing parent plans.

6. The John M Patterson School will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - A. The John M Patterson School will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
 - the State's academic content standards,
 - the State's student academic achievement standards,
 - the State and local academic assessments including alternate assessments,
 - the requirements of Title I-Part A,
 - how to monitor their child's progress, and
 - how to work with educators.

On September 9, 2021, Patterson will hold its Back to School Night and Annual Title 1 meeting. Mr. Jessup will review the academic state standards, the PSSA timeline, and the importance of parents being involved in their child's education. Ms. DiGironimo will present a power-point presentation for the Annual Title 1 meeting.

In October 2021, Ms. DiGironimo and Mr. Jessup will host a morning Chat & Chew. Topics will be the School Parent Compact and the Parent Involvement Policy.

Every other month, a Chat & Chew will be held addressing topics from academic requirements from the state, how to help your child at home, assessments and their impact in your child's education, and the home-school connection. Sign-in sheets and agendas will be kept in the Title 1 Public binder.

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

Parent training sessions on Familynet will occur before the first report cycle by Ms. Goldberg. Chat & Chews will also be held every two months to review the state standards and expectations for success.

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

Grade group meetings are held every other week at 2:30 in the conference room. The grade group meetings the week of September 17, 2021 will address the communication policy of Patterson School. Written communication regarding academic concerns through daily logs and interim reports and the best way to convey academic concerns to make a positive relationship with parents. Also, the importance of returning all parent phone calls within 24 hours.

On August 23, 2021 the entire staff will brainstorm and plan a unified Patterson policy regarding strategies to get parents involved in their child's education. As well as, how to discuss with parents the weaknesses and strengths of their child.

All written communication must be kept in a file by the teacher, all phone calls are to be kept in a log. Teachers are encouraged to share their email to keep communication open to make the instructional process a joint venture.

- D. The John M Patterson School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction

Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

There is a parent desk and bulletin board in the first floor hallway with school and community flyers.

New Start Family Center offers workshops and community service to Patterson parents. The counselor will share resources of community programs, school district programs, attendance and truancy topics to help their child's educational needs.

Eat Right instructs in the classroom and also conducts after school workshops in the spring.

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

Communication to our ELL parents will be sent home in their native language via school district website translations. We also have a multilingual School Improvement Liaison two days a week. This will ensure that ELL parents become a more active part of the school community.

School communication will be varied and in many modes to include parents in the school community. All parents of regular Education, special Education, and ELL students are invited to any staff development sessions addressing school plan and parental involvement. Information will be distributed to parents in the following ways: marquee, Home & School bulletin board, flyers, calendar, internet , automated phone messages, and Home & School meetings. Marquee, Home & School Bulletin board are daily. Calendar is monthly. Phone messaging and flyers are when needed for communication. Translated letters and school district translators are available to assist with ELL parents. All communication is in clear, parent-friendly language. Parents are welcome to come see Mr. Jessup and Ms. Goldberg for clarification on any school correspondence.

PART III.
SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School’s Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school, in order to maximize parental involvement and participation in their children’s education;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- providing other reasonable support for parental involvement activities under section 1118 as parents may request.

PART IV.
ADOPTION

This John M Patterson School Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by C Holloway, D Tabb, D. Holmes, P James, L Young.

The school will distribute this policy to all parents in the Parent Handbook on or before September 9, 2021.

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

**PLEASE PRINT THIS PAGE AND RETURN TO YOUR CHILD'S
TEACHER**

I have read the 2021-2022 John M. Patterson Parent / Student Handbook, including the rules, regulations and policies. I fully understand its meaning and consequences and support its enforcement by persons responsible.

Please sign and return to your child's teacher. This form will be kept on file in the office. Thank you for your cooperation and support.

SIGNATURE OF STUDENT

SIGNATURE OF PARENT/GUARDIAN

Date