

THE SCHOOL DISTRICT OF PHILADELPHIA

Samuel Powel Elementary School

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

Handbook for Parents and Families



Kimberly A. Ellerbee
Principal



Message from Principal Ellerbee

kellerbee@philasd.org

Greetings Powel Families,

On behalf of the entire Samuel Powel Elementary School staff, I'd like to welcome you to the 2020-21 school year!

As we begin this school year virtually, we know that in many ways, this year will be unlike any that you have experienced. However, there is one thing that will remain the same - students will continue to be our driving force and the center of ALL that we do!

Our staff has been working hard to plan and prepare, and despite the obvious challenges, we expect to have a wonderful year of growth and learning for every child. The instructional day has been designed to provide optimal learning for students while also including times for community building, movement and fun. The day will be structured with times of live direct instruction provided by the classroom teacher in both whole and small groups, as well as "off screen" times when our students will engage in activities to practice and reinforce their skills.

Further, in response to the many challenges that our children have faced in the months leading up to the start of this year, we have included additional components in our program to support students' social and emotional learning. These include weekly wellness, guidance and mindfulness lessons to supplement health, physical education and music classes, as well as virtual field trips and other learning experiences to enrich classroom instruction.

As your child's learning partner, we have also given careful consideration to how we can best support you. This virtual handbook includes key information to assist you in navigating this school year. In addition to the written content there is additional information in hyperlinks throughout this handbook. If you have questions I invite you to email me, or your child's teacher. Know that we are a team all working for the same goal: your child's success!

It's going to be OK. You have this. We are in this together!

Sincerely,

Principal Ellerbee



Virtual Learning: What Is It? What Should I Expect?

Virtual learning is learning that is conducted using a variety of technology resources and tools. This includes tools like laptops and platforms like Zoom or Google Meet.

Because students and their teachers are not together in a physical classroom in a virtual learning model, it is even more important that the teacher, parent and student each know and understand their role and responsibilities.

Teachers will provide students with a variety of learning experiences to teach important grade level skills:

- ★ Class Meetings - Each day, teachers will check in with students during their class meeting. Class meetings are an important tool for building classroom community, teaching expectations and routines, and supporting students social and emotional learning needs
- ★ Synchronous learning aka “live instruction” - During portions of the day, teachers will provide direct instruction to students in either small groups or with the entire class
- ★ Asynchronous learning - Students will work on activities that provide an opportunity for them to practice, extend or enrich their learning. This may be done independently at times designated in the schedule

Students will treat their learning time in the Virtual classroom as if they are in a face to face learning environment:

- ★ Come to “class” ready to learn
 - Log in on time
 - Sit in a chair and be attentive to instruction
 - Wear appropriate clothing
- ★ Listen attentively, follow directions and participate during the lesson
- ★ Wait until break times or lunch time to eat or drink
- ★ Keep food and liquids away from their computer

Parents will play a key role in their child’s success by serving as their learning partner

- ★ Set up a learning environment that is quiet and free of distractions
- ★ Review and reinforce with your child, often, the classroom expectations
- ★ Review your child’s weekly schedule to ensure s/he logs in for live instruction and learning experiences at the scheduled times
- ★ Review the list of assignments to ensure that your child completes and turns in all assignments
- ★ Encourage and support your child, but allow them to engage in *live instruction* independently
- ★ Reach out to your child’s teacher with any questions or concerns

[NEED TO OBTAIN A CHROMEBOOK? DOES YOUR CHROMEBOOK NEED REPAIRS?](#)

Best Practices for Virtual Learning: Tips for Parents



[Google Meet?](#) [Google Classroom?](#) [Zoom?](#) [Chromebooks?](#) [Log ins?](#)

We know that navigating new technology tools and platforms can be frustrating and that supporting your child as they learn remotely is new for our families. We want you to feel supported and to be successful in your role as your child's *learning partner*. With this in mind, our goal is to keep things as simple as possible for you and your child.

These tips are intended to assist you in your role as your child's learning partner:

1. Organize your child's learning space

Identify an area that is as quiet as possible and free of distractions. The area should contain the tools and materials needed for lessons and work activities.

2. Set up (and stick to) a schedule for your child.

Routines and procedures are essential to your child's success. Create a schedule that provides an agenda for his/her day. Don't forget to include time for preparing for the day and end of day activities that will be necessary to prepare for the next day.

3. Post your child's schedule

Your child's daily schedule will include times for whole group and small group instruction times, break times, and special classes and activities. All of this can be a lot to manage, especially if you are multitasking (e.g. working from home or supporting the learning of more than one child).

4. Post your child's log in codes and classroom link information

Make sure your child has log in codes and other key information accessible.

5. Bookmark key sites for easy access

Bookmark sites your child visits daily/weekly. This includes his/her Google Meets link and other sites that are used for small groups, special classes or independent work.

6. Use praise and positive reinforcement to encourage your child and keep him/her motivated.

When you praise your child for a job well done (effort, participation, work completion, etc.) s/he will be encouraged to continue the behavior that led to the praise. Try combining an incentive system, like a tally or star chart that allows your child to earn rewards periodically.

7. Build a network of support your child (and for you)

Connecting with peers may be a helpful resource and support for you and your child.

Check out these resources, for more information:

[Setting Up a Home Classroom for Virtual Learning](#)

[Parental involvement crucial for virtual learning success](#)

[7 Tips For Virtual School](#)



Powel School Faculty & Staff

We are ONE Powel-Ful.....

**Together
Everyone
Achieves
More**

Kimberly Ellerbee

School Principal & Team Leader

kellerbee@philasd.org

Instructional Team

Teacher Leaders

Jessica Cole (Literacy Lead) jvcole@philasd.org

Chris Powers (Math Lead) cmpowers@philasd.org

Kindergarten Teachers

Jamila Hendricks jihendricks@philasd.org

Iris Carter icarter@philasd.org

2nd Grade Teachers

Jaclyn Boese jboese@philasd.org

Gillian Maimon gmaimon@philasd.org

4th Grade Teachers

Timothy Anzelmo, tanzelmo@philasd.org

Terri Swan-Long, yswanlong@philasd.org

Specialist Teachers

Carroll Kelly (Music) cakelly@philasd.org

Elizabeth Spivey (PE/Health) espivey@philasd.org

Rachel Tillman (Instrumental) rtillman@philasd.org

Ashley Vines (Instrumental) avines@philasd.org

Classroom Assistants

Judith Capers jcapers@philasd.org

School Counselor

Pamela Turner-Bunyon pjturnbunyon@philasd.org

1st Grade Teachers

Amy McGowan agmcgowan@philasd.org

Kamia Smith ksmith@philasd.org

3rd Grade Teachers

Chausiku Ridgway cridgway@philasd.org

Octavia McBride omcbride@philasd.org

Special Education Teachers

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Amelia Sontag asontag@philasd.org

Itinerant Teachers & Staff

Sonya Brintnall (Speech) sbrintnall@philasd.org

Drew O'Brien (Psychologist) dobrien@philasd.org

Paul Di Prima (ESOL) pdiprima@philasd.org

Special Education Assistants

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Powel School Faculty & Staff

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Kimberly Ellerbee
School Principal & Team Leader
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Non Instructional Team

Climate Liaison	Allan Steele-Dadzie	asteeledadzie@philasd.org
School Secretary	Jeanette Felder Hadley	jfelder@philasd.org
School Nurse	Robin Oliver Scott	roliverscott@philasd.org
Cafeteria Manager	Wayne Salmon	wsalmon@philasd.org

Need assistance with technology?

Email our Computer Support Specialist, Ms. Diana at dnguyen@cisphi.org

STEP Team

The STEP Team offers support to students and families to assist in removing any barriers to a student's learning. Some of the services provided by the STEP team include:

- Community Outreach & Resource Coordination
- Parent Training & Workshops
- Home Visits
- Counseling/Small groups
- Consultation with teachers
- Crisis Intervention
- Behavioral Health Support
- Individual Therapy

School Social Work & Clinical Care Coordinator

Lisa Coleman lmcoleman@philasd.org

School Behavior Consultant

Veronica Joyner vjoyner@philasd.org

Case Manager

Dominique Hudson dlhudson@philasd.org

Family Peer Specialist

Daniel Trawick datrawick@philasd.org

School Climate Staff

Theresa Montague

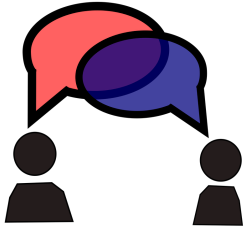
Eartha Primas

Building Team

Henry Jenkins, Building Engineer

Dia Ezell, Custodial Assistant

Veronica Williams, General Cleaner



Communication is Key!

On going communication between parents and school staff is critical to your child's success. **Your first, and most important point of contact will be your child's teacher(s), for most matters.**

In addition to the classroom teacher, you may receive information from the following sources below:

Communication Tools	Purpose	How to Access
Class Dojo	Teachers and school staff use Class Dojo as a vehicle for communicating announcements and important information. This will be our primary mode of communication.	https://www.classdojo.com Select parent, and in the search box enter Samuel Powel Elementary School to sign up.
Powel School Website	The school website is a source for general information. More detailed updates and classroom specific information will be shared via Class Dojo and Google Classroom.	www.philasd.org/powel
Google Classroom	Used to access virtual instruction, class assignments, and teacher announcements	Google Classroom Tutorial for Parents
Email	Staff members access email Monday - Friday and will respond to emails within 48 hours (school days)	See staff email list for details
Parent Portal	Student records (e.g. attendance, grades, report cards, etc.) may be accessed via the District's parent portal	www.philasd.org <ul style="list-style-type: none"> - Click families - Click parent portal to register or access the portal Registration Stepper.pdf
Parent Newsletter	Monthly newsletter provides general updates and information for parents, including upcoming events and important dates.	Posted monthly to Class Dojo
School District Website	General information relevant for all District schools	www.philasd.org



Powel Elementary School

School Wide Expectations for Virtual Learning

Even though we are beginning the year virtual, our school wide expectations for all students will be the same:

~ Be Respectful

~ Be Responsible

~ Be a Problem Solver

This is what these expectations should look like in your child's virtual classroom each day:



IDENTIFY A QUIET WORKSPACE

This area should be free of distractions (tvs, toys, pets, etc)

BE ON TIME

Log into class to be sure that you are on screen when the lesson begins. Class begins at 8:45 am



BE RESPECTFUL AT ALL TIMES

Raise your hand (use the raise hand features or class signals) when you want to share

MUTE YOUR MIC

When the teacher is teaching keep your microphone on mute, so other students are not distracted by any noise in your background



STAY FOCUSED

Use "whole body listening" (eyes forward, body still, ears listening)
Stay on task and remain focused when the teacher is speaking

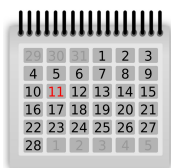
KEEP FOOD & DRINKS AWAY FROM YOUR COMPUTER

You may eat a snack or have lunch at the scheduled times. It is not safe for your computer to have food or drinks near it.



IMPORTANT INFORMATION

Click on the hyperlinks for additional information about each topic below



[Academic Calendar 2020-2021](#)

[Mini Calendar 2020-21](#)

You will find here the School District calendar for the year, including professional development days, holidays, and dates when school will not be in session.



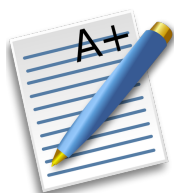
[Daily Schedules](#)

In a virtual classroom consistency is key and schedules are essential. It is important that everyone (teacher, parent and student) knows the routine for the day and the expectations for the week.



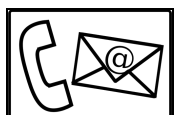
[Student Attendance](#)

Attendance is important for each student's education. Every day a child is absent, they miss pivotal learning. Even in our virtual setting, we will STRIVE FOR 95!



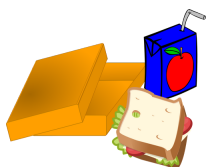
[Viewing Report Cards in Campus Parent.pdf](#)

This link provides additional information on how to access your child's report card



[Emergency Contact Form](#)

Complete this year's emergency contact form. It is important that your contact information is up-to-date. One form must be completed for each child in the household.



[Grab & Go Meals](#)

Information on where and when to get FREE breakfasts and lunches for your child.



[Support for Parents: Who to Call?](#)

In most cases, your child's teacher should be your FIRST point of contact. This simple guide will assist you in making sure your question is going directly to the staff member that is best able to assist you.