SCHOOL DISTRICT OF PHILADELPHIA
FELTONVILLE INTERMEDIATE SCHOOL
FELTONVILLE COMMUNITY EDUCATION CAMPUS

238 EAST WYOMING AVENUE
PHILADELPHIA, PA 19120
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Parents, Guardians, and Students,

It is with great pleasure that we welcome you to the 2025-26 school year at Feltonville Intermediate School. This handbook is a resource for you, so that you are aware of the essential information, procedures and expectations for your children to be successful in our school. We hope to ensure that your children have the most positive experience during their years at Finlett.

Please keep in mind that we enforce the School District's Code of Student Conduct to the fullest extent. That resource will be sent home with your child soon, or can be found on the School District of Philadelphia's Website at www.philasd.org. The School District's website also offers other valuable resources for parents to utilize.

In addition to our rules and policies found within this handbook, weekly and monthly correspondence will be coming home with students from teachers and administration. Please be sure to read through these important items so you stay informed of all the events and information that is taking place at Feltonville Intermediate.

Throughout the school year we will be having special events for you to participate in, and workshops to address many different topics. We encourage you to participate.

Thank you for your support and cooperation.

Ms Dana Singletary, Principal

A MESSAGE TO OUR STUDENTS

Feltonville Intermediate is a very special place. We believe that you can achieve and attain your goals. We want you to know that we are all here to help each student in every way possible so that your dreams can become realities. The first step is that you believe in yourself and know that you are important. You are somebody and you have a great future. The second step requires effort on your part and ours, and we must have mutual respect and understanding. Always remember, we are here for you and your parents. There is no problem we cannot solve together.

Mission

The Feltonville Intermediate School vision is to provide all students with the educational and social skills needed to be productive and responsible citizens. With high expectations, a safe and positive school climate, parental and community involvement, and state-of-the-art instruction, students will achieve their potential and become cooperative, collaborative, life-long learners.

Vision

The mission of Feltonville Intermediate School is to ensure a quality education for diverse and multicultural students to actively engage parental and community involvement in the educational process and to work collaboratively to create a safe, respectful, learning environment conducive to developing life-long learners and independent thinkers.

Values:

- All members of the Feltonville Intermediate School will promote a culture of collaboration, with a focus on best practices in instruction that lead to increased student achievement that is essential to the pursuit of academic excellence for all students.
- We seek to provide a safe learning environment and a high quality program of instruction in which students effectively collaborate with their peers while learning to make choices and set personal goals for success.
- We acknowledge that a respectful environment in which students feel self-confident and proud of their work, results in a learning experience in which enjoyment, imagination, and independence flourish. Our program honors and values the diversity among us thereby enriching the learning experience.
- We value and seek to provide innovative programs to enhance and strengthen our curriculum, which include technology, visual and performing arts, and a variety of enrichment opportunities
- We work in unison to support home-school-community activities through active communication, effective forums, educational opportunities, and participation in community service.

- We value and recognize the contributions and input of every member of Feltonville Intermediate as vital to our collective success.

<u>Feltonville Intermediate School</u> mission, vision, and values will be sustained through quality professional practices, which will be monitored and modified to provide the best education possible for every student.

"FIS Families First"



Parental Involvement

At Feltonville Intermediate School, we stress character education, goal setting, creative spirit and student recognition. FIS's success lies in a deep commitment to building the total child. This success begins with the entire school community working together for the academic, social and personal growth of our students. A FIS student requires the support of both home and school community working together with each part of the team respecting and responding appropriately to our children's needs.

Parent expectations while on school property:

- During arrival and dismissal, refrain from bringing any pets on school property.
- Please do not bring any bikes, scooters, skates, or skateboards on school property (including school yard and sidewalk along the perimeter of the school) during arrival and dismissal.



  - Parents are ***NOT*** to park in the no parking zone in front of the building on Wyoming Ave. These are no parking zones and are to be used ***ONLY*** by school buses. This causes unsafe conditions for our students as they are boarding and exiting the buses.
  - Please do not double park in front of the building, or block driveways, or use handicap parking spaces without a tag at admission time or dismissal time.
  - Please refrain from letting children out of cars in the middle of Wyoming Avenue to cross the streeting without proper supervision of the crossing guard. This is extremely dangerous, unsafe and can cause accidents for both our students who are walking and other drivers.
- Please do not drive vehicles into the schoolyard anytime during the school day. For the safety of our students please refrain from dropping students off across the street from the school building.
- During admission and dismissal, refrain from approaching teachers to hold conferences. You may call the office and leave a message with the teacher to schedule an appointment.



Smoking:

According to Philadelphia City Ordinance, state law and school board policies, smoking is not permitted in school buildings, as well as on school property. This includes school yards and the sidewalk around the perimeter of the school. Please, be mindful of the health and safety of all of the students in our school community.

<u>VISITATION, ADULT BEHAVIOR AND BARRING NOTICES</u>



The main office (located on the 1st Floor) is open Monday-Friday between 9:00 AM and 2:30 PM. Please be sure to conduct all office business between these designated times. All visitors, including parents, should come to school for a purposeful reason. **Visitors are required to stop by the main office to obtain a visitors pass and state the reason for their visit.**

ALL VISITORS TO FELTONVILLE INTERMEDIATE SCHOOL MUST SHOW PHOTO IDENTIFICATION BEFORE ENTERING THE BUILDING AND WHEN REQUESTED BY SCHOOL PERSONNEL

No visitor is permitted into the building prior to **9:00 A.M.** Parents are not able to see any Feltonville Intermediate staff member without a scheduled appointment. Parents, guardians, and other visitors are not permitted to walk students to classrooms or through the hallways. All adults in the building are expected to behave in an appropriate and respectful manner at all times. Any failure by a visitor to follow these directives is to be reported to the principal.

All visitors are asked to refrain from cell phone usage in the main office. In addition, visitors are also expected to be mindful of noise levels, language use, and maintain a professional and calm tone at all times when on school property including the schoolyard. No one should report to a classroom without first obtaining a visitor's pass from the main office.

Feltonville Intermediate administration has the authority to grant or deny a person's ability to enter the school and/or its premises. Any person who attempts to impair or disrupt the school program, activity or event, or whose conduct on school property jeopardizes the safety and security of our stakeholders, or endangers school property, will be treated as a trespasser. That person will be asked to leave school grounds, and may receive a letter approved by the legal department of the School District of Philadelphia barring them from school grounds for the future. That person could be subject to arrest and prosecution. Students who have been coded absent or suspended from school are considered trespassing if they are on school premises unescorted by an adult.

Adults should NEVER address children other than their own. If you have any school concerns or issues, you must fill out a Parent Concern Form in the Main Office (even if you speak/spoke to a staff member). Please allow a 24-hour turn around after the investigation for a staff member to address the problem.

All visitors and parents are required to wear a mask or other approved face covering, report to the main office and present a valid photo identification and a **COVID-19 Building Pre-Screening at Home Form** upon entering the building.

Building Security

The focus will be to maintain a safe and secure learning environment for all students. The main entrance is located on Wyoming Avenue. This is the ***only*** door that parents and visitors are permitted to use to enter and leave the building and all other doors must be secured during school hours. Hours for parent visitors 9:00 AM-2:30 PM. All other business must be scheduled with an administrator.

ADMISSION ACCEPTANCE: Parents will be permitted to enter the building before 9:00 AM with proper identification if they are attending class trips. Please identify your business when approaching staff members to enter the building.

Home Addresses and Telephone Numbers

It is important that the school and the teacher have Emergency Contact Information for each student so that we can properly care for our children in the event of an emergency. Inform the school secretary and your child's teacher when you change your address or telephone number. It is vitally important that your correct address and phone number are on file in the main office in the event of an emergency that involves your child.

How to Best Support Your Child's Education

How to Best Support Your Child in School Our goal at Feltonville Intermediate School as a staff is to prepare our students to be independent life-long learners. We enjoy working with families to reach each individual student's potential. Part of this process is allowing students to learn on their own and take responsibility for their education and their actions.

There is research about the long term effects on students' success and self esteem when they do not learn independence and responsibility. If a child does not have the opportunity to learn from their mistakes or take a risk, they often feel they are incapable and can become unwilling to try.

As a staff, we have certain expectations about what a child should be taking responsibility for and areas where parent support is important. We hope to make the home-school link as strong as possible. Our teachers and families provide incredible support to students, and we have guidelines about creating the responsibility for the child and helping them become more independent.



We expect that all parents/guardians are maintaining a priority of the following:

- Students arrive at school on time (no earlier than 7:45 AM) every day.
- If a student is absent, parents are encouraged to message the homeroom teacher through email or Class Dojo.
- Provide advance notice for known absences or appointments. Families should schedule vacations during school holidays.
- Students are well rested and fed before coming to school each day.
- Students are prepared for school with appropriate materials, homework and lunch.
- Students are provided a place and time to complete homework each night.
- Parents support the homework by clarifying directions and allowing the student to complete the work independently.
- Parents read school calendars, hand-books, and teacher newsletters, notes and emails.
- Parents notify the school office and teacher if there are significant changes at home or with contact information.
- Make afternoon dismissal plans for your children before school.
- We do not encourage bringing forgotten items to school for intermediate students, but if you must, please drop it by the office instead of going to the classroom, as this practice could interfere with the safety of all members of our school community.
- For the safety of our children, visitors are always required to check in at the office before entering campus.
- As always, please contact the teacher in person or by email or phone if you have any questions.

We also expect that all adults are encouraging independence and responsibility and setting an example in their actions and interactions. Our grade-level teams have developed lists of guidelines in terms of how to best support your student. We ask that you look over the following staff expectations and review them with your child.

Clearances

The Pennsylvania General Assembly has made significant amendments to the Child Protective Services Law. Under the new Act 15 (formerly Act 153) of the Pennsylvania's Child Protective Services Law, all current school district employees, volunteers and contractors must obtain the following clearance and background checks every 60 months (five years):

- PA Criminal Background Check PA Background Check (cost free)
- PA Child Abuse History Clearance PA Child Abuse Clearance (cost free)
- FBI Fingerprinting (federal background check) FBI Clearance **or** a signed Disclosure Statement Application for Volunteers if you have lived in Pennsylvania for the last 10 years. (Cost $24.25).

School Advisory Council

This organization is a vital link between the school and the home and time and service to the school community. The SAC are primarily interested in enhancing the educational opportunities of our students. Your help, suggestions and interests are needed if our school is to continue to improve. There will be meetings scheduled throughout the school year. Watch the school calendar for the date and time.

SCHOOL DAY – ADMISSIONS AND DISMISSAL

SCHOOL DAY STARTS AT 8:15 AM

Breakfast/Lunch Program

Research shows that children who begin their day with a healthy breakfast have greater academic success. All of our students have the privilege of eating both breakfast and lunch at school. Breakfast and lunch are FREE for everyone.

Breakfast will be available for ALL Students beginning at 7:45am until 8:15am. All students eating breakfast will enter the cafeteria through Porch Door 7

Admission Procedures

There is no provision for AM childcare, so please do not have students come to school too early. Feltonville will not be responsible for student misconduct that occurs before school therefore, parents are asked to please ensure that students do not arrive at school prior to 8:00 AM when the appropriate staff is available to supervise students.

Students enter the yard gate from Wyoming Avenue beginning at 7:50 a.m & proceed to designated areas:

- Third Grade will ENTER the Wyoming Ave gate, walk to the front of the schoolyard and line up on designated room number markers located on the wall. Students will remain in two lines until 8:15 am.
- Fourth Grade will ENTER the Wyoming Ave gate, walk to the back schoolyard and line up on designated classroom markers located on the ground. Students will remain in two lines until 8:15 am.
- Fifth Grade will ENTER the Wyoming Ave gate, walk to the back schoolyard and line up on designated markers located on the ground. Students will remain in two lines until 8:15 am.

Late Arrivals

Late arrival interferes with school and class procedures. **Students are considered late if they arrive at or after 8:45 AM.** All students arriving after 8:30am must enter through the main door and will be escorted to classrooms by **SCS Staff.** When students arrive late, they are to sign in at the desk located in the lobby. As a reminder, children's acceptance to school is often contingent on their attendance, punctuality, and school performance.

Inclement Weather Admissions

Breakfast During Inclement Weather: Served @ 7:45 am - 8:15 am

- **3rd grade:the Multipurpose Room**
- **4th Grade: Cafeteria**
- **5th Grade: Classroom beginning at 8:15am**

In the event of rain, snow, or extremely cold weather conditions, ALL children will be admitted to the building at 7:45 a.m. and must enter the building quietly and orderly. Designated staff will supervise students. No student will be permitted to roam unsupervised in the building. Students will not be admitted, nor should they arrive at school before 7:45 a.m. Teachers arrive to pick students up from their designated locations at 8:15 a.m.

- Third Grade : Students report to the Multipurpose Room beginning at 8:00 am from Ramp Door 3.
- Fourth Grade: Students report to Cafeteria beginning at 7:45 a.m. from Porch Door 7.
- Fifth Grade: Students report to the Gym beginning at 7:45 a.m. from the back of the schoolyard.

Dismissal Procedures

3rd Grade

The following rooms will come out of the 3rd grade ramp door: 300, 302, 303, 306, 307, 311

Third Grade students will be dismissed from ramp exit door 3 at **2:45 p.m.** Teachers will walk students to their designated classroom lines in the side schoolyard. Parents please do not crowd the walkway, remain on the side of the school yard with the gate until students walk to their lines. **Do not remove** children from their lines and be sure to communicate with your child's teacher before they leave their lines. .
For students who walk home, they will be dismissed by their teacher. Parents, we need your support to communicate the importance of going directly home after school. Students that remain on school grounds may get cited for trespassing.

4th grade

The following rooms will come out the 4th grade door through the cafeteria exit Porch Door 7: 201, 204, 206, 207, 208

Fourth Grade students will be dismissed from porch exit door 7 at 2:45 p.m. Teachers will walk students to their lines in the schoolyard in two straight lines. Parents please **DO NOT remove** your children from their lines as they are leaving the building. Students will be dismissed from lines in the school yard. Please communicate with your child's teacher before they leave their lines. .
For students who walk home, they will be dismissed by their teacher. Parents, we need your support to communicate the importance of going directly home after school. Students that remain on school grounds may get cited for trespassing.

5th grade

The following rooms will come out of the 5th grade door : 104, 106, 108, 109, 112

Fifth Grade students will be dismissed from exit door 8 at **2:50 p.m.** Teachers will walk students down the driveway to Wyoming Ave in two straight lines. All 5th Grade students will be dismissed from Wyoming Street. Parents please wait for your child at the gate and communicate with your child's teacher before they leave their lines. For students who walk home, they will be dismissed by their teacher. Parents, we need your support to communicate the importance of going directly home after school. Students that remain on school grounds may get cited for trespassing.

We will not honor any early dismissal after 2:00 PM. Any student with an early dismissal/lateness will not be eligible for perfect attendance incentives/awards.

Late pick-ups:



- Set up a meeting spot to meet your child at the end of the day.
- Call the office if there are extenuating circumstances and you will be late to pick up your child.
- **At 2:54pm,** teachers will escort late dismissal students to the following area to attending Student Climate Staff:
- All Students: inside of schoolyard at the Ramp Door
- Climate staff members will sign students into the late pick up log and make phone calls to parents. Students will not re-enter the building. All students will be picked up from the ramp door located in the schoolyard.
- Staff is available until 3:15 PM to supervise children not picked up by 2:54PM
- **Parents are expected to pick up their children promptly by 2:54 PM at the designated location. Due to a lack of adequate supervision available, students must be picked up on time daily.**
- FIS will be tracking all late pick-ups and taking the necessary actions for continued late pick-ups which includes DHS notification and/or Truancy Court.
- If your child is left for an extended time without parental contact, your child may be taken to the 25th Police District.

Scheduled Early Dismissals

Scheduled early dismissals are announced in advance in the monthly calendar, and on Class Dojo and repeated during weekly voicemail messages. Parents must make the necessary arrangements for childcare. Sometimes emergency early dismissals are necessary. Parents should take advantage of half-day dismissals to schedule doctor, dentist, and other appointments.

When it is necessary for a parent to request the early dismissal of his/her child, the parent or a responsible adult listed on the emergency contact form (defined as 18 years or over with valid picture i.d.) must come to the school to sign out the

child. No child will be released to another student or by a phone call. This is the only way we can release a child during the school day. We cannot honor Early Dismissals beyond 2:30 daily.

Attendance Policy

School begins promptly at 8:15 AM

Punctuality and regular attendance insures the continuity of the educational program essential for growth. Parents and caregivers should make every effort to have children in school and on time every day. Our goal is to have perfect attendance. Children must be in school to receive the maximum benefit of the educational program. Failure to attend on a regular basis inhibits a student's ability to meet high academic expectations.
If your child is absent, it is the **responsibility of the parent** to notify the teacher using the digital Absent Note of the reason for the absence. If we have no note, the absence is coded **unexcused.** The names of students who have excessive absence or lateness will be sent to truancy court. The loss of instructional time due to multiple absences may result in low academic performance. Fines/removal of child from the home due to neglect may also result. Medical, dental, or other business appointments should not be scheduled during the school day except in the case of an extreme emergency. If a student must have such an appointment, the student may be brought back to school on that same day by their paren/guardian if the appointment concludes before the end of the school day. There are no early dismissals for appointments or other reasons between 2:30 and 2:54 P.M.

All absences shall be treated as unlawful/unexcused until the school/district receives a written note explaining the reason(s) for the absence, **to be submitted within three (3) calendar days of the absence**. Please find a digital copy that you can use to document your child's absence **HERE.** This will go directly to the main office. **Failure to provide a written excuse within three (3) days will result in the absence being counted permanently as unlawful/unexcused.**

All absences of three (3) or more consecutive school days shall be supported by a physician's statement verifying the illness.

The School District of Philadelphia is taking many families to Truancy Court for excessive poor attendance and/or unexcused absences. Poor attendance could result in a parent having to pay a large fine, or participate in Community Service. To avoid this, please send students to school daily and make sure they have a note. The Principal must excuse all long-term absences. Vacations or traveling abroad are unexcused absences.

There are two substantive changes in the Attendance Policy:

1. If students arrive in school after 10:00 am without a note or leave before 1:00 pm without a note, they will be marked half a day unexcused absence. The half-day unexcused absences will accrue to full days.
2. The trigger for a truancy referral remains ten (10) unexcused days. After eight (8) cumulative absences for illness, the parent must secure a doctor's note for any future absences for illness.

Students are marked late if they arrive at 8:45 AM

Please refer to the School District Code below to read more about attendance and your responsibility.Students Rights and Responsibility

- Office of Attendance and Truancy
    - Include District's Response to Truancy Protocol

School Improvement Support Liaison
Mrs. CECI MARRERO is here to assist with attendance matters, parent-school communication, and School Advisory Council (SAC) involvement. She reaches out through phone calls, messaging, and home visits when necessary.

Parent/Guardian Concern Procedure

1. Report to the Main Office (after 9:00 AM) and fill out the digital **Parent Concern Form.** Parent Concern Forms can be filled out without visiting the main office.
2. We want to listen and hear your concerns, however, please refrain from verbal complaints to Principal Singletary and any other administrator, or office staff. Document the concern, using the parent concern google form for accountability and communication purposes. Please adhere to your child's team to support you with any issue you may encounter. Your child is important to us, therefore, tracking the issue through a system is critical in supporting you and your child.
3. Allow 24 hours for a proper investigation. A team member will reach out to you to notify you of the results and pending next steps, according to your concern.
4. Parent meetings will be conducted IF NECESSARY after investigation and notes will be taken (request a copy for your records). Parent- to- Parent meetings will not be conducted on school property. All families who request a parent- to- parent meeting can do so by contacting the 25th District. FIS administration, SDP School Safety Officers can support this meeting at the 25th district.

Communication

The primary responsibility of our teachers is to be teaching your children during the school day. Teachers have preparation periods during the school day where they plan and collaborate to ensure effective teaching is occurring in classrooms. Teachers are available to speak with parents during the school day, ***by appointment only***. Parents should not expect that teachers are available to speak with them during the school day, or before or after school, without an appointment, or over the phone during the school day. If you wish to meet with a teacher, please call the school office or write a letter, and send it in with your student, or contact your child's teacher on Class Dojo, to schedule an appointment. Parents may request a conference with their child's teacher (s) if they have questions or concerns that cannot be addressed over the telephone or via written communication. Teacher conferences need to be scheduled with the teacher at least 24 hours in advance of the desired date.

Regular communication with our families is very important to us. Please pay attention to the phone calls and messages that will come home and check our website and Class Dojo often.

Principal Communication

It is the goal of the principal to have an open door policy for parents however; the principal may not be immediately available. If a parent needs time with the principal they should contact the main office at 215-400-3730 to make an appointment. When you call to speak with administration, please leave a detailed message with the secretary. We can better assist you if you provide as much information regarding your question or concern, as possible. **To promote a fast response, prior to contacting the principal directly, please ensure that you have spoken to the teacher and/or Climate Manager** via phone or scheduled conference to see if they are able to address your questions or concerns.

Emergency School Closings

When school is closed due to extreme weather conditions, an announcement will be made over the radio and television statement early in the morning, usually by 6 am. The announcement will be, "ALL PHILADELPHIA SCHOOLS ARE CLOSED." When it is necessary to close school during the school day, television and radio stations will also make announcements. They are usually the first to know, even before we do, here at the school. You can also find this information on the School District's website (www.philasd.org). It will be announced that schools are closing at a specific time. Parents will be notified. It is extremely important that we have on file current phone information and emergency contact information. It is also important that you review with your child instructions for what to do in the event that you are not home when he/she arrives home from school. We strongly suggest that you list emergency contact information in the back of your child's notebook, or somewhere in their school bags.

If your child attends before or after care be sure to confirm that the provider will be picking up your child early in the event of an emergency closing or 12:00 early dismissal day. Parents and guardians are responsible for ensuring that students are picked up promptly as there will not be school staff available to supervise students once dismissal has concluded.

Parent Meetings and School-wide Events

Throughout the school year we will be holding meetings, workshops and special family events as well as monthly parent meetings. Please watch the calendars for dates. We encourage you to participate!

Dress Code: Uniform Expectation

It is the expectation of the School District of Philadelphia that all students are in uniform on a daily basis. All students must be well groomed and appropriately dressed at all times. "Appropriately dressed" means in the school uniform. Clothing should be clean and neat, should not be hazardous to the health and safety of the pupil or to others, and should not be capable of causing any disruption to the school's educational program.

Guidelines for FIS's uniform are as follows:

- All students are to wear Navy Blue Polo Shirts (shirt must have a collar)
- ONLY Khaki Pants for boys. Boys MUST wear a belt.
- Girls may wear Khaki Pants, Skirts, Skorts, Jumpers or Shorts (Must be no shorter than two inches above the knee)
- Shoes or sneakers
- CROCS are not permitted to wear in school
- The only acceptable option is a cardigan sweater that is uniform color (navy blue)

FIS Logo T-shirts ARE EXPECTED to be worn on all class trips.

No Hoodies, jackets, or outerwear will be allowed to be worn in the building. Jeans, jeggings, joggers or tights are also not permitted. Students may not wear head wear/hats/sunglasses of any kind in the building. On days the students have gym, they may wear their FIS T-shirt sold in the main office and navy blue sweatpants.
The dress code for our students reflects the importance of school as a place for focused work and not play. If your son/daughter wears shorts, the length must reach the knees. We are striving for excellence in every aspect of school life, and we appreciate your cooperation. There is a definite correlation between students' appearance and their performance. For students not in uniform, the uniform exchange program will be implemented (or parents will be contacted and required to bring the student's uniform to the school). Failure to follow the school uniform policy will result in, but is not limited to, the following consequences.

Parent notification of the violation of School District policy. Students who are in uniform every day will receive additional positive rewards/awards to encourage them to continue to follow the rules.

We feel that children should develop pride in how they present themselves. One important expression of that pride is in grooming and appropriate dress. We appreciate your support of our efforts to help your child become the kind of mature person who displays pride in self.

If you and your child are having difficulty with uniform, dress code, please see your child's team members (counselor, climate manager or assistant principal).

Homework

Homework is assigned to strengthen basic skills, extend classroom learning, reinforce good study skills and inform parents of what children are learning in school. Homework is assigned daily (Monday-Thursday). Students are expected to complete every homework assignment. Parents should be checking homework regularly and should also provide appropriate materials and a place in the home that is free of noise and distractions so children can concentrate and complete their homework. Please review homework with your children and read together every day. Students will be required to have an extra copybook to record daily homework assignments. Students will not be receiving agendas this year.

Reading Books and School Supplies

Students are expected to have their own school supplies with them everyday to ensure they are prepared for learning. Without the proper tools for learning students cannot fully participate in the learning. Teachers will provide a list of what supplies are needed, and may request certain items throughout the school year. After Winter Break, it is usually a good time to replenish school supplies. Check with your children often to make sure they have what they need everyday. In addition, certain books will come home for homework or reading and it is very important that these books are returned to school everyday. Students who deface, lose or misplace books will be responsible to pay for the cost of the book. Books are expensive, so please take the best care of your books.

On July 12, 1999, the School Board adopted an expanded textbook policy charging that each student be responsible for the proper care of school property, including textbooks, supplies, and equipment entrusted to his/her use.

The policy also states that students should return books and school property on time. Students and their parents will be assessed for lost and damaged books. Consequences for not returning books/school property may occur.

Textbooks

Students are not permitted to take home textbooks. Teachers using textbooks to support instruction are responsible for the maintenance and care of each textbook. Teachers will be responsible for reviewing the expectations of textbook usage with students and for enforcing consequences if these expectations are not meant. In the event that your child looses or damages a textbook or novel belonging to Feltonville Intermediate, parents/guardians can be held liable to pay for the damaged materials.

Chromebook Policy

💻 The Feltonville Way: Take Care of Our Chromebooks

- **Handle with care.** Carry your Chromebook with two hands and keep it away from the edge of desks and tables.
- **Keep it clean.** Keep food, drinks, and liquids away from Chromebooks.
- **Use it responsibly.** Chromebooks are for schoolwork and approved activities only.
- **Keep it secure.** Do not leave your Chromebook unattended or allow others to use it without permission.
- **Keep it in its case/cart when not in use.**
- **Do not write on, decorate, peel, or remove labels from the Chromebook.**
- **Do not slam, drop, or throw the Chromebook.**
- **Keep hands clean and dry before using it.**
- **Report damage immediately** to your teacher or a staff member.
- **Return the Chromebook properly** when class or the assigned activity is finished.

🚫 CAFETERIA RULE

CHROMEBOOKS ARE NOT ALLOWED IN THE CAFETERIA.

Chromebooks must remain in the classroom, Chromebook cart, or other designated secure location during breakfast and lunch.

FELTONVILLE INTERMEDIATE SCHOOL~2026-2027 LEADERSHIP TEAM
MAIN NUMBER: 215-400-3730

PRINCIPAL……..……...……DANA SINGLETARY
ASSISTANT PRINCIPAL ……..…….STANEICA WILLIAMS
ASSISTANT PRINCIPAL …….. ERICA JONES
CLIMATE MANAGER……... FAHREED CHEATHAM
SECRETARY……..EZEQUIEL RIVERS
COUNSELOR…….....…….ALLISON GUTEKUNST
SPECM ……..STANEICA WILLIAMS
ESOL TEACHER LEADER…….GAIL MORRIS
SCHOOL BASED TEACHER LEADER……...…….....CORRINE WEAVER
SCHOOL NURSE……...…..……..KIMBERLY EGAN
TECHNOLOGY TEACHER LEADER…….....IA HOUSTON

BELL SCHEDULE~EARLY DISMISSAL SCHEDULES

FIS Bell Schedule
2026-2027

Period	Time
Breakfast	7:45am - 8:15 a.m. Cafeteria
	8:15 - 8:30 a.m. Community Meeting
1	8:30 - 9:15 a.m.
2	9:15 - 10:00 a.m.
3	10:00 - 10:45 a.m.
4	10:45 - 11:30 a.m.
5	11:30 - 12:15 p.m. 3rd Grade Lunch
6	12:15 - 1:00 p.m. 5th Grade Lunch
7	1:00 - 1:45 p.m. 4th Grade Lunch
8	1:45 - 2:30 p.m.
9	2:30 - 2:54 p.m. Intervention
	2:54 Dismissal

EARLY DISMISSAL

Breakfast	7:45am- 8:15 – Cafeteria
1	8:15 – 8:30 a.m. (Community Meeting)
2	8:30 – 9:00 a.m.
3	9:00 -- 9:30 a.m.
4	9:30 – 10:00 a.m.
5	10:00 - 10:30 a.m. (Grade 3 Lunch)
6	10:35 - 11:05 a.m. (Grade 5 Lunch)
7	11: 10 - 11:40 a.m. (Grade 4 Lunch)
8	11:40 - 11:54 a.m.

Dismissal: 11:54 a.m.

THE SCHOOL DISTRICT OF PHILADELPHIA 2026-2027

ACADEMIC CALENDAR

August 2026

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2026

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Term 1
Dates: 8/24/26 – 11/5/26
Full Instructional Days: 48
Interim Reports Due: 9/29/26
Report Card Conf: 11/16/26

Term 2
Dates: 11/6/26 – 1/25/27
Full Instructional Days: 42
Interim Reports Due: 12/10/26
Report Card Conf: 1/29/27

Term 3
Dates: 1/26/27 – 4/6/27
Full Instructional Days: 41
Interim Reports Due: 2/25/27
Report Card Conf: 4/16/27

Term 4
Dates: 4/7/27 – 6/9/27
Full Instructional Days: 42
Interim Reports Due: 5/6/27
Graduation Window: 6/7/27 – 6/9/27

Key

- 1st Day of School for Students
- 1st Day of School for Students in Kindergarten
- Last Day of School
- School Closed for Students/Staff
- School Closed for Students Staff Professional Dev. (Full Day)
- School Closed for Students Report Card Conference (Full Day)

FIS SUPPORT PERSONNEL 2026-2027

The following individuals should serve as points of contact for student, family and staff related concerns throughout the year:

Grades	Team member	Position	Reasons to see
3rd Grade 4th Grade ESOL	Ms. Jones	Assistant Principal	1. Teacher to student issue 2. Curriculum and Instruction 3. Academic Parent Concerns
5th Grade 4th Grade SPED	Ms. Williams	Assistant Principal	1. Teacher to student issue 2. Curriculum and Instruction 3. Academic Parent Concerns
SPED	Ms. Williams	SPECM	1. Request for Evaluation 2. Transportation 3. MTSS 4. Related Service questions or concerns 5. Discipline for a student with an IEP
3rd -5th grades	Mr. Fahreed Cheatham	Climate Manager	1. Student to student issues such as fighting, arguments 2. Parent Concerns- Discipline 3. Bullying 4. Mediation 5. Community Meetings 6. PBIS
3rd-5th grades	Ms. Gutekunst	Counselor	1. Attendance 2. Mental Health/Crisis 3. Community Behavioral Health 4. School Based Therapeutic Services 5. Peer mediation 6. Transportation 7. Supporting Students Experiencing Homelessness 8. Truancy/attendance 9. DHS issues 10. School Selection 11. Receives written requests for evaluation ONLY

Nurse/Nursing Needs

Families are invited to call (215) 400-3730 and visit the certified school nurse by appointment, to discuss any health related problems or concerns regarding their children. There is a registered/certified school nurse in the building five (5) days per week. The school nurse provides acute health care for students, does mandated assessments, and provides on-going health counseling. When medication is to be administered in school by school personnel, written permission must be obtained from the student's licensed physician. Parental or guardian request and authorization to give each specific medication must accompany the physician's written approval/request. Medication must be in the original, labeled pharmacy container with the student's name, medication, dose, and time interval written on the label.

Medical Neglect Feltonville Intermediate School complies with the Child Protective Law #438 ACT 124 of 1975, which states that failures to provide medical care for a child is considered an act of physical neglect and is considered a reportable offense.

Mandated Screenings: VISION: Students have their vision checked yearly. If students fail the exam twice, parents are notified in writing. Parents are expected to take their child to the eye doctor within two weeks of such a notice. HEARING: Hearing exams are conducted on students in the following grades: Kindergarten, Grades 1,2 and 3. Parents will be notified in writing if a child fails the hearing exam. GROWTH SCREENING: Children's height and weight are measured every other year. DENTAL SCREENINGS: Dental examinations are performed by a certified School Dental Hygienist in grades 1-5.

Counselor

The school counselor's role is to work with children, parents, other school personnel, and with community agencies around school-centered problems. Counseling is one of the services designed to help your child make good use of school experiences.

A child's problem may center on educational planning, learning difficulties, home and neighborhood conditions, personality or emotions, behavior, recreation or attendance.

Our counselor is always willing to help a child or family. If you have a problem, or if your child has a problem, the counselor is the person to see. Please call and make an appointment with her. Many serious problems can be solved when the parent, counselor and teacher work together.

Counseling Services

Our school counselor, Mrs. Allison Gutekunst, is a certified professional dedicated to supporting students' academic and personal growth. She assists students in areas such as:

- Social and emotional problem-solving
- Adjusting to a new school
- Goal setting and motivation
- Strengthening peer and teacher relationships
- Referrals to external resources

Students Experiencing Homelessness: Guidance on McKinney-Vento and who to contact if students/families are in a displaced living situation.

Child Abuse/Neglect

Child Abuse and Neglect Under Pennsylvania Law (PL) 438, Act 124, 1975, Section 11 as amended by s.b.348, any person who in good faith, reports suspected child abuse "shall have immunity from any liability, civil or criminal, that might otherwise result from such action". 14 School personnel, because of their sustained contact with school-age children, are in a position to identify children who may be abused or neglected. Thus, all employees are required to report suspected child abuse and/ or neglect.

Feltonville Intermediate's Behavioral Expectations: ROAR

RESPECTFUL
ON TASK
ACCOUNTABLE
RESPONSIBLE

Feltonville Intermediate School will continue using **Positive Behavior Incentives and Supports (PBIS) Program** this year. PBIS is a decision-making framework for school systems to implement in order to improve student academic and behavioral outcomes by using universal language and norms, consistent behavioral teaching practices, consistent

behavioral response guidelines, and data to guide procedural and policy decisions. Research suggests that by having consistent norms across the school, explicitly teaching behavioral expectations, acknowledging expected behaviors, and handling behavioral violations consistently, the school environment can be positively impacted. PBIS is not a curriculum or a single intervention – it is a change in the school system's climate.

Each child will be given a lanyard and ID holder which MUST be worn each and every day. Students will place their PBIS incentive card in their ID holder. Lanyards will remain in school and not be taken home. **Any student who loses their lanyard will be charged $1.00 for a replacement.**

Through the PBIS program students will be able to **"ROAR"** by showing that they are Responsible, On-Task, Accountable and Responsible. Students will earn Roar Points on their incentive card and be able to cash their cards in for different incentives such as school store purchases, dances, parties, and other fun activities.

Feltonville Intermediate School will closely follow the School District of Philadelphia's Code of Student Conduct for all disciplinary infractions.

GENERAL DISCIPLINE POLICY

Every family will receive the updated version of the School District of Philadelphia's Code of Student Conduct snapshot. For a full version of this document, please visit the school's website. This Code of Conduct drives Finletter's discipline policy. The purpose of this discipline policy is to share appropriate behavior, develop self-control in students and teach students to take responsibility for their own actions. In addition, our goal is to maintain a safe and orderly environment conducive to learning. Zero tolerance for physical confrontations, and bullying or harassment will be exercised. **Students that are suspended or no longer attend Feltonville Intermediate are not permitted on school grounds. This includes students that are picking up younger siblings or meeting friends.**

Feltonville Intermediate School focuses on reducing and preventing recurrences of inappropriate behaviors, teaching students to manage their behavior in appropriate ways and cultivating new behaviors that are necessary for learning. Parents will be involved at the onset of inappropriate behavior to ensure high standards of discipline. Please review the Code of Conduct with your child. Of particular concern is the possession of electronic devices including but not excluded to: cell phones, MPS players; electronic handheld toys, CD players, etc..

5th Grade Strike Policy

The fifth graders of 2026-2027 will be participating in a variety of events throughout the year and towards the end of the year. Please be aware that the "***Three Strike Policy*** is in effect. If at any time, **any staff** member of Feltonville Intermediate observes your child behaving inappropriately, they will be issued a strike letter. Inappropriate behaviors include: a student being disrespectful to any staff member or student, any violations of Feltonville Intermediate School, the School District of Philadelphia's student Code of Conduct, and/or any behaviors that we feel warrant a strike. If your child receives their third strike, they will be removed from all fifth grade activities, **including the fifth grade promotion ceremony.** An ODR (Office Discipline Referral) is a school district document used to record students' inappropriate behavior. An ODR is equivalent to a strike, therefore when a student receives an ODR they will receive 1 strike. Parents will be notified of each strike their child receives to ensure that the student, parent and school are aware of all consequences if the student continues displaying inappropriate behavior. We trust that this notification assists parents in staying engaged with their child's daily decision-making and supports us in fostering proper behavior and better choices among our students.

5th Grade Cell Phone Policy

Monday, August 24th 2026

All **5th grade students are required to turn in their cell phones every morning upon arrival at school.**

Purpose

This policy is designed to minimize **wrongful, inappropriate, and unauthorized cell phone use during instructional time** and ensure that students remain focused, engaged, and ready to learn.

Expectations

- Students must turn in their cell phones **every morning** at the designated location.
- Cell phones must remain turned in for the duration of the school day.
- Students should not use or access cell phones during instruction, transitions, lunch, or other school activities.
- Phones will be returned to students at the designated dismissal time.
- Failure to follow this expectation may result in additional school-based consequences in accordance with school policy. An ODR will be implemented on behalf of the student's non-compliance with cell phone policy.

Feltonville Intermediate School
Progressive Discipline Procedures

ACT 26 POLICY: The Pennsylvania General Assembly has enacted legislation (ACT 26), which 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 disciplinary action of any student found in possession of a weapon on school property, in a school program, or while traveling to or from a school program, including time on public transportation. The law defines a weapon to include, but not limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and 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, and possession for self-protection is not a defense. Parents are encouraged not to send tools or supplies such as metal ruler or compass, or pointed scissors to school with your children. The law requires that violations will become a part of a student's permanent disciplinary record, and will be available to any school in which the student may later enroll. Parents will be required to sign an affidavit prior to enrolling their child in any public school to disclose the existence of any weapons violations or other serious violations.

These measures, required by ACT 26, are designed as a safeguard to ensure that all public schools are safe havens in which all students may interact in an environment and climate, which fosters learning, and strongly discourages potential acts of violence.

Please be aware of what your child brings to school. Thank you for helping us to maintain a safe school where learning is the top priority.

Code of Conduct and Discipline

At Feltonville Intermediate, we believe that every student deserves a safe, respectful, and welcoming environment that supports learning and growth. The **Student Code of Conduct** serves three main purposes:

- To foster a safe and supportive learning environment for all members of our school community.
- To clearly outline behavioral expectations in all school settings.
- To empower school administrators with effective interventions that address and reduce disruptive behavior.

Our Code is based on a shared value: **respect for ourselves and others**. Students are expected to refrain from violent behavior, bullying, harassment, and the possession of weapons. Detailed consequences are outlined for actions that compromise school safety or disrupt learning.

The Code applies:
- During the school day
- While traveling to and from school (including on school buses, public transportation, and in private vehicles)
- At all school-sponsored events

We strongly encourage families and caregivers to read and discuss this Code with their children. You know your child best and play a key role in helping them understand the expectations that create a successful and supportive school culture. If you have any questions, please contact the principal for clarification.

Everyone's Responsibility
We all play a part in maintaining a positive climate:
- Show respect to all members of the school community.
- Maintain a safe, cooperative, and responsible learning environment.
- Reinforce expectations through modeling and positive interactions.
- Use sound judgment to address small issues before they escalate.

Administrator Responsibilities
- Treat everyone with respect and apply disciplinary procedures fairly and consistently.
- Ensure families who speak languages other than English receive translated materials and interpretation services.
- Communicate discipline policies clearly to all stakeholders.
- Respond promptly and professionally to concerns.
- Use proactive judgment to support positive behavior and prevent problems.

Teacher Responsibilities
- Respect all students and staff members.
- Teach, model, and reinforce appropriate behavior.
- Maintain a focused learning environment that supports academic achievement.
- Address misbehavior using multiple strategies and professional discretion.

Student Responsibilities
- Be respectful to all members of the school community.
- Follow school and district rules, including the dress code, attendance, and anti-bullying policies.
- Come prepared to learn and contribute positively to the school environment.
- Accept responsibility for your choices and actions.

Parent/Guardian/Advocate Responsibilities
- Respect school staff and policies.
- Partner with the school to promote safe, productive learning environments.
- Help your child understand and follow school expectations.
- Reinforce the importance of school preparation and active participation.

For the full Code of Student Conduct, visit
👉
http://www.phila.k12.pa.us/offices/administration/policies/CodeofConduct.pdf

- **Student Privileges:** Requirements to attend prom, graduation or any other end of year activities that are deemed privileges.
    - Must explicitly state that these privileges can be taken away, for what specific reasons, and when families will be notified.
    - Graduation may only be taken for the most egregious violations, in which it would constitute a safety concern if the student participates. Schools administrators must make a decision to take away graduation in consultation with their Assistant Superintendent.
    - Additional consideration must be given to students with IEPs as to whether behavior is a manifestation of their disability.

Bullying Definition and Policies

Bullying occurs when someone repeatedly, and on purpose, says or does mean or hurtful things to another person who has a hard time defending themselves.

To view more information about definitions, policies and procedures visit the link below. Find more information at this link Report Bullying and Harassment

Please see Progressive Discipline Chart for more clarification on bullying consequences.

Prohibition of Harassment

A student violates this rule if he or she demands sexual favors or 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.

To read more about harassment (including sexual) policies please visit: https://www.philasd.org/schoolclimate/

Cafeteria Procedures

All students within the School district of Philadelphia are now entitled to a free school breakfast and lunch

- Students are permitted to pack lunches from home however; lunches are not permitted to be dropped off during the school day as it causes a disruption.
- Students are not permitted to bring or have fast food delivered. Students will not be called to the office to pick up lunch deliveries as it can cause a disruption of the school day and loss of valuable instructional time.
- Outside food from restaurants i.e. Dunkin Donuts and Burger King are not permitted to be brought into the building by/for students.
- Students will be escorted to tables by their teachers to their permanent seats where they will sit with their feet under the table

- Students will be monitored by lunchroom personnel at all times
- Classes are chosen to go up for food based on their behavior
- Classes are directed to line up
- Classes are to go up only when the food service area is clear – this will prevent injuries
- In the event of good weather, and good lunchroom behavior, students are permitted to go outside for recess

Cafeteria Rules

1. Stay in your seat, walk don't run
2. Use inside voices
3. Raise your hand to use the Share Table
4. Pass the trash to the end of the table when time
5. "Give Me 5"- to prepare for a safe and orderly dismissal.

Food or drinks may NOT leave the lunchroom. Students should use the bathroom prior to or upon leaving the lunchroom.

Emergency Drills

The purpose of an emergency drill is to practice the evacuation of the building as quickly and orderly as possible in case of a real emergency. Students must be on their best behavior during drills, or they will face consequences. Drills will be run a minimum of once monthly. Please speak with your child about the importance of practicing these drills so that they are prepared when we have one.

Crisis Plan

A copy of the Feltonville Intermediate School Crisis Plan is available in the main office. In the event of an emergency requiring evacuation of the building for an extended period of time, we will report **Feltonville Arts and Science**. In the event of a lockdown for an emergency reason, no one will be permitted to enter or leave the building until lockdown is lifted.

Use of Electronics

Feltonville Intermediate School strictly prohibits use of any electronic device by students in any setting of the school. Students who are caught recording, taping of any kind, or taking pictures will be subject to suspension and the device used will be confiscated. Students and parents will be required to sign a Technology Usage contract prior to students being permitted to utilize Feltonville Intermediate technology. This contract will outline the usage expectations and inform parents that they will be financially responsible for any broken or stolen items.

Cell Phone/Electronics Policy

The use of Cell phones, smart watches and other electronics are ***not permitted*** in school. If an adult sees a student with a cell phone or other electronic devices during the school day, it will be confiscated. The first time a cell phone is confiscated from a student, it will be returned to a parent – only! The second time a student is found with a cell phone, it will not be returned until the last day of school. This is current school district policy. NOTE: IF AN ELECTRONIC DEVICE IS CONFISCATED DURING A CRIMINAL ACTIVITY IT WILL NOT BE RETURNED. (SEE SCHOOL DISTRICT CODE OF CONDUCT) Parents will be asked to sign off on this Policy every school year to guarantee that everyone is aware of the policy so there is no dispute when/if an electronic device is taken from a student. (This policy will be upheld even if this form is not signed)

Picking up confiscated cell phones/electronics

- Cell phones, smart watches and /or electronics **can only be picked up by the parent** on the same day they are taken.
- The main office will be available for cell phones and /or electronics returns between the hours of 3:15 PM and 3:30 PM by parent appointment only.
- Cell phones, smart watches and /or electronics will not be released to students. Parents or legal guardians are required to pick up cell phones and /or electronics; these items will not be released to students.

Social Media

Feltonville Intermediate supports students' use of social media in ways that have a positive impact on the learning environment. Student misuse of social media, whether on or off school grounds, when it creates a hostile, disruptive, or unsafe learning environment, is unacceptable. Therefore, it is the responsibility of parents to monitor social media

activity and to ensure that it is not misused and/or threatening the safety and security of all students and staff. As a reminder cell phones are not permitted within the school building.

Parties

Instructional time may not be used to have class parties. Parents and Guardians are not permitted to bring party items to school without teacher's approval. Please allow a minimum of 24-hours in advance to discuss with the teacher, alternatives to celebrating birthdays while at school.

An administrator MUST approve any school celebrations, which include food and/or beverages. Any birthday celebrations involving food will be limited to 15-20 minutes and should be done at the end of the day 2:15-2:40 p.m.

Eating and Drinking in the Classroom/Hallways

Students are not allowed to eat or drink during class time or while walking through the stairwells or hallways. Students will not be permitted to bring breakfast items into the school during admission. If students do not wish to eat the breakfast provided by the school, please ensure that all meals are eaten and disposed of prior to entering the school building. Students should not have water bottles, juice boxes, or food in the classroom/hallways at any time. There will be an exception made for the use of water bottles in the classroom on hot days with administrator approval.

Cleanliness of the School Building

Students should be encouraged to respect our school by helping to keep it clean. Encourage children to pick up debris and clean up after themselves.

Awards Assembly Requirements

Honor-Roll Award ● Student must earn all "A's" & "B's" on their report card ● This includes all specials classes	**Perfect Attendance** ● Students must attend school each day during each making period
Roar Award ● Students must exhibit positive behaviors that align with our Norms: Respect, On Task, Accountable and Responsible	**Reading & Math Awards** ● Students must have been present ***every day for the entire school day*** during the quarter. ● Students **cannot** have any latenesses or early dismissals during the quarter.

Testing

Throughout the school year, students participate in a variety of assessments. We will keep parents informed of when these tests will occur. It is extremely important that students are present on testing days.

- **School Programs:** School level programs that students can be referred to, apply to etc.
  - Intervention programs, such as STEP, IBHS provider etc.
  - Extracurricular activities
  - City Year
  - Beacon
  - Merakey