



# 2018-2019 Fox Chase Elementary Parent/Student Handbook

**\*\*\*Please note that the NEW school phone number is: (215) 400-3170\*\*\***

## Procedures

### **Morning Admit**

School begins each day at **8:30 A.M.** A parent or caregiver must supervise a kindergarten child prior to the school day in the schoolyard. Unless a student is eating breakfast, he or she should arrive to school no earlier than **8:15 A.M.** and is encouraged to arrive as close as possible to **8:30 A.M.**

When reporting to the schoolyard, students in grades K-5 are required to stand at their assigned room numbers. **All recess activities are prohibited in the morning such as playing tag, football, soccer and all other sports.** Students in grades **K-5** remain in the schoolyard and enter the building at **8:30 A.M.** when their teachers pick them up.

**Dogs and smoking are prohibited in the school yard before and after school. This is to ensure the health and safety of our students/staff.**

### **Inclement Weather**

If the weather is inclement in the morning, students will be admitted into the building starting at 8:15. They must use the school yard entrance near STAIRWELL A and proceed directly to the auditorium. They will sit quietly in their classroom's designated seats until their teacher picks them up at 8:30. Parents **are not permitted** to accompany their child to the auditorium. We appreciate your adherence with this rule.

### **Breakfast Program**

Research indicates that students who begin school with a healthy breakfast achieve greater academic success. Breakfast is offered at Fox Chase daily free of charge for all students. Students who wish to eat breakfast at school may arrive at **8:15 A.M.** and enter the cafeteria to enjoy breakfast. Parents must accompany kindergarten students to breakfast. At **8:30 A.M.**, all students are then dismissed from the cafeteria and sent to the schoolyard to line up and wait for their teachers. Students are only permitted in the cafeteria for breakfast from 8:00 A.M. - 8:30 A.M. If students eat breakfast at home, they must wait outside until the bell rings for admission.

### **Dismissal**

The school day ends at 3:09 pm. Kindergarten students will begin dismissing earlier, usually by 3:04 pm, and must be picked up by parents as they are dismissed from the cafeteria doors into the schoolyard. Students in grades 1-5 will be dismissed to the schoolyard by **3:09 P.M.** Teachers will escort the students to the schoolyard. **All students must exit the schoolyard upon dismissal.** Students who ride buses or attend an after-school daycare program report to the auditorium for pickup. These students are not permitted to report outside.

Students not picked up in the schoolyard by 3:09 will be brought back into the building by a designated school staff member and to the main office. Parents and/or emergency contacts will be called. The adult picking the child up (must be on the approved list) will be required to enter the building and sign out the child. Be sure to bring proper photo identification! **ALWAYS BE PREPARED TO SHOW I.D. WHEN ENTERING THE SCHOOL-the safety of our students is always first and foremost.** If a student is consistently being picked up late, you will receive notification from the principal that will require a meeting with the school counselor to discuss any barriers/concerns and school district protocol will be followed.

### **Parent Pick-Up/Drop-Off/Parking**

All parents must be considerate of our neighbors. **Please DO NOT** double park or **BLOCK** the driveways of our neighbors. The police will be contacted for those who do not comply. Also, please do not block the designated school bus areas. If you park in a bus loading/unloading area, this poses a safety risk; please be mindful and considerate of our students and buses. Driving in the circular driveway at the front entrance is prohibited between 3:09 and 3:15 pm. This rule is for the safety of our staff, students, and families. This will be strictly enforced and those who do not obey will receive notification.

Parents/Guardians are not permitted to park between the school and the annex. This is a crosswalk for students.

# Attendance and Lateness Protocols

Fox Chase boasts a high average daily attendance rate. Punctuality and good attendance are two of the basic principles of good work habits and ensure a student's success in school. Chronic absenteeism, poor attendance, and lateness become barriers to learning for students. Parents or caregivers should make every effort to ensure their children are in school and on time everyday.

## Absences

Upon returning to school after an absence, each student must provide the teacher with an absence note signed by the parent or caregiver including the **dates and reasons for the absence**. (blank absence note templates can be found in the main office for your convenience). **Failure to provide a note will mean a child's absence is coded as an unexcused absence. An absence note must be submitted to the teacher within three days of an absence or the absence will be coded unexcused.** Be advised that an absence note does not excuse a student if a **pattern of absences or lateness exists**. If a student is out of school for 3 or more consecutive days, a doctor's note will be required in order to excuse the absences (notes from parents will not be accepted). Children are not excused for attending trips with parents. Being absent from school to go on vacation will **not** be excused. The parent should notify the school if a child is expected to be absent for an ***extended period of time for medical reasons or some other urgent concern***. Once a child has reached 8 absences total (excused or unexcused, and over one or multiple occurrences), a doctor's note will be required from that point forward to excuse any absence. It is the parent and/or child's responsibility to check with the teacher about make-up work and/or tests and assignments. Fox Chase follows the SDP guidelines and protocols for attendance and truancy; families are welcome to visit the district's policy on attendance by visiting:  
<https://www.philasd.org/studentrights/programsservices/attendance-truancy/>

**If students arrive in school after 10 AM without a note or leave before 1PM without a note they will be marked half a day unexcused absence. The half day unexcused absences will accrue to full days. The trigger for a truancy/DHS referral remains 10 unexcused absences.**

Students are awarded for perfect attendance, which is defined as a student who is present in school **everyday** and arrives on time without **ANY** early dismissals or lateness. Poor attendance, **10 unexcused absences**, will result in a referral to truancy court/DHS and suspension of student participation in a range of school activities.

## Late Policy

Punctuality sets the tone for the school day. Students who are constantly late disrupt the instructional program and are apt to quickly fall behind in school. Students arriving to school after **8:30 A.M.** are considered late. **PLEASE BE REMINDED: late students must enter through the cafeteria to obtain a late note from the late attendant---DO NOT ENTER THROUGH THE FRONT DOORS AFTER 8:30!. An adult must accompany any student arriving after 8:45 A.M.** Lateness is indicated on the official school record. **Five or more** latenesses will result in the loss of school privileges. *Chronic lateness will be investigated.* Lateness also counts against *perfect attendance*.

## Early Dismissal

It is imperative that your child remains in school the entire day in order to maximize the benefits of instruction. Instructional time is valuable and cannot be recouped once it is lost. Children with numerous early dismissals quickly fall behind in school so it is vital that **parents schedule medical appointments after school and/or during school closures**. If your child must be dismissed early, he or she must bring in a written note signed by the parents stating the time and reason for the early dismissal. Parents will then report to the office and sign the child out in the **“Sign-Out Book.”** All adults must show ID to verify they are on the list of adults approved to remove a child for an early dismissal. The child will then be called to the office. For the safety and security of your child, no child will be dismissed without an identified adult (**21 and over**) to accompany him or her.

An early dismissal, unless it is an emergency, is permitted up until **45 minutes** before the end of the school day. Early Dismissals and/or Late Arrivals are monitored very carefully and are a part of the child’s official school record. **Patterns of early dismissal and lateness will be investigated.** Children with significant lateness and early dismissals will be barred from attending school trips. Parents of children with significant absences, lateness or early dismissals will be excluded from serving as chaperones. Children may not be signed out for an early dismissal after a trip unless the child is in kindergarten and classes return from the trip after 2:00 P.M. Siblings of students attending trips may not be removed from class for early dismissals when the trip has concluded.

## Emergency School Closings

We kindly ask that families refrain from calling the main office to inquire about whether school is closing early when it begins to snow as the main office becomes extremely busy with phone

calls on snowy/inclement weather days. In times of questionable weather, there are several ways you can check the status of school closings or early dismissals:

- 1) The announcement **“ALL PHILADELPHIA SCHOOLS ARE CLOSED”** will be posted on the School District’s website. Make sure you check SDP website regularly if you chose to use this option.
- 2) When it is necessary to close school during the school day, television and radio stations will also make announcements. It will be announced as, **“ALL PHILADELPHIA SCHOOLS WILL CLOSE AT (time).”**
- 3) In the event of an emergency closing at Fox Chase School, **parents will be notified via telephone messenger/autodialer.** It is imperative that we have current home information, emergency contact numbers, and work numbers on file. It is important to review with your child the instructions for what to do in the event that you are not at home when he or she arrives home from school. \*\*\*Please update your phone numbers regularly\*\*\*
- 4) Parents can also download the **KYW radio “app”** so they can receive important alerts on their cellular telephones.
- 5) Fox Chase Elementary School also has a Facebook page that we work very diligently to update regularly. We will update our Facebook page as soon as we know that school will be closing early, opening late, or if we know that school will be closed the next day. You can change your settings so that your phone gets alerts whenever a new post is made.

## Academics

Fox Chase teachers will provide your child with a rigorous standardized curriculum in a student-centered learning environment. Students’ interests, and learning styles will be assessed in order to meet the needs of individual learners and motivate students. Our teachers participate in ongoing professional development that will enhance their professional practice.

The core subject areas of Reading, Mathematics, Science and Social Studies will be taught daily, with many of the content areas being woven in through thematic units. The School District is transitioning to the PA Common Core Standards. These standards increase the focus on critical thinking in reading and writing and authentic problem solving and conceptual understanding in math. In science and social studies, students will learn like the experts in these areas.

The school will continue to use the Mandated Core Curriculum in Literacy and Mathematics. To support the curriculum, your child will be using:

Mathematics: Grades K-5: *Pearson Envision 2.0 Math*

Literacy: Grades K-5: *ReadyGen*  
 Grades K-3: *Children's Literacy Initiative*  
 Grades K-2: *Saxon Phonics*

## Homework

Homework is assigned to students **Mondays-Thursdays** and in some instances **Fridays** when students are working on long-term projects. Homework is assigned to **reinforce or strengthen skills, extend classroom learning, or as a creative project requiring the student to use higher-order thinking skills**. Each teacher will maintain a homework log to document homework assignments. Students are expected to complete all homework assignments. Parents or caregivers should sign each assignment to ensure regular completion of homework assignments. Homework does count towards the final grade.

## Report Cards

Report cards are issued **four** times a year. Parent conferences will be held during the **first, second, and third report card periods**. During the mid-marking period, many teachers provide either interim or progress reports. Parents are encouraged to keep the lines of communication open with teachers. **Parents may request a conference at any time**. At least **two days** notice should be given.

## Report Card Conference Dates

First Cycle	November 7-9, 2018
Second Cycle	January 30-31, 2019 and February 1, 2019
Third Cycle	April 3-5, 2019
Final Report Card	Distributed in June

## Special Education/MTSS/Support Programs

### Multi-Tiered System of Supports

Students who are at-risk either academically, behaviorally, or for attendance will be referred to RtI (Response to Intervention) by their teacher or counselor . Parents will be informed of the process and are invited to be active participants. There is a RtI database that is designed to help monitor your child's progress toward meeting a specific math, reading, behavior, or attendance goal. If you are concerned with how your child is doing academically, the first point of contact is your child's homeroom teacher.

### **Special Education**

Students who have been identified with Special Needs will receive Specially Designed Instruction in the Least Restrictive Environment as indicated in the Evaluation Report and Notice of Recommended Educational Program and as delivered by the Individualized Education Plan. In some cases, the Least Restrictive Environment will mean services must be provided at another location. The Special Education Liaison and/or your child's assigned Special Education Case Manager is an important point of contact for any questions or concerns regarding your child's IEP, progress, or concerns regarding specific special education programming.

### **English to Students of Other Languages (ESOL)**

Students whose primary language is not English may receive language instruction from an ESOL teacher. Any questions regarding ESOL services can be directed to the ESOL teacher, Ms. Grugan.

### **Mentally Gifted**

Students who have been identified by the School Psychologist as mentally gifted will receive support in the regular education classroom. Students must maintain excellent grades and complete all assignments to participate in special Gifted Programs or activities. If grades drop the IEP team will review the student's file to determine if placement in the Gifted Program is appropriate.

## **Extra-Curricular Activities**

Designated teachers are sponsors for various clubs. Information about club participation will be made available to your child shortly after the school year begins. Clubs are designed for academic reinforcement, academic enrichment or the arts. Students may be excluded from extracurricular activities if their academic performance is lower than a "D" on their report card/interim report.

## Safety and Discipline

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

Discipline is a way of reaching that goal. Parents, as an important part of the Fox Chase team, can assist by teaching their children appropriate and proper behavior, respect and responsibility. It is a continuous process. What your child learns at home, can and will be carried into the school day. All students are expected to behave in an acceptable and responsible manner while at school, on field trips, riding the bus, in the school yard, lunchroom and other school related situations. Positive behavior, courtesy and cooperation are essential to learning. Fox Chase School adheres to the *School District of Philadelphia Student Code of Conduct*. Your child will receive a copy of the Code early in **September**. Please review it with your child. The Code will be referred to often should circumstances arise for any disciplinary action involving your child.

## SDP Bullying/Harassment Policy

All parents received a letter informing them of the District's new **Bullying Policy**, affirming its zero tolerance of bullying in its schools. Zero tolerance means that instances of misconduct will be investigated and the appropriate action taken, if necessary. Zero tolerance does not mean a child is immediately punished or expelled from school when an incident occurs. **All incidents will be investigated and students found responsible for violating the Code of Conduct will receive disciplinary action.**

Often parents and children possess a limited understanding of bullying and use the term to describe all types of conflicts between students. The correct definition is provided below:

### **Bullying is defined as the following:**

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



**Bullying, as defined in the policy, refers to direct or indirect action, which may include but is not limited to:**

*Physical:* hitting, kicking, pushing, shoving, getting another person to hurt someone;

*Verbal:* racial slurs, name-calling, teasing, taunting, verbal sexual harassment, gossiping, spreading rumors; or

*Non-Verbal:* threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by use of electronic or communication devices through means of email, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, or websites). Updated Code of Student Conduct booklets describe the sanctions and supports for students violating the bullying policy.

The following behaviors will not be tolerated and will result in disciplinary actions:

- Bullying any member of the school community
- Hitting or threatening a teacher
- Fighting
- Disruptive behavior
- Possession of Weapons and Dangerous Instruments
- Narcotics, Alcohol and Drugs
- Conduct which may harm or threaten an individual
- Damage, destruction or theft of school or private property
- Trespassing
- Offensive Language
- Graffiti

**Unlawful Harassment is defined as the following:** For purposes of this policy, harassment shall consist of unwelcome verbal, written, graphic or physical conduct relating to an individual's gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, English language proficiency, socioeconomic status and/or political beliefs. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. A single incident of harassment may implicate more than one protected class. For example, a student may be targeted because of his race and sexual orientation.

Harassment can create a hostile environment when it:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with a student's education; or

3. Otherwise adversely affects an individual's learning opportunities, health, safety, or well-being.
4. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

## School/Lunch/Recess Rules

1. Keep hands, feet and objects to yourself.
2. Follow directions from all teachers and staff members
3. Speak respectfully to others at all times.

These venues include: **Schoolyard, Classroom, Hallway, Bathroom, Auditorium, Bus and Lunchroom.**

### Safety and Security

Your child's safety in the building during the school day is of the utmost importance. Each classroom has posted Safety procedures in the event of an emergency. We routinely practice drills for building *Evacuation, Lock-Down* and *Shelter In Place*. There is a designated School Safety Team.

The **Lunchroom Rules** are: (parents please review these rules with your child)

1. **Walk to your assigned table**
2. **Sit in your seat/no running or walking around**
3. **Listen to adults/follow directions**
4. **Line up to get your lunch when prompted**
5. **Sit and eat your lunch**
6. **Throw away your trash when finished**
7. **Return to your seat**
8. **Line up to go to recess when prompted**
9. **Horseplay/fighting/aggression is strictly forbidden and will result in a loss of recess privileges as it poses a safety risk**

### Recess

All students will have a recess period attached to their lunch period. **No glass bottles** are permitted. Recess is a privilege. Please remind your child that he/she must follow school and lunch/recess rules at all times. The safety of all students is paramount.

**Students are expected to use the restrooms during their lunch period.** Please remind your child to use their lunch/recess time to use the bathroom facilities.

If a student does not follow lunch/recess rules a lunch detention can be assigned. Lunch detentions take place DURING a student's lunch/recess period (usually the day following the rule infraction) in a separate, designated area in the school and is monitored by a school staff member. Parents will be notified in writing of any lunch detention assignments and will be required to sign a notice acknowledging your child's rule violation. Lunch detentions are used as a last resort and can only be assigned by a lunch aide, Principal, School Counselor, or a designated disciplinarian.

## Code of Conduct Violations

Please refer to the School District of Philadelphia Code of Conduct for policies on violations to the code of conduct. At Fox Chase Elementary, we pride ourselves on the safe, nurturing environment we provide to all our staff, students, and families. Should a student chose to violate the code of conduct, we will follow the district's protocol when handling such matters in regards to discipline.

### **Electronic Devices** (cell phones, IPADs, and IPODs)

Students are prohibited from using any type of personal electronic device during school hours. Students may **not** use devices **anywhere** inside the school building or on school grounds. If the devices, or peripherals, such as headphones, are in view of school staff, they **will** be confiscated and may be held until parents can pick them up. Continued non-compliance of this rule can result in the item being held until the end of the school year

### **Parent Concerns**

The staff at Fox Chase value the feedback and suggestions of our families and parents. If you have any concerns, suggestions, or feedback, or you simply wish to request a meeting or conference please feel free to complete a Parent Concern Form that is located in the Main Office. These forms are the best, most efficient way to voice your concerns and to let our staff know that you want to be contacted for any reason. Thank you for your cooperation with this!

## School Uniforms

The School District of Philadelphia has adopted a school uniform policy for all students in grades Kindergarten through twelfth. The school board believed that this policy would assist in creating a positive learning environment. As of **September 1, 2001**, this policy is mandatory.

Students who do not comply with the policy will receive warning letters, possible conference with the teacher, principal, and the possibility of not participating in activities such as trips, athletics and/or graduation exercises.

#### The Fox Chase School Uniform:

##### Tops

- Red Polo (with collar or golf shirt, short or long sleeves)
- Red sweaters (cardigans or pullover for colder weather)
- Red or black hoodies (plain or with Fox Chase logo only)

##### Bottoms

- Khaki/black Pants
- Khaki/black Capri pants and cargo pants (knee-length)
- Khaki skirts or jumpers (knee-length)

##### Shoes

- sneakers or dress shoes
- **Open-toed shoes prohibited**

##### Gym Attire:

- Students can wear items below instead of above uniform:  
Sneakers, black shorts, red t-shirts or sweatshirts, black sweatpants, red tops

##### Farm Trip Attire:

Dress according to weather- old shoes or boots permitted. Students will be learning and working on the farm!

**\*\*\*\*KINDERGARTEN ONLY\*\*\*\***

**MAY WEAR GYM UNIFORM ATTIRE DAILY**

Uniform Violations - Parents will be called and required to bring in the uniform. After three uniform violations, students will not be permitted to participate in school-related functions/special activities.

# 2018/2019 SCHOOL CALENDAR

(subject to change)

<b>Date</b>	<b>Activity</b>
August 20, 2018	First Day for Staff
August 27, 2018	First Day for Grades K-5
August 31, 2018	Professional Development Half Day – 3 Hour Early Dismissal
September 3, 2018	Labor Day -No School
September 10, 2018	Rosh Hashanah -No School
September 19, 2018	Yom Kippur No School
October 2-4, 2018	Interim Reports
October 5, 2018	Professional Development Half Day – 3 Hour Early Dismissal
November 6, 2018	Professional Development Schools Closed
November 7-9, 2018	Report Card Conferences - 3 Hour Early Dismissal
November 12, 2018	Veterans Day – Schools Closed
November 22-23, 2018	Thanksgiving Holiday Schools Closed

December 11-13, 2018	Interim Reports
December 24 – January ,1 2019	Winter Recess <i>Schools Closed</i>
January 18, 2019	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
January 21, 2019	Dr. Martin Luther King Jr. Day - <i>No School</i>
January 30- February 1, 2019	Report Card Conferences <i>3 Hour Early Dismissal</i>
February 18, 2019	Presidents Day – <i>Schools Closed</i>
February 26-28, 2019	Interim Reports
March 1, 2019	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
April 3 – 5, 2019	Report Card Conferences – <i>3 Hour Early Dismissal</i>
April 12, 2019	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
April 18 – 22, 2019	Spring Recess <i>Schools Closed</i>
April 15-26, 2019	ELA PSSA
April 29-May 3, 2019	Math PSSA

May 7-9, 2019	Interim Reports
May 14, 2019	Election Day <i>Schools Closed</i>
May 27, 2019	Memorial Day <i>Schools Closed</i>
May 30, 2019	Kindergarten Move-Up Day <i>Tentative</i>
May 31, 2019	5th Grade Graduation <i>Tentative</i>
June 4, 2019	Last Day of School for Students
June 5, 2019	Last Day of School for Staff

## IMPORTANT CONTACTS

MAIN PHONE NUMBER: (215) 400-3170

FAX: (215) 400-3171

Principal: Rob Caroselli

Secretary: Mindy Hantman

School Nurse: Kathy Mackell, Option #1

School Counselor: Holly Borrelle, Option #2

Special Education Case Manager: Lori Samson, Option # 5

Building Engineer: Option # 6

## Note from the Nurse:



\*\*\*If your child has any special medical conditions, please notify Ms. Mackell (School Nurse) and indicate such conditions on the health forms that will be sent home with each student at the beginning of each school year. **No medications of any kind should be sent to school with your child in his/her school bag** (inhalers, nebulizers, aspirin, tylenol, etc). If your child needs to be administered medication during school hours there is a procedure that must be followed. Please contact the school nurse for the proper forms. **It is the parent's responsibility to bring all medications to school for storage and/or refill.** Physical exams are **REQUIRED** for **NEW** students in kindergarten and those students who never attended a Philadelphia Public School. These forms are provided at the time of registration. Please be sure to send in all updated immunizations.\*\*\*

