

General Philip Kearny Elementary School

601 Fairmount Avenue

Philadelphia, Pennsylvania 19123

Main Office: 215.400.7590 Fax: 215.400.7591



Greatness Has No Limits



Student/Parent Handbook
2017-18 Academic Year

Sabrina Scott-Feggins, Principal

Dear Parents/Guardians and Students:

Welcome to the 2017-2018 school year! It is with great honor and pleasure that I introduce myself as the proud new principal of General Philip Kearny Elementary School. I am extremely excited to be a member of our educational community. I am a product of the Philadelphia School District and I was raised in Philadelphia. I have held a variety of positions within the School District of Philadelphia including: Teacher, Teacher Leader, Mentor Teacher, New Teacher Coach, School Growth and Improvement Specialist, Dean of Instructional Programs and Student Affairs, Assistant Principal and Instructional Leadership & Principal's Coach.

The staff and I are eager to work to build a strong learning community for the benefit of all of our scholars and families. It is with great pride that we carry the torch forward, striving to make gains. Our plan is to develop great traditions and practices that will be the foundation of Kearny School. We will be seeking out a variety of educational opportunities for our children, as well as a more rigorous course of study in line with the Common Core Standards and new instructional materials. Each member of our staff brings with them unique perspectives and talents to enhance the learning experience.

I welcome you to be an active member of our school community. I believe in transparency. It is the building block for positive relationships between the school, families, and the community. I look forward to working with you to do the hard work of educating our children and instilling in them the desire to achieve.

Let's work together to help our children to be strong, resilient, productive problem solvers who can navigate their way successfully through society. TOGETHER WE WILL STAND STRONG FOR OUR SCHOLARS!

Your Partner In Education,

Mrs. S. Feggins

Principal

WE ARE KEARNY STRONG



I AM SOMEBODY

**I WAS SOMEBODY WHEN I CAME,
I WILL BE A BETTER SOMEBODY
WHEN I LEAVE.**

I AM POWERFUL AND I AM STRONG.

**I DESERVE THE EDUCATION THAT I
GET HERE.**

**I HAVE THINGS TO DO, PEOPLE TO
IMPRESS, AND PLACES TO GO.**

**I PROMISE TODAY THAT I WILL PUSH
BEYOND ANY OBSTACLES THAT MAY
CONFRONT ME.**

**I WILL START STRONG AND I WILL
FINISH EVEN STRONGER.
I AM A KEARNY COUGAR!**

PARENTAL INVOLVEMENT

Parents and caregivers play a vital role in the education of their children. You are encouraged to participate in all school activities, workshops, conferences, and meetings. Your cooperation is an important part of your child's progress. We encourage and expect you to support, promote, and work with your child in the following areas:

ATTENDANCE: Please send your child to school and on time daily

HIGH EXPECTATIONS: Believe that your child will do well in school

BASIC SKILLS: Communication, computation and reading

DISCIPLINE: Exercising self-control

STUDENT PROGRESS AND ACHIEVEMENT: Follow up on interim reports, report cards, and conferences

READ: Please listen to your child read nightly for a minimum of 20 minutes

PARENTAL SUPPORT: You can participate in your child's education by:

- ✓ Attending report card conferences and parent workshops
- ✓ Signing homework assignments to verify your involvement
- ✓ Responding to both written and telephone communications

- ✓ **Setting appointments to meet with your child's teacher**

ACCURATE & UPDATE INFORMATION: Parents should inform the school when there is a change in address or telephone number. The school sends important information by mail. If the school does not have a correct address, this information may not reach a student's home. It is imperative that we have a correct phone number in case of an emergency. All students must have an emergency contact number on file in the main office.

HOME, SCHOOL, & COMMUNITY **CONNECTIONS**

Notice of meetings and activities will be sent home with students and posted on the website. Our goal is maximum parent participation. The Home and School Association provides an excellent opportunity for parents to get to know Kearny School better. Your support of Home and School Association activities is greatly appreciated.

KEARNY is also proud to have our FRIENDS OF KEARNY ORGANIZATION who is dedicated to improving and supporting the school community.

KEARNY SCHOOL COLOR

BLUE

UNIFORM POLICY

Uniforms are mandatory for all students attending Philadelphia Public Schools.

KEARNY students are permitted to wear the following items for uniforms:

- ❖ Solid colored polo/3-button shirts in Navy blue(K-8)
- ❖ Navy blue pants, skirts, skorts, or dresses K-8
- ❖ Navy blue shorts to the knee are permitted in hot weather (September, May, & June)
- ❖ Navy blue skirts or skorts (Must be no shorter than 2 inches above the knee)
- ❖ Closed shoes with rubber soles (No flip flops or sandals)
- ❖ *Physical Education Uniform: Navy Blue T-Shirt and Navy Blue sweatpants K-8*

Kearny students are NOT permitted to wear the following attire:

- ❖ Tee shirts and logo apparel are not permitted (with the exception of Kearny gear)

- ❖ Tights or yoga pants
- ❖ Outside clothing over/under the school uniform
- ❖ Hoodies (except for Kearny gear)
- ❖ Headwear with the exception of those observing religious customs
- ❖ Open-toe shoes, slippers, flip-flops, sneakers with wheels (Heely's), sandals

REMEMBER: ATHLETIC PANTS (except as a part of the Physical Education uniform), TIGHTS, DENIM, YOGA PANTS, or JEGGINGS ARE NOT A PART OF THE DAILY UNIFORM CODE.

EMERGENCY CLOSINGS AND DISMISSALS

School Closings will be officially announced on KYW-1060AM and the School District of Philadelphia's website: www.philasd.org.

The announcement will state that "All Philadelphia Public Schools are closed or are dismissing at" A specific school will be named only in the event that there is a problem at that school. We will also make a call through our school messenger when we are able to do so.

EARLY DISMISSALS

All students are expected to attend school for the entire day. *STUDENTS THAT ARRIVE AFTER 10:00 AM OR ARE PICKED UP BEFORE 1:00 PM WILL BE CODED FOR AN HALF-DAY.* When students leave early, they miss vital information that is necessary for their academic success. When it is absolutely necessary to pick up a child due to medical reasons, students must be officially signed out from the Main Office. Please consider the following reminders for Early Dismissals:

- ✓ Students may not be picked up from their classrooms. The Secretary will contact the classroom teacher informing them of the dismissal.
- ✓ Telephone calls for early dismissals cannot be honored.
- ✓ Students who leave school early must be signed out in the Early Dismissal Log Book located in the Main Office by a responsible adult.
- ✓ **PROPER IDENTIFICATION MUST BE GIVEN (STATE ID)**

VISITORS

Parents, relatives, and friends interested in the welfare of our students are always welcome. However, unnecessary interruptions interfere with instructional time. All visitors are reminded to report to the FRONT DESK and then the Main Office to receive a visitor's pass and instructions from the secretary. Please keep your visitor's pass with you at all times. The administration reserves the right to limit the number of visitors at one time. Please limit calls, lunch drops, messages, key pick-ups, etc. In order to visit your child's classroom, you must make an appointment with the teacher and the principal prior to your arrival.

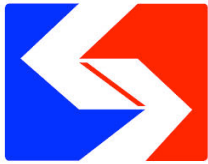
VOLUNTEERS

We welcome volunteers to support our school community.
ALL VOLUNTEERS MUST:

- ✓ *Obtain an information packet from the main office*
- ✓ *Complete a PA Child Abuse Clearance and a PA Criminal Record Check*
- ✓ *Attend a volunteer training to be conducted by the Principal*
- ✓ *Volunteers must also agree sign a confidentiality agreement for the protection of our students*

All volunteer post and assignments will be determined by the Principal according to the needs of the school community. All volunteers must conduct themselves with integrity, respect, and responsibility at all times.

TRANSPORTATION



Students are responsible for their transpasses. The school does not have extra transpasses on hand. It is the parents/guardians responsibility to provide transportation or replace a transpass if lost or stolen.

COUNSELOR

The Counselor, Mrs. Watson, is an important link between the students and the school. A student may visit the Counselor's Office for assistance in many areas including personal concerns, social issues, etc. The KEARNY staff is fully aware of the needs of our students and we will do our best to serve both students and parents. If an appointment is needed, please feel free to contact MRS. WATSON @ 215 400-7590 ext. 2040



SCHOOL NURSE

Our nurse, Ms. ATKINS is available 5 days out of the week. If a student has been injured or is ill Ms. Atkins will be our lead. A student must receive a permission slip from their teacher to see the nurse. Any student who is sick will not be sent home unless accompanied by a parent or an adult authorized on the child's Emergency Contact Form. The School District has mandated screenings and mandated physicals. You will receive information regarding the screenings throughout the year from the Health Room. Students who need medications administered by the nurse must have the proper paperwork completed and returned. Also, please inform the nurse of any allergies or important health information about your child. To reach Ms. Atkins, please call 215.400.7590 Ext. 2060

All students must comply with State and District health and immunization requirements. Failure to do so may result in exclusion from school.

BREAKFAST PROGRAM

A free breakfast is provided daily in the Kearny Café beginning at 8:00 a.m. The breakfast program ends at 8:25 a.m.

LUNCH PROGRAM

Lunch is provided for free, however, students are welcome to bring their own lunch. Lunch must include a sandwich or entrée. Remember, no glass bottles are permitted on school premises. Since lunch is an essential meal, students should consume foods that are healthy, including fruits, vegetables, milk, and juice.

Sunflower seeds and chewing gum are prohibited.

Beginning in early to mid October lunches will be split between boys and girls. One group will eat while the other group goes outside. After 20 minutes they will switch. During inclement weather students will have indoor recess in either the gymnasium or the auditorium.

CAFETERIA NORMS

- Walk in
 - Sit at your assigned tables
- Listen to announcements
- Line up and get your lunch
- Sit and eat your lunch
- Use good table manners
- Respect adults supervising the lunchroom

- Clean up your area of the table
- Throw away your trash
- Return to your seat
- Line up and go to class
- Food is to be kept in the lunchroom at all times and may not be taken out of the lunchroom to the yard or any other area
- Students must have permission from the adult in charge to leave their seats during lunch

CURRICULUM & INSTRUCTION



The Kearny Team believes in the philosophy of “Students As Center Stage.” Children should be actively engaged in learning that is interesting, and thought provoking. Making school student-centered involves building on the natural curiosity that children bring to school. Our teachers infuse child-focused curriculum that contains all the skills, knowledge, and concepts that our state, district, and society mandate. Teachers draw upon their deep understanding of children’s needs and interests to design experiences that

develop life long learners.

As mentioned, we exercise the Constructivist Teaching Model that lends itself to cooperative learning groups, active exploration, research and inquiry. Students participate in lessons that require critical thinking and problem solving. Using this model, we firmly believe that we can assist in the improvement of children's abilities and assessment scores.



BEING PREPARED FOR CLASS

Each student is expected to report to class with the required supplies. The teacher determines the required supplies for individual classrooms. Teachers will issue school textbooks within the first two weeks of school. Students are responsible for the care of issued materials.

Please see your child's classroom teacher for a complete list of supplies needed for this academic year.

TEXTBOOKS/EDUCATIONAL MATERIALS

Textbooks are the property of the School District of Philadelphia and General Philip Kearny Elementary School. Students assume full responsibility for the care of these materials on loan. Books will be issued by classroom teachers and must be returned to the same teacher at the conclusion of the school year or withdrawal from KEARNY.

In the event of lost and/or stolen books, students will be fined at THE cost for used books OR new books; whichever is appropriate.

Lost books due to theft or other circumstances will not be accepted as an excuse for non- payment or for not completing class assignments. If a textbook is lost, you will be required to pay for that book before another one will be issued. Also, you will be required to pay for the cost of a new book if a textbook is damaged.

HOMEWORK POLICY



Meaningful homework is assigned to help students become more self-reliant, learn to work independently, improve the skills taught in the classroom and to complete assigned projects. Homework will be assigned at least four (4) times a week. Homework assignments should be returned when due. The length of assignments increases with grade level. If a student does not study or complete tasks at home, it will be considered as an indication that he/she is not satisfactorily fulfilling class requirements. It is the student's responsibility to:

🍏 *Copy all homework assignments neatly and completely in their folder or notebook.*

🍏 *Have all necessary materials at hand.*

- 🍏 *Follow study techniques demonstrated by teachers.*
- 🍏 *Practice skills learned in class.*
- 🍏 *Complete all assignments on time and have them signed by parents.*
- 🍏 *Return all assignments when due.*

Parents should encourage systematic study habits, show interest in assignments, commend satisfactory performance and provide proper conditions for home study. Parents will be notified when students consistently fail to complete and submit homework assignments.

Please note: Since reading and research are vital components of our instructional program, we encourage all Kearny Students to have a Library Card from the Free Library of Philadelphia.

TEST TAKING HINTS



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- 🍏 *Relax and ignore any distractions.*
 - 🍏 *Read the directions carefully and then follow them.*
 - 🍏 *Review the entire test FIRST to see what is asked, then plan your time accordingly.*

€ Read each question twice before answering.

€ Think before you write.

€ Be certain to answer the question that is asked.

€ Check your paper's spelling and grammar before you turn it in.

€ Make every effort to complete the test.

€ Always answer the easier questions first, and then return to the more difficult ones.

REPORT CARDS

Students are expected to maintain an average of “C” or better. As we prepare our students to be productive global citizens, the ability to effectively write and read will be necessary. Students whose reading is below level will be graded accordingly. Additionally, we will continue to emphasize content standards, performance standards, problem solving and critical thinking in all subject areas. (As prescribed by the School District of Philadelphia)

A = 90-100 (EXCELLENT)

B = 80-89 (GOOD)

C = 70-79 (FAIR)

D = 65-69 (PASSING)

F = 64 and below (FAILING)

PROGRESS REPORTS

Progress reports will be issued once per report period unless otherwise needed on a case-by-case basis. This report will inform parents of students who are failing, performing successfully, misbehaving, and or having attendance/lateness problems. *Parents and/or guardians are expected to sign these documents and return them to the teacher immediately. Any student that does not return a signed Progress Report will be excluded from school activities.* Parents can also monitored grades daily on the parent portal of the School Net system.



HONOR ROLL

All A's and B's in subjects and 1's and 2's in citizenship and effort

PRINCIPAL'S LIST

❖ *All A's in subjects and all 1's in citizenship and effort*

We have adopted five principles for the members of the KEARNY community. Please integrate these school wide expectations throughout daily instruction:

- ❖ Be Responsible
- ❖ Be Respectful

- ❖ Be Reliable
- ❖ Be Peaceful
- ❖ Be Here, Be Ready



SCHOOLWIDE EXPECTATIONS

Students are to follow the directives for expectations that have been outlined for each area of the school.

NO CELL PHONE USE!!!

Cafeteria

Be Considerate, Be Respectful, Be Careful

Hallway

Always have a pass, walk on the right side

Auditorium

Enter quietly, sit with your class, use assigned seats, no food/drink, and no running or playing on stage.

Schoolyard/Recess

Do not bring play equipment of your own, no cell phone use, no eating outside, no re-entry, and listen for the whistle.

Bathroom

Go in, handle your personal needs, walk out quietly, and return to class/line

Classroom

Be prepared to work, follow routines and procedures, ask questions, work hard, be resilient, be respectful and responsible, own your actions, and NO CELL PHONES.

SCHOOL NORMS

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- Maintain a positive “Can-Do” attitude at all times
 - Show respect for yourself, others, personal belongings & classroom materials
 - Demonstrate mental and physical preparedness
 - Follow established routines at all times

CODE OF CONDUCT

The School District of Philadelphia has adopted a Code of Conduct, available on our website. Teachers will review the contents of the code, especially the Levels of Offenses and recommended interventions during the first days of school.

DISCIPLINE

Discipline, as a minimum, has three objectives in mind:

❖ PRESERVE the optimum environment in which to deliver

instructional services.

❖ **RESPOND** to disruptive influences with restorative and corrective measures in a firm and consistent manner while attempting to correct defiant behavior and keep disrupters in school.

❖ **REMOVE**, as a last resort, the disrupters from the educational environment so that the majority may pursue their educational goals.

The School District of Philadelphia has the authority to make reasonable and necessary rules governing the conduct of students in school. As provided by Section 1317 of the School Code of the Commonwealth of Pennsylvania:

Authority of Teachers, Vice Principals and Principals over Pupils. Every teacher, assistant principal and principal in the public schools shall have the right to exercise the same authority as to conduct behavior over the pupils attending this school, during the time they are in attendance, including time required going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them. (Amended July 25, 1983, P.L. 315)

The Progressive Discipline Chart and District Code of Conduct can be reviewed at the end of this booklet.

RESPECTING MEMBERS OF THE SCHOOL COMMUNITY



The fundamental premise of this policy is that students will show tolerance to all members of the school community. All students have the right to be free of intimidation either by word, gesture or deed that is sexual, racial, cultural or religious in nature. We strive to teach our children to love and respect themselves first. All KEARNY students will be required to respect all members of our learning community (fellow students, teachers, administrators, etc.) Students who violate this premise will be subject to disciplinary action as determined by the administration.



BULLYING

The School District of Philadelphia has a strict policy on bullying. The policy is attached to the Kearny School Parent and Student Handbook. It is also available on our website.



ATTENDANCE & LATENESS



SCHOOL BEGINS at 8:30 AM and ends at 3:09 PM

All students are required to attend school every day and on time. You are required by law to notify the school when your child misses any instructional time. A written explanation of the absence or lateness is required upon your child's return to school.

The District records excused and unexcused absences daily in compliance with the law. Parents/Guardians will be notified from the local school after their child's unexcused absences. Any child who is absent from or late to school without a valid written reason for a total of three (3) days or more is considered truant. The following is a series of events that may take place if a child is truant:

- Parents/Guardians will receive formal notification, parent teacher conferences or visits from Parent Truancy Officers to determine the nature of the absences.

- A report may be forwarded to the Response to Instruction & Intervention Team, the Department of Human Services, or the Office of Truancy Prevention Office.

- The student as well as the parent/guardian may be compelled to comply with the procedures and orders of the Family Court's truancy program. Parents/guardians may be subject to a fine, community service or parenting classes. *Please do not allow your children to arrive in the morning before 8:00 a.m. There is no supervision for the children before 8:00 a.m.* All Kearny students are expected to be present and on time each day for school. Students must bring a signed note by a parent or guardian stating the reason for absence. NO absence will be excused without a note. When a student is absent, he/she is missing

essential information. Absences should be avoided whenever possible. Students are also responsible for any work missed during their absence.

Students arriving after 8:30 will be marked late. Students must receive a late pass from the first floor, and then proceed to class. Just as in absences, students miss important information. Please ensure that your child arrives on time for school each day.

If a child arrives after 10:00 am or is picked-up prior to 1:00 pm he/she will be coded for a half day of absence. Two half days will equal a whole day for recordkeeping purposes.

AUDIO & ELECTRONIC DEVICES



Collection of all electronics (including cell phones, mp3 players, etc.) will be done at the beginning of the day by the homeroom teacher as AMNESTY. Electronics will be distributed to the students at the end of the day.

Electronic games, radios tape recorders, cellular phones, ipods, mp3 players, iphones, digital cameras, Bluetooth speakers, or any other electronic devices are not permitted to be used or brought into the building during school hours. If a student is using the device during school hours it will be

confiscated. The school is not responsible if a student brings an electronic device to school and the device is stolen, lost or damaged. *Students must refrain from using their phones during non-academic times as well. This includes in classes where phones are not being used, in hallways, and during lunches. Please refer to the Acceptable Usage Policy on our SDP website and the Electronics Policy.*

School District of Philadelphia Consequences

- 1st Offense: Confiscated Returned to the Student with a warning letter
- 2nd Offense: Confiscated Returned to Parent with a second warning letter
- 3rd Offense: Confiscated Not returned until the last student day, June 12, 2018□



MIDDLE SCHOOL LOCKERS

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

- Use your 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
- Keep all personal items or valuable items at home
- Use the lockers

at the assigned times- before school, before/after lunch if permitted.

Abuse of the above listed rules for lockers use may result in the exclusion of locker usage and/or further disciplinary action.

The School District has the right to inspect lockers at any time to protect the health, welfare or safety of the entire school community. The School District assumes no responsibility for loss of student's personal property.