



THE SCHOOL DISTRICT OF
PHILADELPHIA

Aloysius L. FitzPatrick School

11061 Knights Road

Philadelphia, PA 19154

Ms. Jennifer Scanlan, Principal
Mr. Aurelio Tellado, Assistant Principal

Office: (215) 400-3060
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STUDENT & PARENT HANDBOOK

Home of the FitzPatrick Falcons



2024 - 2025 Academic Year

Principal's Message

Dear FitzPatrick Students, Families, Friends, and School Community,

It is with great enthusiasm that I welcome you to the 2024-2025 school year and introduce myself as the new principal of FitzPatrick School. I am honored to have the opportunity to lead a school with such persevering students, an extremely dedicated staff, and a supportive school community. It is my hope to continue to build upon the excellence that FitzPatrick is known for.

I have been dedicated to the field of education for the past twenty-four years, with the majority of my career being with the School District of Philadelphia. I have served as a teacher, an instructional coach, and as an Assistant Principal, with the past five years being the Assistant Principal at Ben Franklin Elementary. I am thrilled to bring my skills and enthusiasm as an educational leader to FitzPatrick and to work with you as a partner and advocate in your child's education.

I have a passion for working in the field of urban education, specifically in an elementary school, because I truly believe I have and can continue to make a difference and that I make valuable academic and professional contributions to my students, families, teachers, and staff members. I wholeheartedly believe that all children deserve a quality education, and I am a firm believer that high expectations result in high achievement, for both students, staff, as well as myself. As principal, I hope to utilize my beliefs and strengths and incorporate them into strong partnerships between home and school as well as within the community.

I am excited for this school year, and I encourage you to take part in our school activities and educational programs. We have been preparing for a fantastic year. It is our hope that we will continue with many of the programs and opportunities that FitzPatrick has had in the past, but to also create some new and exciting traditions and celebrations as well. Partnering with families and our community partnerships is extremely important, as it is only when we truly work together that we can achieve greater things. We encourage you to come to our Back to School Open House on Tuesday, September 17, 2024 from 5pm-7pm so that we can meet and welcome you to this promising school year!

All the best,

Ms. Jennifer L. Scanlan
Principal

The School District of Philadelphia Academic Calendar (2024-2025)

Total Number of Days of Student Attendance: 181

Total Number of Days of Teacher Attendance: 188

2024	Students Days of Attendance	Staff Days of Attendance	2025	Students Days of Attendance	Staff Days of Attendance
July	0	0	January	18	19
August	5	9	February	19	19
September	20	20	March	20	20
October	21	22	April	17	17
November	17	18	May	20	20
December	15	15	June	9	9

August 20, 2024	Staff Professional Development/Reorganization
August 21, 2024	District Wide Staff Professional Development
August 22-23, 2024	Staff Professional Development/Reorganization
August 26, 2024	First Day of School - All students Grades Pre-K through 12
August 26-30, 2024	Kindergarten Interview Days (11:09am Dismissal - Kindergarten ONLY)
September 4, 2024	Labor Day – Schools Closed and Administrative Offices Closed
September 27, 2024	Professional Development Half Day – 3 Hour Early Dismissal
October 3, 2024	Rosh Hashanah – Schools Closed and Administrative Offices Closed
October 25, 2024	Full Day Professional Development – Schools Closed for Students
November 5, 2024	Election Day – Schools Closed for Staff and Students
November 15, 2024	Term 1 Report Card Conferences - Full Day; School closed for Students
November 27, 2024	3 Hour Early Dismissal for Students and Staff
November 28-29, 2024	Thanksgiving Holiday – Schools Closed and Administrative Offices Closed

December 13, 2024	Professional Development Half Day – 3 Hour Early Dismissal
December 23, 2024 - January 2, 2025	Winter Recess – Schools Closed
December 25, 2024	Christmas Day; Schools Closed and Administrative Offices Closed
January 1, 2025	New Year's Day – Schools Closed and Administrative Offices Closed
January 3, 2025	Full Day Professional Development – Schools Closed for Students
January 20, 2025	Dr. Martin Luther King, Jr. Day – Schools Closed and Administrative Offices Closed
January 29, 2025	Lunar New Year - Schools Closed and Administrative Offices Closed
January 30 - 31, 2025	Term 2 Report Card Conferences – 3 Hour Early Dismissal
February 7, 2025	Professional Development Half Day - 3 Hour Early Dismissal
February 17, 2025	Presidents' Day – Schools Closed and Administrative Offices Closed
March 7, 2025	Professional Development Half Day - 3 Hour Early Dismissal
March 27 - 28, 2025	Term 3 Report Card Conferences (Half Day); 3 Hour Early Dismissal
March 31, 2025	Eid al-Fitr – Schools Closed and Administrative Offices Closed
April 14 - 17, 2025	Spring Recess – Schools Closed for Students and Staff
April 18, 2025	Good Friday – Schools Closed and Administrative Offices Closed
May 9, 2025	Professional Development Half Day - 3 Hour Early Dismissal
May 20, 2025	Election Day (tentative) – Schools Closed for Students and Staff
May 26, 2025	Memorial Day – Schools Closed and Administrative Offices Closed
June 6, 2025	Eid al-Adha - Schools Closed and Administrative Offices Closed
June 12, 2025	Professional Development Half Day– 3 Hour Early Dismissal
June 13, 2025	Last Day for Students and Staff - Half Day for Students/Full Day for Staff

Full Day Professional Development (School Closed for Students)	Half Day Professional Development (3 Hour Early Dismissal)
October 25, 2024	September 27, 2024
January 3, 2025	December 13, 2024
	February 7, 2025
	March 7, 2025
	May 9, 2025
	June 12, 2025

Report Card Conferences	Times
1st Term: November 15, 2024	Full Day Conferences - School Closed for Students
2nd Term: January 30 - 31, 2025	½ Day Afternoon Conferences - 3 Hour Early Dismissal for Students
3rd Term: March 27 - 28, 2025	½ Day Afternoon Conferences - 3 Hour Early Dismissal for Students

Half Day Dismissal will be at 11:09 am.

Please mark your calendars with the dates of all half day dismissals, and make appropriate arrangements for your children.

Students who ride the school bus will arrive at home **three hours earlier** than usual.

In the event of any changes, you will be notified, in writing, as early as possible.

Important Phone Numbers

Main Office:	Ms. Hanssens	215-400-3060
Fax Number:		215-400-3061
Principal:	Ms. Scanlan	215-400-3060
Assistant Principal:	Mr. Tellado	215-400-3060
Counselors:	Mrs. Simmons	215-400-3060
	Ms. McGuigan	215-400-3060
Dean:	Ms. Nelson	215-400-3060
Nurse:	Ms. Lynch	215-400-3060



School Hours

Consistent attendance and punctuality are essential to each child's maximum learning experience. **The school day is from 7:30 a.m. to 2:09 p.m.** Doors open at 7:25 a.m. and remain open until 7:35a.m. Pupils who do not arrive by 7:35 am are considered late and must report to the "Late Desk" or the office. Kindergarten dismisses at 1:50 p.m. Grades 1-5 will dismiss beginning at 2:00 p.m. Grades 6-8 will dismiss beginning at 2:05 p.m. Lunch will be served at 9:30 am, 10:15 am, 11:00 am & 11:45 am.

Admission

All students are to report to their designated area upon entering the building and should refrain from engaging in any type of play while waiting for their teacher.

*****IMPORTANT*****

For the safety and welfare of our children, students **should not** be dropped off prior to 7:20am - unless they are eating breakfast.

GRADE	ADMISSION LOCATION
Kindergarten, 1st, 2nd	Enter Through Kindergarten Doors - Go directly to and Line up Outside the Classroom
3rd, 4th, 5th	Enter through Cafeteria Doors – Go directly to and Line up Outside the Classroom
6th, 7th, 8th	Enter through Gym Doors - Go directly to and Line up Outside the Classroom

Breakfast

All students are eligible for a **FREE** breakfast everyday. Breakfast is provided in the cafeteria from 7:00 am – 7:20 am daily.



Dress Code - *NEW* for the 2024-2025 School Year

The Board of Education adopted a resolution that requires all schools to implement a uniform policy. We believe this policy will assist in creating a positive climate where students can focus on learning.

The following is FitzPatrick's mandatory uniform policy:

1. **TOPS**: Any Fitzpatrick t-shirt, yellow or white uniform shirt. When cold in the classroom, students may wear solid black, navy, white, gold, or gray sweaters, fleeces, and crew neck sweatshirts over their uniform shirts. **Only Fitzpatrick issued hoodies are permitted to be worn. Hoods must be off/down at all times while in the school building. No sleeveless tops or midriff tops.**
2. **BOTTOMS**: Navy or black skirts (knee length), shorts (no spandex/biker), jumpers, pants, sweatpants, or leggings. Jeans are not allowed, with the exception of dress-down days.

**Rule of thumb when it comes to shorts/skirts: Have your child stand with their hands at their sides. If the skirt or shorts they are wearing are not as long as their fingers, it is not appropriate for school.*
3. **GYM UNIFORM**: Fitzpatrick t-shirt, yellow and/or white t-shirts with navy or black sweatpants, leggings, or shorts (no spandex/biker). Sneakers should be worn.
4. Footwear may be shoes or sneakers. Shoes must have rubber soles. **No flip-flops, slides, crocs or open-toe shoes. No slippers or slip-on shoes without a full back. These types of footwear are safety concerns.** Light-up sneakers and skate sneakers are also not permitted. Sneakers are the recommended footwear.

**** Students in Kindergarten may wear their gym uniform every day.**

Students who are not in uniform will have their parents/guardians contacted to bring the appropriate uniform to school. If there is a problem, please reach out to one of the School Counselors as they can help. Students who repeatedly violate the uniform policy will receive other consequences, including, but not limited to loss of trip privileges and exclusion from other special school activities.

Our H&S/SAC has uniform attire for sale. While the H&S Office is not open daily, parents who would like to purchase uniform items should bring in/send in their money and order form and the Home and School will ensure that the order is filled within 48 – 72 hours.

Students generally conduct themselves in a manner similar to the way in which they dress or groom. FitzPatrick students are expected to keep themselves well groomed and be neatly dressed at all times.

Any type of dress or grooming which is disruptive or distracting to the instructional program will not be permitted.

Visiting the School *(pending)*

During the 2024-2024 School Year, the School District of Philadelphia will be moving to an automated visitor sign in procedure. Each adult who is visiting the school will be asked to use their PA Identification (or Country Photo ID) to Sign – In upon arrival in the main office. This identification will be scanned and the system will print a Visitor's badge which must be worn at all times while visiting the school. The badge will then need to be returned prior to leaving the building.

Lunch Program

All students are eligible for a **FREE** lunch everyday. We are a full service lunch program. If you still wish to send lunch with your child, it should be brought to school in paper bags or a lunch bag with your child's name and room number written on it. Please **DO NOT SEND glass bottles, metal cans or metal lunch boxes**. These items pose a potential hazard to children and will be confiscated and disposed of. Please do not send in snacks for the class to eat in the lunchroom. ***There is no application needed for free or reduced breakfast and/or lunch.***



Dismissal

Pupils are dismissed between 2:00-2:05 p.m., as the school day ends at 2:09pm. All students who walk home or ride with a parent will be dismissed to the schoolyard. Grades K-3 will be dismissed from the Schoolyard. Kindergarten will dismiss at 1:50pm, Grades 2-5 dismiss at 2:00pm, and Grades 6-8 dismiss at 2:05pm. Parents of Kindergarten-3rd grade students are required to provide the teacher with the names of the persons who will be picking up their child and the person picking up the child must provide identification and then sign the student out every day on the sheet provided by the teacher.

Early Dismissal

A parent or legal guardian must sign out students requiring an early dismissal and also be listed as an Emergency Contact in the SIS. In the case of an emergency, a person listed as an Emergency Contact in SIS may sign a student out. All adults must have a state/country **Photo I.D.** in order to sign out a student. All Early Dismissals must be **PRIOR TO 1:30 p.m.** No students will be dismissed after 1:30PM. On an early dismissal day, there will be no early dismissals after 10:30am. Under no circumstances may an elementary school pupil be released from school during school hours without an identified adult accompanying them.



Safety

To ensure the safety of all students, there is **NO PARKING or STOPPING in front of the school on Knights Road.** Parents who do not cooperate with the No Parking Bus Zone may have their tag numbers reported to Philadelphia Police for corrective action. Please caution your children not to cross any street by walking between the buses. All students are to cross **AT ONE OF THE CORNERS WITH THE CROSSING GUARD.**

Parking Reminders:

For the safety of all of our children, the pick-up and drop-off zone will be in the parking lot on Knights Road. The entire front of the school will be designated as a “Bus Zone” during morning admission and afternoon dismissal. Parents/Guardians are reminded to be courteous to each other and to work cooperatively to ensure the safety of all of our school community members. ***Please remember – adults are the examples! Little eyes are watching and little ears are listening to how we interact with each other.**

You are encouraged to use our school parking lot; however, we need your assistance and cooperation in observing the following rules to assure the safety of all children:

1. Observe the posted speed limits.
2. **When dropping off in the AM, please do not block the entrance to the parking lot.**
 - a. **Follow the driveway to the cones - Stop, Drop, and Move.**
 - b. **There will be staff present to direct your child to the building.**
3. **When parking or picking up your child, please do not block the entrance to the parking lot.**
 - a. **Once you enter the lot and park in a space.**
 - b. **Do not leave your car blocking the thruway or other cars.**
4. The **entire front** of the school needs to remain clear of **ALL** cars - **NO EXCEPTIONS.**
5. Be respectful of “Handicapped Only” parking spots.
6. **Please** leave the orange traffic cones where they have been strategically placed.
 - a. The cones are there for the safety of the students.

Following these guidelines will protect the safety of our students. Your cooperation is anticipated and very much appreciated.

School Closings

Please check the television reports (any local channel) and the School District website (<http://www.philasd.org>) concerning any school closings. An announcement will also be made on Class Dojo and the FitzPatrick School Facebook group page. **Please do not call the school as this may overwhelm the phone lines while there are limited staff members in the office to receive the calls.** FitzPatrick will be closed if it is announced, “All Philadelphia Public Schools are closed”.

It is essential that all students know where to go in the event of an emergency early closing of school. You will be asked to provide your child’s teacher with your current phone number and the name and current phone number of at least three (3) emergency contacts. It is critical that this information be kept updated in the event of an early closing or emergency. In addition, there should be a plan in place for your child. It is extremely important that no child ever arrives at home without a way to enter the house or without a plan for supervision. Please return “**Emergency Contact Forms**” promptly with this important information listed.

Attendance

Regular attendance is essential to a student’s success in school. Pupils are expected to attend school **on time, every day, in the appropriate school uniform** - except when they are ill. An absence note, written and signed by the parent, explaining the student’s absence is expected on the day the child returns to school. If a child is absent for **3 or more consecutive days**, a doctor’s note is required. All absences and late arrivals are recorded on the School District’s computer system, and monitored as needed. **Notes must be sent within 3 days of the child's return to school or they will not be accepted.**



Truancy means having three (3) or more unexcused absences during the current school year, by a student subject to compulsory school attendance. Students who have six (6) or more unexcused absences are considered habitually truant. Students who have ten (10) or more unexcused absences are considered chronically truant. **The State of Pennsylvania and the School District of Philadelphia require that students who have more than 10 unexcused absences be referred to Truancy Court.**

District-wide Attendance Policy: After nine (9) cumulative absences for which a parent writes an excuse note, the 10th absence must be accompanied by official documentation (such as a physician's note, a funeral notice, court documentation, etc.). In addition, if a student arrives after 9 AM or leaves before 12 PM without a valid excuse note, the student will be marked as half a day unexcused. Two half days will add up to one full day in the attendance system.

The School recognizes that there may be occasions which call for your child to receive an early dismissal. Valid reasons are limited to illness (verified by nurse), doctor/therapy appointments, religious classes and school related interviews, etc. Official paperwork needs to be submitted to excuse an early dismissal. Per School District of Philadelphia Policy, **all persons picking up a student MUST present valid photo identification.** Office staff will ask for valid photo identification **each** time a student is picked up. Please ensure that your identification is with you each time you visit the school. Students will only be released to persons listed on the emergency contact form. The office will not accept calls from parents indicating any changes to the emergency contact form. If there are changes needed, parents should contact the main office, request a new emergency contact form and return the updated form to the main office. Students will not be called to the office until the person picking them up has arrived and presented the appropriate identification. In order to facilitate a smooth dismissal process, **there will be no early dismissals after 1:30 pm or 10:30 am (on a half day).** *Please assist us in our efforts to maintain safety for all of our students.*

Field Day

Each year in late May or early June, the Physical Education Department and Climate Committee sponsor a "Field Day." The day is designed to be fun and foster healthy competition among the students. Parents are welcome to attend but in order to the safety of all of our parents and students and to limit the interruption to the day's education, we ask the following:

- Parents should meet their child's class in the schoolyard at their classes designated time.
- There should be no early dismissals on this day (except for doctors' appointments, etc.).

IMPORTANT UPDATE: Participation in Field Day is tied into our school-wide attendance goal of 90% daily attendance. Only students who have 90% or better attendance will be permitted to participate. Daily attendance is paramount to your child's success and we want to celebrate those students.

Services Offered by FitzPatrick School

FitzPatrick has two full time Certified School Counselors on staff. In addition to classroom interaction, which is part of the daily schedule, the counselors are available for individual, short term counseling, assisting parents in locating services, and assisting students with the transition to high school. If an individual student wants to speak with the counselor, they should speak with their teacher who will alert the counselor who will schedule a time to meet. (This does not include students who are in a crisis and need immediate attention from the counselor.)

Our highly skilled professional staff provides a comprehensive curriculum from Kindergarten through Grade 8. We have specialists in Digital Literacy, Art, Health, Physical Education, Vocal and Instrumental Music, and Science who provide instruction to our students. Our School Based Teacher Leaders monitor data and student achievement and provide professional development and model lessons to our faculty to ensure instruction at the highest levels possible for our students. We now have three “English Language Learner” Specialists who provide support five (5) days a week to our students as they master the English language.

Fitzpatrick offers Afterschool Clubs throughout the year. Unfortunately, transportation is not provided for students to ride home from these programs. Based on the number of available spots in any club/class, students are enrolled on a first come / first served basis. Parents must be on time to pick up their students or risk forfeiting their child’s spot in the program. While there are no year-long / daily after school programs provided by the school, there are several providers who service children who attend our school and there are two different programs which are housed in our building, depending on grade level. The YMCA provides programming for grades K-5 and the Philadelphia Youth Network provides programming for grades 5-8.

Fitzpatrick offers a Bright Futures class and three (3) Pre-K Headstart classes which are located in the Annex along with the Learning Network Office. Applications for the Bright Futures and Headstart programs can be located on the Office of Early Childhood’s webpage (<https://www.philasd.org/earlychildhood/resources/app/>).

Special Education services are available, including Speech Therapy, Occupational Therapy, Learning Support, Emotional Support, and Autistic Support. Our Mentally Gifted Program is implemented by each teacher in his/her classroom with the support of our SBTL and SPCM. Please contact our Special Education Compliance Monitor (SPCM), Mrs. Moan, at cmoan@philasd.org, for additional information.

We also provide the services of a full-time Certified School Nurse.

School Notices

In addition to mass phone calls/text messages, social media posts, and Class Dojo posts, we contact all of our parents through notices, calendars and newsletters sent home with our students. Calendars for the upcoming month will be sent home on the last day of the preceding month. Notices may be sent from the School District of Philadelphia, the school, your child’s teacher or the Home and School Association /Student Advisory Council. Please impress upon your child the importance of taking all notices home and sharing them with you.

Please regularly check your child’s book bag for such notices.



Laptops & Textbooks

Each child is assigned a Chromebook Computer. Students may also receive books, workbooks, and textbooks in various subjects. It is imperative that these items are taken care of and used responsibly. Parents may be held responsible for the cost of any damage or loss of Chromebooks, textbooks, materials, or other equipment. All hardback books **must** be covered with a book cover. **Do not use tape or contact paper to cover the book.** Lost or damaged textbooks are subject to a replacement cost or fine. Teaching your child to care for their laptop and books is an excellent lesson in personal responsibility.



Homework

Homework is assigned to all students Monday through Thursday nights; homework is given on Fridays at the discretion of the teacher. Homework may be given daily or over a longer period of time, as is the case with a project or a report. It helps students reinforce and strengthen basic study- and research-skills, and become independent thinkers.

Parents are encouraged to take an active interest in their child's assignments. In addition to monitoring and guiding children with homework, **we recommend that parents include at least a half-hour of reading time in your child's evening activities.** This may include reading to, reading with, or reading by your child. Books are available through classroom reading clubs & our FitzPatrick Book Fairs.



Class Trips

Classes often take trips to places of educational interest. A signed permission slip is **required** for each trip. We will sometimes request money to pay for a trip; **ALL PAYMENTS MUST BE MADE AT LEAST ONE WEEK PRIOR TO THE TRIP.** Only cash or using a credit card through the School Portal (preferred) will be accepted for trip payments. We will not accept checks. If you are unable to afford the cost, please contact the Counselor. **All students must have current medical information on file in the nurse's office in order to leave the building in addition to a signed permission slip.**

Classroom Placement Requests

All of the teachers at The Aloysius L. Fitzpatrick School are caring, experienced and qualified to provide a quality education to their students. In light of this fact, parents will not be able to request student placement for the upcoming school year. All class placement decisions will be made with care and concern for the student.

Meetings with Administration

The administration of Fitzpatrick School includes both a Principal and an Assistant Principal. The administration maintains an open door policy. While there is an open door policy, there may not be opportunities for immediate, on-the-spot conferences. Administrators will meet with parents immediately if available. If not, parents will be asked to schedule a meeting by leaving a message with the office staff. Administrators will respond to all calls and/or visits within 24 hours.

Classroom Celebrations

The administration and staff of Fitzpatrick School value education and want to maximize classroom instructional time. In addition, the administration and staff are also aware that many students have allergies to a variety of products and even being in the same room with them can cause a severe reaction. Celebrations will be limited to the end of the day, and students will be sent home with their treats. Only small, store bought, pre-packaged treats, or non-edible gift bags can be brought in. No balloons or other items. Please contact your child's teacher for more specific guidelines.

Parents should refrain from sending in private party invitations unless the entire class is included in the celebration. Individual invitations can be sent home electronically or through US Mail.



Personal Property

Any item that disrupts normal school activities, such as radios, cell phones, beepers, electronic games, toys, or cards, **will be confiscated**, and returned **ONLY** to a parent. Items such as: radios, cell phones, beepers, Apple/Google watches, electronic games, toys or cards are not allowed on school property – this includes the schoolyard. If a child must carry a cell phone, it must be turned off and out of sight.

Note: Students in Grades K-8 who bring a cell phone to school will turn it in to their teacher upon arrival and pick it up at the end of the day. The teacher will secure the cell phone in a locked closet. The school is not responsible for electronic devices brought onto school property. We will not search for lost or stolen electronic devices.

Cell Phone & Electronic Devices Policy:

- First Offense: Student will receive a **verbal warning from teacher** regarding the school's policy about electronic devices.
- Second Offense: Item will be confiscated, given to an Administrator and returned **ONLY** to a parent or guardian.
- Third Offense: Item will be confiscated, given to an Administrator and returned in June.

Please note: During PSSA testing students MAY NOT have their phone on their person or near them. Students who are found with their phones during testing will invalidate their current test and they will have to begin the testing process again utilizing a new booklet. (This is the policy established by The PA Department of Education and / or the company handling the testing process.)



Visitors

In order to maintain the safety of our school community, all of our doors remain locked at all times. All visitors may only enter through the Main Entrance. Visitors should use the Air phone / Doorbell located on the wall to the left of the front doors. Please stand so that your face is visible to the office staff. You will be asked to identify yourself and your reason for the visit. Upon entering the building, please proceed directly to the desk in the lobby. **ALL VISITORS MUST PRESENT IDENTIFICATION** to be allowed into any part of the building beyond the main office. **VISITORS MUST VISIBLY DISPLAY THEIR VISITOR PASS AT ALL TIMES!** Anyone who enters **the building and does not immediately report to the office, will be considered as trespassing, and the authorities will be contacted.** **Your child's safety is paramount!**



School Bus Safety Procedures

Many of our students ride school buses to and from school. To ensure the safety of ALL students, review the following rules and discuss them with your child:

1. Pupils must be at the bus stop on time. It is recommended that you arrive at the bus stop 10 - 15 minutes prior to the scheduled pick-up time.
2. Pupils must remain seated at all times during the ride.
3. No loud voices or noises are permitted on the bus. Students may talk quietly.
4. Students must ask permission to open the bus window.
5. Pupils must keep all parts of their bodies inside the bus.
6. Students are not to call or shout out of the bus.
7. Pupils may not eat, drink or throw objects in or out of the bus.
8. No radios, cell phones, beepers, electronic games, toys, or cards are allowed.
9. ALL STUDENTS MUST OBEY THE DRIVER AT ALL TIMES.

Any student who violates these rules, endangering the health and safety of those riding the bus, will be prohibited from riding the bus for a period of time or permanently. In the event that a student is removed from the bus, it will be the responsibility of the parents to make provisions for transportation to and from school.

Medication

Whenever possible, students should receive medications at home. For short term illnesses, such as a cold, ask your child's doctor to set up a dosage schedule that permits the administration of medication before and after school.

Parents of students requiring long-term medication must contact Ms. Lynch, the School Nurse, at 215-400-3060, clynch@philasd.org, who will explain the correct procedure. Parents must sign appropriate forms. **Medication must be brought to the school by an adult.**

Immunizations

With the start of the 2024 – 2025 school year, please note: **"a student who has not been immunized... shall not be permitted to attend district schools or programs...."**. This information comes from the Chief of Student Support Services. The full policy can be found in the School District of Philadelphia's Policy 203 which reads in part: "A student who has not been immunized in accordance with state and municipal law and regulations shall *not* be admitted to or permitted to attend district schools or programs, unless exempted for medical or religious reasons or provisionally admitted by the Superintendent or designee. A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's medical condition contraindicates immunization." The full policy can be found on the School District of Philadelphia's website at www.philasd.org.

Home and School / School Advisory Committee (SAC)

This organization is a vital link between the home and school, and contributes time and services to our school community. The primary goal of our Home and School is to enhance educational opportunities for our students. One essential way of getting to know your school is to attend Home and School/ School Advisory Committee (H & S/SAC) meetings and become involved in related activities. ***Your interest and help are needed to support this program; its activities directly benefit our students.*** Meetings are normally held on the first Friday of each month at 9 am. Dates and times will be included on the monthly calendar.

Parents who would like to volunteer to assist the Home and School with morning late desk, front desk, fundraisers, and chaperoning trips must complete the Volunteer Orientation Process through the Office of Family and Community Engagement. Any adult who wants to volunteer in the School District of Philadelphia needs to have the following clearances on file: Child Abuse, Criminal Records Check and FBI Clearance. A "volunteer" is defined as someone who is providing free services or support in our schools (this includes being a chaperone of a field trip.) Volunteer requirements, paperwork, and links can be found <https://www.philasd.org/face/#volunteer>. Visitors are persons who come into the school for special or one-time events and therefore do not need to have clearances on file.



FITZPATRICK SCHOOL WIDE RULES – “Falcon Focus”

1. Be respectful
2. Be responsible
3. Be a peaceful problem solver

SUGGESTED CONSEQUENCES

Your child’s teacher is expected to enforce the consequences for not following the rules, and keep documentation of such for every child. Documentation needs to be submitted to the office when a child is referred for disciplinary reasons.

Classroom consequences can include: loss of classroom privilege, conference with student, parent contact, lunch detention (teacher held), after-school detention (teacher held) or being sent to a buddy teacher’s classroom.

Classroom Consequences

First offense: Verbal warning

Second offense: Time out and/or parent contact

Third offense: Parent or Guardian contacted by phone call or Interim Report

Fourth offense: Parent conference with one or more of the following:

Teacher/Counselor/Principal/Dean/Assistant Principal

Students may be assigned to a ‘Before-school Detention’, ‘Lunch Detention’ or ‘After School Detention’ prior to an out-of-school suspension.

School District of Philadelphia Code of Conduct

The Code of Conduct of the School District of Philadelphia can be located on the district’s website at philasd.org. You will also find a copy in the Appendix of this document.

The following two pages are excerpts from the Code of Conduct. Fitzpatrick will continue to use these Behavior Matrices as our guide in handling inappropriate behaviors.

Note: With the exception of causing serious bodily injury, no Kindergarten through second grade students will be suspended out of school.

The Following offenses may warrant an immediate out of school suspension (based on The School District of Philadelphia Code of Conduct.)

Fighting	Forgery	Altering School Documents
Harassment (including sexual harassment)	Bullying / Cyber – Bullying	Intimidation
Sexual Acts	Threatening Student and / or Staff with Aggravated Assault	Destruction or theft of School Property
Robbery and Extortion	Assault	Alcohol or Drug Offenses
Possession or use of Fireworks, Incendiary devices or explosives	Assault on School Staff Member	Instigation and / or Participation in group assault

***NOTE:* In order to continue to provide appropriate consequences, this year, the following additional consequences will be implemented:**

- Student/Teacher/Parent Conference
- Student Reflective Writing
- Increased Supervision in non-classroom areas
- Community Service (before and after school)
- Detention (before and after school)
- In-School Suspension (limited - based on staff availability)

*Parents will be notified and asked to verify, in writing, their knowledge of the consequence(s) being issued.

Please note: School District of Philadelphia policy prohibits Kindergarten through Second Grade students from being suspended except in cases where there is “Serious Bodily Injury.” (Approval must be obtained from the Assistant Superintendent and / or the Office of Student Rights and Responsibilities)

Outside Agency Contact

There are a few instances that require that the school make a report to The Philadelphia Police Department: when a student has a weapon, certain bullying situations and when a student threatens to harm other students or staff members. All employees of the School District of Philadelphia are mandated reporters. All instances of reported or suspected child abuse must be reported to Childline, and The Department of Human Services. School staff are not allowed to discuss any reports with parents or families of the involved students.

While we have two Certified School Counselors on our staff, when a student threatens to do harm to himself or herself, we are required to refer the student to one of the City-Wide Mental Health Crisis Centers which are located throughout the city. This affords the student and their family to receive the appropriate assistance from a Medical Professional.

OUR CLASSROOMS ARE...

MISTAKE MAKING

LAUGHTER SHARING

INDEPENDENCE BUILDING

BRAIN STRETCHING

MIND OPENING

PLACES WHERE EVERYONE MATTERS!

Student Code of Conduct 2024-2025

Behavior Matrix						
#	Behavior Definitions	School Based Interventions	Short-Term Suspension Grades 3-12 1-3 days	Long-Term Suspension Grades 3-12 4-10 days	Disciplinary Hearing Referral Grades 6-12	Expulsion Grades 6-12
1	Profane Language/Gestures and Name Calling. Students who curse or use insulting or sexually explicit language/gestures to put another community member down.	Grades K-12	Level does not apply	Level does not apply	Level does not apply	Level does not apply
2	Disruptive Classroom Behavior. Students who intentionally disrupt the school environment by not following expectations <i>despite</i> non-verbal and verbal redirection. This can include excessive talking that limits others' ability to learn, distracting peers, and not cooperating with teachers/peers in the hallway/lunchroom.	Grades K-12	Level does not apply	Level does not apply	Level does not apply	Level does not apply
3	Forgery/Alteration of Grades, Excuse Notes, or School Documents. Students who reproduce the signature of another with the intent to alter official school records such as grades, attendance or reports.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
4	Cheating. Students who submit or intend to submit work that is not their own.	Grades K-12	Level does not apply	Level does not apply	Level does not apply	Level does not apply
5	Unauthorized Entry into School Property. Students who gain entry to a school building at an unauthorized time, including during suspension. This also includes students who allow themselves or other community members into a school building not via the main entrance.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
6	Destruction of Property (Less than \$500). Students who damage or deface school property or the personal property of another school community member.	Grades 3-12	Grades 3-12	Level does not apply	Level does not apply	Level does not apply

#	Behavior Definitions	School Based Interventions	Short-Term Suspension Grades 3-12 1-3 days	Long-Term Suspension Grades 3-12 4-10 days	Disciplinary Hearing Referral Grades 6-12	Expulsion Grades 6-12
7	Destruction of Property (More than \$500). Students who damage or deface school property or the personal property of another school community member.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
8	Theft (Less than \$500) . Students who take school property or the personal property of another school community member.	Grades K-12	Grades 3-12	Level does not apply	Level does not apply	Level does not apply
9	Theft (More than \$500). Students who take school property or the personal property of another school community member.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
10	Class Cutting. A student who intentionally does not attend their classes on a consistent basis (weekly, daily), affecting student learning/progress and school climate. This includes hall walking or leaving the building.	Grades K-12	Level does not apply	Level does not apply	Level does not apply	Level does not apply
11	Robbery. Students who take or attempt to take the property of another student or school community member by force, threat of force, or by putting the victim in fear.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
12	Mutual Fight. Students who willingly engage in a one-on-one physical altercation. This is a physical altercation in which none of the participants are identified as victims.	Grades K-12	Grades 3-12	Level does not apply	Level does not apply	Level does not apply
13	Mutual Group Fight. Students who willingly engage in a physical altercation with multiple willing participants. This is a physical altercation in which none of the participants are identified as victims.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
14	Instigation and/or Participation in a Group Assault. Students who instigate or participate in an assault by multiple students on one or more other students. This is a physical confrontation in which participants can clearly be identified as victims and offenders.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Grades 6-12

#	Behavior Definitions	School Based Interventions	Short-Term Suspension Grades 3-12 1-3 days	Long-Term Suspension Grades 3-12 4-10 days	Disciplinary Hearing Referral Grades 6-12	Expulsion Grades 6-12
15	Assault. Students who hit, punch, kick, stab or physically harm a school community member in any way, intentionally and without provocation.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
16	Assault Causing Serious Bodily Injury. Students who intentionally engage in an act that causes bodily injury to another community member. Serious bodily injury causes serious, permanent disfigurement, or protracted loss or impairment of the function of any body part or organ.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Grades 6-12
17	Inappropriate Touch/Exposure. Students who engage in unwanted touching of another school community member either with their own body or with an object or who expose a part of their body to another school community member.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
18	Bullying/Cyberbullying. Bullying is repeated intentional conduct (physical, psychological, verbal, nonverbal, written, or electronic) that is directed at another student or students. It could happen in or outside of a school setting, is severe, persistent or pervasive, and has one of the following effects: (1) substantially interfere with a student's education, (2) creates a hostile learning environment, or (3) substantially disrupts school operation. Bullying occurs within an interpersonal relationship where there is an imbalance of power (e.g., one person is physically larger, stronger, mentally quicker, or socially more powerful). Cyberbullying occurs through electronic communication devices including but not limited to social networking, e-mail, messaging, texts, tweets, etc.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Grades 6-12
19	Harassment. Students who engage in unwelcome verbal, written, graphic or physical conduct relating to an individual's gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status and/or political beliefs. The behavior must be considered severe, persistent or pervasive to be considered harassment. The behavior does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Grades 6-12

#	Behavior Definitions	School Based Interventions	Short-Term Suspension Grades 3-12 1-3 days	Long-Term Suspension Grades 3-12 4-10 days	Disciplinary Hearing Referral Grades 6-12	Expulsion Grades 6-12
20	Hazing. Students who for the purpose of initiating or enhancing a student's membership in a school organization/activity causes or forces that student to violate any criminal law, consume a substance that subjects the student to harm, endure physical, mental or sexual brutality or perform any activity that endangers another.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
21	Sexual Misconduct. Students who engage in a consensual sexual act.	Grades K-12	Grades 3-12	Grades 3-12	Level does not apply	Level does not apply
22	Threatening Mass Violence. Students who threaten to engage in an act that causes serious physical harm or creates a substantial risk of serious physical harm to a school community.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Grades 6-12
23	Threats/Intimidation. Students who threaten to engage in an act that causes harm and introduces fear in another school community member. Threats can be made verbally, in writing, or with gestures.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Grades 6-12
24	Possession and/or Use of Tobacco or Electronic Smoking Devices. Students who use or possess tobacco or any electronic smoking device on school district property or at school sponsored events. This includes but is not limited to products containing tobacco, electronic cigarettes, cigars, vaping, and hookah.	Grades K-12	Grades 3-12	Level does not apply	Level does not apply	Level does not apply
25	Possession and/or Use of Alcohol and/or Drugs. Students who are found to be in possession or who use alcohol/other drugs, which includes drugs in edible/liquid form.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
26	Distribution of Alcohol and/or Drugs. Students who are found to be selling and/or distributing alcohol or drugs, which includes drugs in edible/liquid form.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Grades 6-12

#	Behavior Definitions	School Based Interventions	Short-Term Suspension Grades 3-12 1-3 days	Long-Term Suspension Grades 3-12 4-10 days	Disciplinary Hearing Referral Grades 6-12	Expulsion Grades 6-12
27	Possession of Incendiary Devices and/ or Explosives. Students who are found to be in possession of incendiary devices such as matches, lighters, fireworks, firecrackers and/or other explosives.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
28	Use of Incendiary Devices and/or Explosives. Students who use or activate incendiary devices such as matches, lighters, fireworks, firecrackers and/or other explosives. This may include accidental or intentional fire starting.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Grades 6-12
29	Gang Affiliation. Students who engage in dangerous activities on behalf of an identified gang to commit disruptive or illegal acts on school property on behalf of the gang.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Grades 6-12
30	Possession/Use of a Weapon. Students who possess any object, device, or instrument, which, in its inherent and functional purpose is intended to be a weapon. This includes firearms, whether loaded or not, cap guns, pellet guns, BB guns, bombs, knives, box cutters, cutting instruments, nunchaku, taser or mace. <i>This does NOT include toys, such as water or gel blasters, or ordinary objects.</i>	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Grades 6-12
31	Reckless Endangerment. Students who take any action that creates a substantial risk such that serious bodily harm could result to any person.	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply
32	Inappropriate Use of an Electronic Device. Students who use electronics (cell phones, chrome books etc.) in inappropriate ways including, but not limited to, sexting (sending sexual images/videos), videotaping fights, videotaping someone in a place where they have an expectation of privacy, or posting content that materially impacts the school community. <i>Each school has an electronic device protocol and specific parameters around cell phone use within the school building. All students are expected to follow school-level cell phone protocols.</i>	Grades K-12	Grades 3-12	Grades 3-12	Grades 6-12	Level does not apply

School Based Interventions and Referrals

Please visit the School District of Philadelphia website for more information.

Social Emotional Learning (SEL)
Culturally Responsive Positive Behavior Interventions & Supports (CR-PBIS)
Check-in/Check-out
Relationships First (RF)

- Restorative Conversations
- Harm & Healing Circles
- Circle of Support & Accountability (COSA)
- De-Escalation Strategies
- Mediation/Peer Mediation

Behavior Contracting
Parent Conference
Safety Plan
Detention & Reflection
Community Service/Projects
Referrals:

- Student Assistance Program (SAP)
- Intensive Behavioral Health Services (IBHS)
- Intervention/Prevention Services (IPS)
- Crisis Referral (Emergencies)

Complete Student Code of Conduct

<https://bit.ly/sdpcoc2425>



THE SCHOOL DISTRICT OF
PHILADELPHIA

Aloysius L. FitzPatrick School

11061 Knights Road
Philadelphia, PA 19154

Ms. Jennifer Scanlan, Principal
Mr. Aurelio Tellado, Assistant Principal

Office: (215) 400-3060
Fax: (215) 400-3061

Dear Parents Guardians:

Please read the Student Parent Handbook with your child.

It is our goal to provide our students with a purposeful educational program in a safe and orderly environment. We cannot allow the program to be interrupted by students who disregard school rules. It is our intent to help students understand and accept responsibility for their own behavior.

You are our partners in education! We ask that you support our goals.

Please sign below to indicate that you have read and discussed the items in this document with your child. Return the bottom portion of this letter to your child's teacher.

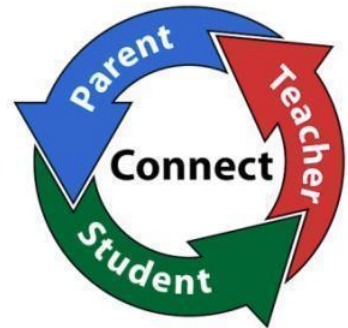
Thank you for your cooperation. We all look forward to a wonderful school year.

Sincerely,

Jennifer Scanlan
Principal

Aurelio Tellado
Assistant Principal

Nishay Nelson
Dean of Students/Roster Chair



We have read and reviewed the FitzPatrick Handbook. We have talked together about the many items we need to know to succeed. We, too, are looking forward to a great year!

Parent/Guardian Signature_____

Student's Signature _____

Room Number_____