

D. Newlin Fell Elementary School

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PARENT/STUDENT SCHOOL HANDBOOK

2017 – 2018 School Year



Dr. William Hite Jr., Superintendent

Omahr Ashe, Principal

**D. Newlin Fell Elementary
Parent/Student School Handbook
2017-2018 School Year**

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INTRODUCTION

Welcome to D. Newlin Fell School, the best K – 8 school in the School District of Philadelphia! The D. Newlin Fell School is a historic school building located in the East Oregon neighborhood of South Philadelphia. We are a neighborhood school that serves students from various backgrounds in grades kindergarten through eight. Our culturally and linguistically diverse student population creates a rich, multicultural school community where Asian, Latino, Arabic, African-American and Caucasian children live tolerance and respect on a daily basis.

At D. Newlin Fell School, the subject area teachers are full-time and highly qualified. Most of our staff members have over ten years of teaching experience and have taught at our school for just as many years. The extensive expertise and experience among our staff members promotes mentoring, cross-collaboration and teamwork throughout our school.

In addition to the regular education classes, we provide our students with the following:

- Children’s Literacy Initiative
- Art, Music, Computer & Physical Education Classes
- Interactive Whiteboards in all K – 8 Classrooms
- Blended Instruction
- Mentally Gifted Program
- Special Education Services
- ESOL Services
- Instrumental Music Program
- PIAA Middle Years Sports – Golf, Basketball, Baseball, Softball & Track and Field
- Cheerleading Team
- Science Fair
- Literacy Night
- Annual Field Day
- Bike to School Event

Further, we always stay on the cutting edge of educational practices in order to best serve our students. This atmosphere of ongoing learning generates an energetic, rigorous learning environment and an unparalleled educational experience for all our students!

Omahr Ashe,

Principal

ACADEMIC SUPPORT SERVICES

Fell has a Special Education Team, that includes Mrs. Maiorano, Mrs. Passarello Mrs Bonanno, Mr. Borda, and Mrs. Darden. We have an ESOL Team, that includes, Mr. Perkins, Mrs. Busch and Mrs. Sosangelis. All academic support teachers help the classroom teachers implement the core curriculum in literacy and math as well as provide support services to struggling students. Mrs. Maiorano, Mrs. Passarello and Mrs. Bonanno, Mr. Borda, and Mrs. Darden provide instructional services to students whose needs have been identified through testing and evaluation by a licensed school psychologist. The classroom teacher refers students experiencing academic or behavioral problems to the school's Response to Intervention (RTII) team. The problems are first discussed at grade group meetings where intervention strategies are identified and an action plan is initiated. In the absence of the Principal, Mrs. Sosangelis serves as the Teacher-In-Charge. Mr. Matthews serves as the Dean of Students and handles all disciplinary issues.

MUSIC INSTRUCTION

Fell has instrumental music teachers for wind and string instruments who provide individual and small group lessons on a weekly basis. Students receive vocal and instrumental instruction during the day at the school. Beginning in the third grade parents receive a letter inviting them to sign their children up for the instrumental music program if they think their child would qualify. Fell also has a Glee Club that performs at assembly programs and at outside community events. Mr. Gorman, the music teacher, coordinates this club.

NON-ACADEMIC SERVICES

Fell has a full-time counselor. Aside from meeting with children individually and in small groups, the counselor meets with parents to discuss problems that have a direct impact on the education of their children. The counselor is also the attendance liaison at the school and serves as the Response to Intervention (RTII) Champion for our school.

A registered nurse provides service to students five days a week (full-time). In addition to consulting with parents and staff about the particular needs of students, the nurse dispenses prescription medication on the days she is at the school, and conducts vision and hearing screenings throughout the school year.

Students who qualify receive services from a speech therapist on a regular basis. Therapy for the hearing impaired and orthopedically challenged is available as well.

SCHOOL POLICIES AND PROCEDURES

Admission to Fell

Parents registering children at Fell must show proof of residency (utility bill), photo-ID, child's birth certificate, and current medical/immunization report. Families

living outside of the boundaries for Fell School must fill out an EH36 form at their neighborhood school and follow the requirements established by the SDP Office of Enrollment. Children are admitted to the school if space exists at the various grade levels after neighborhood children have enrolled. Parents who move outside Fell boundaries must notify the school. You will be dropped from Fell's enrollment and registered at your new school at the end of the school year.

Daily Morning Line Up

Children can report to the schoolyard by 8:00 AM. Supervision is available at that time. Breakfast is served from 8:00 AM – 8:25 AM. We encourage all students to eat breakfast (the most important meal of the day). Children who participate in the breakfast program can report to the school cafeteria at 8:00 AM. The school day officially begins at 8:30 AM. Any students arriving after this time is considered late. At 8:30 AM, students in grades 3 & 4 will line up in the lunchroom (PTA room), students in grades K, 1, 2, 5, 6, and 7 are expected to be in the auditorium. 8th grade students proceed directly to the 3rd floor at 8:20 AM. Students have assigned seats in the auditorium and in the PTA room. If a student arrives after 8:30 AM, the parent must bring the student to the front of the building. Once inside, a staff member will escort the student to the classroom. ***PARENTS CANNOT ESCORT STUDENTS TO THE CLASSROOM – NO EXCEPTIONS.***

Afternoon Dismissal

Dismissal is at 3:09 PM. Parents must wait in the yard for their children. Students in rooms 100, 103, 104, 105, 201, 203, 204, 300, 301, 302, 304 and 310 exit the building on the 9th Street yard side. Children in rooms 106, 107, 108, 207, 208, 209, 305, 307, 308 and 309 exit the building on the Hutchinson Street side of the yard. Students in rooms 102 & 202 will exit through the main entrance and go onto their assigned school bus.

Early Dismissals

The school requires that parents schedule doctor's appointments after school hours. A note or appointment card should be brought to the office to verify that you do have a doctor's appointment. In the event that the student must leave school early, a parent must sign the child out in the office, have a photo ID, and be on the Emergency Contact Form. Repeated early dismissals interrupt the teaching and learning process. **No Early Dismissals will be granted after 2:45 PM– No exceptions.**

Lateness

Children who enter the building after 8:30 AM are considered late. They must obtain a late note from the assistant on the first floor. After three unexcused lateness's, parents will notified and your child may receive an after school detention or other consequence. Repeated lateness keeps a child from perfect attendance and from receiving a Citizenship Award. Lateness is marked on the student's roll sheet and becomes part of the permanent record.

Absences

Children are expected to bring a note when they are absent from school The note should state the child's complete name, the dates of the absence and the reason for it. The note should be brought to school upon the student's return. In the event of excessive

absences when the school is not informed of the reason, the school's counselor will call the parent and take measures to remedy the situation. Parents are referred to Truancy Court when children are repeatedly absent or show a pattern of absences (Fridays and Mondays for example) and there is no medically documented reason for it.

Lunches

Hot lunches are prepared for students in our cafeteria. All Fell children are eligible for a free lunch. Recess and lunch occur together for all Fell students (45 minutes total – 30 minutes to eat lunch and 15 minutes for recess).

- Kindergarten, first and second grade students (K-2) have a recess/lunch period from 11:15 AM – 12:00 PM.
- Third, fourth and fifth grade students (3-5) have a recess/lunch period from 12:00 PM – 12:45 PM.
- Sixth, seventh and eighth grade students (6-8) have a recess/lunch period from 12:45 PM to 1:30 PM.

Bus Transportation

Several buses transport students to Fell School. Parents should know their child's bus route number when calling the school to ask for information. Bus attendants accompany the children on special education routes only. Attendants are authorized along with the driver to issue a bus report should a student engage in behavior that jeopardizes the safety of others. Children may be suspended from the bus for a period of time if they continually misbehave.

Behavior Concerns

The School District of Philadelphia Code of Student Conduct for 2017-2018 explains students' rights' and responsibilities, as well as levels of offenses and consequences for violations of the Student Code (www.philasd.org). Fell School follows these procedures. The school counselor is available for individual and small group counseling as well as parent conferences. Fell has a peer mediation program where trained student mediators help their classmates resolve problems. After school detentions, if warranted, are given to all students whether they ride a bus or not. Suspensions are also given to all students, if warranted, whether a parent works or not.

COMMUNICATION

Contacting the Teacher

Parents should contact the classroom teacher either by a note, email or the phone when they have questions about the academic and social progress of their children. Always leave work and a home phone number when calling the school. Some parents also choose to send in notes by fax. Fell's fax number is (215) 400-8261. All teachers have e-mail addresses as well. The teacher will give this to you. A list of email addresses will be part of the School Directory. If you need to make an appointment to meet with the teacher, please call (215) 400-8260 to make arrangements. Parents that come directly to

the school without an appointment will not be given permission to go to the classroom while the teacher is providing instruction to our students.

Information from the School

A school calendar goes home once a month. In addition to standard forms of communication, the school sends home invitations to special assembly programs, workshops, Home and School Meetings, and parent interest group meetings. Check your child's homework book for notices and maintain contact with the parents of another child in the same room as your child. You can also visit our school's website at www.philasd.org/schools/dnfell for up to date news and events.

SCHOOL EVENTS

Report Cards

Report cards are issued three times a year. **The 1st Marking Period Parent Teacher Conferences are scheduled for November 20, 21 and 22, 2017. The 2nd Marking Period Parent Teacher Conferences are scheduled for February 14, 15 and 16, 2018. The 3rd Marking Period Parent Teacher Conferences are scheduled for May 2, 3 and 4, 2018.** Children are dismissed at the 12:09 PM so parents can come to the school at a scheduled time to discuss their child's progress with the classroom teacher. Appointment slips are sent home in advance notifying parents of the date and time they are expected to meet with the teacher. Parents unable to meet with the teacher should schedule an alternate date or set up a phone conference. **The last report card in June is sent home with students on the last day of school which is scheduled for June 12, 2018.**

School Trips

Teachers take children on a variety of trips throughout the school year. Signed permission slips are required before children are permitted to go. These trips are educationally enriching experiences and we encourage attendance. No child is denied a trip if he/she cannot afford it. Written information should be given to the classroom teacher and the school will pay for the trip. Supervision required for the trip is one adult for every ten students. Parents are encouraged to volunteer their services. However, the school does not pay for parents. Parents who accompany teachers are not permitted to bring other siblings on these trips. School insurance only covers the child in the particular class. Moreover, as a volunteer who is expected to supervise, chaperones must give all of their attention to the children entrusted to them.

Extra-Curricular Clubs

Fell has many Extra-Curricular Clubs that meet from October until the end of May. Individual clubs operate on selected days, from 3:15 PM to 4:15 PM or 4:30 PM. Information is sent home in late September about club offerings and days available. Participation in these clubs is voluntary and requires a parent to sign a permission slip. Bus children must have transportation home if they want to attend these clubs.

Safety Patrol

Fell School has a Safety Patrol open to sixth, seventh and eighth grade students. The club stresses responsibility and leadership. Students receive training from the moderators on issues of school safety within and outside of school. Members are expected to be in school by 8:05 AM each morning and remain on post until 3:24 PM each afternoon.

Glee Club

Fell has a Glee Club, which is opened to third through eighth grade students. Aside from singing at all school functions, the Glee Club has also performed at shopping centers, Methodist Hospital and The Gallery.

SCHOOL SAFETY

For the safety of students and staff, we require parents to abide by the following:

- A parent must have an appointment to go to a classroom and speak with a teacher. No parent can go directly to the classroom without coming to the office first.
- Parents cannot stay with children in the auditorium during our morning admissions.
- Parents cannot pick children up at the classroom door at the end of the school day. Parents must wait outside for their children.
- The school will not honor phone request to change a child's method of going home at the end of the school day. A parent must put this information in writing 24 hours before and include a phone number where the office can contact you.
- Confidential student information may not be given over the phone.
- Be sure you return the Emergency Contact Form for your child so the school has a way of getting in contact with you should an emergency arise. Keep this information accurate and up to date.
- Rehearse with your child what to do if you are not there to pick him/her up on time. Please inform your child that if this happens, he/she should return to the main office, notify the supervising aide and call home. This is where children wait for an adult or older sibling to come pick them up.

- Label your child's clothing, book bag and all books so items can be returned if lost.
- If you are sending money to school, make sure it is in an envelope with your child's first/last name and room number on it. The amount should also be on the front of the envelope.
- If your child must take special medication at school, consult with the school nurse and be sure there is always a supply on hand.
- All parents must be buzzed into the building. Parents must sign a visitor book at the entrance and get a visitor's pass to travel through the building.
- All visitors entering the building must show a photo ID.
- Students having an early dismissal must come to the school office to meet the parent. The parent must show a photo ID and be listed on the emergency contact information for the child. No exceptions are permitted for early release procedures.