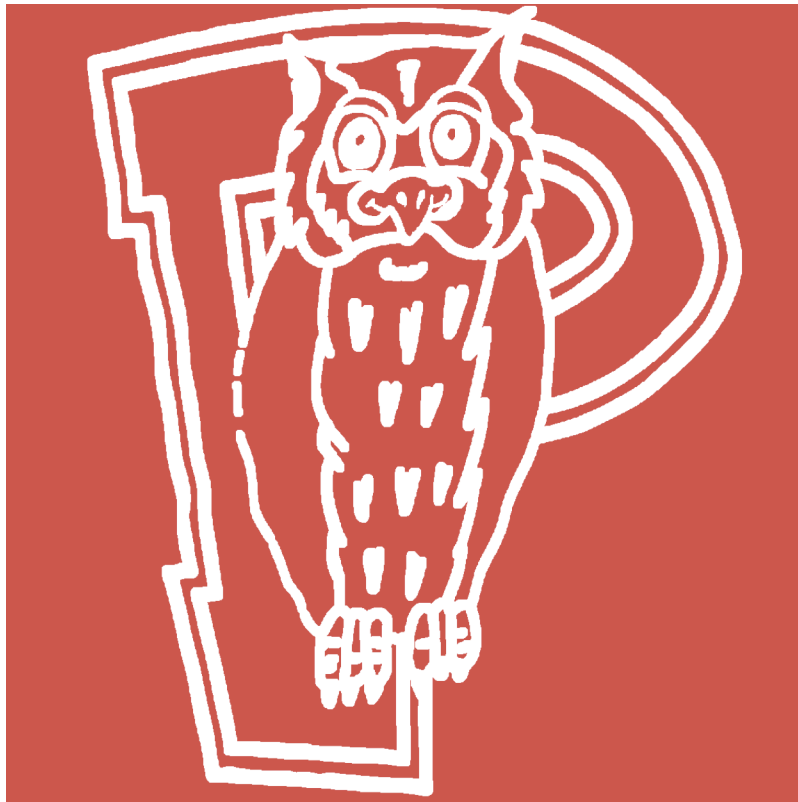


THE SCHOOL DISTRICT OF PHILADELPHIA
Samuel Powel Elementary School



“A small school, with *GREAT* expectations!”

Handbook for Parents and Families

Kimberly A. Ellerbee, Principal

TABLE OF CONTENTS

1. School Calendar	Pg.3
2. Staff Directory	Pg.4
3. Message from your Principal	Pg.5
4. Core Beliefs/Vision/Mission/Goals	Pg.6
5. School Wide Expectations for Students	Pg. 7-8
6. Code of Conduct & Discipline	Pg.9
7. School Day	Pg.10
8. Academics	Pg.11
9. School Policies	Pg.12
10. School Partnerships	Pg.13
11. Parent Involvement	Pg.14

2016-17 School Calendar

September 7, 2016	First Day of School for Grades 1-4
September 7-9, 12, 13, 2016	Kindergarten Interviews
September 14, 2016	First Day of School for Kindergarten (last names A-K)
September 15, 2016	First Day of School for Kindergarten (last names L-Z)
September 16, 2016	Boo-Hoo Breakfast for Kindergarten Parents
September 29, 2016	School Selection Process begins
September 29, 2016	Back to School Night, 5:30 – 7:30 pm
September 30, 2016	School Closed – Staff Development Day
October 3-4, 2016	School Closed - Rosh Hashanah
October 12, 2016	Schools Closed – Yom Kippur
October 12, 2015	Schools Closed – Columbus Day
November 8, 2016	School Closed – Staff Development Day
November 11, 2016	School Closed – Veterans’ Day
November 14, 2016	School Selection Process Ends
November 21-23, 2016	Noon Dismissal for Students - Report Card Conferences
November 24-25, 2016	Schools Closed – Thanksgiving Holiday
December 26-30, 2016	Schools Closed – Winter Recess
January 2, 2017	School Closed – New Year’s Day
January 3, 2017	School Closed – Staff Development Day
January 16, 2017	School Closed – Dr. Martin Luther King Day
February 15-17, 2017	Half Day Dismissal - Report Card Conferences
February 20 2017	School Closed – Presidents’ Day
March 6, 2017	Noon Dismissal for Students – PD Day for Staff
March 31, 2017	Noon Dismissal for Students – PD Day for Staff
March 14-16, 2016	Interim Reports
March 21-25, 2016	School Closed – Spring Recess
April 3 - May 12, 2017	PSSA Assessments (ELA, Math, Science and Make Ups 3 rd & 4 th Grade students ONLY)
April 10 – 13, 2017	School Closed – Spring Recess
April 19-21, 2017	Noon Dismissal for Students - Report Card Conferences
May 16, 2017	School Closed – Election Day
May 29, 2017	School Closed – Memorial Day
June 20, 2017	Last Day for Students
June 21, 2017	Last Day for Staff

Staff Directory

Kimberly Ellerbee, Principal
 Kimberly Clark, Principal Intern/Literacy Teacher

Alex Stone, Drexel University Liaison

Faculty List	Position	Room/Location
Jamila Moten	Kindergarten	101
Iris Carter	Kindergarten	103
Amy McGowan	Grade 1	102
Kimberly Clark	Grade 1	102
Gillian Maimon	Grade 1	207
Kamia Hoilett	Grade 2	200
Jennifer Stebulis	K-2 SpEd	200
Felicia Brown	Grade 2	204
Kelsey Jurewicz	Grade 3	201
Tara Shaw	Grade 3	201
Chausiku Ridgway	Grade 3	202
Jessica Cole	Grade 4	203
Christopher Powers	Grade 4	205
Kelly O'Neill	3-4 SpEd/SEL	205
Jeanine Wells	Counselor	Counselor's Suite
Carroll Kelly	Music Teacher	Annex
Rebecca Brayen	PE/Health	Gym
Support Staff		
Wayne Salmon	Food Service Manager	
Henry Jenkins	Building Engineer	
Meatha Saunders	Custodial Assistant	
Julia Green	General Cleaner	
Joy Anderson Davis	Math Coach	
Barbara Gottlieb	Literacy Coach	
Judith Capers	Classroom Assistant	Room 101 (T. Moten)
Garolyn Jones	Classroom Assistant	Room 103 (T. Carter)
Theresa McNeil-Carter	Classroom Assistant	Room 207
Rasheeda Moore	Classroom Assistant	
Kiema Norris-Dozier	Classroom Assistant	
Emma Lowieski	PHENND Vista	
Jeanette Felder	Secretary	
Robin Scott	Nurse	
Drew O'Brien	School Psychologist	
Sonya Brintnall	Speech Teacher	
TBD	Playworks Coach	
Garolyn Jones	School Climate Staff	
Kiema Norris-Dozier	School Climate Staff	
Theresa Montague	School Climate Staff	
Rasheeda Moore	School Climate Staff	
Mary Vance	School Climate Staff	

Message from your Principal

Greetings Powel Families,

As we begin this year, it is my sincere pleasure to welcome you to Powel School, a small school, with GREAT expectations! We know that parents are children's first and most influential teachers, therefore, we would like to *partner* with you, to ensure the growth and success of your child.

What you can expect from the leadership team...

- High expectations for student learning and behavior
- On-going communication with you about school goals, progress, initiatives and events
- Consistent efforts to address the needs of students

What you can expect from your child's teacher...

- High expectations for student learning and behavior
- High quality instruction
- Regular communication about your child's progress

Every student is expected to...

- Be respectful, responsible, peaceful and a problem solver
- Read at home for a *minimum* of 20 minutes each day
- Follow all school rules
- Complete all school and homework assignments
- Participate in class
- Come to school ON TIME

What we ask from you...

- Send your child to school every day, on *time*, and prepared for learning
- Review and *reinforce* school rules and expectations with your child regularly
- Check your child's homework daily
- Have your child read at home for a *minimum* of 20 minutes each day
- Attend parent teach conferences and other school events
- Communicate with your child's teacher, or other appropriate staff, if you have questions or concerns about your child, or his/her progress

This handbook is being provided as a reference for you and your family. It will allow you to become familiar with some of the policies, procedures and expectations at Powel School.

Once again, welcome to Powel Elementary School. I am very excited to have you and your child, as part of our school community!

Sincerely,
Principal Ellerbee

Core Beliefs/Vision/Mission/Goals

At Powel School, staff, parents, and community are one Powel-Ful...

Together
Everyone
Achieves
More

Vision

We envision a school where *every* member of the school community....

- Feels safe, valued, accepted, respected, and supported
- Is challenged to grow and excel
- Performs at proficient or advanced levels

Mission

Our mission is to lay a foundation that will prepare our children for success as adults, by ensuring that they have the academic and social skills to thrive at the next level. We take responsibility for the education of *every* child, and maintain high expectations *for all*. Our collective purpose is to work with integrity, as a team, to support the WHOLE child, preparing each one for scholarship, leadership, and citizenship.

Core Beliefs

As a school community we believe...

- **Children Are First**

We must always act in the best interest of our children, because they are our primary purpose

- **EVERY Child Has Value**

Every child is a unique individual with the capacity to learn and achieve

- **There is POWER in TEAM**

Our students deserve to be served by a *team* of committed adults, who share a common vision

- **Accountability, Support, & Celebrating Success are the Keys to Growth**

Children thrive in a structure that allows for their strengths to be recognized, and their needs to be addressed

School-Wide Expectations for Students

At Powel School, because our focus is teaching and learning, we hold high expectations for student behavior. All students are expected to follow these school-wide expectations:

- Be respectful
- Be responsible
- Be peaceful
- Be a problem solver

Throughout the year, teachers and staff teach, model and reinforce these expectations. Below is our behavior matrix with additional detail. All parents are asked to review these expectations with your child and stress to them your shared expectations for their behavior at school.

	Be Respectful	Be Responsible	Be Peaceful	Be a Problem Solver
Classroom	Raise your hand, and wait to be recognized before speaking Be an active listener Use your manners	Take care of our classroom things Mess up, clean up Follow directions the first time Work hard to complete all tasks	Use appropriate words to express your feelings Keep hands, feet, and objects to yourself Show others the right way	Think before you react Talk out disagreements Find an adult if talking doesn't solve it. Apologize and be open to the apologies of others Ask for help if you don't understand
Lunchroom	Raise your hand and wait to be recognized Eat your own food Respect the personal space of others Stay in your seat until called	Follow directions the first time Be prepared (with your lunch, money, or number) Be prepared with your own rainy day entertainment	Use your "inside" voice Release energy outside Line up quietly when called	Think before you react Talk out disagreements Find an adult if talking doesn't solve it. Apologize and be open to the apologies of others.

	Be Respectful	Be Responsible	Be Peaceful	Be a Problem Solver
Hallway	<p>Use quiet voices</p> <p>Smile/wave to acknowledge others</p> <p>Look at work with your eyes</p>	<p>Always walk</p> <p>Travel in pairs or with an adult</p> <p>Follow directions</p> <p>Stay in your teacher assigned line order</p>	<p>Keep hands and feet to yourself</p>	<p>Communicate any problems to an adult</p>
Schoolyard	<p>Play fairly and safely</p>	<p>Keep the yard clean</p> <p>Take care of yourself and others</p> <p>Line up immediately when the bell rings</p> <p>Follow directions the first time</p>	<p>Share equipment</p> <p>Wait patiently for your turn</p> <p>Be gracious in victory or defeat</p>	<p>Think before you react</p> <p>Talk out disagreements</p> <p>Find an adult if talking doesn't solve it.</p> <p>Apologize and be open to the apologies of others.</p>
Bathroom	<p>Respect the personal space of others</p>	<p>Use the facility as needed during recess</p> <p>Use the restroom appropriately (turn off water, flush toilet, etc.)</p> <p>Use a hall pass</p>	<p>Use your "inside voice"</p>	<p>Use the buddy system</p> <p>Report unsafe behavior to an adult</p>

Code of Conduct & Discipline

Code of Conduct

The School District has adopted a Code of Student Conduct to support the creation of a safe learning environment for all members of the school community. This code details District-wide expectations for behavior, and a list of district-approved consequences. The parameters of the School District's Code of Conduct will be utilized as a guide to determine appropriate consequences, as necessary.

Discipline

At Powel, we believe that behavior is learned. Therefore, our approach to discipline focuses on helping students learn and apply appropriate behaviors.

The following methods are used, as tools to teach and reinforce rules and expectations, self-awareness and self-regulation, as well as problem solving and empathy:

- Mindfulness (integrated in health curriculum)
- Classroom meetings (weekly classroom discussions)
- Guidance lessons (monthly social skills curriculum delivered by the counselor and teacher)
- Small guidance groups (as determined with the counselor)
- Peace Patrol/Peace Corner (conflict resolution practices at recess)
- Socialized recess (structured play program during recess and lunch)
- Class game time (supports socialized recess program)
- Acknowledgments and recognition (morning announcement shout-outs, citizenship focus, monthly awards)

As part of our restorative approach to discipline, students are routinely asked the following questions to help them process inappropriate actions:

- What happened?
- What were you thinking of at the time? What do you think now?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

We encourage you to use these questions, as well, as we partner in developing your child as great students and great citizens.

Student Clubs and Activities

As members of a caring community, students are encouraged to serve their community or get involved in special activities that enrich their school experience. These include:

- African Dance
- Art Club
- Chess Club
- Choir
- Community Service Projects
- Drama
- Modeling/Fashion Club
- Need in Deed Service Learning Projects
- Peace Patrol
- Sports Clubs and Tournaments (e.g. Basketball, Track & Field, Kickball)
- String Ensemble/Band
- Student Government

School Day

School Day

Our regular school day begins at 8:25 AM and ends at 3:15 PM. On half days, students are dismissed promptly, at 12:00 PM.

Breakfast

It is important that all students come to school prepared to learn. This includes starting their day with a nutritious breakfast. Please note that FREE breakfast is available to ALL students from 8:00-8:20 AM in the cafeteria.

Admission

Students are to assemble in their assigned lines in the schoolyard when the first bell rings at 8:22 AM. At 8:25 AM, the second bell rings, and teachers join their classes in the yard for morning announcements. In the event of inclement weather, students convene in the multi-purpose room instead of the schoolyard.

Lunch

Students may choose to bring lunch from home, or receive school lunch. FREE lunch is available for ALL students. A copy of the breakfast/lunch menu is sent home each month.

Dismissal

Students are dismissed each day at 3:15 PM, and are escorted by their teacher to their line in the yard. This helps to ensure a safer dismissal for students. In the event of inclement weather, students in grades 2-4 are dismissed from the multi-purpose room. Kindergarten and 1st grade students are dismissed from the 1st floor.

Please note that support staff is very limited, and the school is not equipped to provide babysitting services after dismissal. If your schedule does not allow you to pick up your child, on time, at 3:15 PM, there are a number of area after school programs that pick up from Powel School. These include:

Brightside – 4011 Market Street, 215-386-0910

The Caring Center – 3101 Spring Garden Street, 215-386-8245

Parent Infant Center (PIC) – 4205 Spruce Street, 215-222-5480

School Closing/Inclement Weather

In the event of inclement weather notification regarding school closings can be found by visiting the district's website at www.philasd.org. School closing announcements will also be made on KYW news radio 1060 AM and other local television stations.

Please note: When weather conditions necessitate a district-wide late arrival day, students are NOT to report to school before 9:30 AM.

Early Dismissal

Early dismissals can be very disruptive to the classroom instructional program, therefore, we ask that whenever possible that doctors and dentists appointments be made during non-school hours. However, we understand that occasionally, it may be necessary to request an early dismissal for your child. In this case, you should send a note in with your child the morning of, to inform his/her teacher of the time of dismissal. This will allow the teacher to ensure your child is packed and prepared to leave upon your arrival.

All early dismissals are to be scheduled by 2:30 PM.

Academics

Student Learning and Student Progress

Our goal is to ensure that every student meets or exceeds grade level expectations. In reading, the District has established end of year target levels for each grade that students are required to meet for promotion:

- Kindergarten – Level D
- 1st Grade – Level J
- 2nd Grade – Level M
- 3rd Grade – Level P
- 4th Grade – Grade 5

Report cards will be issued quarterly, with formal parent conferences being held in November, February, and April. These conferences will provide the opportunity for you to confer briefly with your child's teacher(s) to discuss progress and review your child's learning portfolios. Keep in mind however, that typical report card conferences are scheduled for 10-15 minutes, therefore if you have questions/concerns regarding your child's performance, you are strongly encouraged to contact your child's teacher to schedule a conference outside of the regular report card conference times.

Guiding questions for parent teacher conferences:

How is my child performing in (subject)?

What is my child's current reading level?

What supports are in place in school to help my child?

What specific things can I do at home to help my child?

If you have concerns regarding your child's progress, you may also request that he/she begin the intervention process, by contacting your child's teacher.

Student Recognition

At Powel, we believe that it is important to reinforce desired behavior. Therefore, there are a number of school-wide activities that focus on student recognition. These include:

- AAA Club – Students of the month are recognized for demonstrating outstanding performance in the 3 A's – Attitude, Achievement, and Attendance
- 180 Club – Students who have made significant improvement in one /more of the following areas: Attitude, Achievement or Attendance are recognized each month
- Perfect Attendance – Students with no absences and no lateness will be recognized monthly
- Awards Assembly – Honor Roll students are recognized each quarter. Students who demonstrate outstanding performance in attendance and citizenship are also recognized
- Class Recognition – Periodically, classes are recognized for outstanding performance in a variety of areas including attendance, citizenship or participation in a school wide initiative.

In addition, classroom teachers have an individual plan to teach, model, and reinforce their classroom expectations.

School Policies

School Safety

The safety and security of our students and staff is our first concern. Therefore, we ask that you partner with us in our efforts to provide a safe learning environment for every student. Here are a few things you can do to help keep our school safe:

- Sign in at the front desk when entering the building.
- Report to the main office, for a visitor's pass before going to any part of the building.
- If you notice any unsafe conditions, inform the office staff.

Student Attendance

Good attendance is a critical component of your child's academic success, and teaching your child the importance of being punctual and prepared will support their success in school and in life.

The regular school day begins promptly at 8:25 AM and ends at 3:15 PM. Classroom teachers take roll each morning upon arriving in their classrooms. Lateness and absences are recorded on their roll sheets, and become part of students' permanent school record. Therefore, if your child is absent, please make sure they return to school with an absence note, to ensure their absence is accurately recorded as excused. Please keep in mind that a student's attendance is one of the key factors that is thoroughly scrutinized by receiving schools as part of the student selection process.

After nine (9) cumulative absences for illness for which a parent writes an excuse note, the 10th absence for illness must be accompanied by a physician's note.

If a student arrives after 10 AM or leaves before 1 PM without a valid excuse note, the student will be marked in the SCN as a half-day unexcused. Two half days will add up to one full day in the SCN

Uniform

There is no *formal* uniform policy at Powel School. Instead, students are expected to wear comfortable clothing that is appropriate for the variety of instructional activities they will encounter during the day. Please note that every Friday is "school spirit day". Students are encouraged to wear red and white (our school colors) or a Powel t-shirt. T-shirts are available for purchase throughout the year at various Home and School sponsored events.

Please note: For safety reasons flip-flops are not permitted.

Cell Phones and Electronic Devices

The School District's Code of Conduct strictly prohibits the possession and use of cell phones and other electronic devices on School District property. If students are found to be in possession of such devices, **they will be confiscated.** If your child has a device confiscated, you must contact the school to make an appointment to retrieve the device.

Health Services

Powel School has a full time nurse. Nurse Scott, is here daily to address health and first aid needs of all students. Please note however, that school staff is prohibited from providing or administering medication, to students without permission from the parent/guardian. Students needing occasional medication, such as penicillin for colds, earaches, etc. should take these medications at home. However, if medication **MUST** be given at school, it must be delivered by the parent to the school nurse and accompanied by proper authorization and instructions from the child's from the parent/guardian that includes the name of the medication and detailed administration instructions. Please contact, Nurse Scott, in the main office to secure a medication administration permission form.

School Partnerships

Powel enjoys partnerships with several organizations that work with our school-based team in support of our overall school goals. These include:

A

Academy of Natural Sciences

B

Big Brothers Big Sisters (University of Pennsylvania)

C

Children's Literacy Initiative

D

Drexel University

F

Franklin Institute

L

Lenfest Foundation

M

Metropolitan Baptist Church

N

Neubauer Foundation (via Philadelphia Leadership Academy)

P

PECO

Penn Pals (University of Pennsylvania)

People's Emergency Center

Powel Alumni & Friends

PHENND

PhillyPlus

Playworks

Powel Home & School Association

R

Riepe Mentors

S

Samuel Powel House

U

University City Arts League

University of Pennsylvania (Riepe Mentors, Graduate School of Education, Penn Pals)

W

WePAC

Parent Involvement

Home and School Association

An active and involved parent body is one of the things that makes Powel School great. Every parent is encouraged to get involved in the life of Powel School by becoming a member. Our parent association is a diverse group of parents with a wealth of gifts and talents that serve to support the school through advocacy, fundraising, special events, and projects.

Below is a list of Home and School officers for 2016-17:

Robyn Drummond – President	robdrumm80@gmail.com
Jessica Lowenthal – 1 st Vice President	jalowent@gmail.com
Kenya Royal – 2 nd Vice President	mommykbroyal@gmail.com
Elaine Shenk:	poweltreasurer1@gmail.com
Gretchen Walker – Secretary	gretchenlisemusic@gmail.com

In addition to the serving on the executive committee, parents who wish to become active members of Home & School may serve on a number of parent committees and/or support special events that occur throughout the year.

Communication

As partners, it is important that there is regular communication between home and school. To support this, the school will use a number of methods to communicate with our families:

- Monthly calendar
- Morning Announcements
- Quarterly newsletter
- Parent Link messages
- E-mail
- School website (philasd.org/schools/Powel)
- Academic Open Houses and Parent Workshops

In addition, notices will be sent home each Tuesday in your child’s “home folder”, which is provided by our Home & School Association. Please review the information from your child’s folder each week, and encourage your child to use this folder *only* for communication notices between home and school. Separate folders for homework and/or classwork should be provided.

Please make sure that all contact information is current with your child’s teacher, and the main office. Any changes to your emergency contact information that occur during the school year should be updated.

Also, please note that Powel has a Google Groups List Serve. You can use this tool for quick and timely communication with members of the Powel community. Email tonydominick@yahoo.com with a request to join.

Volunteers

District policy requires that regular volunteers secure the appropriate clearances. In addition, volunteers are to sign in at the main office prior to traveling to other areas of the building.