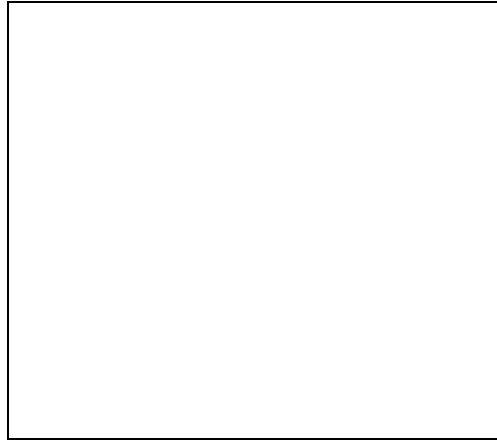


Samuel Fels High School

“Working together to achieve greatness.”

–Principal McGuigan



Fels Five School Rules

- 1. Be on time everyday.**
- 2. Attend all classes, including Advisory, everyday.**
- 3. Wear the official school uniform all day, everyday.**
- 4. Show respect...**
 - * to yourself**
 - * to others**
 - * to everyone**
- 5. Have your school ID at all times.**

Administrators

Principal: Mr. Shawn McGuigan
Assistant Principal:
Mrs. Lillian Izzard
Assistant Principal:
Nina Brevard

Senior Project Coordinator:
Ms. A. Ward

Nurse:
Mrs. Mulholland
215- 537-2538

Counselors:

Dr. Paul Linder – 12th grade
Wendy Bodnaruk – 9th grade
Sarah Cohen – 10th/11th grade

Special Education Liaison:
Ms. Aileen Cristol

Special Education Liaison in charge of discipline:

ESOL Coordinator:
Ms. Monique Brown

Athletic Director:
Mr. Mark Heimerdinger

Teacher Leaders:
Mr. Joseph Louie – Math
Mr. Micah Reyes – Science
Ms. Amy Ward – English
Mr. Nicholas Bernardini – Social Studies

Technology Coordinator
Nicholas Bernardini

Deans:
Mr. George Dufner
Mr. Chris Jones
Mr. Michael Keenan

Administrative Meeting Requests

The principal and assistant principals are available by appointment. Appointments may be scheduled through the Main Office. Please call 215-537-2516 or visit the Office and one of the secretaries will set-up an appointment for you. Please note, administrators are not available when conducting instructional observations,

Special Programs

Advance Placement Courses
Athletic Programs
Boys and Girls Club of America Mentoring Partnership
ELECT/MARS Program (Teen Parenting)
English Speakers of Other Languages (ESOL)
English Language Learners (ELL) Program
Extra-Curricular Activities /Clubs
National Honor Society
Peer Mediation Program
Radio-Television-Film Program
Education Works Tutoring
GEAR-Up (Gaining Early Awareness and Readiness) for post-secondary education

ATTENDANCE PROCEDURES

Attendance/Punctuality

Student attendance and punctuality is critical for academic success. Students who arrive after 7:50 AM are recorded as late.

Absence Notes

The following procedures will be applied consistently by the administration and staff when dealing with student absence:

1. Students who are absent from school must bring a verifiable excuse note on the day of their return to school stating the reason for, and the date(s) of the absence, and must have a valid phone number on the note. Students absent 3 or more days in a row must have, if the absence is medical, an official note from a Doctor/Hospital/Clinic.
2. The note is to be given to their advisor. Students must bring the absence note to the School within three days of the absence, according to Pennsylvania State Law. Until such a note is received, a student's absence will be unexcused. Failure to produce a proper note will result in a coding of unexcused "parental neglect" absence in the roll book and on the school computer network. A coding of unexcused absence does not allow for a student to make up any missed school-work.
3. Five unexcused absences from any class in a marking period may result in a failing grade for the quarter.
4. Students, who are unexcused absent for 3 or more days, may be placed in truancy court.
5. Cumulative unexcused absences will restrict a student's ability to participate in extra-curricular activities.

The procedures for making up missed work. Personal Illness or family emergencies often necessitate a child to be absent from school. If the absence is of significant duration, please contact the school counselor so that arrangements for assignments and homework can be made. All assignments missed due to absence are to be made up by the student.

School Entry

Students will enter the building through the B doors located near the cafeteria. Doors open at 7:30. Breakfast for students is from 7:30 – 7:40.

Parents and other visitors may enter the building through the A Side doors. The reason for separate entry is to allow parents and visitors easy access with minimal wait time. Parents and all other visitors must sign-in and present a valid photo ID.

At the beginning of the school day, students will not be permitted to enter the Main Office without a parent or legal guardian. They must report directly to the cafeteria for breakfast, and then to class.

Students being reinstated from suspension must be brought to school by parent/legal guardian, as indicated in the School Computer Network, and enter through the Visitors' Entrance A Side. Reinstatements will be held Monday through Friday between the hours of 8:15 – 9:00

Identification (ID) Cards

Students must have proper student identification to enter the building. In order to provide security for all Fels students, photo ID cards must be visible at all times. ID cards must be swiped everyday in the morning and at lunchtime. They must be presented for transpasses. Failure to wear the ID or present it to any staff member will result in disciplinary actions. Lost IDs may be replaced for **\$5.00**. Students must replace their ID card by the end of the following day. If a student forgets his/her ID, a **temporary card will be issued at the cost of \$1.00.** Fines must be paid to participate in any class or school activity.

Advisory

During the Advisory Period students will receive critical information about various school topics. Class meetings, assembly programs, and student support and information meetings are held during this period. With the approval of the advisor, students may use the library, see the counselor, or go to support programs during this period. Students will also use advisory to do their education plans, pick courses, and fill out important paper work. Advisory is an assigned period. All students are required to attend advisory.

Students who fail to report to advisory on time will face disciplinary action. Students are to remain in their respective advisory until the first period bell.

Lateness to School

Students are late to school after 7:50. Students who arrive to Fels chronically late will require a parent to come to Fels for a conference (EH-42) to discuss the reason for continual lateness to school.

Religious Observation

Students who are absent from or late to school because of participation in a religious obligation must present a note from their parent or guardian stating the place and time of the obligation.

Early Dismissals

According to State Law, all appointments, including medical and dental appointments, are to be scheduled after school hours. Early dismissal will be granted only when the parent/legal guardian comes into school and reports to the Main Office, for the student. Early dismissals are granted for certain types of medical and personal emergencies. Medical and dental appointments should be scheduled after school hours. For medical emergencies, see the school nurse. **All students being dismissed early due to illness must have a parent/legal guardian pick them up and sign them out of the main office.**

Leaving the Building

Only students with early dismissals or special rosters are permitted to leave the building prior to the end of the school day. Students who leave school without permission will be subject to disciplinary actions, up to and including, suspension. Administrators and/or Deans cannot give students permission to leave school early based on a note written by a parent/guardian, or a phone call from a parent/guardian.

Class Attendance/Lateness/Cutting

Cutting class is detrimental to a student's academic performance and often contributes to behavior that is disruptive to the entire educational program. Students are cutting class if, they are marked present in school and arrive to any class more than ten minutes late without valid note from an adult that they were with during that time period, or they fail to attend class at all. Students who cut class will receive a zero for that class and will not be permitted to make up missed work. Multiple cuts will result in parent contact. Continued cutting after first parent contact will result in the student receiving an EH-42, requiring the parent/guardian to come to Fels for a conference.

9th GRADE ACADEMY

Our Purpose

To develop a comprehensive instructional support program that helps students successfully transition from middle to high school, to prepare them for success through high school and beyond. Our 9th Grade Academy provides students with a safe and supportive environment that cultivates academic success and nurtures whole child growth and development. Through our student-centered approach, we will instill a growth mindset in 9th grade students who own their self-worth and their education in ways that enhance self-advocacy, ability to employ their strengths, and access resources that expose and expand their capacity for college and career readiness.

9th Grade ABC Focus Goals

- 9thGrade Focus #1 (Attendance): Ensuring students are in school every day allows for higher levels of academic growth and progress towards graduation requirements. Leadership teams work to support positive climate and safety in ways that are inclusive of parent and student perspectives and priorities, are proactive, and promote student achievement while eliminating barriers to attendance.
- 9thGrade Focus #2 (Behavior): Ensuring that schools provide critical social, emotional and behavioral supports to students, through the coordination of resources, training, and professional development. Creating a school-wide focus to promote positive healthy school climates by helping students learn from mistakes, and by moving away from counter-productive zero tolerance discipline policies.
- 9thGrade Focus #3 (Credit Attainment): In general, poor academic outcomes are associated with poor graduation outcomes. This is especially true when poor academic outcomes result in students falling behind. This holds when the deficit occurs early in a student's high school career, despite having ample time to recover. Some students are able to recover, but 70% of students that fail the first year in high school do not recover. Grade level status as early as 10th grade overwhelmingly predicts that a student will graduate on time. The 9th Grade Academy is created to support the 9th grade students, to ensure that all 9th grade students graduate on time, in four years.

Hall Pass Policy

- No Hall Passes will be given during the first 10 minutes and last 10 minutes of class. No Hall Passes before 8:30, and after 2:00.
- Students must present ID to receive a Hall Pass from a teacher. (No ID. No Hall Pass.)
- Students will sign the Teacher Hall Pass Log Book in their class before receiving a pass from a Teacher.
- No more than two students at a time are permitted to be out of the classroom at any given time.

Students are expected to have IDs around their necks and present their IDs without hesitation to any staff member who requests it. All students are required to have a signed hall pass from their teacher, and their student ID visible, in order to leave a classroom. Students who do not have a hall pass will be picked up for "cutting." Hall walking is against school policy and will not be permitted. Failure to comply will result in disciplinary action.

C Hallway Bathrooms will be open from 7:30AM – 7:40 AM for students at breakfast, and during the three lunch periods. For students not at lunch, they must use the bathrooms on A Side 1st floor or B side, 2nd floor. In case of emergency during 5th period, after 2:00, the teacher must contact the Dean's Office and request an escort for student to the bathroom.

ACT 29 of 1995 (TRUANCY)

Students who report to school and cut classes are considered to be truant by the courts. Students cutting school are truant. Truancy petitions will be prepared and turned over to the proper authorities for legal action(s), including fines, etc. to students and parents/guardians. **Act 29 provides for a \$300 fine and allows the court to impose parent education classes and community service sentences for parents of a truant child, who do not show that they took reasonable steps to ensure their child's school attendance.** It provides that the parent and child must appear at a hearing before the district magistrate. Act 29 also provides that truant students lose their driver's license for 90 days for a first offense, 6 months for a second offense.

ACADEMIC INFORMATION

Graduation Requirements

- 23.5 credits: 4 English, 3 or 4 Math, 3 or 4 Science (Combined Math and Science must equal 7 credits) 4 Social Studies (African-American History is now mandated), 2 World Languages, 1.5 Health and Physical Education, 2 Arts and Humanities, and 5 Electives (One of the required electives must be one of the following: mathematics, science, international baccalaureate or advanced placement courses).
- Must complete a senior project.

Promotion Requirements

GRADE 9 to 10 requires a minimum of 5 credits

GRADE 10 to 11 requires a minimum of 11 credits

GRADE 11 to 12 requires a minimum of 16.5 credits

Graduation – requires a minimum of 23.5 credits

Senior Project

As a requirement for graduation, all students must complete a Senior Project, which consists of the following components: ten hours of field work, a research paper, interview, power point or video presentation, and an oral presentation. This project is to be completed by the third marking period of their senior year. Students will receive information packets in fall of their senior year or upon request, which contain the details for completion of this requirement.

Failure to complete a Senior Project will result in failure to graduate and receive a high school diploma.

Grade Values

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 50-59

Report Card Conferences

Report card conferences will be held as follows:

1. From 5:30 P.M. – 7:30 P.M. on the evening following the distribution of the first report card.
2. All other report card conferences will be scheduled, as possible or appropriate.

Parent request for meeting

Parents/guardians are encouraged to call the school (215-537-2516) to make an appointment with a teacher, counselor or administrator with whom they wish to see. Parent will leave a message, along with a phone number that they can be reached at, with a Secretary in the Main Office. The message will be delivered to whomever the parent/guardian wishes to meet with. The teacher, counselor, administrator will return the call to set up a meeting. However, to minimize classroom disruptions, conferences are not permitted when a teacher is scheduled to teach a class.

Honor Roll

Honor Roll at Samuel Fels High School consists of two categories: 1st Honors and 2nd Honors. To be eligible for 1st Honors, a student must have all A's on his/her report card with no 3's in behavior. To be eligible for 2nd Honors a student must have a combination of all A's and B's or all B's, and one C in a minor subject and no 3's in behavior on his/her report card.

National Honor Society

The Samuel Fels High School National Honor Society was established to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students attending Samuel Fels High School. Membership is granted only to those students selected by the faculty council on the basis of scholastic achievement, leadership, service and character. To be considered for membership, a student must be in 10th, 11th or 12th grade, and maintain a minimum cumulative average of 90 or GPA of 3.5, and have been a student at Samuel Fels High School for at least two consecutive report periods prior to consideration for eligibility. For further information, contact the sponsor of the National Honor Society.

Homework Policy

Homework is an important part of every student's instructional program. Through homework, classroom instruction is reinforced, high expectations are supported, students are encouraged to be self-directed, and the relationship between the school and the home is strengthened. The completion of assignments is very important, not only in terms of its effect on a student's grade, but also as a reflection of a student's work habits and self-discipline. As such, it is the responsibility of a student to complete all assignments within the specified time allotted and in a manner that represents the student's best effort. Additionally, it is a student's responsibility to notify

his/her teacher, as soon as possible, when he/she is unable to complete a required assignment and the reason(s) for not being able to do so.

Academic Support

Students who encounter difficulty in any subject or are encouraged to seek help as soon as they detect a problem in a subject by speaking to their teacher, administrator, dean, or counselor. Students in need of extra help in a subject can get the following assistance:

1. The After-School Tutoring Program/Education Works
2. Credit Recovery
3. RTII
4. Mentoring Program
5. Peer Tutoring
6. Peer Mediation

Course Selection

Courses for the following school year are selected in January and February of the current year. Students must meet with their advisors and counselors to select courses. Students must also get parent signatures on the course selection form. All students in ninth grade will be in the Ninth Grade Academy. After ninth grade, students must choose an academic focus through an academy. The academies are:

Visual and Performing Arts

Drawing, Painting, Photography, Graphics Arts, Sculpture, Chorus, Music Tech, Band, Orchestra, Drum Line, Drama

CTE (Career Technical Education)

Business Tech, Radio Television Film, Entrepreneurship, Accounting, Xerox Publishing

Science and Humanities

Biotech, Forensics, Engineering, Robotics, Yearbook, Newspaper, Literary Magazine, Creative Writing, Street Law

Student Records

The school has the need to collect and maintain certain information related to the health, education and welfare of its students. This information is vital to the continuity of the school's educational program. Federal and state laws provide safeguards to the privacy of such records and guarantee access to these records by parents or guardians and students. Parents/Guardians have the right to inspect and review the educational records of the student. A written request for such inspection is to be submitted to the counselor in the main office. A parent or guardian who wishes to review the records of a student for whom he/she is responsible should contact the student's counselor for an appointment or present a written request to the counselor for such an inspection.

Such requests will be granted as soon as possible, but not later than 14 days from the date of the request. Students under eighteen (18) years of age must have written permission from their parent or guardian prior to viewing their educational records.

GENERAL INFORMATION

Athletics and Extra-Curricular Activities

The school offers a full range of Interscholastic Sports on varsity and intramural levels. In addition, many other extra-curricular activities in fields, such as debating, music, art and computers are offered. Many clubs reflecting student interests are also offered. The School District of Philadelphia regulations require that a student have a 1.75 grade point average, passing four major subjects, and not absent 20 or more days in the previous semester, in order to participate. Students must understand that any school sponsored extra-curricular activity is a privilege and can be revoked at any time the student does not meet grade requirements or the student code of conduct requirements. Students who receive more than 5 disciplinary infractions will be removed from all sports and extra-curricular activities. Students who are absent from school for more than 1/2 of the day or are on suspension may not participate in any extra-curricular activity while absent or on suspension.

Bell Schedules

Monday – Friday (2nd Period Lunch)

Advisory	7:45 - 7:54
1 st Period	7:57 - 9:27
2 nd Period (Lunch)	9:30 - 10:10
3 rd Period	10:13 - 11:43
4 th Period	11:46 - 1:16
5 th Period	1:19 - 2:49

Monday – Friday (3rd Period Lunch)

Advisory	7:45 - 7:54
1 st Period	7:57 - 9:27
2 nd Period	9:30 - 11:00
3 rd Period (Lunch)	11:03 - 11:43
4 th Period	11:46 - 1:16
5 th Period	1:19 - 2:49

Monday – Friday (4th Period Lunch)

Advisory	7:45 - 7:54
1 st Period	7:57 - 9:27
2 nd Period	9:30 - 11:00
3 rd Period	11:03 - 12:33
4 th Period (Lunch)	12:36 - 1:16
5 th Period	1:19 - 2:49

Community Service

Students may earn .25 credits each school year for pre-approved community service. Students should see their counselor for information and service log. Counselors must verify service prior to credits being granted.

Counselors

The counselors are available to students and parents wishing to discuss any matter related to school, home, employment, post high school plans, finances, personal relationships, etc. Parents may make appointments by telephoning the school (see above for scheduling a meeting). A student can make an appointment to see their counselor by completing a Counselor Appointment and submitting to their advisor. No student may leave his or her lunch period to see his or her counselor, unless an adult has assigned a pass. All students are assigned to counselors by their grade.

Daily Announcements

The Daily Announcements will be made via the PA System during the Advisory period. Announcements will include information about activities, special events and other school information.

Uniform Policy

1. **Students must be in full uniform everyday prior to entering the school.** The full uniform includes
The gray collared polo shirt and black pants (no jeans or sweatpants or ripped pants)
Girls may wear black knee-length skirts. Students can also wear the Gray(non-hooded) sweatshirt.
Seniors can buy and wear the black (non-hooded) sweatshirt. Black shorts to the knee are permitted September 1st to October 31st.
Black shorts may also be worn after May 1st.

NOT PERMITTED:

- **BUTTON DOWN SHIRTS,**
- **T- SHIRTS, TANK TOPS, RIPPED JEANS**
- **OPEN - TOED SHOES, FLIP FLOPS, SANDALS, SLIDES, HATS, BANDANAS, DOO RAGS, METAL STUDED SHOES**

HOODIE/OUTERWEAR POLICY

HOODIES/OUTERWEAR ARE NOT PERMITTED TO BE WORN INSIDE THE SCHOOL BUILDING AT ANY TIME. HOODIES/OUTERWEAR ARE TO BE PUT IN STUDENT LOCKERS IMMEDIATELY AFTER ARRIVING IN SCHOOL. TEACHERS WILL NOT ALLOW ANY STUDENT WEARING A HOODIE/OUTERWEAR INTO CLASS. STUDENT WILL BE PUT INTO IN-HOUSE SUSPENSION FOR

THE REMAINDER OF THE DAY. CONTINUAL WEARING OF HOODIE/OUTERWEAR WILL RESULT IN AN EH-42, PARENT CONFERENCE TO DISCUSS THE ISSUE.

2. Grooming and Personal Safety

- Students are expected to show good judgment and show respect for themselves and others in their dress and grooming.
- Students participating in sports may be required to wear protective clothing and to change hairstyles for their safety and the safety of others.
- Bare or stocking feet are not permitted in schools, outside of locker rooms.

3. NOT PERMITTED IN BUILDING

- Hats/bandanas are not to be worn in school at any time. If you wear a hat/bandana to school, you must remove it upon entering the building and store it in you locker and not remove until you are ready to exit the building.
- Curling/Crimping Irons, Hair Dryers are not allowed in building
- Glass bottles are not permitted
- Open beverages are not permitted
- Steel-toed boots are not to be worn in school.
- Outerwear/Hoodies should be kept locked in the student locker during the day

4. HOMEMADE FOOD/STORE BOUGHT FOOD/DRINK ARE NOT TO BE SOLD BY STUDENTS AT ANY TIME.

Only students working with a staff member as part of a fundraiser, approved by The Principal, are allowed to sell items in school. No exceptions!

Drugs and Alcohol

Drugs, drug paraphernalia and alcohol are not permitted in school. Any violation will result in disciplinary action. Please see the School District of Philadelphia Code of Student Conduct.

Electronic Devices

Cell phones may only be used in the cafeteria during breakfast and lunch, and in the hallways. Cell phones and other electronic devices are prohibited inside the classroom. MP3 speakers/Bluetooth Speakers are

prohibited in the entire school. **Please be advised that Samuel Fels High School will not be liable for any item that has been confiscated by school police or administration, or has been lost or stolen. The school will not pay to replace any lost or stolen items.**

Emergency Closing of Schools

Announcements will be made over the radio, local TV and the School District of Philadelphia's website. Mid-day weather closing is also announced via the local media. If, for any emergency, schools must be closed during the school day for other than weather, the administration will announce the closing to the students.

Emergency Response Plan

Fels has developed a "Crisis Response Plan" that is designed to minimize danger to anyone occupying the school should an emergency occur. Our main objective is to attend to the health and welfare of our children in the event of a crisis. In most emergencies, the children will remain in the school. In the rare event of any emergency that prohibits re-entry into the building (such as fire, electrical outage, gas or water main breakage) we will evacuate the students to another location. The location will be posted on the front doors and KYW news will be notified to make an announcement. If it is determined that the emergency requires that no one exits the building due to dangers in the outside community (toxic chemical spill, terrorist attack, disturbance in the area, intruders), we will activate a "Shelter in Place" procedure. During this procedure, all doors will be locked. We will be unable to open the doors for anyone, including parents wishing to take their children home. Doors will remain locked until we are given authorization from the School District or Police to unlock them.

Fire and Shelter in Place Drills

Fire drills are conducted 8 times a year. Shelter In Place Drills are conducted twice a year. When a drill is conducted, students are to follow the directions given to them by their teachers. During a fire drill, they will evacuate the building. Students may not leave the school grounds during a fire drill.

Shelter-In-Place

During the Shelter in Place Drill, students will be directed to the inside shelter location. No one (including parents and/or visitors) will be permitted to enter or leave the building during these drills.

Lockdown

When a lockdown is declared by Administration, all staff must immediately lock their doors, move their students away from the door, and remain absolutely quiet inside the classroom. No one is allowed to leave the class under any circumstances. Teachers will keep their classes locked down until they hear the all clear from administration.

Home and School Association

Fels has a Home & School Association with the goal of increasing parent involvement. General Meetings with informative programs are regularly held. Annual dues are just \$5.00 per family. If you are interested in joining the organization, please call the main office. A member of the Executive Board will contact all interested individuals. Research shows that students whose parents are involved in school do better academically.

Lockers

Students will be assigned a locker for storage of coats/jackets and textbooks. Students must respect the privilege of having a locker and they are expected to:

- Only use assigned locker. Students may not share lockers
- Keep the lock combination in a safe place. Do not share the combination with others.
- Keep only school texts, notebooks and outer clothing in the locker (Do not leave food in locker overnight!)
- Keep all personal items or valuable items at home.

Abuse of the above listed rules for locker use may result in the exclusion of locker usage and/or further disciplinary action. The School administration has the right to inspect lockers at any time to protect the health, welfare or safety of the entire school community. Samuel Fels High School and the School District of Philadelphia assume no responsibility for loss of student's personal property.

Lockers (Gym)

Students are responsible for purchase of gym locks. Never leave a gym locker unlocked. The lock and contents must be emptied after each gym period. Combination locks are available for purchase from the Athletic Director.

Locker Clean out

Lockers are cleaned during the summer. Students will be notified at the end of the year when to empty out their lockers. It is mandatory that students clean out their lockers and return all school property and books

by the designated date. Notices will be posted and announcements will be made. After the designated date, all lockers will be opened and emptied. All items left in the locker will be discarded. Neither the Samuel Fels High School, nor the School District of Philadelphia is responsible for any losses or for items left in lockers at the end of the school year.

Lost and Found

The lost and found box for books and clothing will be maintained by the Community Liaison at the Welcome Desk. Valuable items are to be returned to the student's advisor and glasses are returned to the nurse. Please do not bring valuable items or large sums of money to school.

Lunch/Breakfast Program (Free and Reduced)

A free breakfast is provided for all students who arrive at school prior to the start of first period. A free lunch is also provided for all students. Pupils may bring their own lunch. Pupils bringing beverages may not bring glass bottles to school. Students may only eat/drink in the lunchroom. Students must stay on school grounds during the lunch period. Students are not allowed to order food for their lunch. **STUDENTS ARE NOT PERMITTED TO BRING OPEN BEVERAGES INTO THE BUILDING, INCLUDING BUT NOT LIMITED TO COFFEE, TEA, BOTTLED OR CANNED BEVERAGE. ALL OPEN BEVERAGES WILL BE DISPOSED OF BY SCHOOL POLICE UPON ENTERING THE BUILDING.**

Lunchroom

Students may use the lunchroom only during their scheduled lunch periods. Students must scan in prior to entering the lunchroom. Eating takes place in the lunchroom only. In order to make the lunchroom and other areas orderly, clean and attractive, all students are expected to wait their turn in the food line in an orderly fashion, keep the table areas and floor areas clean, sit only on the chairs, not the tables, place all trash in the proper receptacles which have been placed throughout the lunchroom, leave the area clean for others to use, use good table and eating manners, and follow directions from staff members monitoring the lunchroom.

- Students may not leave the lunchroom to go to their lockers.
- Students will be permitted to use the bathrooms at this time.

Violation of the lunchroom policy will result in disciplinary action.

Nursing Service

The nurse's main function is to carry out an extensive medical health program mandated by the School District, including vision and hearing tests, physical examinations and monitoring immunization programs, as well as maintenance of medical records. The nurse is responsible for giving first aid or emergency treatment. The nurse is not permitted to give medication for short-term illnesses. The nurse may provide emergency first aid only if a student becomes ill in school. It is the parent's responsibility to get the student from school and follow through with appropriate care at home. Do not send your student to school if he/she is ill. The nurse will not be able to meet his/her medical needs. To arrange a visit or to discuss a health concern, please call 215-537-2538.

Nondiscrimination Policy

The School District of Philadelphia, an equal opportunity employer, will not discriminate in employment or education programs or activities, based on race, color, religion, age, national origin, ancestry, handicap, sex, sexual orientation, union membership, or limited English proficiency. This policy of nondiscrimination extends to all other legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

Personal Messages

Families are asked not to call the school to deliver personal messages to students during the school day, or call the student while they are in class. Office staff is not permitted to interrupt the educational program to deliver messages. If an emergency occurs, please call the School (215-537-2516) and ask for the child's counselor who will assess the extent of the emergency.

Security Scans

As a standard procedure, all students and visitors entering Fels High School are required to enter through the metal detector scan. Bags, outerwear and parcels must go through the metal detector and may also be searched.

Smoking Policy

By state law and school board policies, all schools are smoke-free facilities. Smoking is not permitted anywhere in the building or on school grounds. Stu-

dents found in violation of this rule will be severely disciplined. E-cigarettes are also prohibited.

Student/Community Council

The student government is comprised of school officers and representatives from each homeroom. Each student on the council must be in good academic standing and have the recommendation of his/her teachers and fellow students. The council provides student input on school issues, conducts school-wide spirit activities and provides community service to the students and schools.

Student Expectations and Conduct

The staff of Samuel Fels High School seeks to provide a school atmosphere that is free of disruption and allows students to develop a sense of responsibility, self-respect and respect toward others. Our goal is to have our students develop into productive citizens in our community. We expect our students to develop these qualities by following the rules listed in the School District's Student Code of Conduct. Discipline and good citizenship are shared responsibilities of the school administration, the teachers, the students and our parents. When we all work together the children benefit. Appropriate school staff will contact parents when the need for intervention/support is evident. Parents should share their concerns with school staff and should encourage students to do the same.

Suspensions

An Out-of-School suspension may be given by the Deans of students, Assistant Principal, or Principal to a student for committing any act of serious misconduct, as outlined in the School District's Code of Conduct. The purpose of a suspension is to have both the pupil and parent recognize that the pupil was involved in serious misconduct. A conference is held to discuss the reasons for the suspension and cautioning that the misbehavior must not be repeated. Parents are informed of all suspensions via phone call made to the home and student will receive a written suspension notice with the date and time for a scheduled reinstatement conference. Continuous violation of the school discipline policy will result in Fels requesting a disciplinary transfer for the student.

Reinstatement from Suspension

Reinstatements will be held from **8:15 A.M. to 9:00 A.M.** in the Library. Parent/Legal Guardian are to enter and exit the building through the visitor's side, A Side. The parent/guardian whose name appears on the school records must accompany the student for reinstatement, and must have photo ID. No exceptions! Phone reinstatements are not permitted.

ELECT/MARS Program

This program is provided to support pregnant students and teen parents. Both male and female teen parents can receive educational and counseling services to support their academic and social success.

Textbooks

Students will be issued text or reading books in many of their courses. It is important to remind you that this is a loan and that you are responsible for returning the books in the condition they were given. Teachers will issue a book slip for every book loaned and record the number of the book either in their roll book or in a separate system. Book slips will be returned to students when books are returned. It is important to hold on to your receipt until you are issued your report card. Students must cover all books. Teachers will do periodic book checks to ensure students have books and that they are covered. You will be required to pay for all lost or damaged books.

Students whose names appear on the delinquent property list will not be permitted to participate in extracurricular activities including athletics or school-sponsored social events including dances, proms, graduation activities and field trips. In addition, report cards will be held until delinquent accounts are settled.

In order to assure that all students are receiving the same high-quality instruction, the District has mandated that the same textbooks and materials are to be used in all schools for Reading/English, mathematics, science, and social studies. If students must move to a new school during the course of a school year, parents can feel certain that learning will not be interrupted, since all schools will be using the same books and the same curriculum for the major subjects. The SRC charges each student with responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his/her use. All school property including the books should be returned to the school before transferring the child out of the school.

Transportation/Transpasses

Public transportation to school is available via SEPTA Bus Routes 26, 67 and 19. SEPTA provide special "charter buses" at dismissal time. Students can board these buses in the front of the school on the side of the parking lot. Students who live 1.5 miles or more from the school will receive free transpasses to ride Septa. Students must present their student ID to receive a transpass. These passes will be given out Friday morning in Advisory and Monday after school at 3:00 in the Library. Students, who are absent from

school on both of those days, must bring in a note from a parent, legal guardian, Physician, or a Legal Authority, in order to receive their transpass. They will receive the transpass on Tuesday at 3:15 in the Library. In the event that school is not in session on both scheduled distribution days, transpasses will be distributed on the day prior to the day off. Any student on Suspension on both Friday and Monday will receive their transpass at the parent reinstatement conference.

Visitors/Trespass Policy

Parents are always welcome at Samuel Fels High School, but should make an appointment to meet with an administrator, dean, counselor or teacher. For safety reasons, all visitors must enter on A Side, go through the metal detectors, and must have photo ID. They will then report to the Main Office. Visitors must sign out prior to leaving the building. No visits are allowed to classrooms unless previously scheduled through an Administrator.

Weapons – Act 26

Students found to be in possession of weapons, as defined by State law or School District Policy, will be subject to immediate suspension, arrest, transfer to a disciplinary school and/or possible expulsion (see Act 26 in the discipline section of the School District Code of Conduct) and Act 26 of 1995 (The Safe Schools Act). Act 26 requires that any student, regardless of age, found to be in possession of a weapon on school property, in a school program or event, or while traveling to or from a school or school program or event (including school buses and public transportation) be arrested and may be subject to expulsion from the School District for at least one year.

Work Rosters

Students in 12th grade who have sufficient credits for graduation may request a work roster. The student must prove that they have a job or volunteer position in which they can work during the school day, by showing a check stub to the Counselor.

Special Programs

Students who are over 17 years of age, have no major behavioral problems and have earned no more than two academic credits are eligible to attend a specially designed nationally recognized program for over-aged students. The program is in an off-site setting run by the School District of Philadelphia. If your child qualifies and you would like your child to benefit from this exciting program, please see your child's counselor.

Charles E. Ellis Grants

Young women with at least a "C" average and a demonstrated financial need may qualify for this financial grant to assist with educational and personal needs. Students should see their counselor to determine eligibility.

RTII

Students who are at risk because of academic, behavioral, social, emotional, or family-related problems are referred to a comprehensive support team that develops intervention strategies.

Dual Enrollment Program

Fels has a partnership with selected colleges in which students can attend tuition-free and earn College Credits while attending High School.

ESOL (English for Speakers of Other Languages)

Fels offers a wide range of programs and services for students for whom English is not their first language. This includes ESOL language classes that count for English and Foreign Language credits and sheltered classes for other major subjects. Students are assessed and monitored yearly for progress to determine the appropriate level of students. Tutors are available in classes along with the services of Bilingual Counselors.

Honors Classes

Honors classes are offered for the core subjects. Students will be selected based on teacher referral, standardized tests scores, and report card grades.

AP Classes

Students who are selected based on their academic achievement can take AP courses in various subjects. At the end of the course, students can earn college credits if they pass the AP exam with a 3, 4, or 5.

Mentally Gifted Program

Fels enhances the academic program for mentally gifted students with various culturally and intellectually enriching activities.

Special Education Services

Fels offers a range of services to students with special needs. Every effort is made to provide service delivery in the least restrictive environment. Each year,

student rosters are individually designed for special education and regular education program options that best suit learning needs and career goals. Related services such as speech, vision, hearing, physical, or occupational therapy are available where these statements of need are included in Individualized Educational

Samuel Fels High School

“WORKING TOGETHER TO ACHIEVE GREATNESS.” –Principal McGuigan



ational Plans (IEP).

White -Williams Scholarships

Students who earn all A's and B's with the exception of one C in a minor subject, may be eligible to become a White - Williams Scholar. Students who qualify receive a monthly financial stipend to assist with school and personal expenses. Families must be financially eligible. Students should see their counselor to determine eligibility.

Fill in these important dates:

Report Card Date

- 1st
- 2nd
- 3rd
- 4th

Interim Dates

- 1st
- 2nd
- 3rd
- 4th

Class dues _____

Class Schedule Selection for next year _____

Other important dates

NOTES

