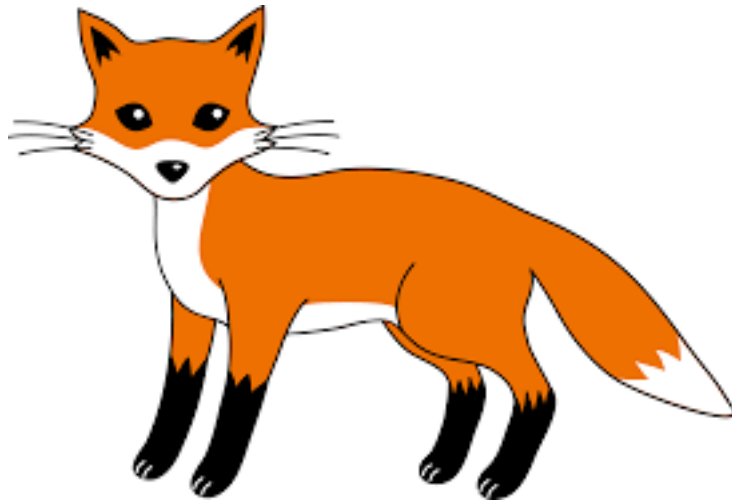


LOUIS H. FARRELL ELEMENTARY SCHOOL

**2022-23
STUDENT/PARENT
HANDBOOK**



MR. PETER JEPSEN
PRINCIPAL

MR. DEL N. JONES
ASSISTANT PRINCIPAL

MRS. SAMANTHA LICHTENSTEIN
ASSISTANT PRINCIPAL

Dr. Tony R. Watlington
SUPERINTENDENT

FARRELL STUDENT/PARENT HANDBOOK

Dear Parents and Students,

This booklet contains an overview of policies and procedures at Louis H. Farrell School. It addresses the issues of greatest importance to students and parents, and serves as a convenient reference. It is not intended as a comprehensive digest of our school policies, and you may have questions not answered here, but can be found in the School District's Parent Handbook.

Please feel free to contact the school at any time if you need more information. We value your interest and your inquiries. Failure to read this document will not exempt students from consequences stated within.

We have found that students experience success if they meet three fundamental expectations. Therefore, we require that students **attend school regularly, complete their in-school work as well as their homework, and treat peers and staff with respect.** Our school focus is on being Respectful, being Responsible, being Courteous, being Honest, and being Safe.

Each student should expect a comprehensive instructional program in a safe and supportive environment. Parents and students will be treated with respect, and parents' inquiries will receive a timely response.

We welcome everyone to the 2022-2023 school year, and we encourage parents to become active members of the Home and School Association and/or the Student Advisory Council (SAC), as well as, other school functions. We will spend the first weeks of school working with your children and preparing them properly for school admission and dismissal, in an effort to keep a safe and orderly environment. We will also be required to complete a fire/evacuation drill within the first ten days of the start of school. As always, please visit us, become a volunteer, and become active in our learning community. Thank you for your strong commitment to your child's education and your involvement and continued support.

Sincerely,

Mr. Peter Jepsen

Mr. Peter Jepsen
Principal

Mr. Del N. Jones

Mr. Del N. Jones
Assistant Principal

Mrs. Samantha Lichtenstein

Mrs. Samantha Lichtenstein
Assistant Principal

VISION STATEMENT

LOUIS H. FARRELL ELEMENTARY SCHOOL will provide every student with an environment in which they will become successful citizens and reach their full potential. To achieve this, the School Community will:

- provide standards-based and rigorous instruction.
- foster a life-long love of learning.
- accept and embrace all cultures.
- create a learning environment that includes high expectations, fosters confidence and encourages growth.

FARRELL STUDENT/PARENT HANDBOOK

STUDENTS:

Students are expected to:

1. Attend school daily, whether remotely or in-person.
2. Be prepared each day and be ready to learn and engage in instruction.
3. Complete assignments on time each day for each digital and in-person class.
4. Adhere to the Student Code of Conduct at all times while engaged in both digital and in-person instruction.

PARENTS:

1. Parents are expected to: Have their child(ren) ready to engage every day in learning.
2. Assist their child(ren) in logging into the system if necessary, to ensure their child's attendance is marked on remote learning days.
3. Assist with reaching out for support from teachers if their child is struggling or has barriers to attending school each day.
4. Ensure their child attends in-person instruction on scheduled days.
5. Reach out to the professional school counselor for support if there are barriers to regular attendance.

COMMUNICATION

Parents are considered full partners in the educational process at Farrell. We encourage your active participation in all school activities, and you are welcome at the school at any time. **Please proceed to the Main Office anytime you enter the school.** In order to ensure meaningful communications please follow the steps listed below.

A. Advising School of Problems

It is essential that we know about problems as they arise. All students are directed to report issues to the following authorities:

1. **The adult closest to the situation.** This would be the teacher, yard aide, crossing guard, bus driver, etc.
and/or
2. The Climate Manager, Mrs. Rosario, the Assistant Principals, Mr. Jones or Mrs. Lichtenstein and/or the Principal, Mr. Jepsen.
and/or
3. Parent(s). **Parents are then asked to complete a Parent Concern Form** making the school aware of the problem and allowing the school time to investigate and develop a plan to solve the problem or concern (24 - 48hrs).

B. General Questions

Contact the office at 215-400-3230. Office personnel will be glad to help you and direct your call.

C. Teacher Questions - Three Ways to Contact a Teacher

- **E-mail- utilizing the teacher's SDP email (...@philasd.org).**
- **Call the school office (215-400-3230) and leave a message.**
- **Send in a written note to the teacher.**

All parent inquiries are to be responded to within 24-48 hours. If you fail to get a response within this time frame, please contact the main office.

FARRELL STUDENT/PARENT HANDBOOK

Please do not engage in conversations with teachers during arrival time. It is important that the teachers get their classes inside as quickly as possible.

PARKING

It is illegal to park around the perimeter of the school on the roads adjacent to Farrell School during school hours. Warning signs are posted and you may be ticketed by the Philadelphia Police Department. Farrell School will assume **no responsibility** regarding parking or traffic tickets received when visiting the school or dropping off/picking up children. We will open the schoolyard for parking during many of our parent events. Our school buses utilize the side entrance of our building on Fox Chase Road and we ask that you do not park there. We also ask that you do not block the intersections at Hoffnagle and Alma as well as Fox Chase and Alma. Please do not double park in front of the school building on Castor Avenue as doing so creates a dangerous situation for you and our students. Also, be courteous to our Farrell neighbors and refrain from parking in front of their driveways.

SCHOOL INFORMATION

A. Attendance

All students are expected to attend school every day. If a child is absent for any reason, **THE STATE REQUIRES** that a **PARENT PROVIDE A WRITTEN EXCUSE**. Please send the excuse note to the classroom teacher with your child on the day that he or she returns to school or feel free to drop it off in the Main Office yourself. **Failure to provide a written excuse within three (3) days will result in the absence being counted permanently as unexcused. All absences of three (3) or more consecutive days must be supported by a written excuse note provided by a licensed health care provider.**

Absences over 10 days will result in the student being dropped from the Farrell roll list. If students arrive in school after 10 AM without a valid note or leave before 1PM without a valid note they will be marked as a **half-day unexcused absence**. The half-day unexcused absences will accrue to full days. The following reasons are **not excused absences** and will be marked as unexcused should the child not return to school:

- Doctor, Dentist, routine visit (should not require a full day)
- Overseas trips or Family vacations
- Inclement weather
- Illness of a family member

The trigger for a truancy referral remains 10 unexcused days. After a third unexcused absence, a C-31 will be mailed home. After **eight (8) cumulative absences for illness** the parent/caregiver must secure a **doctor's note** for any future absences for illness.

Lateness: A phone call will be made each time your child is late for school and excessive lateness can result in the loss of Honors or for 8th grade students, loss of 8th grade privileges.

FARRELL STUDENT/PARENT HANDBOOK

C. Extracurricular Activities

A variety of sports and special interest programs are available to students. The programs run before school or after school. Information will be sent home later in the Fall.

D. Inclement Weather

On inclement weather days, the school doors **will open at 7:20 AM** and children will go to the following areas to wait for their teachers:

- Kindergarten students in rooms A2, 100, 101, & 103 will enter through the side Annex doors and will report to the library.
- Grade 1-5 students will enter through the auditorium doors and remain there.
- Grade 6-8 students will enter through the cafeteria doors and move to the gymnasium.

***Please note that the school will NOT open until 7:20 AM in the event of bad weather. Children should not arrive at school before that time, as staff will not be available to receive and supervise them. Students will not be permitted to enter through the main doors of the school until after 7:35 AM.**

E. Picking Up Students before Dismissal Time

Parents who wish to pick their children up before dismissal time must come to the Main Office and sign them out. **Please be prepared to show some form of picture identification.** Students are called down to the office upon a parent or guardian's arrival. **At no time should a parent or guardian go to their child's classroom.** Students **returning from an early dismissal MUST REPORT** to the Main Office for an admit-to-class slip along with a note from doctor/dentist to present to the teacher.

Students may not be picked up for early dismissal after 1:30 PM.

F. School Closings Due to Severe Weather Conditions

All school closings are announced on KYW-1060 A.M. radio station and on the School District of Philadelphia's Website- www.philasd.org. **Please listen** during periods of inclement weather. **DO NOT CALL THE SCHOOL.** A calendar is issued at the beginning of each month and special half-days or days off are indicated. **Please let the school know when there are changes to your contact or emergency number, so that the changes can be made in the Student Information System (SIS).**

**SCHOOL DISTRICT OF PHILADELPHIA
SNOW HOTLINE and INFO NUMBER
215-400-INFO (4636)**

G. School Day

School starts promptly at 7:30 AM for all students, grades K - 8. **All children must be in line in the yard at that time.** Kindergarten children will line up in the schoolyard with the other children. **If your child will be arriving late, please send in a note.** All school rules apply to students from the time they leave home to come to school until the time they return home. This allows us to provide an extended protective environment to all students. This applies to walkers as well as to students who ride the bus. **All late students must report to the Late Desk located in the front hall or to the main office when arriving after 7:36 a.m.**

FARRELL STUDENT/PARENT HANDBOOK

H. School Hours

- 7:20 - Yard Opens (There is no supervision for children before 7:20)
- 7:30 - School starts
- 2:09 - School is dismissed (1:50pm for kindergarten students)

OFFICE HOURS – 7:45AM – 1:45PM

Lunch Periods

- 10:30 - 11:15 – Grades 5 & 6
- 11:15 -12:00 – Grades 3 & 4
- 12:00 - 12:45 – Grades K, 1, & 2
- 12:45 - 1:30 – Grades 7 & 8

*** LUNCH is free for all students.**

SCHOOL RULES

It is the responsibility of the school stakeholders to provide a safe and secure environment. Discipline is a key element for the safety of all our children. Discipline keeps students accountable through active engagement. Good habits and appropriate behavior are learned early in a child's development. It is also at this time, when parental involvement is at its highest. It is important for school staff and parents to work together to achieve and maintain a school atmosphere conducive to learning.

Discipline is a way of reaching that goal. Parents, as an important part of the Farrell team, can assist by teaching their children appropriate and proper behavior, respect, and responsibility. It is a continuous process. What your child learns at home, can and will be carried into the school day. All students are expected to behave in an acceptable and responsible manner at all times. Positive behavior, courtesy and cooperation are essential to learning. Farrell adheres to the *School District of Philadelphia Student Code of Conduct*. Please review it with your child. The Student Code of Conduct will be referred to when circumstances arise for any disciplinary action. The district's Student of Code of Conduct is on the main website (philasd.org)

A. Acceptable Use Policy

The School District of Philadelphia has committed to ensuring our students use technology in an appropriate manner. Guidelines for responsible use thwart unlawful plagiarism, copyright violations and network criminal behavior. The Acceptable Use Policy (AUP) governs student, employee and guest usage and behavior, tempered by legal, institutional and practical management concerns. Use is defined as a privilege, not a right. AUP rules define proper use of the district network. Unacceptable use, its penalties, and liabilities forewarn users that Internet privileges can, and will, be revoked. The AUP also addresses safety concerns and risks of inappropriate use. Parents have an important role in the implementation of the

FARRELL STUDENT/PARENT HANDBOOK

AUP. It is not enough that guidelines and responsibilities of School District personnel and students control Internet usage. Parental authorization is required for student SchoolNet use. Parents may deny student's access to SchoolNet or revoke SchoolNet privileges upon request. Students given written parental permission to use SchoolNet must also sign an acceptable use agreement. This agreement incorporates the terms and conditions of the AUP.

B. Accommodation Room (In-School Suspension)

The Accommodation Room serves the purpose of providing an educational alternative site for students who consistently display behavioral challenges. Students who do not follow the School District Student Code of Conduct and receive disciplinary referrals may be assigned to the Accommodation Room. Parents will be contacted when their child is assigned to the Accommodation Room.

C. Anti-Discrimination & Anti-Harassment Policy

The School District of Philadelphia maintains a firm policy prohibiting all forms of discrimination and harassment. Below is a brief summary of the Code. The complete policy can be found at www.philasd.org.

Students have a right to learn in an environment free from harassment and discrimination. Harassment is defined as a demand for sexual favor or any conduct which harasses, threatens, intimidates or otherwise creates a hostile school environment because of someone's gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived, national origin, religion, disability, socioeconomic status and/or political beliefs. Discrimination is defined as treating an individual differently because of someone's gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, socioeconomic status and/ or political beliefs. This list is in itself not all-inclusive.

If a student feels as though he or she is a victim of discrimination or harassment, he or she shall report such conduct as described in the "Code of Student Conduct" handbook.

Upon such a complaint, the District shall investigate the complaint thoroughly and completely. To the extent possible and allowed by law, the District will maintain confidentiality within the confines of the investigation or the alleged prohibited behavior. All parties will be treated with dignity and the District will not retaliate against anyone making a report.

Nothing contained in this policy prevents a student from contacting the police if the matter involves an alleged criminal offense.

D. Bullying Policy

Bullying is characterized by the following three (3) criteria:

- It is **aggressive behavior** or **intentional** harm doing.
- It is carried out **repeatedly** over time.
- It occurs within an interpersonal relationship where there is an **imbalance of power** (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful).

Bullying, may be **direct or indirect action**, which may include but is not limited to:

- **Physical:** hitting, kicking, pushing, shoving, and getting another person to hurt someone
- **Verbal:** racial slurs, name-calling, teasing, taunting, verbal or sexual harassment, gossiping, spreading rumors

FARRELL STUDENT/PARENT HANDBOOK

- **Non-Verbal:** threatening or obscene gestures, cyber-bullying (bullying that occurs by use of electronic or communication devices through means of email, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, websites, etc.), isolation, exclusion, or stalking

A student or an adult can report bullying and we ask that a Parent Concern Form or Incident Statement be filled out so an investigation may be performed.

Consequences for Violations:

Students who violate the bullying policy will be subject to the following disciplinary procedures:

- **First Offense:** Documented warning and parent notification
- **Second Offense:** Parent conference, loss of school privileges, exclusion from school-sponsored activities, detention, and/or counseling within the school
- **Third Offense:** Suspension or transfer to another classroom, school building or school bus.

*** If the first offense is notably severe, a student may immediately be disciplined in accordance to the Code of Student Conduct. This could result in a long-term suspension (1-10 days), a lateral transfer to another school, referral for placement in an alternative education program, and/or expulsion.**

E. Care of School Books/Textbook Policy

Students are responsible for the care, maintenance and timely return of all textbooks and borrowed classroom library books. Students and/or their parents will be assessed penalties for lost or damaged books. Imposition of one or more of the following penalties is permitted:

- a charge for replacement of the textbook or library book
- delayed receipt of a report card
- loss of privileges such as participation in sports or other extracurricular activities, school dances and other special events or commencement-related activities

F. Cell Phones

Cell phone use **is not permitted in school**. Students are required to power cell phones off, and put them away during school hours. Cell phones will be confiscated and returned after school or at a later time upon a first offense. Repeat offenders will have their cell phones returned to their parents and/or may have their phones returned at the end of the school year. Farrell School will assume **no responsibility** regarding damaged, lost or stolen cell phones. Special circumstances may arise throughout the year requiring the school to adjust its cell phone policy – confiscating phone and not returning it until the last day of school. Information will always be sent home prior to any adjustments.

G. ChildLine

All staff members at Farrell Elementary School are **mandated reporters** of any suspected forms of child abuse or neglect.

H. Destruction of School Property

Any student who defaces or vandalizes school property will be disciplined, possibly arrested, and charged the full price for the repair or replacement of damaged items. It should be understood that even small areas of graffiti are a costly expense. Parents are required to reimburse the School District for damages.

I. Drugs

Students who possess, sell, or distribute any drugs, including alcohol, will be referred for a disciplinary transfer and turned over to the police. All schools are "Drug Free" Zones.

FARRELL STUDENT/PARENT HANDBOOK

J. Fighting

A fight is defined as a physical confrontation between two students in which one student hits another student, and the student who has been attacked hits back. Students involved in fighting may be suspended and parents will be notified and will be required to attend a reinstatement conference. Farrell School has "Zero" tolerance for physical violence.

K. Homework Policy

Every elementary classroom teacher will **require regularly assigned homework based upon classroom instruction no less than four times a week**. Because homework is an important part of the instructional program, failure to submit homework will be reflected in the student's grade. Students should review their daily lessons every night as a **vital** part of homework. Reading should be taking place each night.

L. Positive Behavior Intervention System (PBIS)

There are five rules of conduct the students and staff follow on a daily basis. They are known as *The Farrell Five*:

BE RESPECTFUL
BE RESPONSIBLE
BE COURTEOUS
BE HONEST
BE SAFE

We expect our students to behave appropriately in school so that learning can take place. Students are expected to follow the rules of the classroom and the school, and respect each other and all adults. No student has the right to disrupt the learning day and prevent others from learning. Nor do students have the right to threaten, bully or physically harm other students. We expect good citizenship and look to the parents/caregivers and the home for support. *The Power of 3* will continue for the 2022-2023 school year and will remain as our school-wide classroom rules. There are three rules included in this concept: We Take Care Of Ourselves, We Take Care Of Others, and We Take Care Of The Classroom. These rules will be discussed and expanded upon within each grade and the hope and expectations are that between our Farrell Five and the Power of 3 the students and staff of Louis H. Farrell Elementary School remains a safe environment for all.

The Farrell Five Matrix will be distributed to each staff member and all staff is expected to teach and model appropriate behaviors. The matrix will also be posted in various areas throughout the school. Starting with the first day of school and all throughout the school year it is expected that staff members will discuss, explain, demonstrate, and model proper behaviors and revisit them on a frequent basis. There will be various assemblies throughout the year in which the students will be reminded of the positive way we act and behave at Farrell.

Fox Bucks will be distributed to **all staff members** and these **Fox Bucks** will be given to children upon witnessing appropriate modeling of *The Farrell Five* and a reason will be provided to the student for why they are receiving the buck. The students who earn Fox Bucks will have the opportunity to purchase prizes throughout the school year. Students who display great behavior and citizenship regularly will participate in several other special activities throughout the school year!

M. Racial / Ethnic Intimidation

The School District of Philadelphia has a firm policy regarding race, gender, religious and political tolerance (Policy 102). Offensive expressions concerning other students race, sex, ethnic background,

FARRELL STUDENT/PARENT HANDBOOK

national origin, religion or disability are prohibited. Any action of this type will result in a suspension and a review by the School District.

N. Sexual Harassment

Sexual harassment includes a course of conduct involving unwelcome sexual advances, propositions or sexual comments such as sexually-oriented gestures, sounds, remarks or comments about a student, staff member or visitor's sexuality or sexual experiences and will not be tolerated. Any action of this type may result in a suspension and a review by the School District or other consequences.

O. Suspensions

Suspensions are typically our last resort and may be In-School (ISS) or Out-of-School (OSS), and the procedure follows what is presented in the *Code of Student Conduct*. Also:

- **Three (3) out-of-school suspensions** may result in a student being excluded from all extracurricular activities including sports and trips and/or a Behavior Contract.
- The accumulation of **three (3) in-school suspensions** may result in a Behavior Contract or Out-of-School Suspension.
- Disruptive behavior exhibited by a student while in the in-school suspension room may result in that student being issued an out-of-school suspension.

P. Transportation

Transportation is a privilege that continues as long as eligible students behave responsibly. Bus rules will be reviewed for students who ride the yellow school buses. Students who ride SEPTA must listen to the driver and must cross the street at a corner with a crossing guard. Students who fail to follow these directions will lose bus privileges, and parents will assume responsibility for transporting their children.

Q. Trespassing

Students are always assigned to areas under adult supervision. At no time is a student permitted in an unauthorized area without permission. This includes before and after school as well as lunch and recess periods. Failure to follow this rule will result in a detention or possible suspension. **Suspended students are not permitted on school property while serving their suspension and will be arrested by police.**

R. Trips

Students may attend trips throughout the school year and clear instructions and deadlines will be provided. Parents & Caregivers will be expected to adhere to these instructions and deadlines. **No child will be permitted to attend a trip without providing a signed permission slip.** Children should not be kept from attending a trip due to financial hardships. Should finances be an issue, reach out to a school counselor or the principal to discuss this matter. Parents & Caregivers may be asked to accompany their own child on a trip due to disciplinary issues and the parent will have to pay accordingly.

S. Uniform Policy

The School District of Philadelphia approved a mandatory school uniform policy for all students as follows: The uniform shall be defined as clothing of the same style and or color; each school will be responsible for determining its uniform program within the guidelines of the district wide uniform policy. **Non-compliance with the uniform policy is addressed in the School District Code of Student Conduct. Please send a note with your child if they are ever unable to come to school in their**

FARRELL STUDENT/PARENT HANDBOOK

uniform. The note should give a reasonable explanation and whether this is a one-day event or more.

The school uniform for the 2022-2023 school year continues to be as follows:

- **Solid Hunter Green short sleeve, collared polo style shirt with the Farrell logo.** Shirts will be available for purchase throughout the school year.
- **Tan/Beige Khaki pants, shorts or skirts** – pants must be straight-legged or boot cut and may be full-length pants, cropped pants, or straight-legged Capri pants and shorts and skirts must reach the knee.
- **Walking shorts (straight-legged shorts that are to the knee)** will be permitted only during the summer/fall and spring seasons.
- **Shoes:** Sneakers or sensible, comfortable shoes. **No sandals, shower shoes, flip-flops or other open-toe shoes or "heelies".**
- **No hats should be worn while in the building.**
- **Gym uniform:** Farrell grey gym shirt and **solid grey or black** sweatpants or shorts. **Gym uniforms may be worn to school only on scheduled gym days.** A solid grey shirt may replace the Farrell gym shirt.
- **Large hoop or dangling earrings are not permitted, as they create a safety hazard.**
- **Hoodies are not to be worn in the building unless it is the school-approved zippered one.**

Failure to wear the school uniform will result in progressive disciplinary action.

T. Valuables/Electronic Devices

Students are not to bring items such as fidget spinners, silly string, trading cards, video games, iPods, fine jewelry, cash, etc. to school. Wireless speakers **are not permitted in school.** They will be confiscated and returned as described in the Cell Phone section. Farrell School will assume **no responsibility** for the loss, theft, or damage of any of these items.

U. Weapons (Act 26)

Any student bringing a weapon to school **voluntarily or involuntarily** will be immediately suspended for up to ten (10) days and referred for the EH-21 process, including a disciplinary transfer and possible expulsion, as well as the notification of the Philadelphia Police Department. As per the School District of Philadelphia's Code of Student Conduct: *Any object, device, or instrument, which, in its inherent and functional purpose is intended to be a weapon, including any firearms, whether loaded or not, cap guns, pellet guns, BB guns, knives, box cutters, cutting instruments, nunchaku, or mace. This does not include ordinary objects such as pencils.*

There are no exceptions. (See "Act 26" policy)

School District of Philadelphia Discipline Policy - Please refer to the 2022-2023 *Student Code of Conduct Handbook*.

SCHOOL SAFETY

The School District of Philadelphia is committed to protecting the safety of all our students and staff members. Here at Farrell we are continually assessing and improving our safety procedures and programs to respond to safety concerns. **Cameras have been installed in and outside our school and are**

FARRELL STUDENT/PARENT HANDBOOK

monitored throughout the day. Administration has the technology to investigate incidents and complaints through the review of past or present video.

We have plans in place to deal effectively with emergency situations that could occur in and around our school and our goal is to be as proactive and as prepared as possible for any potential situation. We practice three types of drills throughout the school year:

- **EVACUATION:** This action moves students and staff out of the building to escape a threat or danger inside (fire drill).
- **LOCKDOWN, LOCK-IN, LOCK-OUT:** This action protects students and staff from a threat inside or outside the building. This response involves students and staff remaining in a secure location in the building, locking the doors and remaining quiet and out of sight.
- **SHELTER-IN-PLACE:** This action occurs during a weather event, natural disaster or other situations when it is not safe to go outside the building. The specific meeting location within the building is determined by the event.

It is not possible to practice every situation in which a serious threat may occur, but we do try to run a minimum of two lockdown and shelter-in-place drills per year and a fire drill each month. Our school safety team reviews the drill experiences to refine our responses and procedures if needed.

Evacuation of Building Reunification Procedure

In the event of an immediate off-site evacuation of the building, the following schools are designated as an emergency evacuation sites:

- Northeast High School, Cottman Avenue & Algon Avenue – grades 4-8
- Rhawnhurst Elementary School – Castor Avenue & Rhawn Street – grades K-3, AS, and LSS classes.

School auditoriums will be the Student Areas where Farrell students will be housed until picked up by parent/caregiver.

Peter Jepsen, Del Jones, Samantha Lichtenstein, Belinda Rosario, Robin Hoyt, Ed Cox, Samantha Hartz, Kathleen Tomczuk, Bobbi Tatum-Williams, Naomi Goldberg, and Jessica Dougherty will be site coordinators.

Upon entering Northeast High School/Rhawnhurst School parents/caregivers will be escorted to the auditorium area where they will follow the reunification procedure:

- Sign in at the Check-In tables. **Parents will need to show a picture I.D. in order to pick up their child.**
- Parents will receive a signature form and move to the auditorium where they will sign the release form.
- Their child will be escorted to the reunification area and after staff have cross-checked the child's name/I.D.# with our alpha list, they will be permitted to leave the area with their parent/caregiver.
- The process continues until all children have been safely released.

SCHOOL SERVICES

A. Extracurricular Activities

1. Instrumental Music

Instrumental musical lessons (string and wind) are provided to children in grades 4-8 who demonstrate a talent. Lessons are provided by Instrumental Music teachers at the school on specific days of the week. Students must audition for this program. Auditions are completed during the first few weeks of school.

2. Extracurricular / Extended Day Program

A variety of activities are offered during the Fall and the Spring:

- EC Programs run for 6-8 weeks and provide enrichment and remediation opportunities in areas such as homework club, art, sports, drama, dance, chess, and computer. These programs run after or before school hours and arrangements must be made for prompt pickup. You will be notified if a club must be canceled for any reason. Additional information will be sent home this Fall.
- Paley & Methodist - After school enrichment and support programs. Programs run from dismissal time to 6:00 PM **(both programs are not affiliated with Farrell School)**.

3. Home & School Association & SAC

Farrell has a very active Home and School Association. This group gives parents a vehicle for meaningful input into the operation of the school. Messages can be left for H & S at 215-400-3230. There are Home & School representatives in the school during the morning hours on most days.

B. Food Services

1. Breakfast

The breakfast program operates from **7:00 - 7:20 AM for ALL students in grades K through 8 and is FREE to all students**. Students must cooperate by demonstrating positive behavior and cleaning up after themselves as there is limited help available. Those who do not cooperate will be removed from the program.

2. Breakfast and Lunch Costs

Farrell participates in the Federal Lunch Program and **all breakfasts and lunches will be free for the 2022-2023 school year**.

3. Lost or Forgotten Lunches

No child will be denied a lunch. If a student forgets his/her lunch, **they must inform the lunch staff and a lunch will be provided**. All school lunches are free of cost. Please make sure your child understands that lunch will be provided if they ask. Parents may call **the main office** if there are any questions.

4. Lunch Program

Lunch is served daily during regularly assigned periods and is free. Farrell offers freshly prepared meals every day. A monthly food calendar will be posted on our school's website - <https://farrell.philasd.org>

- Socialized Recess is a safe and fun program utilized during lunch recess

FARRELL STUDENT/PARENT HANDBOOK

C. Student Support

1. **Bilingual Counseling Assistants** are available to assist parents with translating for counseling issues.

2. **Counseling** - Three full-time counselors, **Bobbi Tatum-Williams (K-3)**, **Naomi Goldberg (4-6)** and **Jessica Dougherty (7-8)**, are available to assist and support students and families. The counselors will oversee the High School admission process for grade 8 students. Parents and students with questions may contact them by calling the school, 215-400-3230.

3. **Homebound Services** - Students who will be out for medical reasons for a period of 4 weeks or longer are eligible for home teaching. Contact the School Nurse and/or Counselors for further information.

4. **Honor Roll** – students in grades 4 through 8 will have the opportunity to achieve Distinguished Honors and Meritorious Honors. Distinguished Honors is achieved when a student earns **A's** in **all subjects** and Meritorious Honors is achieved when a student earns all **A's** & a maximum of two (2) **B's** in **all subjects**.

No 3's in behavior are allowed or more than four days lateness or three days of unexcused absences in a Cycle.

5. **Lost and Found** - All lost and found items are to be turned into the office. Parents are encouraged to label everything that is sent to school (lunch boxes, clothes, eyeglass cases, gloves, books, etc.). Parents can call the office (215-400-3230) with inquiries about lost items. The "Lost & Found Bin" is located outside the cafeteria.

6. **Nursing Services** - **Ms. Samantha Hartz**, our school nurse, is assigned to Farrell five days a week. She provides medical attention to students who become ill at school, as well as providing routine vision and hearing screenings. If your child has a specific medical condition that we should be aware of, please call the nurse at **215-400-3230**. **Parents must also contact the nurse prior to sending any medication to school.**

7. **MTSS – Multi-Tiered System of Support (otherwise known as RtII- Response to Instruction & Intervention)**

The MTSS process provides support to students experiencing academic, behavioral, or attendance-related difficulties. Short-term interventions are developed by the team in conjunction with the student's parents and teachers to ensure success in the classroom.

Thank you for your cooperation in reviewing this information with your child or children. We will work closely with all parents or caregivers, faculty, and students to create an environment that is safe, supportive, disciplined, and responsive.

What you need to do
Before you volunteer!



Volunteer Paperwork checklist

Bring the following to your school to Begin Volunteering.
Altogether, these make up the Volunteer Packet.

- ☒ **Volunteer Code of Conduct**
Go to www.philasd.org/FACE/volunteer to read, print, and sign our standards of behavior agreement, called the Volunteer Code of Conduct.
- ☒ **Child Abuse History Clearance**
Go to <https://www.compass.state.pa.us/CWIS/Public/Home> to fill out. Find directions on www.philasd.org/FACE/volunteer.
- ☒ **PA State Criminal Background Check**
Go to <https://epatch.state.pa.us/Home.jsp> to fill out. Find directions on www.philasd.org/FACE/volunteer.
- ☒ **FBI Background Check OR Signed Volunteer Affirmation**
If you have NOT lived in PA for the past 10 years, go to www.pacogentid.com to obtain an FBI Background Check. If you HAVE lived in PA for the past 10 years, go to www.philasd.org/FACE/volunteer to print and sign the Volunteer Affirmation.
- ☒ **Certificate of Volunteer Orientation Completion**
You have 45 days from your volunteer start date to complete our Orientation, either online or in-person. Go to www.philasd.org/FACE/volunteer to find both options.

Bring your completed Volunteer Packet to the Main Office at your school!

Questions? Need Assistance?
215-400-4180, option #6 | volunteer@philas.org



Harvard Family
Research Project



Parent-Teacher Conferences: A Tip Sheet for Parents

As a parent, you are your child's first and most important teacher. You and your child's school have something in common: You both want your child to learn and do well. When parents and teachers talk to each other, each person can share important information about your child's talents and needs. Each person can also learn something new about how to help your child. Parent-teacher conferences are a great way to start talking to your child's teachers. This tip sheet suggests ways that you can make the most of parent-teacher conferences so that everyone wins, especially your child.

What should you expect?

- **A two-way conversation.** Like all good conversations, parent-teacher conferences are best when both people talk *and* listen. The conference is a time for you to learn about your child's progress in school. Ask to see data about your child's attendance, grades, and test scores. Find out whether your child is meeting school expectations and academic standards. This is also a time for the teacher to learn about what your child is like at home. When you tell the teacher about your child's skills, interests, needs, and dreams, the teacher can help your child more.
- **Emphasis on learning.** Good parent-teacher conferences focus on how well the child is doing in school. They also talk about how the child can do even better. To get ready for the conversation, look at your child's homework, tests, and notices before the conference. Be sure to bring a list of questions that you would like to ask the teacher.
- **Opportunities and challenges.** Just like you, teachers want your child to succeed. You will probably hear positive feedback about your child's progress *and* areas for improvement. Be prepared by thinking about your child's strengths and challenges beforehand. Be ready to ask questions about ways you and the teacher can help your child with some of his or her challenges.

Checklist: Before the conference

- ✓ Schedule a time to meet. If you can't go at the scheduled time, ask the teacher about other times.
- ✓ Review your child's work, grades, and progress reports.
- ✓ Talk with your child about his or her progress in school.
- ✓ Talk with others—family members, after school staff, mentors, etc.—about your child's strengths and needs.
- ✓ Make a list of questions to ask during the conference.
- ✓ Think about ways you would like to be involved in your child's learning so that you can discuss them with the teacher.

Continued →

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What should you talk to the teacher about?

- **Progress.** Find out how your child is doing by asking questions like: Is my child performing at grade level? How is he or she doing compared to the rest of the class? What do you see as his or her strengths? How could he or she improve?
- **Assignments and assessments.** Ask to see examples of your child's work. Ask how the teacher gives grades.
- **Your thoughts about your child.** Be sure to share your thoughts and feelings about your child. Tell the teacher what you think your child is good at. Explain what he or she needs more help with.
- **Support learning at home.** Ask what you can do at home to help your child learn. Ask if the teacher knows of other programs or services in the community that could also help your child.
- **Support learning at school.** Find out what services are available at the school to help your child. Ask how the teacher will both challenge your child and support your child when he or she needs it.

"BE HEARD"

Keep these principles in mind for a great parent-teacher conference:

Best intentions assumed

Emphasis on learning

Home-school collaboration

Examples and evidence

Active listening

Respect for all

Dedication to follow-up

How should you follow up?

- **Make a plan.** Write down the things that you and the teacher will each do to support your child. You can do this during the conference or after. Write down what you will do, when, and how often. Make plans to check in with the teacher in the coming months.
- **Schedule another time to talk.** Communication should go both ways. Ask how you can contact the teacher. And don't forget to ask how the teacher will contact you too. There are many ways to communicate—in person, by phone, notes, email. Make a plan that works for both of you. Be sure to schedule at least one more time to talk in the next few months.
- **Talk to your child.** The parent-teacher conference is all about your child, so don't forget to include him or her. Share with your child what you learned. Show him or her how you will help with learning at home. Ask for his or her suggestions.

For more resources on family involvement, visit www.hfrp.org.

FARRELL STUDENT/PARENT HANDBOOK