

Feltonville School of Arts and Sciences

210 E. Courtland Street
Philadelphia, PA 19120
215-400-3810



Family-Student Handbook

2021-2022 School Year

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Dear FSAS Family,

We would like to welcome our new students to FSAS and are excited to see our returning students ready for another successful year! Last year was a school year unlike any other. I'm so proud of how our students, staff, and community persevered through virtual learning. Despite the challenges that the last eighteen months have presented, we continue to rise and are enthusiastically looking forward to building on our success.

At FSAS, it is very important that your children come to school every day and on time. All students are expected to earn 95% attendance, which means they can't miss more than 9 school days throughout the year. Breakfast will be served before school from 8:00am-8:10am. At 8:15am students will transition to begin their academic day. I expect to see all students present and on time every day. At FSAS, we believe that when expectations are set high, children will rise to the challenge. Your children will receive the highest quality education delivered by a passionate, talented, and caring staff that wants to see each child reach their full potential.

We put an emphasis on utilizing sound instructional strategies that implement the Common Core State Standards in a way that provides meaningful and memorable learning experiences for your children. Each day, your children will develop the skills necessary to become critical thinkers so that they can gain a deep understanding of the curriculum.

Our school also puts an emphasis on showcasing the various skills and talents that your children possess. We will hold numerous events throughout the year to display these talents and I hope to see you there to support the children of our school.

I expect this to be another phenomenal year for the entire FSAS family. Our doors are always open and I encourage you to visit, share your ideas and concerns, and play an active role in all of the great accomplishments that your children will achieve this year.

Sincerely,
Mr. Piniat
Principal

Our Vision:

We envision the Feltonville School of Arts and Sciences as a learning community that provides a supportive environment where students feel physically and emotionally safe. We are committed to providing students with instruction that is authentic, rigorous and standards driven. The school community that we envision understands individual differences, appreciates diversity and emphasizes the importance of life-long learning.

Our Mission:

The mission of Feltonville School of Arts and Sciences is to provide a comprehensive preparatory education through academically rigorous instruction and technology rich programs. We expect all students to maintain the highest standards of excellence and to develop their skills, so that they become confident learners empowering them to contribute to their education and community.

RIGHT TO AMEND:

The principal retains the right to amend the handbook for just cause. Updated handbooks will be available in the main office.

ACADEMICS**ONLINE TEXTBOOKS/GRADES/RESOURCES:**

Students and families can view student progress on Canvas. This is a new district platform that will allow you to view assignments, directions for projects, due dates, and lots more! You will also be able to see your updated grades and feedback given to you from your teachers. Students and families will also have access to StudentNet is The School District of Philadelphia's new resource to help students chart their course to graduation and beyond. Its purpose is to EMPOWER students with their own information and resources they need to achieve success! StudentNet provides students with access to the following:

- Academic records: grades, credit accumulation, attendance, grade point average, benchmark scores, and standardized test scores, from the 2001-2002 school year to the present.
- Textbooks and Learning Supports: textbooks online, video tutorials, PSSA prep guides, and more.
- Resources and Tools: the Individual Learning Plan worksheets and guidelines, information about selecting a high school, career and college planning, jobs, internships, and apprenticeships, after-school and summer programs, alternative pathways to graduation, social support services, and more.

















HOMEWORK:

Homework is assigned on a regular basis. The assignments are a follow up of class lessons and must be completed. These are essential activities for your child to practice what they have learned. Homework also teaches students responsibility and how to remain organized. Please see that your child has a specific place to complete their homework, sufficient school supplies, and that someone is there to help.

BOOKS AND SUPPLIES:

- Fully charged Chromebook and charger cable.
- Math and ELA workbooks

These supplies are required and must be brought to school each day.

	(1) backpack		(2 packs) post-it notes
	(8) spiral notebooks (variety of colors)		(1 pack) highlighters
	(8) 2-pocket folders (variety of colors)		(1) flexible ruler (in, cm, mm)
	(1) pencil case		(1 pack) lined index cards
	(2 packs) #2 pencils (reg or mechanical)		(1) pencil sharpener w/ catcher for shavings
	(2 packs) blue or black pens		(2) glue sticks
	(2) jumbo size erasers		(1 roll) scotch tape
	(1 pack) colored pencils		(1 pair) earbuds or headphones with circular jack for chromebook

We ask for each student to donate these supplies to their advisory teacher.

	(2 boxes) tissues		(1 bottle) hand sanitizer
	(1 roll) paper towels		(1 pack) dry erase markers
	(1 pack) copy paper		

These supplies will be helpful to have at home for homework or projects.

	scientific calculator		markers or crayons
	scissors		glue

HONOR ROLL AND RECOGNITION:

Students that achieve all A's in every subject area including their specialist classes will be inducted into the FSAS High Honor Roll. Students that have all A's and B's in every subject including their specialist classes will be inducted into the FSAS Honor Roll. Students with outstanding attendance and punctuality for each report period will also receive special recognition. Encourage your child to strive to earn these recognitions.

ATTENDANCE AND LATENESS

DAILY SCHEDULE:

The academic school day begins at 8:15am and ends at 3:19pm. Each school day includes eight academic periods and lunch.

BREAKFAST:

Breakfast is available at no cost and is required for all students every day. Students will have the opportunity to receive breakfast between 8:00am-8:10am. Students must arrive early in order to receive their breakfast. Any student that enters the courtyard between 8:00am-8:10am must take breakfast.

NO EARLY DISMISSALS ARE PERMITTED FOR ANY STUDENT AFTER 2:30 P.M.

Students who must leave school before the end of the day may be dismissed by having an approved adult sign the student out in the office. The student will then be called from the classroom by the office when the approved adult arrives. The adult must show a state-issued ID and must be on the approved emergency contact list. No student will be dismissed directly from the classroom by the teacher. Every effort should be made to have all routine medical and dental appointments scheduled after school hours. Every instructional minute counts. Your child needs to be in school throughout the entire school day, every day.

ATTENDANCE:

Our school's goal is to surpass **95% Student Attendance** this year! In order for your child to have 95% attendance at the end of the year they can not miss more than 9 school days. Make it your goal to make sure that your child earns perfect attendance each month. All guardians must make every effort to have their children come to school every day. Certificates will be given out to students that earn perfect attendance each month. Let's all strive for **perfect attendance!**

ABSENT NOTES:

If a student is absent, they must present a note to their homeroom teacher giving the reason for the absence. Without a legitimate absent note, each absence is coded as "Unexcused". The note must include the reason for the absence, the dates of the absence, any medical attention that was received, and the parent's signature. Once a **legitimate** absence note is received, the absence may be coded as "Excused". The trigger for a truancy referral remains ten unexcused days. After eight cumulative absences for illness, the parent must secure a doctor's note for any future absences for illness. If FSAS is not the student's neighborhood school, the district's "Transfer to Neighborhood School Procedure" permits schools to transfer any student to their neighborhood school if "the student has an excessive amount of absences and/or lateness during the school year."

LATENESS TO SCHOOL:

Our school day begins at 8:15am. Every effort will be made to remove barriers that students may be experiencing that are causing them to be late to school on a regular basis. It is important for families to communicate with our counselors so we can best support our students. After supports have been put in place, students who show a repeated pattern of lateness may be referred to truancy officials. Students arriving after 8:25 in the morning will be marked as late, receive a late slip, and be sent to class.

LATENESS TO CLASS:

Regular and prompt attendance to class is expected of all students. Students who arrive late to class may receive consequences such as detention during lunch, before school, or after school. Teachers will keep a log of all students who arrive late to class. If a student arrives after 10:00am without a note or leaves before 1:00pm without a note, they will be marked half-day unexcused absence. The half-day unexcused absences will accrue to full days.

BEHAVIOR EXPECTATIONS AND DISCIPLINE

CODE OF STUDENT CONDUCT:

In order to create a safe learning environment, all students must adhere to the FSAS Non-Negotiable Rules. These will be strictly enforced by teachers and administrators:

- Students must wear their uniforms each day.
- No profanity—NO CURSING at students, teachers, or staff.
- Physical and verbal violence will not be tolerated.
- Students are not allowed to leave the building without permission.
- No loitering in the halls or use of forbidden stairwell.

ACT 26:

The Pennsylvania General Assembly enacted legislation that requires all public schools to take a mandatory course of action in dealing with students who are found to be in possession of weapons. The law requires the arrest and expulsion, for at least one year, of any student found in possession of a weapon on school property, in a school program, or while traveling to and from a school program, including time on public transportation. The law defines a weapon to include, but not be limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, or any other tool or implement capable of inflicting serious bodily injury. There is no requirement that the student use or try to use the weapon. Possession for self-protection is not a defense. Guardians are encouraged not to send tools or supplies such as metal or pointed scissors to school with students unless you receive a written request from the teacher. The law requires that violations become part of a student's permanent disciplinary record and will be available to any school in which the student may later enroll. Guardians will be required to sign an affidavit prior to enrolling their child in school.

Our goal is to provide the highest quality education in every classroom with no disruptive behavior!

Every student has the right to an excellent education, and every student at FSAS has the right to high quality instruction in a place that is safe and secure. The faculty and staff work very hard to handle problems as they occur. No student will be permitted to harm another, threaten another, or behave in such a manner as to disrupt class. **Students who are disrupting class may be removed and will be treated according to the School District of Philadelphia Code of Student Conduct.**

Students who insist on threatening or harming others, disrupting classes, or acting in a disrespectful manner may be suspended from school. Bullying and any form of physical or verbal harassment will not be tolerated at FSAS, and will be treated as a serious offense.

FSAS supports and enforces **THE CODE OF STUDENT CONDUCT of The School District of Philadelphia.**

The Feltonville School of Arts and Sciences is a sanctuary for all of our students. We envision a safe and healthy environment that supports the learning of our students, the development of our faculty and staff, and the incorporation of our students' family into our school community. We aim to make FSAS a model of how a high-quality school should be.

In order to create a strong and cooperative school community, we have defined clear behavioral expectations. We stress positive recognition of appropriate behavior and disciplinary consequences for uncooperative behavior. Since we have such high expectations for our students, certain behaviors are not even mentioned in the Discipline Code. Swearing and fighting are actions that are

inappropriate, undesired, and we hope, never occur in the building, and will be met with the most severe response outlined in the code.

The Philadelphia School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. As provided by Section 1317 of the School Code of the Commonwealth of Pennsylvania: Authority of Teachers, Assistant Principals, and Principals Over Pupils, every teacher, assistant principal, and principal in the public schools shall have the right to exercise the same authority over students as to conduct and behavior while students travel to and from their homes, as the caretaker, guardians, or persons in parental relation to such pupils may exercise over them.

Students are expected to act in a courteous and peaceful manner toward staff, visitors, and each other. **A student may not act in any way that disrupts or disturbs an educational or school related program.** Violations of this rule include, but are not limited to:

- *Failure to obey directions from school staff
- *Behaving in a disruptive or disrespectful manner
- *Disruption of a classroom or other school function by failing to behave in an appropriate, safe and respectful manner
- *Running and/or making excessive noise in the hall or building etc.

All expectations and policies for behavior closely adhere to the School District of Philadelphia's Student Code of Conduct.

POLICE ARREST:

Any person who enters a school and disrupts the normal business process of the school is subject to arrest and/or exclusion from the school for disorderly conduct, etc. Guardians are expected to serve as role models for their children and are expected to conduct their behavior in a professional and appropriate manner at all times.

DETENTION:

Detentions are assigned by the Dean of Students, Administrators, and/or teachers as an early intervention for minor school infractions such as lateness or for failure to follow the code of conduct.

SUSPENSIONS:

It may become necessary to place a student on temporary suspension for serious or repeated violations of school policies and procedures. The intent is to have both pupil and parent recognize that the pupil was involved in serious, disruptive and unacceptable behavior.

An out-of-school suspension results in the exclusion of a pupil from school and all school-related activities because of serious misconduct. Before a student is suspended, the principal and/or discipline coordinators will meet with the student and discuss the reason for the suspension. Suspended students will be reinstated only after a parent or guardian meets with appropriate staff members as per a pre-arranged appointment. Students returning without a parent or guardian will be treated as a trespasser.

ELECTRONICS:

All electronics including cell phones must be turned in to the advisory teacher each morning and will be returned at the end of each day. If a student refuses to turn their phone in or lock the phone in their locker then the cell phone or technological device will be confiscated and only returned to a parent/guardian. The use of cell phones, MP3 players, video games, and other electronic devices is

extremely disruptive to the educational environment. The use of these devices during school hours also reduces the safety of everyone in the school building. The School District of Philadelphia's Code of Student Conduct was adopted to support a safe learning environment for the entire school community. The District's policy regarding the use of cell phones reads as follows:

If a student brings a cell phone or telephonic device to school and refuses to place the phone in their locker or give it to their homeroom teacher for safe keeping, it will be confiscated and returned only to the parent or guardian of the student. Upon a second violation or if the device is used during the commission of a crime, the school will confiscate the device and hold the device until the final day of school.

EMERGENCIES AND INCLEMENT WEATHER

INCLEMENT WEATHER:

In weather emergencies, schools may close early or not open at all. Announcements will be made between 6:00 and 9:00am on KYW 1060 and other radio stations. The number for all Philadelphia public schools is 100. Updates will also be provided on the SDP website. For early dismissals, students must have a listed emergency destination and a current phone number. Other important information will also be posted on Twitter @PrincipalPiniat.

EMERGENCY EVACUATIONS/FIRE DRILLS:

Fire drills are held in preparation for an emergency and must occur at least once per month (even in the winter). Fire drill directions are posted in all rooms. Students must walk quickly and quietly as directed by their teachers. Everyone must leave the building for fire drills. The route is displayed in each room. **Silence** is to be observed during the fire drill. Students who are not in their classroom when the alarm is sounded will leave by the nearest exit and report to their homeroom teacher at the location specified for his/her homeroom. Noncompliance with these regulations will warrant disciplinary action.

FAMILY ENGAGEMENT

VISITOR POLICY

1. All visitors to FSAS, including guardians and caretakers, are required to ring the doorbell, identify themselves and the destination and wait to speak to the secretary. The visitor must show their ID in the camera so the secretary can make sure this individual is permitted to enter the school building. The visitor must then wait and hear the buzzer before entering the building and report directly to the Main Office. FSAS staff members have been advised not to hold doors open for any visitors but to advise them of our policy and to close the door behind them.
2. All visitors to FSAS, including guardians and caretakers, are required to enter the building via the front entrance located on Courtland Street. Visitors who attempt to enter via any other doors will be turned away and redirected. Visitors must go directly into the main office and are not permitted to go anywhere else in the building.
3. All visitors must have proper identification to enter the building (Drivers License, State/Government ID, or other acceptable form of ID).
4. All visitors to FSAS, including guardians and caretakers, who need to travel to another location in the building will receive a visitor's badge and be escorted by a member of our support team.
5. Guardians are not permitted to visit classrooms without first speaking with the principal regarding a set appointment.
6. Guardians and other visitors are not permitted to visit our floors, our gym or our cafeterias without approval from the principal. This protocol excludes school events such as concerts, parent meetings, and awards assemblies, etc., which are being held in any of these locations. Failure to adhere to this policy is in direct violation of trespass Ordinance and will be addressed accordingly.
7. Visitors are required to speak and behave in a respectful, non-threatening manner in our school and on campus. Visitors who cannot follow this rule will be excluded from entering our building for one year unless they make an approved appointment with the principal.

TEACHER CONFERENCES:

To communicate with the school about a concern please send a note or email to your child's teacher to set up an appointment. Next, ask for a conference with the teacher to help you resolve the concern. If you still need assistance, ask to meet with the administration. Teachers will supply their email address as another form of communication. Parent conferences are to be conducted outside of instructional time. Please arrange with a teacher to meet with you at a time during the day when they are available.

RESPONSIBILITIES OF GUARDIANS:

- Notify the school of any change of address or telephone number.
- Provide the school with an up-to-date emergency contact.
- Ensure that students attend school regularly and arrive on time. In case of absence, provide a written excuse note upon the student's return to school.
- Check to see that students are properly dressed for school in full uniform.
- Ensure that students bring their Chromebook, textbooks, notebooks and school supplies to and from school everyday.
- Attend all report card conferences with your student's teacher.
- While the student should assume the major responsibility for completing all homework assignments, guardians are encouraged to take an active role by:
 1. Promoting a positive attitude toward homework assignments.
 2. Providing time and a quiet place at home for study.
 3. Assisting with preparation for tests.
 4. Checking student's work for neatness.

5. Ensuring that all assignments are completed on time.
6. Check student's work for teacher's notes or comments.

HOW GUARDIANS CAN HELP THEIR CHILDREN:

At the end of each school day consider asking these questions:

1. Tell me about something interesting that happened during your day?
2. What was something nice that you did for another student?
3. What did you learn that you didn't know this morning?
4. What was something that was difficult for you to accomplish today?
5. Tell me about the topic that you discussed (math, science, art, etc.) today.

Ask to see their homework, and review all long-term and short-term assignments for understanding.

- Provide a special place to do homework free from distraction.
- Check homework daily. Discuss it. See if it is done correctly.
- Encourage neatness in everything that they do and hand in to their teacher.
- Insist that all letters, fliers, notes, etc. be placed in a special place so that you see them.
- Make sure your child reads a book for at least 20 minutes every day.

Legal guardians can monitor academic progress through the parent portal on the school district's website at <https://www.philasd.org/resources-for-families>

SCHOOL ADVISORY COUNCIL:

This organization is a vital link between the school and the home and contributes time and service to the school community. The School Advisory Council is primarily interested in enhancing the educational opportunities of our students. Your help, suggestions, and interest are needed if our school is to continue to improve. There will be at least one parent meeting each month. Dates to be determined by the Home and School Association.

SCHOOL ORGANIZATION

LOCKERS:

All students will be assigned a locker in their advisory period. Students must place their cell phones, jackets, and hoodies in their locker in the morning during advisory. All lockers are the property of the School District of Philadelphia and may be searched by school personnel when deemed necessary. Students may not share lockers and are encouraged to keep their assigned lockers closed and locked against incursion by other students. Students may not change or replace the lock assigned to them by the school. The school keeps copies of the combinations of the assigned locks. Combinations are changed every year in order to ensure security for the next student using that locker. If a student forgets their combination, the administration can provide the information.


SCHOOL UNIFORM:

All students are required to dress in the manner adopted by their school. Students who arrive out of uniform will be subject to disciplinary action. **All students are expected to come to school everyday in their uniform. Guardians and caretakers, please adhere to this uniform policy, as it will be strictly enforced. No excuses will be accepted.**

TOP	BOTTOM
Light blue t-shirt (with school logo for \$10 @ main office)	Navy blue khaki style uniform pants
Light blue polo shirt (with school logo for \$12 @ main office)	Navy blue shorts or skirt (knee length)
	Navy blue sweatpants
OUTERWEAR	SHOES
Navy blue sweatshirt (with school logo for \$15 @ main office)	Close toed shoes are required at all times
Plain navy blue cardigan or sweater	Sneakers are required for gym class

No jeans, stretch/yoga pants, ripped pants, hats, slides, crocs, or flip flops may be worn

Polos \$12 T-Shirts \$10



Shirts sold at FSAS
Beginning August 10
9:00 am - 2:00 pm

Navy Blue uniform pants
and close toed sneakers
sold at local stores.

T-Shirts, Polo shirts, and Sweatshirts with our school logo are available to purchase in the main office beginning Tuesday, August 10th from 9:00am – 2:00pm each day. Navy blue uniform pants & close toed sneakers can be purchased at any local clothing store.

Cooperation with the School Uniform Policy at FSAS is always high, thanks to the support of our guardians and families. In order to continue to support the School District of Philadelphia's "School Uniform Policy," FSAS will enforce the following policy:

These rules are to ensure the safety of all of our children.

- Students not wearing the approved "school uniform" may not participate in any after-school activity that is not required by the School District of Philadelphia. This includes all voluntary clubs.
- Students not wearing the approved "school uniform" are not eligible to participate in class trips, which are not required by the School District or are not part of the Core Curriculum.

- Students who do not comply with the School District of Philadelphia's "School Uniform Policy" may be referred to the Dean for disciplinary action.
- Hats and jewelry are not part of the school uniform, and are not to be worn.

FOOD SERVICE:

We want to encourage every child to eat a healthy breakfast and lunch every day. FSAS provides a healthy breakfast for children who arrive on time in the morning, and a healthy lunch. Breakfast is served from 8:00-8:10 every morning. Students are not permitted to bring junk food, gum, candy, bottles or cans of soda to school; other flavored drinks are also not permitted.

HEALTH SERVICES:

A student will be admitted to the nurse's office only with the proper pass completed and signed by the teacher. If the nurse is unavailable, the Main Office will handle emergencies. The nurse is available for accidents and illnesses occurring in or on the way to school, not for chronic conditions. In this case, a student should see their family doctor or visit the hospital for treatment. The nurse can only serve as an advisor. The nurse is not allowed to change bandages or dressing unless the bandage is so soiled that it is offensive, or there is a danger of transmitting infection. No matter how sick a student may be, they must never take it upon themselves to leave the school before going to the nurse and receiving permission to leave from the nurse, administration, or school deans. An approved adult is required to pick up a student in order for the student to be permitted to leave the school building.

The school nurse provides state-mandated and special health services for pupils of the school.

A. Screenings

Height and weight measurements (8th graders), audio metric (hearing), sweep and thresholds, dental for further dental examination, if needed.

B. Medical Records Update

Health assessments on incoming students; documentation and interim history on 8th graders.

C. Immunization

Maintain updated immunizations. Before a pupil is admitted to school, he must have measles, rubella, mumps, Hepatitis B, Diphtheria-tetanus, and polio shots.

D. Scoliosis Test: Examinations for all 7th grade students.

MEDICATION:

The nurse must be notified of any student that is required to take medication during school hours and will be responsible for the medication in question. Medicine must be taken at school only upon the written request of the physician and parent, with full instructions. The medicine must be kept in the Health Office and the student will report there to take it. If your child has a medical problem that requires special attention, such as kidney, heart, sickle cell condition, ulcers, seizures, vision or hearing problems, please inform the nurse so their teachers can be notified.

PHOTOGRAPHS:

Photographs of students are taken in classes and at special events for the yearbook, bulletin board displays, promotions, and our school social media page. Guardians who do not want their child's picture taken must notify the principal in writing. If no notification is provided, it will be assumed that the parent consents to having their child's photograph taken and displayed.

APPOINTMENTS WITH PRINCIPAL:

The principal is available before, during, or after the school day to meet with parents who request an appointment. Please call the school secretary to make an appointment. If there is an emergency situation, the principal will make every effort to accommodate you.

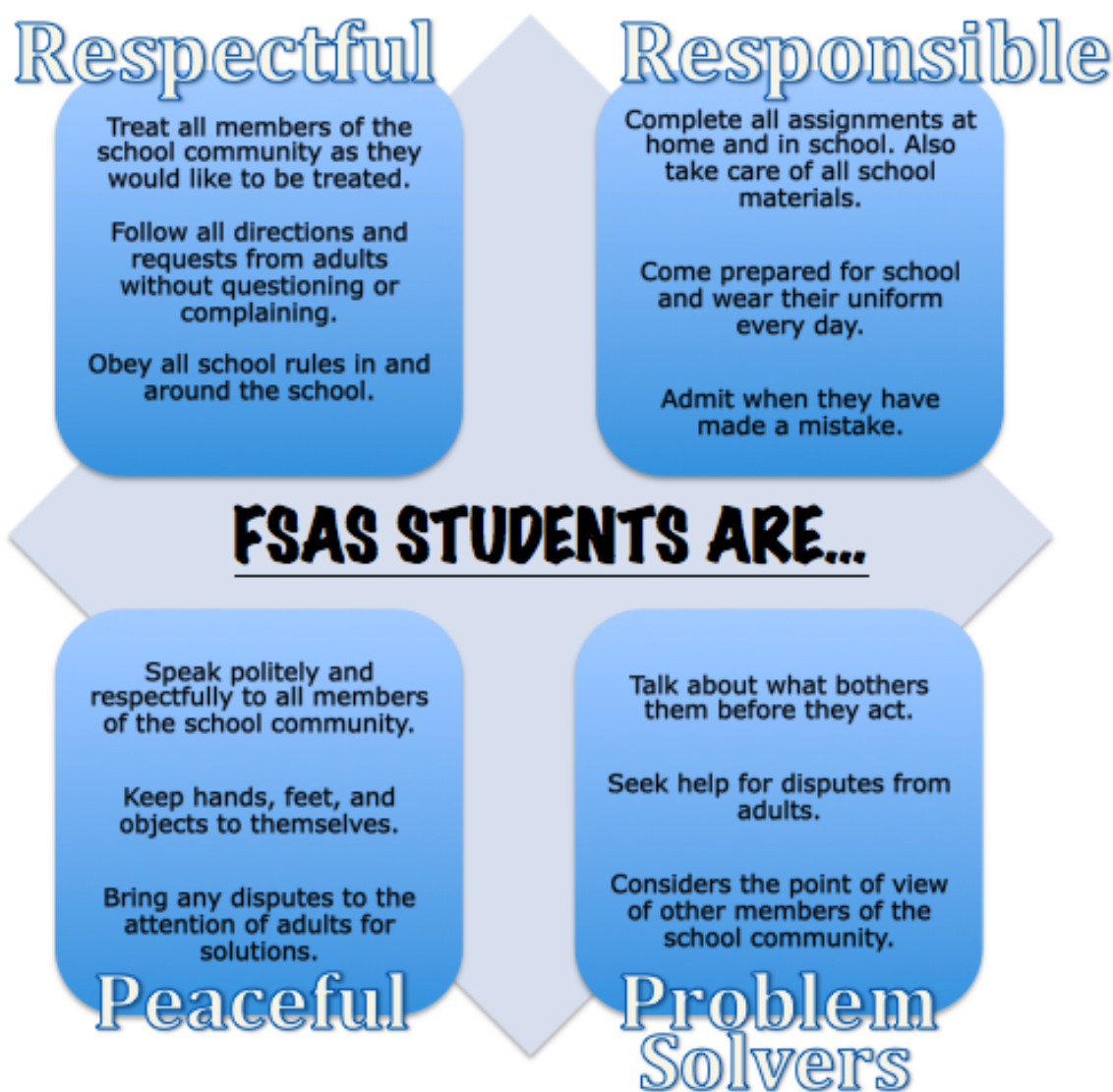
STUDENT OPPORTUNITIES

CLASS TRIPS/SCHOOL CLUBS:

It is the policy of the FSAS that a school sponsored activity, such as after-school clubs or class trips, is a privilege that is to be reserved for those students who comply with School District of Philadelphia and FSAS policies regarding attendance, lateness, behavior, and school uniform. Students may be excluded from any non-mandated or non-curricular event or activity if they refuse to comply with such rules.

PBIS:

Students who earn points through FSAS's PBIS program by being respectful, responsible, peaceful problem solvers are eligible to participate in monthly events.



Important Dates

AUGUST 31ST - FIRST DAY OF SCHOOL! :)

September

6	Labor Day: School Closed
7	Rosh Hashanah: School Closed
16	Yom Kippur: School Closed

October

11	Indigenous Peoples' Day: School Closed
13-15	Interim Reports Sent Home

November

2	Election Day: School Closed
11	Veterans' Day: School Closed
16	Term 1 Ends
22-24	Report Card Conferences: Dismissal at 12:19
25-26	Thanksgiving Holiday: School Closed

December

15-17	Interim Reports Sent Home
24-31	Winter Recess: School Closed

January

3	In-Service Day: School Closed for Students
17	Dr. Martin Luther King Day: School Closed
25	Term 2 Ends

February

1	Lunar New Year: School Closed
2-4	Report Card Conferences: Dismissal at 12:19
21	Presidents' Day: School Closed
23-25	Interim Reports Sent Home

March

24	Term 3 Ends
30-31	Report Card Conferences: Dismissal at 12:19

April

1	Report Card Conferences: Dismissal at 12:19
11-15	Spring Recess: School Closed
27-29	Interim Reports Sent Home
20-24	PSSA Window for ELA

May

3	Eid-al-Fitr: School Closed
17	Election Day: School Closed
30	Memorial Day: School Closed

June

14	Last Day for Students
15	Last Day for Staff
20	Juneteenth: School Closed

FSAS Students Are Always:
Respectful, Responsible Learners, Peaceful, and Problem Solvers!

