

Family Handbook

2024-2025



Fitler Academics Plus Elementary School

(215) 400-3610

140 W. Seymour Street

Philadelphia, PA 19144

The School District of Philadelphia
Fitler Academics Plus Elementary School
140 W. Seymour St.
Philadelphia, PA 19144

Kate Sylvester, Principal
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Learning Network 5
School Phone: (215) 400-3610

August 26, 2024

Dear Fitler Families,

I would like to welcome you to the 2024-2025 school year! I hope that everyone had a relaxing and enjoyable summer and that your children are ready to learn. We are looking forward to working collaboratively with you to nurture your child's academic, social and emotional growth.

This year we will continue to work to foster open lines of communication between the school and the home to ensure student success. Here are several things you can do at home to help your child have a successful school year.

- Send your child to school every day on time.
- Make sure your child gets eight hours sleep each night.
- Establish a routine for studying. Give your child a quiet corner to read and regular time to do homework.
- Keep in touch with your child's teacher via Class Dojo.
- Attend school-wide events, classroom events, and conferences.
- Celebrate your child's success (giving verbal praise), no matter how small it may seem. This will keep your child enthusiastic about learning and proud of their work.

Throughout this handbook there are checks for you to ensure you have taken the necessary steps to stay informed. There are clear directions in the appendices that will guide you through the process. A copy of this is available on [Fitler's website](#).

This handbook is organized by topic. You can use these links to navigate directly to specific sections.

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I am confident that this will be an outstanding school year and look forward to working with the staff and community to continue the Fitler Academics Plus School tradition of academic excellence! I look forward to seeing you there!

Sincerely,

Kate Sylvester
Principal

General Information

School Hours

School begins each day at 9:00 AM and ends at 3:39 PM. Kindergarten students must be supervised by a parent/caregiver at all times prior to the school day while in the schoolyard.

Arrival

All students will line up in the school yard. Students in grades 6, 7 and 8 arriving between 8:30 AM - 8:45 AM may go to the cafeteria for breakfast. The main entrance will only be open during icy or snowy conditions. The student entrance will remain open until 9:15 AM. Any students arriving after 9:00 AM will be issued a late pass and sent to class. After 9:15 AM late students must enter through the front entrance and proceed to the main office for a late pass. Teachers will pick students up from the schoolyard at 9:00 AM.

Dismissal

Students are dismissed on a staggered schedule. There will be no early dismissals after 3:00 PM. All teachers will walk students outside. Students being picked up by an after care service will be called to the cafeteria and dismissed from there as the bus or van arrives. The dismissal schedule is as follows:

- Kindergarten, 1st and 2nd grade students will be dismissed from Exit A at 3:30 PM
- Students in 3rd, 4th and 5th grade will be dismissed from Exit D at 3:35 PM
- Students in 6th, 7th and 8th grade will be dismissed from Exit F at 3:39 PM

Inclement Weather

In the event of inclement weather Kindergarten, 1st and 2nd grade students will enter through Entrance A and go to the library. All 3rd through 8th grade students will report to the cafeteria during arrival using the rear door starting at 8:30 AM. Teachers will dismiss students at their regular dismissal location and then take any students not immediately picked up to the cafeteria.

Parent Drop-Off/Pick-Up

No vehicles are allowed to drive into the schoolyard.

Bus Transportation

Transportation is provided for students receiving Special Education services who have transportation designated in their Individualized Education Plans (IEPs). Every effort is made to be as timely as possible in notifying parents of late buses. Other bus concerns should be directed to the School District of Philadelphia's transportation office at (215) 400-4350.

All children who ride the bus must follow the below rules:

1. Remain in your assigned seat.
2. No cell phone usage unless in an emergency and it is approved by the bus attendant or driver.
3. Keep hands inside the window.
4. Do not lift the window up unless the driver gives permission.
5. Keep your book bags out of the aisle.
6. Always face forward.
7. Be respectful to the driver and bus attendant.

*If your child will not be riding the bus because of an early dismissal or dentist appt., etc., please make sure you send in a note with the driver so that he/she is informed.

Transpasses

Students in grades 6, 7 and 8 who live at least 1.5 miles from the school are eligible for SEPTA fare cards. Cards will be distributed to eligible students at the beginning of the year by the counselor. Students must be responsible for keeping their fare cards safe and damage-free. Questions or concerns about fare cards can be brought to the school counselor.

Breakfast

Research indicates that students who begin school with a healthy breakfast achieve greater academic success. Free breakfast is offered to all students at Fitler daily. Students in grades 6, 7 and 8 who wish to eat breakfast at school may arrive at 8:30 AM and enter the cafeteria to enjoy breakfast. They must arrive by 8:30 AM to participate in breakfast. Students in grades Kindergarten through 5 will have breakfast in the classroom when school starts.

Lunch

All students are entitled to a free school lunch through a grant from the US Department of Agriculture. A monthly menu is sent home listing all breakfast and lunch offerings for each day. Students are also welcome to bring lunch from home. Menus can also be found at www.nutrislice.com.

Bathroom Policy

Policy 252 states, "Students shall have access to the restroom that corresponds to their gender identity. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no student shall be required to use such a restroom." There will be single-stall gender neutral bathrooms identified throughout the building accessible to all students.

Healthy Bodies, Healthy Minds

The Fitler Community is a healthy one. Students are exposed to programming that teaches them to make healthy food choices and maintain an active lifestyle. Shared treats for birthdays and/or celebrations are not permitted due to student allergies.

Parents, did you...

- ☐ Complete your child's emergency contact form with the full and correct information on any adult that may pick up your child (including you)?
- ☐ Sign up for the Parent Portal and ensure that a current contact phone number and email address is on file?
- ☐ Sign up to receive phone, text and email alerts through the Parent Portal?
- ☐ Sign up for ClassDojo?

Student Attendance

Attendance

Each child's goal is to reach a 95% attendance rate. That means they cannot miss more than 9 days in the school year (excused or unexcused.) We take this very seriously. Punctuality and good attendance are two of the basic principles of good work habits and ensure a student's success in school. Poor attendance and lateness becomes a barrier to learning.

In the event of an absence, the caregiver must complete the Google form linked below within 3 days of the absence. Failure to provide a note will mean a child's absence is coded as an unexcused absence. Be advised that an absence note does not excuse a student if a pattern of absences or lateness exists. 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.*

- Absences of 3 or more consecutive days will require a doctor's note in addition to a parent or caregivers' Class Dojo message.
- After the 8th non-doctor's note absence, every subsequent absence must have a doctor's note in order to be excused. It is the parent and/or child's responsibility to check with the teacher about make-up work and/or tests and assignments.
- 10 unexcused absences, will result in a referral to truancy court/DHS and suspension of student participation in a range of school activities. A student with 10 consecutive unexcused absences will no longer be enrolled in Fitler.

An absence note must be submitted to the teacher within three days of an absence or the absence will be coded unexcused. Families may also submit notes electronically at [THIS GOOGLE FORM](#) or scan the QR code below.



The School District of Philadelphia's Attendance Policy can be found here: [Board of Education Policy 204, Student Attendance](#)

Late Policy

Punctuality sets the tone for the school day. Students who are constantly late disrupt the instructional program and quickly fall behind in school. Students arriving at school after 9:00 AM are considered late and must enter through the front doors and obtain a late note from the front desk. *Chronic lateness will be investigated.* If a student arrives after 10:30 AM or leaves before 1:30 PM without a valid excuse note, the student will be marked in our Student Information System (SIS) as half a day unexcused. Two half days will add up to one full day in the SIS.

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. *All adults must show ID* to verify they are on the list of adults approved to remove a child for an early dismissal as indicated on the emergency contact sheet. 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. There are no early dismissals after 3:00 P.M.

Emergency School Closing

When school is closed due to extreme weather conditions, an announcement will be made over KYW RADIO 1060 and television stations early in the morning. The announcement "ALL PHILADELPHIA PUBLIC SCHOOLS ARE CLOSED" will be posted on the [School District's website](#). 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 PUBLIC SCHOOLS WILL CLOSE AT (time)." In the event of an emergency closing at Fitler Elementary School, parents will be notified by telephone messenger and School District website. 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.

Parents, did you...

- ☐ Did you bookmark the excused absence Google form link?

School Safety & Security

Emergency Contact Forms

Emergency Contact Forms will be provided to you during the first week of school. Please be sure to complete all sections. It is important to inform the school if any changes occur during the school year.

Legal Custody

Parents/Guardians are asked to inform the main office and the child's teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child (e.g., permission to pick up a child from school) based on official legal documents. It is important for the school to have a copy of the custody decree. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.

Safety Drills

The safety of your child and all children in our schools as well as the safety of the school staff and support personnel is very important to us. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures. We will be conducting various drills throughout the school year.

Fire Drills

The school will conduct a "fire drill" each month that school is in session. This is a Fire Code requirement. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it. Notices have been placed in every classroom designating the stairwell and exit to be used as the fire exit. At the sounding of the alarm, students quietly exit the room. Before leaving, the teacher will see that all doors are closed and locked with lights out. Teachers will remain in the class until the last student is out and must accompany the group. Running, playing around, or any form of rough conduct will not be permitted. Areas outside have been designated as Safe Areas; these areas are in open areas away from "the building," fire lanes, and parked vehicles. Teachers will accompany their students to a safe area. Everyone must leave the building via the nearest exit. Everyone is to leave the building during a fire drill. The teacher will check the class roll immediately after reaching the safe area using either a roll book or attendance sheet. Missing students must be reported to the principal. An all clear via walkie-talkies will be communicated to staff members on the safety committee to give the green light for students and staff to return to their classrooms.

Lockdown Drills

The school will conduct one "Lockdown Drill" each semester of the school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a "lockdown drill" all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the authorities authorize such a release.

Shelter-In-Place Drills

The "Shelter-in-Place" drill will be conducted 1 time a semester each school year. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or tornadoes.

Special Release

The safety of your children is paramount. School district employees are required to follow strict guidelines for releasing students from school. Please read the letter and policy from the district at the end of this handbook. Children will only be released to an adult with proper photo identification that is also listed on the child's emergency contact form. Thank you for your cooperation in keeping Fittler safe.

Visitors

For the safety and security of staff and students, all visitors are required to enter through the visitor entrance of the building and report to the Main Office upon arrival. to sign-in and show identification at the front desk and obtain a visitor's pass before gaining access to any part of the building. They must also sign-out prior to exiting the building. It is imperative to maintain an accurate record of who is in the building at all times. Visitors are not permitted to enter the building through school yard doors.

Volunteer Clearances

The Pennsylvania Department of Education requires volunteers to obtain the following clearances:

- Report of criminal history from the Pennsylvania State Police (PSP); and
- Child Abuse History clearance from the Department of Human Services (Child Abuse)

Additionally, the School District of Philadelphia requires volunteers to complete the following:

- Volunteer Code of Conduct
- Volunteer Affirmation or FBI Background Check (if volunteer has lived outside of PA in the past 10 years)
- Volunteer Orientation (online or in-person)

Check out the School District of Philadelphia's volunteer protocols [HERE](#). Copies of the volunteer packet must be on file in Fittler's office. *You must complete these steps in order to chaperone field trips.*

Parents, did you...

- ☐ Review the drills with your child and explain that we practice them to keep everyone safe?
- ☐ Update your emergency contacts?
- ☐ Complete your volunteer registration packet?

Student Health Services

Immunization of Students

All pupils must be completely immunized or exempted before admission to any public, parochial, or private school in Pennsylvania. This is required by the Pennsylvania Department of Health, the Philadelphia County Board of Health, and the School District of Philadelphia. The reason for requiring immunization is to protect pupils from preventable communicable diseases and their medical and educational complications.

Immunization Disease:	Required for Admission Number of Doses:
DTaP(Diphtheria, Tetanus and acellular Pertussis)	Five(only 4 needed if #3 was after 4th birthday)
Polio (IPV)	Four (only 3 needed if #3 was after 4th birthday)
MMR(Measles, Mumps, Rubella)	Two (first must be after 1st birthday)
Hepatitis B	Three
Varicella (Chickenpox)	Two (administered on or after the first birthday), or past disease

Medication

Any medication to be administered during school hours requires an order from the student's physician. If your child requires medication in school, please see the nurse for a "MED 1" form. *Please do not send medication to school with your child until you have contacted the school nurse.*

Nurse

FAP has a nurse 5 days a week. It is wise to call before coming to set up an appointment with Nurse Burrell. Please call 215-400-3610 to schedule an appointment. She will inform you in writing of routine examinations to be given to your children in school. School District Policy dictates that all medications dispensed by the nurse must be in their original containers. No child is to bring medication to school unless the nurse is informed.

Physicals

All students entering kindergarten and all students entering the district for the first time are required to turn in a physical form completed by their primary care provider.

Student Health Services

Learn more about the School District of Philadelphia's student health services by clicking [HERE](#).

Parents, did you...

- ☐ Contact the nurse with any immunization questions?
- ☐ Have your physician complete the MED 1 form, if needed?

Student Counseling Services

Our guidance counselor is Ms. Mapp-Luke. She can be reached at her email address (mmappluke@philasd.org), at 215-400-3610 or on Class Dojo.

Role of the Guidance Counselor

The guidance counselor:

- Confers with students individually, in groups, and through classroom guidance lessons.
- Consults with teachers, administrators, and other school personnel to enhance academic, career, and personal growth in all students.
- Meets with parents/guardians to form partnerships to increase student success.
- Assists parents and students in the use of community resources/agencies.
- Assists in the development and support of School Wide Behavioral programs, including a Peer Mediation program, a student-student buddy system, and an adult-student mentoring system.
- Coordinates school wide guidance activities, such as Peace Day, Kindness Day, Career Day, etc.

Visiting the Guidance Counselor

Students may visit the guidance counselor:

- During class time with a pass only from the teacher, an administrator, or the counselor.
- In the case of an emergency (visibly distressed student, suicidal threat, knowledge of a trauma occurring outside of school), the teacher will immediately inform the counselor so that the student can be seen right away and parents will be contacted.

Referring a Student

- Anybody may refer a student to counseling. Referral forms will be made available and may be dropped off in the counselor mailbox or in the counselor office.
- The counselor will be available to observe students who are having behavioral difficulties in class at the request of the teacher or administration.
- Emergency situations should be treated as stated above: Call the counselor immediately.

Conferences with Parents

Periodically it will be necessary for the counselor to meet with a parent. If the parent would like the teacher at the conference, the counselor will make every effort to schedule the meeting during a teacher's prep period. If the teacher is not able to attend the conference, the teacher will fill in a short form provided by the counselor with information about how the student is doing in class.

School Uniforms

School Uniform

- Maroon, gold, gray or Fittler Academics Plus polo shirt or t-shirt
- Gray, maroon or plaid bottoms
- Students may wear sweaters that go over their uniforms during fall and winter months. Solid colors are preferred, but any writing or images must be appropriate

Gym Uniform

- All black or gray sweatpants, t-shirts and sweatshirts
- Sneakers

Please be advised that the following are *not acceptable* as part of the school uniform:

- Holes/rips in pants
- No hoods may be worn
- Undershirts/T-shirts with logos
- Tank tops
- Crop tops, spaghetti straps or see-through clothing
- Large or dangling earrings and novelty jewelry
- Make-up, body glitter
- Head wear other than for religious purposes (no bandanas, scarves, hats, etc.)
- Sandals
- Open-toe/heel shoes

Please reach out to our counselor, Ms Mapp-Luke if you need support securing uniforms for your child.

Lost and Found

Please label all of your child's belongings and include their room number. Our Lost and Found is located in the main office.

Parents, did you...

- ☐ Secure enough uniforms for each week?
- ☐ Label your child's belongings?

Communication

Calendars

Monthly newsletters and calendars will be sent home via the Communication Folder and Class Dojo. You can also subscribe to the Fitler Google Calendar [HERE](#).

Class Dojo

The administration sends important information through the School Story on Class Dojo. You can also directly contact your child's teachers and other school staff through messages in Class Dojo.

Communication Folders

Every student in the school will have a folder that is designated as the Home and School Communication Folder. This folder will be provided by the school and sent back and forth. It will contain everything from the calendar, field trip slips, permission slips, forms to be signed by parents, etc. This folder must have the student's name, grade, and parent's name and phone number on the front of it. Every day this folder will be sent home and information collected.

Parent Portal

The Parent Portal is accessible through the School District of Philadelphia's [Parent and Family Portal - Family & Community Engagement](#) website. Through this portal you are able to access the Student Information System (SIS) to check your child's grades and absences. If you need a parent portal code you can send Mrs. Wolf a message on Class Dojo.

In order to complete your registration you will need:

1. Your student's ID number
2. A personal email address.
3. Access to the telephone number on file at your student's school.

To sign up for a Parent Portal account please click [HERE](#)

If you need assistance creating an account, please contact TTL, Ms. Holmes at vholmes@philasd.org or on Class Dojo.

School Advisory Council

SACs are peer-elected, collaborative teams composed of family members, the school principal, teachers or other school-based staff, and community members. SACs champion the work for improved student achievement, effective teaching in the classroom, parent and community engagement in the educational process, and communication and support between home and school. SAC meetings must be held at least every other month, and SACs must have data-driven, strategic conversations that center on the three primary focus areas for SACs. More information about membership will be sent out in the Fall. Each school advisory council (SAC) shall be comprised of a total of 7 to 21 members, including:

- School Principal
- A minimum of 51% parents (elected by parents)
- A minimum of 3 students for high schools. (At elementary and middle schools, SACs will have the option of determining the number of students participating in their SACs.)
- A minimum of 2 members of school staff (selected by Philadelphia Federation of Teachers (PFT) Building Committee)
- Community members (elected by parents)

Consistent with these guidelines, SAC Bylaws should establish the final composition of the SAC at each school.

School Messenger

Fitler will send important messages via all-calls, text messages and emails. These messages will be sent to the phone number and email addresses on file. If you are not receiving these messages, please log into the Parent Portal to ensure the correct information is on file.

Student Portal

Students have access to the Student Portal where they can access online programs and resources. Students access this using their student ID number.

Translation & Sign Language Interpretation Services

Translation and sign language interpretation services are available. Please inform the teacher or main office to take advantage of these services.

Problem Solving and Addressing Concerns

Regular contact with teachers regarding student progress is essential to building strong parent/teacher relationships. Remember that you have a right to be consistently informed of student progress. We also know that challenges can and will arise and in the event of a concern or question that needs to be addressed please follow the process below.

How to resolve a concern at Fitler Academics Plus Parent/Guardian Concern Process

<p style="text-align: center;"><u>Academic Concerns</u></p> <p>Step 1: Contact the Teacher Step 2: Contact the SBTL Step 3: Contact the Principal</p>	<p style="text-align: center;"><u>Guidance & Behavioral Health Concerns</u></p> <p>Step 1: Contact the School Counselor Step 2: Contact the Principal</p>
<p style="text-align: center;"><u>Special Education Concerns</u></p> <p>Step 1: Contact the Teacher Step 2: Contact the Special Education Compliance Monitor Step 3: Contact the Principal</p>	<p style="text-align: center;"><u>Attendance and Early Dismissals</u></p> <p>Step 1: Contact the Teacher Step 2: Contact the Main Office Step 3: Contact the School Counselor</p>
<p style="text-align: center;"><u>Behavior Concerns</u></p> <p>Step 1: Contact the Teacher Step 2: Contact the Climate Liaison Step 3: Contact the SBTL Step 4: Contact the Principal</p>	<p style="text-align: center;"><u>Health Concerns and Medical Accommodations</u></p> <p>Step 1: Contact the Nurse Step 2: Contact the Principal</p>

Important Note: If you have not received a response within two business days, proceed to the next step. Email addresses are located on the Fitler [website](#) – emails or Class Dojo are usually the best method of communication except in cases that require immediate action.

Report Card Conferences

Report Card Conferences will be held at the end of the 1st, 2nd and 3rd marking periods. Final report cards will be available on the Parent Portal at the end of the year. Students are dismissed at 12:39 PM on report card conference days. This year's Report Card Conferences will be held on the following dates:

- November 15, 2024 - School closed for students
- January 30th and 31st, 2025 - Early dismissal days. Students are dismissed at 12:39 PM
- March 27th and 28th, 2025 - Early dismissal days. Students are dismissed at 12:39 PM

Parents, did you...

- ☐ Provide updated and accurate phone numbers and email addresses to the school?
- ☐ Sign up for messages via the Parent Portal?

Academics

Fitler 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 based on the Common Core State 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.

Students will also have Art, Digital Literacy, and Health & Physical Education as special classes.

Title I Program

The No Child Left Behind Act of 2001 (NCLB) mandates that schools give information to parents/caregivers regarding:

1. The achievement of their children;
2. The choices they can make about their children's education;
3. The performance of their schools; and
4. Information regarding their children's teachers

The Parent Engagement Policy and the School-Parent Compact can be found at the end of this handbook.

Highly Qualified Staff

NCLB Section 1111 requires principals to notify parents of their rights to request information. Notices will be sent out in September regarding the qualifications of the child's teacher. Parents must also be notified if a child is being taught, for four consecutive weeks, by a teacher who is not highly qualified. These notices will be sent out at the end of September and at regular intervals if necessary, if students are being taught by a substitute who is not highly qualified.

Trips

Trips will be taken during the school year to enhance the educational experience of the Fitler Academics Plus Elementary School students. When a trip is scheduled, teachers will generate a trip slip providing details such as the purpose of the trip, destination, departure time, mode of transportation, lunch needs, approximate return to school, and cost. The following is a list of general policies regarding trips:

- All money and signed permission slips are due by the deadline given by the teacher
- Trip money (cash only) and signed permission slip are to be returned to the child's teacher
- Siblings are not permitted to attend trips
- Chaperones must be 21 years or older and have a completed volunteer packet on file in the main office
- Parents/Guardians who are chaperoning a trip must return to school with the class
- Trip fees cannot be returned due to absence or exclusion for disciplinary reasons since tickets are purchased in advance of the trip

Instrumental Lessons

Children in grades 5-8 will be asked if they wish to take instrumental music lessons. A trial period will run for 4-5 weeks. If the student shows good progress, is making an effort, has the desire to continue, and does not forget his/her instrument at home, it is expected that the student remains in the program until graduation.

Pennsylvania System of School Assessment (PSSA)

The annual Pennsylvania System School Assessment is a standards-based, criterion-referenced assessment which provides students, parents, educators and citizens with an understanding of student and school performance related to the attainment of proficiency of the academic standards. These standards in English Language Arts, Mathematics, and Science and Technology identify what a student should know and be able to do at varying grade levels. School districts possess the freedom to design curriculum and instruction to ensure that students meet or exceed the standards' expectations.

- Every Pennsylvania student in grades 3 through 8 is assessed in English Language Arts and Math.
- Every Pennsylvania student in grades 4 and 8 is assessed in science.

- Individual student scores, provided only to their respective schools, can be used to assist teachers in identifying students who may be in need of additional educational opportunities, and school scores provide information to schools and districts for curriculum and instruction improvement discussions and planning.
- Students participating in Algebra I will take the Keystone Exam

Homework

The completion of homework is an expectation at FAP Elementary School. Teachers provide homework to practice and review class lessons and to get students ready for upcoming lessons. Homework must be completed on time. In addition to completing written homework, students should read each night. Please refer to the suggested chart for guidelines.

Kindergarten	20 minutes
Grades 1-2	30 minutes
Grades 3-5	30-50 minutes

As a parent, you can help your child learn at home in the following ways:

1. Set up a regular time and a quiet place for your child to work
2. Prepare all of the materials needed to complete homework (pens, pencils, erasers, calculator, paper, books, highlighters etc.)
3. Review homework with your child before it is submitted
4. Speak with your child's teacher on a regular basis about his or her progress

Chromebooks

We are fortunate to have access to technology at our school. Students must take care of all equipment and may not access inappropriate websites. Willful damage to computer equipment and inappropriate usage may result in restitution and/or withdrawal of computer privileges. All students are expected to adhere to the School District of Philadelphia's policies, including but not limited to the Acceptable Use of Internet, Technology and Network Resources and Computers and Portable Computing Devices Policies. Chromebooks will remain in school, except for students enrolled in the School District's Centralized Tutoring or Cross School Learning programs.

Personal Electronics

Personal electronics (such as an iPod, cell phone, hand-held video game, beeper, radio, CD player, pager) are not permitted in the school. These items are disruptive to learning and can be easily lost or misplaced. Any electronics brought to school will be confiscated and held for parents to pick up. The staff assumes no responsibility for confiscated personal items.

Cell phones are a direct violation of School District Policy. Cell phones will be confiscated and only returned to the parent.

Parents, did you...

- ☐ Mark your calendar with important dates such as days off, half days and report card conferences?
- ☐ Notify your child's teacher of any of the above supports that he or she should be receiving?

Academic Support Programs

MTSS

Students who are at-risk either academically and/or behaviorally will be referred to Tier II of MTSS, Multi-Tiered System of Support. Parents will be informed of the process and are invited to be active participants. Children in MTSS receive research-based intervention programs. These include:

English Language Arts

**Lexia Core 5*

**iReady Reading*

Reading Mastery

Corrective Reading

Math

**iReady Math*

Corrective Math

**Denotes a program that can be accessed at home via the Student Portal.*

Special Education

As a parent, you are uniquely qualified to know your child's learning strengths and weaknesses. If it is determined that your child is eligible for special education services, school professionals will utilize your knowledge in designing a special education program for your child's benefit. Your child may be eligible for special education if your child:

1. Has an intellectual disability, emotional disturbance, an orthopedic impairment, deafness, a speech or language impairment, a visual impairment (including blindness), autism, traumatic brain injury, other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities *and*
2. Needs special education, as determined by an evaluation team.

Your child must meet both qualifications in order to be eligible for special education. In Pennsylvania, all children eligible for special education have the right to a free, appropriate, public education (FAPE).

Students who have been identified with special needs will receive special education services 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. Please see the resources section of this handbook for additional resources.

English to Students of Other Languages

Students in grades 1 through 5 whose primary language is not English will receive language instruction from an ESOL teacher.

504 Plans

Section 504 service agreements also known as 504 plans are formal documents that schools develop to give students with disabilities the support they need. These plans prevent discrimination and protect the rights of students with disabilities in school. Students are covered under the Section 504 of the Rehabilitation Act, which is a civil rights law that protects individuals from discrimination based on disability. Under this law, individuals with disabilities may not be excluded from or denied the opportunity from certain programs. If you believe your child is in need of a 504 Plan please reach out to the school nurse and/or school counselor.

Retention of Students

No student is to be retained without parent communication and all required documents, including MTSS. Throughout the year, all parents should be kept aware of their child's progress. There should be no surprises if retention is suggested at the end of the year. Ultimately, it is a parent's decision whether to have their child be retained. However, if a teacher strongly suggests having a child retained, there must be parent communication and documented reasons as to why this should be the case.

Parents, did you...

- ☐ Notify your child's teacher of any of the above supports that he or she should be receiving?

Student Behavior Expectations

It is the responsibility of the school stakeholders to provide a safe and secure environment. Routine and structure is a key element for the safety of all our children. Clear expectations keep 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, that it is important for school staff and parents to work together to achieve and maintain a school atmosphere conducive to learning.

At Fitler we take a restorative approach to resolving conflict and preventing harm. Restorative practices are the procedures of proactively building healthy relationships and a sense of community to prevent and address conflict and wrongdoing. One method of resolving conflict with student voices is through peer mediation. Another restorative practice utilized at Fitler is community conferencing which is a practice that provides students and educators with effective ways to prevent and respond to school conflict.

Families, as an important part of the Fitler 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. Fitler School adheres to the [School District of Philadelphia Student Code of Conduct](#).

Bullying & Harassment Policy

Fitler takes reports of bullying and/or harassment very seriously. In an effort to be as responsive as possible the School District of Philadelphia has created a centralized reporting form. This system ensures a consistent, immediate response and allows for collection of data to further inform our decision making. This procedure starts by filling out the Bullying and Harassment Reporting and Investigation form which can be found on the school district website. Schools are required to investigate all reports within two (2) school days after receipt of the form.

Often parents and children use the term bullying to describe all types of conflicts between students. The correct definition of bullying is as follows:

- It is aggressive behavior or intentional actions that result in harm
- It is carried out repeatedly over time
- 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
- *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)

School District of Philadelphia's information and policies:

- [Student Rights & Responsibilities](#)
- [Policy 248: Harassment & Discrimination](#)
- [Policy 249: Bullying & Cyberbullying](#)

Personal Items

All electronic devices are not allowed in the classroom and on school grounds. If a student brings a device or game to school and that device is lost, broken, or stolen, FAP is not responsible and will not do an investigation to recover said lost or damaged item.

Cell Phones

If a child brings a cell phone to school, the phone is to be turned off between the hours of entry and exit from 8:30am-3:39pm (and any after school program hours). If a cell phone is discovered in use or in sight, any authority figure may confiscate the cell phone and the child may retrieve it at the end of the day. Upon the second sighting of the cell phone out or in use, a parent/guardian will be contacted and requested to come to school to retrieve the cell phone on the same day that the cell phone was discovered in sight or in use. Per School District Policy, inappropriate use of an electronic device immediately warrants an in-school suspension.

CR-PBIS

Culturally Responsive Positive Behavioral Intervention and Supports (CR-PBIS). CR-PBIS is a decision-making program designed to improve student academic and behavioral outcomes by using positive universal language and norms, consistent behavioral teaching practices, consistent behavioral response guidelines, and data to guide how Fitler implements positive behavior procedures and policy decisions.

Research suggests that by having consistent norms across the school, explicitly teaching behavioral norms, acknowledging positive, prosocial behaviors, and handling behavioral concerns consistently, the school environment can be positively impacted. CR-PBIS is designed to produce positive changes in the school's climate.

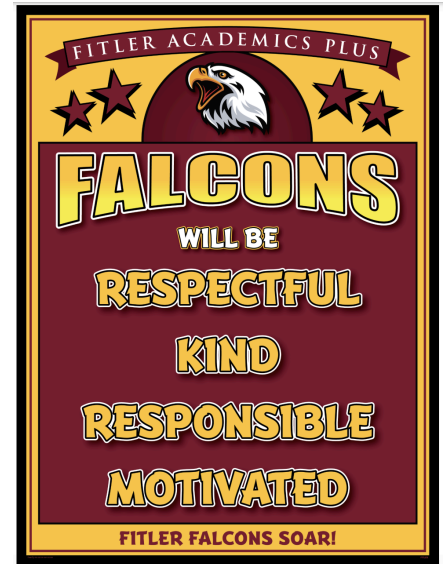
The staff and students at Fitler will consistently implement the following behavioral norms of being:

- Respectful
- Kind
- Responsible
- Motivated

Our areas of focus are classroom, schoolyard, cafeteria, hallways/stairwells, restrooms, transportation, in our community. Throughout the school year, teachers/staff members will reinforce how we will positively represent ourselves in the various focus areas.

Students will receive points for exhibiting positive behaviors. In each classroom, teachers will set up the PBIS rewards system. Additionally, there will be a monthly school-wide PBIS event and/or rewards.

Parents and students are able to view points earned on the PBIS app.



Parents, did you...

- ☐ Review the CR-PBIS expectations with your child?
- ☐ Review the Code of Conduct with your child?

Important Resources, Communications and Policies from the School District of Philadelphia

1. Parent and Family Engagement Policy
2. School-Parent Compact
3. Staff List
4. Fitler Behavior Expectations
5. 2024-2025 Academic Calendar

Fitler Academic Plus School
Parent and Family Engagement Policy
School Year 2024-2025
Revision Date: 04/29/2024

In support of strengthening student academic achievement, Fitler Academic Plus School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Fitler Academic Plus School agrees to implement the following requirements as outlined by Section 1116:

Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).

- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

Section A: JOINTLY DEVELOPED

Fitler Academic Plus School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Parents are invited to attend the Spring Title I meeting with school administrators to discuss and review last year's Policy and Compact. This meeting provides parents and school leadership with an opportunity to jointly develop the School-Parent Compact and this Parent and Family Engagement Policy. Parents are then given the opportunity to make suggestions and provide input into this policy. This year, parents were invited to attend the Spring Title I meeting held on April 29, 2024 and Fitler posted a survey for feedback from families. Fitler Academics Plus School's principal promotes communication and collaboration with families, including monthly home and school association meetings and School Advisory Council.

Section B: ANNUAL TITLE I MEETING

Fitler Academic Plus School Will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

The Annual Title I meeting will be held in the Fall of 2024. At this time, the principal or designee will share information about the requirements of Title I, Part A, parent rights to know, the Parent and Family Engagement Policy, state and local assessments including the PSSAs, school curriculum, how to work with educators and to track student progress. Parents will be invited by a flyer, Class Dojo, and school website to attend the meeting.

Section C: COMMUNICATIONS

Fitler Academic Plus School will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- *A monthly calendar, which illustrates all Fitler Academics Plus School's activities and meetings, is given to each student every month to take home to parents and guardians.*
- *The school's web page and The School District of Philadelphia's calendar is another vehicle for communication with parents as well as teacher Class Dojo and the School Messenger System.*
- *Flyers will go home to inform parents of meetings, workshops, and activities in clear, parent-friendly language. Translations are available as needed through the District's Family and Community Engagement office.*
- *Communication folders will be provided through Title I funds to enable teachers and parents to communicate with regard to homework and academic requirements.*
- *Parents are invited to provide feedback about the timing of the parent meetings and any other potential barriers to parental engagement on the parent survey.*
- *School will utilize student's email addresses as an additional form of communication between the school and families.*

Section D: SCHOOL-PARENT COMPACT

Fitler Academic Plus School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

The Spring Title I meeting provides an opportunity for parents and school leadership to jointly develop the School-Parent Compact and this Family and Community Engagement Policy. Parents are invited to attend this meeting with school administrators to discuss and review last year's policy. Parents are then given the opportunity to make suggestions and provide input into this policy. This year, parents were invited to attend the Spring Title I meeting held April 29, 2024 and Fitler posted a survey for feedback from families.

Section E: RESERVATION OF FUNDS

If applicable, Fitler Academic Plus School will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- *Parents are invited to the Winter Title I meeting to review the school's budget. The parents can provide input on how the 1% Title I parental involvement set aside funds are budgeted in addition to providing input on the needs and spending priorities for the school.*
- *We held our Winter Title I Meeting on December 11, 2023 and discussed our current year budget and school level plan, record parental input and needs of our students and possible solutions to those needs.*

Section F: COORDINATION OF SERVICES

Fitler Academic Plus School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- The school will work in partnership with the parents to provide math and literacy workshops for parents to assist their children in academics at home.
- The Fitler Academics Plus School has a parent resource table located in the main office. This resource provides parents with academic information and resources available to them in the community.
- Parents will be connected with our Family and Community Engagement Liaison to be made aware of parent workshops being offered at the School District central office or at the school.
- Parents will utilize summer reading materials purchased with Parental Involvement Title 1 funds that are provided to students at the end of the school year.

Section G: BUILDING CAPACITY OF PARENTS

Fitler Academic Plus School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - The challenging State's academic standards
 - The State and local academic assessments including alternate assessments
 - The requirements of Title I, Part A
 - How to monitor their child's progress
 - How to work with educators to improve the achievement of their child

- The Annual Title I meeting will be held in Fall 2024. Parents will be invited by flyers to attend a meeting with school-based personnel to review Title I requirements, parent documents, schoolwide plan, curriculum, academic standards, assessments, how to monitor your child's progress and how to work with educators.
- Provide workshops to parents on supporting student achievement, literacy, and parent engagement.-
- Work with the Family and Community Engagement Office to continue workshops on volunteer opportunities.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Fitler Academic Plus School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

During a District designated professional development day during the Fall or Winter, the school will educate their instructional and non-instructional staff on the many strategies they can use in working with parents and guardians as equal partners and how to communicate effectively. Results from parent surveys will inform the discussion.

Fitler Academic Plus School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Staff/Parent Meetings available per Parental Request
- Workshops/Training provided to parents based on survey and parents' needs
- PSSA Club/Extended Day offered
- Provide summer reading materials for families
- Provide coordination of professional development efforts through the Office of Teaching and Learning.

Principal's Signature

Kate Sylvester

Date Signed

8/6/24

Fitler Academic Plus School
School-Parent Compact
School Year 2024-2025
Revision Date: 04/29/2024

Dear Parent/Guardian,

JOINTLY DEVELOPED

The parents, students, and staff of Fitler Academic Plus School partnered together to develop this School-Parent Compact for achievement. Parents are encouraged to attend annual revision meetings held Spring of each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

[The Board of Education's updated Goals and Guardrails are available on the School District Website at www.philasd.org.](http://www.philasd.org)

Fitler Academic Plus School GOALS

- 1. Literacy: Students in grades 3-8 PSSA ELA proficiency rate will increase from 35.7% in August 2019 to 65% by August 2026*
- 2. Literacy: 3rd grade students PSSA ELA proficiency rate will increase in will grow from 32.5% in August 2019 to 62% by August 2026*
- 3. Math: Students in grades 3-8 PSSA Math proficiency rate will increase from 21.5% in August 2019 to 52% by August 2026*

To help your child meet the district and school goals, the school, you, and your child will work together:

SCHOOL/TEACHER RESPONSIBILITIES:

Fitler Academic Plus School will:

- Host a training for parents on how to navigate Parent Portal and SchoolNet.*
- Offer literacy training for parents at least twice a year.*
- Hold three parent-teacher conferences to support individual achievement.*
- Provide frequent reports to parents on their child's progress.*
- Provide reasonable access to staff.*
- Provide parents with opportunities to volunteer and participate in their child's class.*

PARENT RESPONSIBILITIES:

We, as parents, will:

- Monitor attendance.
- Make sure that homework is completed.
- Monitor the amount of screentime.
- Volunteer in my child's classroom with appropriate clearances.
- Participate, as appropriate, in decisions relating to my child's education.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serve and attend, to the extent possible, on policy advisory groups, such as the School Advisory Council and Title 1 Meetings

STUDENT RESPONSIBILITIES:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give to my parents or guardian all notices and information received by me from my school every day.
- Get a good night's rest (8-10 hours)

COMMUNICATION ABOUT STUDENT LEARNING:

Fitler Academic Plus School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Parent Teacher conferences
- Class Dojo
- Monthly Calendars
- Student communication folders
- School messenger system
- School Website

ACTIVITIES TO BUILD PARTNERSHIPS:

Fitler Academic Plus School offers ongoing events and programs to build partnerships with families.


- School Advisory Council
- Parent-Teacher Conferences
- Parent Workshops
- Volunteer for the following activities (with appropriate clearances):
- Class Trips
- Math and/or Reading Tutoring
- Career Day
- Classroom Visits
- Assemblies
- Play Day

Fittler Academics Plus School

Staff Roster 2024-2025 School Year

NAME	POSITION	EMAIL
Ms. Nora Moore	Kindergarten	ngarvin@philasd.org
Ms. Molly Hanlon	Grade 1	mhanlon@philasd.org
Ms. Barbara Leahy	Grade 2	bcleahy@philasd.org
Ms. Kelli Blunt	Grade 3	kperryblunt@philasd.org
Ms. Daniella Durante	Grade 4	ddurante@philasd.org
Ms. Nakaya Dunn	Grade 5	
Mr. Aulden Bethel	Grade 6 MATH/SCI	abethel@philasd.org
Ms. Latrese Collins	Grade 6 ELA/SS	lcollins@philasd.org
Ms. Fronny Plume	Grade 7/8 MATH/SCI	oplume@philasd.org
Ms. Tamarah Rash	Grade 7/8 ELA/SS	tarash@philasd.org
Ms. Lorna Reynolds	LS	lreynolds@philasd.org
Ms. Sheilynn Cambridge	LS	scambridge@philasd.org
Ms. Nakitia Parker	ES	nparker2@philasd.org
Ms. Curleaner Smalls	Building Sub	Csmalls-ext@philasd.org
Ms. Verna Holmes	BCIT	vholmes@philasd.org
Mr. Nate Teagle	Phys. Ed/Health	nteagle@philasd.org
Mr. Maxwell Brody	Art	
Mr. Jonathan Rossos	Reading Specialist	jrossos@philasd.org
Ms. Renee Gair-Hoopes	SBTL	rgair@philasd.org
Ms. Maja Mapp-Luke	Counselor	mmappluke@philasd.org
Ms. Patricia Burrell	Nurse	paburrell@philasd.org
Mr. Ryan Roemer	Instrumental Music	rroemer@philasd.org
Ms. Kearston Taylor	Food Services	ktaylor2@philasd.org
Ms. Jennifer Kirby	Climate Liaison	jkirby@philasd.org
Mr. Harry Gillin	Building Engineer	hgillin@philasd.org
Ms. Charmaine White	Custodial Assistant	chjackson@philasd.org
Mr. Ray Harris	General Cleaner	rlharris@philasd.org
Ms. Shyliah Jones	Climate Support Staff	sjones14@philasd.org
Ms. Sharee Himmons	Special Education Assistant	shimmons@philasd.org
Ms. Alison Bacchus	Special Education Assistant	abacchus@philasd.org
Ms. Khadijah Gray	Special Education Assistant	kjgray@philasd.org
Ms. Tantinique Williams	Special Education Assistant	twilliams21@philasd.org
Ms. Faraast Muhammad	Special Education Assistant	fmuhammad@philasd.org
Ms. Erika Bartley	Special Education Assistant	ebartley@philasd.org
Ms. Inayah Cooper	Special Education Assistant	icooper@philasd.org
Ms. Yngri Dominguez	Special Education Assistant	ydominguez@philasd.org
Mr. Jamiah Williams	Special Education Assistant	jwilliams11@philasd.org
Ms. Trenay Young	Special Education Assistant	
Ms. Petty Kenyada	Special Education Assistant	kpetty@philasd.org
Ms. Syida Johnson	Secretary	sljohnson@philasd.org
Ms. Brittany McLeod	Secretary	bmcLeod@philasd.org
Ms. Kate Sylvester	Principal	ksylvester@philasd.org

FITLER ACADEMICS PLUS



IN THE BATHROOM

BE RESPECTFUL

- Use voice level 0 or 1
- Knock before entering the stall
- Wait for others to be finished

BE KIND

- Keep your body and other objects to yourself
- Use polite words
- Be mindful of personal space

BE RESPONSIBLE


- Wash your hands
- Flush the toilet
- Ask permission to use the restroom

BE MOTIVATED

- Return to class quickly
- Report problems/vandalism to an adult
- Dispose of trash in the correct containers

FITLER FALCONS SOAR!

FITLER ACADEMICS PLUS



ON THE SCHOOLYARD

BE RESPECTFUL

- Line up when the bell rings or when the whistle is blown
- Stand an arm's length away from your neighbors
- Use voice level 0 when in line
- Check for your personal property

BE KIND

- Play safely
- Be mindful of your surroundings and others
- Be a good sport
- Share and take turns with the play equipment and areas

BE RESPONSIBLE


- Walk during inclement weather
- Stay in designated areas (avoid the dumpster and other No-Zones)

BE MOTIVATED

- Quickly line up
- Listen for the whistle and directions that follow
- Place trash in the trash cans
- Report any problems to an adult

FITLER FALCONS SOAR!

FITLER ACADEMICS PLUS



TRANSPORTATION

BE RESPECTFUL

- Follow driver's directions at all times
- Use voice level 1
- Always report to your assigned seat
- Use positive language

BE KIND

- Use polite words
- Keep your body and other objects to yourself
- Assist your peers
- Be polite to pedestrians and other motorists

BE RESPONSIBLE

- Stay in your seat
- Ensure no one is left behind
- Keep area clear of debris

BE MOTIVATED

- Quickly board the vehicle upon arrival
- Quickly exit the vehicle at your stop

FITLER FALCONS SOAR!

FITLER ACADEMICS PLUS



IN OUR COMMUNITY

BE RESPECTFUL

- Put your trash in a trashcan or hold it until you get to one
- Use positive language
- Recycle

BE KIND

- Be aware of your surroundings
- Keep your body and other objects to yourself
- Use polite words when speaking with community members

BE RESPONSIBLE

- Remind fellow students to always behave when traveling to/from home
- Refrain from walking on community members' property

BE MOTIVATED

- If you drop something, pick it up
- Be aware of your surroundings
- Conduct yourself as if your parent/guardians are with you

FITLER FALCONS SOAR!

FITLER ACADEMICS PLUS



IN THE HALLWAY

BE RESPECTFUL

- Keep an arm's length of distance from hallway displays
- Acknowledge adults or peers with a silent hello
- Use voice level 0 or 1

BE KIND

- Keep your body and other objects to yourself
- Use polite words
- Be mindful of personal space

BE RESPONSIBLE

- Have a hall pass
- Stay in line with your class
- Stay to the right side of the hallway

BE MOTIVATED

- Walk quickly to your destination
- Report any problems to an adult
- Place trash in the trash cans

FITLER FALCONS SOAR!

FITLER ACADEMICS PLUS



IN THE CLASSROOM

BE RESPECTFUL

- Listen to adult directions the first time
- Be an active listener to all classroom members
- Accept others opinions
- Use the voice level directed by the teacher

BE KIND

- Resolve conflicts peacefully
- Use polite words
- Encourage your classmates
- Keep your body and other objects to yourself

BE RESPONSIBLE

- Take ownership of your behaviors
- Come to class on time
- Bring all necessary materials to class

BE MOTIVATED

- Work to your best ability
- Be willing to try new things and take risks
- Be an active participant
- Report any problems to an adult

FITLER FALCONS SOAR!

August 2024

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



THE SCHOOL DISTRICT OF
PHILADELPHIA

Academic Calendar 2024-2025

September 2024

SUN	MON	TUES	WED	THURS	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 2024

SUN	MON	TUES	WED	THURS	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 2024

SUN	MON	TUES	WED	THURS	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

December 2024

SUN	MON	TUES	WED	THURS	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 2025

SUN	MON	TUES	WED	THURS	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 2025

SUN	MON	TUES	WED	THURS	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 2025

SUN	MON	TUES	WED	THURS	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 2025

SUN	MON	TUES	WED	THURS	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 2025

SUN	MON	TUES	WED	THURS	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 2025

SUN	MON	TUES	WED	THURS	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 2025

SUN	MON	TUES	WED	THURS	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		

■ School Closed for Students and Staff

■ Three Hour Early Dismissal for Staff and Students

■ First Day of School for Students

■ Last Day of School

■ Staff Professional Development (Full Day); School Closed for Students

■ Staff Professional Development (Half Day); Three Hour Early Dismissal for Students

■ Report Card Conference (Full Day); School Closed for Students

■ Report Card Conference (Half Day); Three Hour Early Dismissal for Students

Academic Calendar

2024-2025



- School Closed for Students and Staff
- Three Hour Early Dismissal for Staff and Students
- First Day of School for Students
- Last Day of School
- Staff Professional Development (Full Day); School Closed for Students
- Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- Report Card Conference (Full Day); School Closed for Students
- Report Card Conference (Half Day); Three Hour Early Dismissal for Students

Term 1	Term 2	Term 3	Term 4
Dates: 8/26/24-11/7/24 Full Instructional Days: 49 Early Dismissal Instructional Days: 1 Interim Reports Due: 9/23/24 Report Card Conf: 11/15/24	Dates: 11/8/24 - 1/22/25 Full Instructional Days: 38 Early Dismissal Instructional Days: 2 Interim Reports Due: 12/9/24 Report Card Conf: 1/30-25-1/31/25	Dates: 1/23/25-3/21/25 Full Instructional Days: 36 Early Dismissal Instructional Days: 4 Interim Reports Due: 2/19/25 Report Card Conf: 3/27/25-3/28/25	Dates: 3/24/25-6/13/25 Full Instructional Days: 46 Early Dismissal Instructional Days: 5 Interim Reports Due: 5/2/25

August 2024

5 Student Days; 9 Staff Days

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

- **20th:** Staff Professional Development
- **21st:** Reorganization
- **22nd-23rd:** Staff Professional Development
- **26th:** First day of school for students
- 26th-30th:** Kindergarten interview day; Three Hour Early Dismissal (K only)

September 2024

20 Student Days; 20 Staff Days

SUN	MON	TUES	WED	THURS	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					

- **2nd:** Labor Day; Schools closed for students and staff; Administrative offices closed
- **27th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students

October 2024

21 Student Days; 22 Staff Days

SUN	MON	TUES	WED	THURS	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		

- 3rd:** Rosh Hashanah; Schools closed for students and staff; Administrative offices closed
- 25th:** Staff Professional Development (Full Day); School closed for students



Additional Important Dates:

- 4th:** Second Day of Rosh Hashanah
- 12th:** Yom Kippur (weekend)
- 14th:** Indigenous Peoples' Day of Learning (in-school day)

November 2024

17 Student Days; 18 Staff Days

SUN	MON	TUES	WED	THURS	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

- 5th:** Election Day; Schools closed for students and staff
- 15th:** Term 1 Report Card Conferences (Full Day); School closed for students
- 27th:** 3 hour early dismissal for students and staff
- 28th-29th:** Thanksgiving Recess; School closed for students and staff; Admin offices closed



Additional Important Dates:

- 1st:** Diwali
- 3rd:** Daylight Saving Ends
- 11th:** Veterans Day (in-school day)

December 2024

15 Student Days; 15 Staff Days

SUN	MON	TUES	WED	THURS	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				

- 13th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- 23rd-31st:** Winter Recess; School closed for students and staff; Administrative offices closed
- 25th:** Christmas Day; School closed for students and staff; Administrative offices closed

January 2025

18 Student Days; 19 Staff Days

SUN	MON	TUES	WED	THURS	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	

- 1st:** New Year's Day; School closed for students and staff; Administrative offices closed
- 1st-2nd:** Winter Recess cont.; School closed for students and staff; Administrative offices closed
- 3rd:** Staff Professional Development (Full Day); School closed for students
- 20th:** Dr. Martin Luther King Jr. Day; School closed for students and staff; Admin offices closed
- 29th:** Lunar New Year; School closed for students and staff; Admin offices closed
- 30th, 31st:** Term 2 Report Card Conferences (Half Day); Three Hour Early Dismissal for Students



Additional Important Dates:

- 6th:** Three Kings Day
- 6th-17th:** Keystone Testing Window

February 2024

20 Student Days; 20 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- **1st-2nd:** 2nd Term Report Card Conferences (Half Day); Three-Hour Early Dismissal for Students
- **9th:** Staff Professional Development (Half Day); Three-Hour Early Dismissal for Students
- **19th:** Presidents' Day; School closed for students and staff; Administrative offices closed
- ➔ **Additional Important Dates:**
10th: Lunar New Year (weekend)

March 2024

16 Student Days; 16 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- **8th:** Staff Professional Development (Half Day); Three-Hour Early Dismissal for Students
- **25th-28th:** Spring Recess; Schools closed for students and staff
- **29th:** Good Friday; School closed for students and staff; Administrative offices closed
- ➔ **Additional Important Dates:**
10th: Daylight Saving Time starts
11th: Ramadan begins

April 2024

20 Student Days; 20 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- **4th-5th:** Report Card Conferences (Half Day); Three-Hour Early Dismissal for Students
- **10th:** Eid al-Fitr; School closed for students and staff; Administrative offices closed
- **23rd:** Election Day; School closed for students and staff
- ➔ **Additional Important Dates:**
8th: Ramadan ends
22nd: PSSA testing window begins

May 2024

22 Student Days; 22 Staff Days

SUN	MON	TUES	WED	THURS	FRI	SAT
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- **10th:** Staff Professional Development (Half Day); Three-Hour Early Dismissal for Students
- **27th:** Memorial Day; School closed for students and staff; Administrative offices closed
- ➔ **Additional Important Dates:**
3rd: PSSA testing window ends
13th- 24th: Keystone testing window

February 2025

19 Student Days; 19 Staff Days

SUN	MON	TUES	WED	THURS	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	

- 7th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- 17th:** Presidents' Day; School closed for students and staff; Administrative offices closed

➔ **Additional Important Dates:**
28th: Ramadan begins

March 2025

20 Student Days; 20 Staff Days

SUN	MON	TUES	WED	THURS	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					

- 7th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- 27th, 28th:** Term 3 Report Card Conferences (Half Day); Three Hour Early Dismissal for Students
- 31st:** Eid al-Fitr; School closed for students and staff; Administrative offices closed

➔ **Additional Important Dates:**
9th: Daylight Saving Time starts
30th: Ramadan ends

April 2025

17 Student Days; 17 Staff Days

SUN	MON	TUES	WED	THURS	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			

- 14th-17th:** Spring Recess; School closed for students and staff
- 18th:** Good Friday; School closed for students and staff; Administrative offices closed

➔ **Additional Important Dates:**
21st: PSSA testing window begins

May 2025

20 Student Days; 20 Staff Days

SUN	MON	TUES	WED	THURS	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

- 9th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- 20th:** Election Day (tentative); School closed for students and staff
- 26th:** Memorial Day; School closed for students and staff; Administrative offices closed

➔ **Additional Important Dates:**
2nd: PSSA testing window ends
12th-23rd: Keystone testing window

June 2025

9 Student Days; 9 Staff Days

SUN	MON	TUES	WED	THURS	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					

- **6th:** Eid al-Adha; School closed for students and staff; Administrative offices closed
- **11th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **12th:** Last Day of School for students and staff;
Three Hour Early Dismissal for Students, Full day for Staff
- **19th:** Juneteenth; Administrative offices closed



Additional Important Dates:

10th-12th: Graduation Window

July 2025

SUN	MON	TUES	WED	THURS	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		

- **4th:** Independence Day; School closed for students and staff; Administrative offices closed

Please note the following: Some religious holidays begin at sundown on the evening before the holiday. Additionally, some holidays include fasting practices. Please be mindful of these holidays when scheduling tests, activities and events.