

**THE SCHOOL DISTRICT OF PHILADELPHIA
THOMAS K. FINLETTER ELEMENTARY SCHOOL
6101 N. FRONT STREET, PHILADELPHIA, PA 19120**

April Brown, Principal
Lauren Harrow, Assistant Principal
Brittany DiSanto, Assistant Principal

Telephone (215) 400-3750
Fax (215) 400-3751
www.philasd.org/schools/finletter

Dear Parents and Guardians,

Greetings from Finletter! This letter contains important information for the 2024-2025 school year.

Please note that the **first day of school for students in Grades Kindergarten through 8th is Monday, August 26, 2024**. In order to ensure the safety of all of our students, students should report to the school **NO EARLIER than 7:55 a.m.**

Breakfast

Students in grades 3-8 may arrive at 7:55AM and report directly to the Little School House Cafeteria for breakfast if they choose. Breakfast will be served for grades 3-8 ONLY from 7:55-8:10 daily, M-F. Breakfast in grades 3-8 will NOT be served in the classroom. Students who arrive via SDP Transportation will eat breakfast in the LSH cafeteria. Students in grades K-2 will eat breakfast daily in their classrooms at 8:15am.

Little School House Admission for K-2: 8:15 AM- Students will enter the building responsibly and respectfully. To ensure a smooth transition, parents/guardians must remain outside. Teachers will meet students at their doors.

- K - Side Door (kinder door)
- 1st, 2nd - LSH Front Entrance

Main Schoolhouse Admission for 3-8: 8:15 AM- Students will enter the building responsibly and respectfully. To ensure a smooth transition, parents/guardians must remain outside. Teachers will meet students at their classroom doors.

To ensure a smooth transition, parents will not be permitted to enter the school building to walk students to the classroom.

School officially begins at 8:15 a.m. Your child will be marked late if they arrive at class after admission doors have been closed. Once late, students enter through the main entrance (whichever is applicable: MSH/LSH) and proceed directly to his/her classroom to be marked late. After 8:45 AM, students must sign in late in the main office.

Inclement Weather Admission: Students in K-8 will enter the LSH Cafeteria no earlier than 7:55 am.

Dismissal will take place at 2:54 p.m. The parents/guardians of students in Grades K-2 will be required to sign out their children (signature and ID required) on a daily basis. It is important that you come in person to update the Main Office regarding changes made for those who have permission to pick up your child. Students in grades K-2 will not be permitted to walk home alone. Please ensure that all childcare agencies are fully aware of dismissal times, procedures, and expectations; and that the main office has updated contact information, including phone numbers, for the childcare agency.

Little School House Dismissal - Teachers will dismiss students into the schoolyard for dismissal where students will be checked out. ***ALL LSH students must be checked out by the homeroom teacher.***

- K - Side Door (kinder door)
- 1, 2 - Cafeteria Door

Main Schoolhouse Dismissal - (All students are supervised and escorted out by their teachers)

- 3rd, 6th, 8th- Front St. (Godfrey Side) Main Doors
- 4th, 5th, 7th - Front St. (Spencer Side) Door

As a consideration for staff who have obligations of their own, all students should be picked up promptly at 2:54 PM. For children who are not picked up on time which involves communication attempts, School District Police, Philadelphia Police, and subsequently DHS will be notified.

Academics: The goal is to ensure that every child is challenged and experiences academic success. This cannot be done by the teacher alone, parents also play a significant role in reaching this goal. Ask your child about their STAR and Cool Down Assessments. **Those who show growth and achievement are incentivized because learning is the priority.** *Please note, the lack of growth and/or poor attendance may contribute to student retention.*

Behavior: Your child is expected to act in a manner that will ensure the safety and consideration of others in alignment with the Student Code of Conduct. Please support our students, your child, in meeting behavioral expectations consistently so that they are prepared to learn. This includes making the appropriate decision to be **on-time** to school and not stopping at neighborhood stores inclusive of Dunkin Donuts and Family Dollar. Cell phones and other electronic devices are not permitted to be out or used during school hours.

Attendance and Lateness:

- Daily attendance directly impacts your child's success. The District's and Finletter's goal is to strive for 95% for our average daily attendance. In alignment with the School District of Philadelphia Policy, all absence notes need to be submitted within 3 days of the student returning to school. *Absences will not be excused if notes are handed in after the 3rd day.* Your child **cannot miss more than 7 days** of school per school year. Both excessive absences and latenesses result in a truancy/DHS referral and removal from PBIS incentives. If you have questions about attendance and truancy, please contact Ms. Gerena: vgerena@philasd.org

The 2024-2025 **UNIFORM** Policy will function as follows:

a. **Grades K-6:**

- Khaki or black **uniform pants**, skirts or jumpers and a Forest Green collared uniform shirt. Forest Green sweaters can be worn over the uniform shirt during cold weather.
- Forest Green t-shirts and Forest Green or black sweatpants are worn on days that your child has gym.

b. **Grades 7-8- Finletter's Upper School Academy**

- Khaki or black **uniform pants**, skirts or jumpers, and a Maroon collared shirt.
- Maroon sweaters can be worn over the uniform shirt during cold weather.
- Maroon t-shirts shirts and Maroon or black sweatpants are worn on days that your child has gym.

Any personal item, including electronic devices such as cell phones, Ipads, air pods, money, and more, brought to school will be the responsibility of the student. Finletter is NOT RESPONSIBLE for any personal items that are lost, damaged or stolen. Please also speak with your child regarding the sharing of personal information inclusive of social media passwords.