SAMUEL FELS
HIGH SCHOOL



STAFF HANDBOOK

2026 - 2027

PRINCIPAL: MELISSA RASPER
ASSISTANT PRINCIPALS:
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FELS F.R.E.S.H. **BETTER THAN YESTERDAY**



Also review the School District of Philadelphia Handbook

All employees shall have access to the SDP Handbook. They are expected to read its policies but understand that it cannot anticipate all possible questions concerning employment. Furthermore, all Board Policies must be followed.

Assessment Calendar- District Wide

Please note that this calendar will be updated as new information becomes available.

Attendance for Staff

Staff hours are determined through the employees' collective bargaining agreements in accordance with the operational hours of Fels High School. **Please see the linked policy: Union Attendance Guidelines**.

The school day begins at 7:30 A.M. and concludes at 2:34 P.M. All teachers are mandated to be *at* their assigned work location (*classrooms, office, or deployed area*) by 7:30 A.M. to receive your students and depart at 2:34 if you have an assigned class.

Paraprofessionals are provided different schedules to meet their contractual time obligations. All para professionals are mandated to be at their assigned work location by the start of their provided schedule.

Punctual and regular attendance is expected of all District employees and is critical to the operational and educational programs. This section outlines District guidelines pertaining to attendance and absences. Employees have various absences afforded to them. Absences may also be based on employees' role and union type (e.g., Holidays, Vacation Days).

Benefits will vary based on bargaining unit, job title, coverage elected, and effective date.

Excessive absence on the part of School District of Philadelphia (SDP) employees may have a negative effect on the services provided by the SDP, on the instructional program, the continuity of instruction to all pupils and the morale of other employees. When reporting an absence, the information outlined in this section provides the employees with guidance related to the notification and submission of forms related to absences and latenesses

Attendance - Kronos

All School District of Philadelphia (SDP) employees must use their SDP badges to clock in and out on the kiosk clocks ONLY, located in the building. Only employees that are at an approved off site location that does not have a Kronos machine, can use the online portal (desktop or mobile application). If you forgot your badge, you must notify the

Administrator in charge of your department and then login via the online portal. Staff Administrators will be able to view your punch time and type (kiosk, online, etc). Staff will be given a grace period of two weeks to retrieve a new SDP I.D. badge from 440. **Failure to follow the directive of the kiosk will result in disciplinary action.** This includes ALL teachers, paraprofessionals, and staff. Teachers/staff should not park in the bus/fire lanes to clock in and then return to their car to avoid a late clock in. **All employees are required to sign in and out using the Kronos machine. Daily Kronos reports will be sent to Admin.**

In addition, Kronos Kiosk Clock in/out are directly aligned with EC payment sheets.

The attendance and promptness of all school employees will be monitored in accordance with the School District's policies and procedures given to staff members.

1. Staff absence/lateness will be handled progressively (8, 11, 12, and 13 for PFT & 2, 4, 6 and 8 occurrences for Local 634). However, excessive absenteeism and/or lateness may result in the employee having to submit to a physical examination and/or require disciplinary measures, including loss of salary and termination of employment. **Please see the linked policy: PFT Attendance Guidelines**

    a. In the event of an absence employees must enter their absence online through Frontline (formerly Aesop) and /or when they are going to be absent. **FRONTLINE STEPPER**
    b. **Absences that fall under 01** (Personal Leave)**, 04** (Illness)**, 31** (Illness in Family) must be placed into **Frontline ONLY by 7:00A.M**.
        i. If staff place absences **01** (Personal Leave)**, 04** (Illness)**, 31** (Illness in Family) into both Frontline and ERP, they will be charged twice because the system will pull the absence from both systems. **PLEASE DO NOT SUBMIT IN BOTH SYSTEMS.**
    c. **Absences that fall under sub request only** (funerals, SDP Business, court subpoenas, and jury duty which require documentation) go into both systems. Frontline as Sub-Request.
        i. Once an absence request is submitted, the employee's Principal/Line Manager is able to view the absence request and the attachment to determine if adequate information has been provided to approve the request.
    d. **If an employee must take time off after 7:00 am**, they must contact the main office secretaries 215-400-7100 or roster office to inform them. Please speak to someone and do not just leave a message **and email your direct Administrator.**
    e. Telephone the Roster Office at ext. E130 by 2:00 p.m., if you expect to continue an absence or if you are going to return from an absence so that we may release or retain your substitute, as appropriate.
    f. Paraprofessionals have a longer contractual obligation. There will be a schedule for all paraprofessionals for their specific contractual time based on yellow bus schedules and vans.

ATTENDANCE & ABSENCE DOCUMENTS LINKS	
PFT ATTENDANCE GUIDELINES	132BJ/1201 ATTENDANCE POLICY

LOCAL 634 ATTENDANCE POLICY	PAYROLL SCHEDULE
EMPLOYEE CODE OF ETHICS	ABSENT CODES

***Please Note*:** Personal leave prior to or after a holiday or break may only be approved through Labor Relations. Failure to follow this SDP policy may result in unpaid leave before or after a holiday/break.

Coverages

a. **Once approved by an Administrator,** the Roster Chair, or designee will provide class coverage assignments on a daily basis. Teachers are **not permitted** to arrange coverage for their own classes. If an emergency arises, contact the administrator responsible for your department to arrange for your coverage.
b. Any staff member that arranges their own coverage without approval from an administrator will be subject to disciplinary action.
c. **All coverages will take place in the room of the teacher whose class is being covered.** This enables students to be in their normal classroom.
d. Guest teachers or regular teachers providing coverage are expected to assist with and monitor the completion of the lesson plans and work provided for students. At the conclusion of the period/or before the end of day, leave the student work for the absent teacher so that they may grade it upon their return.

Attendance – Students

Fels staff are expected to take attendance for all classes, including advisory. Attendance through SIS must be taken within the first 15 minutes of every class, and should be updated, if needed, and finalized in the last 5 minutes. Teachers must use SIS to correct and update **all** class attendance by 1:45 pm daily. **No teacher is permitted to dismiss students prior to the bell ringing.**

- **When students do not report to class (cutting), it is the responsibility of the teacher to make the first contact with the parent/guardian.** Teachers or staff members must use the SIS contact log to record two-way communication with families. Simply sending a text or email without a response is not sufficient. (Follow-up with an additional attempt and get support from your team if necessary.) Unresponsive communication is not communication. If you do not have a working phone number, please request a parent meeting with your direct admin, counselor, or climate team member.
- **If a student comes late to class once the class attendance has been taken, it is the teacher's responsibility to change the student's attendance to "T" for tardy.**
    - **It is not the policy of Samuel Fels High School to mark students as "cut" or absent if they come to class late, regardless of how late they have arrived or left. They should be marked "T" for Tardy. It is encouraged that you include the time of arrival in the note.**
    - Any student missing class due to an approved school related activity should be coded "12." The Athletic Director will oversee that student athletes are coded 12 for games, but teachers will code students for trips.

- **If a student leaves class early without permission, parent contact must be made and the communication logged in SIS.**
- All staff members are responsible for schoolwide attendance.

Absent Notes – Emails from parents will count as absent notes and should be forwarded to felsattendance@philasd.org. Students can also submit all absence notes in the Absence Note basket in the Main Office. If a student gives you an absence note, please direct the student to put the note in the Absence Note Basket in the Main Office. Once the note is verified, the absence will be properly coded in SIS by the secretary or other principal appointed designee. **All absent notes, digital or in person, must be submitted 3 days after the student returns to school.**

- Six unexcused/illegal absences will cause a student to have a SAIP created and monitored for 30 days.
- Ten unexcused/illegal absences will cause a student to be removed from roll based on the student age and attendance record.

Cell Phone Use

It is expected that staff members will model appropriate professional behavior when using their personal cell phones. Cell Phones for personal reasons are prohibited during instructional time, working hours while on post, and/or professional meetings.

Cell Phone Policy- Students

Students are expected to follow the classroom cell phone policy set by each teacher. Clear consistent classroom expectations, systems, and procedures are to be set and referred to per teacher. Expectations, systems, and procedures are to be provided both verbally, written, and posted in the classroom. Acceptable usage of phones are permitted in halls, lunchrooms, and special events.

Certification

Each educator is responsible for maintaining a valid teaching certificate in accordance with the Pennsylvania Department of Education (PDE). This includes obtaining Level 1 and 2 certifications. All teachers are responsible for earning 180 Act 48 hours every 5 years to maintain a valid certificate. To ensure that you earn Act 48 hours, please make sure you adhere to the PowerSchool registration requirements.

Code of Ethics

Please review the updated School District of Philadelphia Employee Code of Ethics.

Child Abuse

All public school employees, because of their sustained contact with school-age children, are mandated reporters and must report suspected cases of child abuse.

In accordance with provisions of the Child Protection Service Law (11 P.S. 2202), "Persons who, in the course of their employment, occupation, or practice of their employment, come into contact with children, shall report or cause a report to be made, when they have reasonable cause to suspect... that a student in their professional or official capacity, is an abused child." **Therefore, if**

you suspect a possible case of child abuse, you are mandated to report this to ChildLine Services as soon as you have a suspicion or have been made aware. Next, notify your direct admin, School Safety Supervisor, and Mr. Mel that a call was made. You do not have to state "why" the call was made. Failure to do so could make you liable in any legal proceedings that may result.

- Formal proof is not required prior to making a referral. Objective indicators, such as unexplained or suspicious bruises or welts, can be enough to give rise to a suspicion of child abuse. The mandated reporter does not have to observe the injuries being inflicted in order to make a referral. Personnel, who are required to report cases of suspected child abuse, may take photographs of the visible areas of trauma on the child. Workers from the DHS Children and Youth Division will determine if a report is warranted.

Classroom/ Office Environment

Classrooms are to be a welcoming environment to our students and reflect the content area of the course(s) taught in the room. Outside of classrooms/ offices, post your name, room number, college, and "why." Door windows of main entry doors to classrooms and offices are not to be covered unless sheltering in place. Classroom bulletin boards must be covered with backdrop paper and borders. **Main entry doors are not to be locked during instructional time.**

The following are expected to be posted in every classroom (***non negotiable***):

White Board	Walls
Select a designated space in the classroom for the following: ● Standard/Eligible Content reference number ● Objective (clear intended learning outcome) ● Instructional Framework Strategy ○ Opening Routine ○ Vocabulary (Domain and Content) ○ Model ○ Guided Practice ○ Independent/ application ○ Homework if applicable	● Student work Samples ○ Graded Work with feedback must be updated at least 1 time per month ● Classroom Norms/Expectations ● Classroom Procedures (e.g. hall pass policy, small group instruction, etc) ● Classroom Incentives ● Cell Phone Policy ● Safety materials (i.e. Fire Drill, etc.) ● Content Specific Rubrics ● Academic Vocabulary *Other items may be requested as determined by administrative team*

Class Sponsors

See T-IV

Clubs & Extracurricular Activities

All clubs and extracurricular activities must be approved by an Administrator.

Guidelines for Establishing and Maintaining Clubs

Participation

1. Purpose of the club:
    a. Establish definite goals and objectives with student and sponsor input.
    b. Outline expectations for membership.
2. Recruitment:
    a. Daily bulletin/announcements
    b. Meetings/planned activities
    c. Members visiting homerooms
    d. Posters/distribution of flyers to students
3. **No pupil is to remain in the building beyond dismissal time, unless under the direct supervision of an authorized staff member. NO EXCEPTIONS! ALL STUDENTS ARE TO BE DISMISSED BY AN ADULT USING THE MAIN ENTRANCE A SIDE.** Further, absence from school on the day of a sports event or extracurricular activity, regardless of the reason, will result in the student's eligibility to participate in that event or activity.
4. Extra-curricular activities should maintain a minimum of five (5) students.
5. Extra-curricular activities must meet for a minimum of sixty (60) minutes per session.
6. All EC clubs must have the principal's approval.
7. Staff must use Kronos to clock out after all students have been dismissed from all EC activities.

Guidelines for Grant-Funded Supplemental EC Activities - Schools

- All eligible School District employees will be paid for the hours they work with students outside of the normal workday at the standard EC or OT rate.
- For EC compensation working with students, the provided attendance log sign in shall be completed and submitted. Employees must sign in and out on the Log for each event and students must sign in with true time. All fields in Sections A through F must be completed and this form must be signed by the School Administrator. Any changes to the PD/EC Attendance Log must be signed by the School Administrator.
- It is the responsibility of the employee to sign in and be ready to participate in the event prior to the scheduled start time. For school-based activities with students, **events should allow for a minimum of 15 minutes in transition time beyond the employee's work hours.**
- EC Sheets must be turned into Principal Basket daily.
- Log sheets will be provided by Mr. Alamari.
- Original documents are required to be submitted for review and payment processing. Documentation may be transferred to Grant Compliance for processing by Mr. Alamari.
- All documents should be completed in blue ink
- Allow 6-8 weeks for processing

Computing and Internet Acceptable Use Policy

All district employees will be issued a laptop by the district. These laptops will travel with the staff member should they change buildings. Laptops will only be collected at the end of an employee's service. Staff members will be responsible for maintaining their laptops and for getting their laptop serviced and repaired as needed at the district designated locations. See guidelines from the

Office of Educational Technology: Information Technology. Staff are also responsible for SMART pens and other technology equipment.

1. Due Process
    a. **Employee violations of the District's Acceptable Use Policy will be handled in accordance with law, School Board Policy, and collective bargaining agreements, as applicable.** The School District will cooperate fully with local, state, and/or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's private network.

Copiers

Copiers are located at various spots around the building. Copiers in the main office are for administration and main office personnel only. Teachers are responsible for copying all of their own materials and for complying with copyright laws.

- **If service is required for a copier, please notify the main office secretary, Ms. Sanlatte so that a work order can be replaced for repair/service.**
    - Leaving the copier that needs repair for another colleague to find it out of service only prolongs the repair time. Please consider placing a sign on the copier to notify colleagues that the copier issue has been reported.
- Please do not attempt to repair copiers at any time. This can, and has, led to further damage to the machines.
- Staff should be respectful of others' time and materials. **Remote copying is prohibited.** (That means be present at the copier when you make copies.)
- Please bring your own paper.
- Please be respectful of leaving any papers around the copy area. Please discard any papers in the recycling bins.
- Students are not permitted to use any copy machine

Device Location	Device	MAC Address	IP Address (DHCP Reservation)
Library	Ricoh MP4054	00:26:73:A5:7C:11	10.143.88.22
Rm A115 (Staff Lounge)	Ricoh MP4054	00:26:73:9A:7A:54	10.143.88.25
Rm A115 (Staff Lounge)	Ricoh MP3554	00:26:73:a5:92:2b	10.143.88.26
Counselor's Suite - Rem E203 B	Ricoh MP4054	00:26:73:A5:72:F4	10.143.88.29

Counselor's Suite - Rem E203 B	Ricoh MP2554	00:26:73:9A:29:25	10.143.88.30

Courtyard

We have two courtyards within Fels. The courtyard located on A-side is designated for our Horticulture course managed by Mr. Panrock. The B-side courtyard is designated for Panther Pride (School Advisory Council) and other special events managed by AP Johnson and Mr. Panrock. For access to the courtyards, complete this Panther Garden Request Form **one week in advance prior to use** for approval.

Cultural Calendar- District Wide

Please note that this calendar is managed by the School District of Philadelphia.

Custodial Service

If your classroom is in need of repairs, i.e., broken desks, broken window shades, door doesn't lock, please email building engineer and cc: administration (Principal/AP's). Any repair posing a danger to students and staff must be communicated immediately to an administrator for assessment and possible relocation of the students. If you are in need of a cleaner because of more minor concerns, please contact the main office.

Discipline

Clear and consistent expectations should be posted and reinforced in the classroom. These expectations should be referred to throughout the course of a lesson as needed. Teachers are encouraged to manage their classrooms and maintain relationships with their students. Teachers are also prohibited from sending a student out of class for a discipline issue. No student may be asked to leave classrooms and left unattended. Teachers should not send students to the Climate Hub or to any of the Administrators for a discipline issue. **Students who are not rostered to your class are not permitted in the classroom unless there is an emergency like shelter in place, lockdown, etc.** **2026-2076 Code of Conduct**

Teacher Managed Behaviors

1. For common student misbehaviors, teachers should use a progressive discipline model or issue logical consequences. Here are some examples of progressive discipline for minor infractions during class, hallway, auditorium, gym, etc:
    a. **Form genuine and authentic relationships.**
    b. Refer to PBIS expectations and systems
    c. Non-verbal prompts
    d. Redirect student to proper expectation
    e. Tell student to stop the misbehavior (warning)
    f. Talk one on one with student briefly
    g. Remind student that you could possibly call home
    h. Your own detention (after school or lunch)

i. Some type of personal incentive system
j. Restorative Practices
k. Follow up privately with students to have a conversation.
l. PRE-REFERRAL INTERVENTION MANUAL (PRIM)
    i. The regular education teacher calls attention to the student with learning and/or behavior problems. The Learning and Behavior Problem Checklist is a valuable resource in pinpointing specific areas of concern with action for corrections.

2. Always document in SIS what measures you took to correct a student's unwanted behavior. Contact the parent/guardian as warranted.

3. If your first form of discipline does not work during class, and a student continues to disrupt, try another measure. If this next form of discipline does not work and the student is keeping you from teaching and keeping the students from learning, you need to do the following:

- **Immediate Emergency Response** for physical altercations call the reset room
    - #1 Reset Room 712-5100
    - #2 Mel 712-5131
    - #3 Camera room 712-5109
- **For classroom assistance**
    - Seek climate staff in your area
    - If no climate staff is in your area, then the call the reset room (Extension 712-5100)
    - Mr. Mel (712-5131)
    - If no climate staff is in your area and no response from the above number then call the camera room (712-5109) and send email to Jdlindsey@philasd.org

Serious Offenses-Level II Violations (See School District of Philadelphia Student Code of Conduct)

1. **Immediate Emergency call the reset room (Extension 712-5100)** immediately after the student(s) is removed by a Climate Staff member, continue teaching. Then, complete an ODR (Office Discipline Referral) behavior referral on the day of the event. You may also be given a statement form to fill out if necessary.
2. If you see, or you hear a conflict that could evolve into a fight, call the Extension **712-5100** immediately, but stay in your room. Verbally try to deter students from fighting and instruct other students not to engage. Support will come to your class. If you do not feel safe, stand at your door, but continue to watch, listen, and try to keep control of the situation verbally. We need to know exactly what takes place.
3. If a fight occurs, call Extension **712-5100**. Stay safe, but watch what occurs, so we can have an accurate description of what you witnessed. Staff should not try to break up the altercation.
4. Other important issues:

a. **DO NOT, UNDER ANY CIRCUMSTANCES, TAKE OR TRY TO TAKE A PERSONAL ITEM FROM A STUDENT.** Use your progressive discipline. If progressive discipline does not work, follow procedures as stated, call the reset room and the student will be removed.
b. **Do Not, under any circumstances, get into any verbal arguments with a student. Do not threaten or use profanity towards a student. Please remember, we are adults, they are children.** Write down everything the student says/does. Follow the procedures already laid out.
c. **DO NOT attempt to block the door of a student!!!!! Call for assistance.**

Minor Infraction in SIS stepper

Classroom Managed Events or Minors should be recorded on the Minor Form tab. Explanations of the event should always be factual, mimicking the language of SIS Code of Conduct Event Definitions. Consequences are assigned by the person entering the Minor Form.

ODR (Office Discipline Referral) Process in SIS stepper

The Behavior module in the SIS serves four (4) main purposes:

- To document student Code of Conduct incidents, including student details
- To document interventions used to respond to incidents and individual student behavior
- To collect data to identify trends in student, class, and school level behavior, and
- To track suspensions and disciplinary referrals.

Not all Code of Conduct events should be documented using a behavior referral. Use Minor Forms for classroom managed behaviors. See the Minor Form stepper for more information on documenting a Minor Form

District-Wide Parent & Family Engagement Policy

In Board Policy #918, the School District of Philadelphia recognizes that a child's education is a responsibility shared by parents, families, schools, and the community during the entire period the child is enrolled in school. Creating positive, home, school, and community partnerships is essential to carrying out the shared responsibility necessary to improve schools and reinforce the importance of academic achievement.

The Parent and Family Engagement Policy is being adopted in order to:

1. Support and secure strong effective partnerships among parents, families, schools and the community that serves to improve academic quality and student performance
2. Provide the coordination, technical assistance and other support necessary to assist schools in planning and implementing effective family engagement activities to improve student academic achievement and school performance
3. Comply with Title I, Part A requirements regarding the establishment of a parent and family engagement policy according to Section 1116 of the Every Student Succeeds Act (ESSA).

Drug Free Workplace Policy

1. No employee engaged in work in connection with the School District of Philadelphia shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any alcoholic beverages or controlled substances including, but not limited to, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cigarettes, vapes, and/or marijuana.
2. Workplace is defined to mean the site for the performance of work that includes any school building or any school premises; any District-owned vehicle or any other District approved vehicle used to transport students to and from school or school activities, off District property during any District sponsored or District approved activity event, or function, such as a field trip or an athletic event, where students are under the jurisdiction of the School District.

Emergencies

Emergency Evacuations informational **slides**

Student Expectations

1. Every room has a fire evacuation chart posted.
2. The fire alarm system alerts students and staff.
3. If an evacuation is necessary, verbal instructions will be given over the public address system.
4. Students must obey their teachers' directions and proceed quickly and quietly to safety outside the building.
5. After a fire drill or emergency, all students and staff will re-enter the building only after instructed to do so by the Administration notifying the climate and School Safety team via walkie,then Climate Team/SSO notifying surrounding staff of an all clear.
6. **Tampering with fire protection equipment is prohibited.**
7. If a staff member is aware of any such tampering they must immediately notify a school safety officer, Climate staff, or a member of the administration.

STAFF Expectations

The highest degree of control must be maintained in an emergency. As such, please note the following:

- A decision will be made whether to evacuate the building.
- In the event of an evacuation, all staff and students are to proceed in an orderly manner and follow the evacuation directions for their specific classroom.
    - Staff members should refer to their posted Safety Plan for all detailed emergency responses.
- Staff are expected to actively supervise their students during emergency drills. Staff members should not be engaged in conversations or on their phones as time sensitive directions may need to be provided.
- During scheduled drills, staff members are **not permitted to arrive early to the evacuation site or to leave early prior to receiving clearance from an administrator.**
- Staff members are to walk with their class to the evacuation site. Teachers that are on their preparation period must still attend the drill.
- Staff members may not drive to an evacuation site without administrative approval.

Physical Emergency

1. It is the responsibility of each staff member to report injuries that occur to any students or non-employees for whom the staff member is responsible (student on their roster/club/team). This includes an accident occurring in school, on school grounds, on the way to or from school, or during any school activity occurring off school property. When an accident occurs in a classroom or an area under the supervision of a teacher, the school nurse, School Safety, and direct admin should be notified at once. Do not leave any class or groups of students unsupervised to accompany an injured pupil to the nurse. Further, do not administer first aid or perform any other form of treatment that is within the province of a nurse or physician. A Serious Incident Report (EH 31) must be completed when a student or adult is seriously injured. Incidents must be reported to both the School Nurse, School Police, and direct admin.
2. Any injury occurring during a physical education class must be referred to the nurse.
3. All staff injuries must be reported to School Safety, secretary and direct administrator. Employees should also refer to the Office of Risk Management website for specific information.

Emergency Closing of Schools

In the event that school will be closed due to inclement weather or another issue, an announcement will be made over local television stations and the school district website can also be checked. Teachers are mandated to remain in the building during an Emergency Early Dismissal until the Principal gives the signal to leave upon receiving direction from the School District of Philadelphia.

Emergency Lesson Plans

Teachers are to submit a set of three emergency lesson plans in hard copy format by the start of business Tuesday, September 1, 2026.

1. These plans are to reflect the curriculum of the regular class work, and reinforce the concepts, skills and information being taught. As part of the emergency lesson plans, the following should be included:
    a. seating charts/class lists
    b. special instructions, i.e. location of keys, textbooks, etc.
    c. names of helpful and responsible students
    d. your roster
    e. Enough HARD COPIES for each class.
2. Additional hard copy emergency lesson plans are to be resubmitted each time previously submitted emergency plans have to be used. Furthermore, all of the above information is to be updated as necessary. Teachers who do not leave work will be subject to disciplinary action.

Entering the Building

All staff are to enter the building using the front entrance, “A” Side, closest to the Library. **All teachers must use the Kronos kiosk prior to 7:30 a.m. in order to be at their assigned work locations on time. NO EXCEPTIONS.** Non-instructional staff, it is the expectation that you are at

your post at the start time given by your supervisor. Please see the directive for Kronos sign in/out procedures. Staff should never prop open doors as this is a safety concern.

End of Year Check Out

At the end of the year, each staff member will be given a list of items to be completed as part of the final check out. Such things as school keys, curricular materials, etc will be turned in at that time. Rooms should be prepared and personal items should be stored away for summer building use. Additional directives for the end of year check out procedures will be provided as we get closer to the end of the school year.

Equipment & Materials

All inventory and labeling of sports, computers, technology materials, and musical instruments will be inventoried by the proper point person: the Athletic Director, STC, SBTL, or content specific person. Items such as laboratory equipment, chemicals, physical education materials etc. are ordered through the principal. All purchases/orders must be approved by the Principal. Teachers are responsible for ensuring that materials are kept in a neat, organized manner in their classrooms. A Principal designee will be responsible to ensure each department maintains a clean and organized storage closet(s).

Email

All staff members are expected to check their email at least twice per day. It is a good practice to check it at the start of the day, and again before leaving at the end of the day. If you are emailing information about students, do not write the full name of the student in the subject line of the email. A student's name must appear as a first initial and last name (e.g., J. Doe) and should include the student ID in the email. This is for confidentiality purposes. No staff member is permitted to use the sch-fels@ listserv without approval from an Administrator. Please reply to the sender of an email, do not “reply all.”

English Language Development / Bilingual Education Program

In Board Policy #138, the School District of Philadelphia is committed to giving each student what they need to reach their fullest potential. The purpose of this policy is to provide a culturally and linguistically appropriate planned instructional program for English Learners (“ELs”) and dual language learners (“DLLs”), which builds on students’ home language and culture. The goal of the program is for ELs and DLLs at all levels of language proficiency to access grade-level academic content standards while developing advanced levels of English with support for students’ integration and participation in the community.

Faculty Mailroom

Mailboxes should be checked at least twice daily, once at the beginning of the day and again before leaving school at the end of your day. The bulletin boards in the faculty lounge are for the exclusive use of the PFT and the Philadelphia School District. Students are not allowed to distribute or receive staff members’ mail.

Field Trips

- (Trip packets must be completed at least 6 weeks prior to trips
- **Trip Slides**
- **SDP Trip Compliance Checklist**
- **MUST READ FELS TRIP DIRECTIVES**

Financial Operations Procedures

Principal Approval Required NO EXCEPTIONS

1. All money collected from students for the purpose of raising funds, paying dues, or field trips must be deposited in the school's account immediately. Money must be turned in to School Ops or Principal by the end of the same school day that it was collected. Failure to do so will result in loss of fundraising opportunities, trips, etc...
    a. Students are not to be sent to the office to make deposits.
    b. Fundraising must be approved by the principal.
        i. Email proposal to Principal and School Op, that states the purpose for the proposed fundraiser and length of fundraiser, and plan for fundraiser.
        ii. All money must be turned into the school operations officer/principal the same day it was collected.
        iii. A school check will then be issued for necessary items
        iv. Do not spend your own money first without receiving approval for the fundraiser.
        v. You can not use raised funds to replenish items. All funds must be turned in and then a reimbursement will be issued for purchases.
    c. When collecting funds for your club please make sure that all money orders are made out to Fels High School. Personal checks will not be accepted.
        i. Please include the student's ID# on all money orders.
    d. Before depositing money orders, please indicate on the deposit slip line the name of the club this money order should be credited to.
    e. No money orders should be made out to the sponsor/advisor or Coach.

2. **Please review and follow the instructions below for making deposits. All money deposits are to be submitted to the School Operations person or principal by the end of the last lunch the same day the money is collected.**
    a. DEPOSITS: All money must be submitted directly to the School Operations person. All coins must be wrapped in acceptable coin wrappers. Do not place loose change in envelopes or plastic bags and do not wrap coins in loose-leaf paper. If you have a small number of coins after wrapping you may place miscellaneous change in an envelope with the amount marked on the outside. All currency should be carefully counted and marked accordingly.
    b. All $1 bills should be bound in stacks of $50.00 and must be facing the same direction. DO NOT FOLD DOLLAR BILLS. Bills must be separated according to value and either banded or clipped together. List amount on deposit slip by denomination. Cash and checks may be deposited on the same deposit slip. List the cash total, the check total, and the total deposit on the deposit slip.
3. Requesting Check/Cash

a. . All expenditures for club activities must be done through your internal account school budget line, in cooperation with the School Operations Officer. The following procedures must be followed:
    i. Requests for checks are called payment vouchers. These forms are available in the School Operations Officer's office for your convenience. Checks must be accompanied with a receipt or invoice.
    ii. A COMPLETED PAYMENT VOUCHER MUST ACCOMPANY EVERY RECEIPT AND/OR INVOICE. Plan ahead and **ALLOW 1 WEEK TO RECEIVE YOUR CHECK.**
    iii. Checks can only be issued if there are funds available in your account.
    iv. ALL checks must be approved by the Principal.
4. SDP Policy now includes that all orders from non punchout vendors over $350 must receive LCA approval. Allow 4-6 weeks for district approval.

Flexible Instructional Days (FID) UNDER CONSTRUCTION

The District implements Flexible Instructional Days (FID) to ensure instructional continuity during unexpected closures (e.g., severe weather, public health emergencies, law enforcement activity, or building issues). FID allows schools to shift to online, offline, or hybrid instruction to meet the state-required 180 learning days when traditional instruction isn't possible.

Principals are responsible for developing school-specific plans and ensuring that staff and students are prepared in the event of an FID.

Responsibilities include:
Understand the District's FID communication protocols and establish protocols to inform your staff, families, and students of instructional expectations for synchronous and asynchronous learning.Clearly state staff responsibilities in Staff Handbook (e.g., posting assignments in Google Classroom, virtual learning schedules, attendance protocols for synchronous and asynchronous learning days).
Include expectations and guidance for students and families in back-to-school materials, including Student Handbook and/or website (e.g., instructions for accessing synchronous and asynchronous learning platforms, protocols for learning activities if students do not have access to internet or technology).
Contact: Emily Fulks | Executive Director of School Operations | efulks@phillasd.org

Fundraising and Maintaining Student Activity Fund Accounts (SAF)

1. **No activity shall be started without the written approval of the principal and knowledge of the School Operations Officer.** Approved fund raising activities must be conducted in accordance with School District policies and procedures under the supervision of the School Operations Officer.

2. Sponsors will be held strictly and personally responsible to reimburse the School District of Philadelphia and/or Fels High School Student Activity Funds for losses or shortages which result from administrative negligence, illegal acts, and for liabilities and disbursements not in accordance with the policies and procedures of the School District of Philadelphia.
3. Sponsors are to prepare and submit to the principal and the School Operations Officer, a Statement of Income and Expenditures (Form H-212) for each fundraising activity.
    a. The School Operations Officer shall review the records of each activity sponsor at the end of each financial reporting period and ascertain that the procedures prescribed are followed.
4. **No sponsors are to sell items to students during class time. If the sponsor would like to sell items, they should reach out to an Administrator for alternative times to sell and fundraise.**

General Supplies

General supplies are provided to staff during the first week of school. Supply requests can be made to your direct admin. Requests are subject to availability.

Every full time teacher, school nurse and school psychologist are allotted $225.00 and Paraprofessional is allotted $50 per school year to spend on instructional materials. The School District is exempt from paying sales tax. An exemption letter is available from the secretary. EMPLOYEES WILL NOT BE REIMBURSED FOR SALES TAX. You must submit original receipts for reimbursement to the secretary, once you have $200 worth of receipts ($50 worth of receipts for Paraprofessionals). More details HERE

Google Classrooms

SIS creates google classrooms for each teacher and each section they teach. Each night the classroom is updated to include any changes in enrollment for that section/course. Teachers should use the following naming convention for their google classrooms:

Period/Day - Teacher's last name - Class Name
Example
1st/A-Day - Mahoney - English 2

Please see an administrator prior to combining two or more Google Classrooms.

Gradebook **SIS Assignment Calendar**

The School District has developed an electronic Grade Book System through SIS that can be accessed through the School District of Philadelphia Website. It is set up to establish your classes, maintain daily attendance, average grades, add textbook inventories, and produce interim reports for your classes. **As per the School District of Philadelphia's grading policy, teachers must enter at least 2 grades per week for each class they teach. All assignment grades must be updated within 7 days of the due date. All teachers must adhere to the school wide date identified each term for the last day that students can submit work HERE. No teacher may set their own deadline earlier than the identified date by the Administrative**

Team. To ensure consistent grade updates across all classes, please enter the designated grades into the SIS by 2:34 PM every Friday.

Grading Policy *Refer to SDP Marking Guidelines*

Guidance:
Grades are a way to succinctly communicate about students' academic progress. They should not be used to measure, reward, or punish students' attendance or compliance with classroom rules, the resources available to the student outside the classroom, or the timeliness of the submission of the work within the marking period. **To that end, students should be given multiple opportunities (through classwork, assessments, homework, projects etc.) to demonstrate their learning in a variety of modalities, and be given chances to revise or re-attempt assignments to show growth in learning.**

The following non-numerical codes for individual assignments are listed with their impact on grade averages in parenthesis:

- **T** = Turned In
- **M** = Missing (converts to a 0)
- **L** = Late (does not change score automatically)
- **I** = Incomplete (not calculated into average) (This is NOT the same as giving students an Incomplete for the entire marking period. This is for individual assignments).
- **Ch** = Cheated (converts to a 0)
- **X** = Exempt (not calculated into average)
- **Dr** = Dropped (not calculated into average)
- **Students are to receive 2 graded assignments each week, which must be recorded within 7 days of the due date.**
    - All graded assignments will have a base 10 point value. This means multiples of 10.
    - All tests must be announced. Quizzes may be announced or unannounced, but students are to be informed of your policy concerning quizzes at the beginning of the school year.
    - To ensure our gradebooks accurately reflect student growth and maintain instructional integrity, please ensure all assignments are explicitly tied to one of the following:
        - **Course Standards:** direct alignment with state/district goals.
        - **Core Content:** specific topics (e.g., tragedy, satire, memoir, Greek Mythology, Harlem Renaissance, etc.).
        - **Key Skills:** literary elements, devices, and the writing process.
        - **The Goal:** Clearer feedback for families and better data for our instructional planning.
    - *Assignment values should be balanced within categories*
        - A 5 point quiz and a 100 point test is not balanced

        - Three 30-point quizzes and a 100 point test is better balanced.

- All teachers must follow the District grading and marking guidelines HERE. Teachers cannot make up their own grading system. All teachers must use the electronic Grade Book system in SIS to enter grades for interim reports, report card grades, as well as for students to use Check & Reflect.
    - Tests 40%
        - Allow student to demonstrate mastery of standards
        - There should be a minimum of 4 assessments in this category for the quarter
            - 2 tests before interim & 2 tests post interim
        - The quantity of an assignment does not always equal quality. You can assess using less items more frequently.
    - Performance Based Learning 30%
        - This category can include Projects, Labs, Research Assignments, Presentations, Text Dependent Writing, Constructed Responses (This is not an exhaustive list)
        - There should be a minimum of 2 assignments in this category for the quarter
            - 1 assignment before interim and 1 post interim
    - Classwork 20%
        - A minimum of 10 per marking period
    - Homework 10%
        - A minimum of 4 per marking period

- Teachers must grade tests themselves. This responsibility may not be delegated to students as per federal student privacy laws. It is acceptable to use unidentified samples of student work for the purpose of instruction, but at no time are students permitted to correct and grade the work of their peers.

- All work turned in on time must be evaluated and returned to the students within seven (7) days.

- **All students must have access to an alternative method for completing assignments that are posted electronically/online.** This means students without their Chromebook must be provided with a means to completing all class assignments (hard copy).

- **Students are to be given the opportunity to make up assignments, prior to assigning a failing grade. A STANDARD 10% MAXIMUM DEDUCTION FOR ALL LATE WORK.** Students are entitled to and responsible for any work, which they missed as a result of excused absences/athletic events/school events.. Students are responsible for completing the activities in a timely manner. **Teachers are responsible for communicating and documenting contact with the parent(s) or guardian(s) for students who are in danger of failing. This documentation must be placed in SIS. An**

email, text, etc. without a response is not sufficient communication. Follow-up measures must be done in collaboration and implemented with a counselor, grade sponsor, or administrator. A video on how to enter this contact can be found HERE**.**
No student should have a term or year failure without significant documentation of attempts to support the student through contact with the following: student, parent, other family members (on file w/ SIS), counselor, SPED case Manager, SPECM, EL Point. MTSS must be implemented and documented prior.

- Subject marks for each report period are not cumulative. However, in the last column of the report card, the cumulative grade for the year will be displayed as each report card is issued. All scores, examinations, quizzes, written class assignments, homework, projects, and alternative assessments starting from September are reflected on the final report card.

- See the Roster Office for the previous grades of students who are admitted into your classroom after the beginning of the quarter and/or year. In the event that there are no grades available, that grade must be converted to another letter grade as per District policy or will automatically become an "F." The student may make up work under the direction of the subject teacher, with the approval of an administrator.

- Any required work that is not made up is to be recorded as missing. Since all subject marks must reflect completed course work from September, pupils who are assigned to your class after the start of the school year must either show evidence of previous passing grades, or with the approval of an administrator, make up enough work to pass your subject.

Special Education Grading Guidelines

For special education students, all grades must be determined in accordance with special education law, and in conjunction with the Special Education Teacher and Special Education Compliance Monitor. All teachers are responsible for reviewing the IEP at a glance that is distributed by the IEP case manager. Teachers are responsible for implementing the accommodations, modifications, and PBSP listed in the IEP. To be proactive, teachers must collaborate with the case manager to receive additional support, along with the SPECM. No student can receive a failing grade without the aforementioned preventative actions.

EL Grading Guidelines

ALL teachers are required to differentiate instruction and assessment (including grades) to align with the WIDA Can Do Descriptors that coincide with the ELD level of their ESOL students. The classroom teacher must collaborate with the ESOL teacher when determining the reading, writing, and oral communication grades. In addition, parents must be notified in their preferred home language when a student is not making sufficient progress. Translation help can be found HERE. Please see below for criteria that will help in grading: For all ELs (Levels 1 – 5):

- ELs must receive modified and adapted instruction and assessment based on the WIDA Can Do Descriptors aligned with the student's grade level and proficiency level.
- EL grades may only be based on assessment measures that have been adapted to accommodate the language needs of ELs and may not be based on assessment

measures designed exclusively for use by native speakers of English unless those measures meet the Can-Do descriptors. ELs should not have failing grades that are based solely on their cultural and linguistic diversity.

- Language Waivers are approved by the Office Of Multilingual Curriculum and Programs if specific criteria has been met and approved.

Any EL enrolled in any course cannot be given a failing grade unless the teacher can document all five of the following areas:

- The teacher has modified instruction and assessment to be in alignment with the Can-Do descriptors appropriate for the student's proficiency level.
- The student has made no improvement.
- The student has not made a reasonable effort.
- Issues related to effort have been referred to the appropriate ESOL staff member as soon as they manifest and ongoing consultation has been made with the ESOL teacher regarding the appropriateness of assessment measures as they relate to students' proficiency levels.
- Parents/Guardians have been notified in their preferred language when a student is not making sufficient progress.
    - ELs are not exempt from grades. All ELs, including "newcomers," should receive a grade based on the Can-Do descriptors in all subjects for each grading period. EL's grades should reflect linguistic accommodations and modifications appropriate to their language proficiency level.
        - The only exception is for students who have enrolled less than 45 days of a marking period, in which case, the student will receive NG.
    - If an ESOL teacher or content/grade teacher assigns a "D" or an "F" to an EL in any subject area, the teacher must submit documentation for the student to the appropriate assistant principal, EL Point Person, and Multilingual Manager prior to giving the failing mark.
        - Documentation should include supports provided to the student, including evidence of modified and differentiated instruction, modified and differentiated assessments, interventions, and MTSS.
        - Included documentation must prove that language was not the reason for the failing mark. If ELs are not meeting with success, it is critical that they are engaged in the MTSS process.
        - An EL may fail once they have gone through the MTSS process, and their attendance has not improved.

Grading Scale *Refer to SDP Marking Guidelines*

1. The following relationships between numerical averages and literal marks are established by the School District of Philadelphia. All teachers (including low-incidence teachers) are responsible for issuing a letter and number grade.
    a. A= 89.5-100
    b. B=79.5-89.4
    c. C=69.5-79.4
    d. D=59.5-69.4

e. F=50-59.4

2. A ***term*** grade of Incomplete (I) can be given in the following situations:
    a. Student was enrolled for less than 15 days during the term
    b. Students were on extended medical leave (nurse confirmation required)
        i. Incomplete grades must be corrected prior to the close of the next term grading window or the grade will convert to a 50.
        ii. Incompletes cannot be given during the final term of a course. The final grade for a course will be automatically calculated as an average of all term grades. Students whose final average falls below a 60 will receive a failing grade on their final report card and will not earn credit for the course.

Whenever an incomplete grade will be given, Fels Administration must be notified.

Graduation Requirements

A 12th grade student shall graduate if they:

- Successfully completes a Senior Project and Act 158 Graduation Requirements
- Earns a total of 23.5 credits, which include:
    - 4 in English
    - 3 in Mathematics
    - 3 in Science
    - 4 in Social Studies (1 in African American History)
    - 2 in World Language
    - 2 in Arts and Humanities
    - 1 in Physical Education
    - 0.5 in Health
    - 4 in electives
        - One elective must be a college preparatory Mathematics or Science course, an International Baccalaureate course or an Advanced Placement course. Schools or programs may predetermine specific subject area electives

Hall Pass Policy for Students

- Each classroom will be provided 2 monthly color-coded laminated hallpasses: **ONE STUDENT OUT AT A TIME. THE SECOND PASS IS A BACKUP.**
- Bathroom Policy
    - Bathrooms will be open from 6:55-8:02
    - Lunches
        - Students are to use the bathroom during their lunch
        - Non lunch students (emergency only) D side Bathrooms
            - 6:55-8:02 Bathrooms are open for all students
            - 9:42-9:52
            - 10:25-10:35
            - 11:10-11:20
            - 12:30-12:40
            - 2:00-2:10
- Students will sign the Teacher Hall Pass Log Book in their class before receiving a pass from a teacher.
- If a staff member requests multiple students to be released from class, they must pick

them up personally, arrange for a staff member to escort them, or contact the Reset Room.

- Hall passes must be kept in a **secure** location in the room, and not left out in the open.
- If a hall pass is lost, please request a new one from Mr. Troy Sanders tlsanders@philasd.org
- **No more than one student at a time for bathroom passes (exception 504 plans)**
- Students are not to be given a hall pass for water or locker usage. The expectation is that students stop for water or lockers during period transitions.
- Water breaks and locker needs are to be done during transition times
- When sending a student to an office where hall passes typically cannot be returned immediately (e.g., Nurse, Counseling, Main Office, or School Safety):
    1. **Call Ahead:** Contact the receiving office prior to releasing the student from your classroom.
    2. **Radio Notification:** Staff at the destination will notify team members via walkie-talkie that the student is on the way.
    3. **Student Release:** Once contact is made, simply release the student to their designated location.

These protocols ensure continuous student accountability while streamlining hall pass management.

ID Cards- Students

In order to provide security for all Fels community members, photo ID cards should be available when requested. Failure of a student to produce it upon request by any staff member may result in disciplinary action. All students will be provided with their first ID card at no cost. Lost or stolen ID Cards must be replaced by the students for a fee of $5.00 by the end of the next school day. Damaged ID Cards must be returned for a new ID Card for FREE. Monies collected will be deposited into the Student Activity Fund.

Individuals with Disabilities Act (IDEA)

According to this law, which was reauthorized in 1997, teachers, both special education teachers and regular education teachers, are responsible to follow an IEP (Individual Education Program) for any student receiving services. According to state law, as outlined in IDEA, the following school personnel must be present at an IEP conference: special education teacher, local educational agency representative (LEA) or designee, regular education teacher, and school psychologist. **Teachers must keep IEPs/IEPs at a Glance in a secure location. Review student profiles if they have a flag and you don't have the IEP at a glance, be sure to reach out to SPECM, Ms. Cristol and AP Bolds.**

Interim Reports

1. School wide Interim reports are completed at the midpoint of each marking period as identified HERE.
    a. Teachers may, as deemed necessary, issue an interim report concerning a student at any time during a marking period when there is any question about a student's progress or failure to complete assignments. The parents/guardians of seniors

must be notified in writing as soon as it has been determined that a student may not pass your class. Teachers are encouraged to indicate in SIS that an interim was sent and/or a parental contact was made after an interim report has been sent home.

2. **Teachers are to have two way communication to parents of a child's failure status by the interim and end of the quarter and document communication in SIS.** This includes communication with students, parents, counselors, SPECM, EL point, etc.
3. While the roster office prints and distributes Interim Reports, this should not be the only opportunity for students to receive reports and have conversations with teachers about their grades. Suggestions to help meet this need include:
    a. Scheduled opportunities to review Check and Reflect reports, Grades Impact Report, and GMT.
    b. Teacher created Interim reports and reviewed in one-on-one meetings
4. Fels Administration reserves the right to implement future initiatives and policies to ensure these conversations and opportunities occur.

Keys

1. Administrators will distribute and collect keys by content area.
2. **Employees are responsible for their keys. Due to district constraint, keys will not be replaced if lost or stolen.**
3. Lost keys are to be reported immediately to the Administration.
4. Lost keys may be subject to formal disciplinary action.
5. No one is permitted to duplicate keys.

6. All staff members must turn in their keys on the last school day in June to be secured for the summer.
7. Staff members are expected to keep all school keys securely fastened and in their possession throughout the school day. No staff member should leave keys on a desk or in another unsecure location. At no time should students be given keys, no matter how responsible they may be. Any staff member who observes a student unlocking a classroom door or carrying a school key should attempt to secure the key from the student and/or report the incident to an administrator.

Late Student Arrivals To Class

1. All students are to be admitted to class even if they are late. **No students are to be turned away from a classroom for being late.** Failure to follow this policy violates a federal law (FERPA). Teachers are expected to have a late log for late students to fill out when they arrive late and use their classroom discipline policy to follow up with the student. Patterns of student lateness should result in documented contact with parents, and MTSS-Behavior plans created and strategies documented.
    a. Three exceptions to allowing students into your class:
        i. A hall sweep is called and teachers are directed to close/lock their doors
        ii. To prevent a possible fight or other serious offense/safety issue
        iii. Emergency procedure is called.

Lesson Plans

All teachers are expected to turn in weekly lesson plans in the Samuel Fels Google Classroom. Lesson plans are expected for each subject a teacher has on their roster. **Lesson plans are due Thursday by 11:59 p.m. First lesson plans are due Thursday, August 27th by 11:59pm.** Lesson plans should reflect the upcoming week of instruction and should be as specific as possible and include lesson objectives, instructional strategies and activities aligned to the objective(s) for each day. Teachers who copy and paste lessons or use ambiguous language will be required to resubmit lesson plans. Teachers who submit lesson plans late or do not submit them will receive progressive disciplinary action.

1. Teachers are strongly encouraged to respond to comments or leave comments for reviewers for feedback using the comment feature in Google Docs.
2. As per PFT contract, if a teacher's performance appears to be, or is becoming unsatisfactory, they may be required to prepare more detailed lesson plans using the template provided by Fels administration.

Monetary Allotment

The School District of Philadelphia provides an annual teacher allotment of $250 to teachers, special administrative staff and $50.00 to paraprofessional staff for the purchase of learning supplies and materials needed for the school year. Staff must place receipts in a plain white envelope and give them directly to Ms. Jamison. Receipts must be for the current school year. There are no exceptions! **Receipts cannot be for food purchases.** Teachers are responsible for submission of receipts by the announced due date set by the District.

Morning Daily Announcements

Announcements will be made each morning. If you need something announced, please complete and submit your request Morning Announcement Form by 7:30 a.m. If the announcement is not received by 7:30 a.m., the announcement will be made the following morning. All announcements are subject to approval.

Multiracial-Multicultural-Gender Policy

In Board Policy #102, the School District of Philadelphia affirms its commitment to Multiracial-Multicultural-Gender Education. This policy is designed to foster knowledge about and respect for those of all races, ethnic groups, social classes, genders, religions, disabilities, and sexual orientations. Its purpose is to ensure equity and justice for all members of the school community, and society as a whole, and to give those members the skills and knowledge they need to understand and overcome individual biases and institutional barriers to full equality. In seeking to ensure educational equality and justice for all, Multiracial-Multicultural-Gender Education is to be infused throughout all aspects of the educational process.

Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports (MTSS) provides a framework for delivering targeted support to all students. This support is organized into three tiers, each designed to meet varying levels of support across academics, behavior, and social-emotional needs. Students requiring additional support remain engaged in the grade-level core curriculum while receiving supplementary interventions or enrichment. **Strategic and Intensive Interventions are always in addition to**

grade-level core curriculum. View an accessible version of the Multi-Tiered System of Supports (MTSS) – Diamond Chart.

Fels Protocols:

1. **Daily:** Follow MTSS Tier 1 Guidelines for Academics, Behavior, & Attendance.
2. **Weekly:** Retrieve your Grade Impact Report (stepper) and complete the reflection form. (Come to A Day PLC meetings prepared to discuss.)
3. **Weekly:** Use A Day PLC time to update your designated content tracker with failing students and Tier 2 interventions implemented in the classroom.

Parent/Family Conferences

Parents or legal guardians are encouraged to call the school and make an appointment with the teacher, counselor, or administrator whom they wish to see. Teachers can also set up a conference with a parent/guardian. To ensure that the educational process remains ongoing, parent/teacher conferences are not to be held when a teacher is scheduled to teach a class where at all possible.

Conferences other than report card conferences should be held in the conference room. Parents must be escorted at all times. **All staff must check SIS to ensure that the adult they are speaking with is an authorized contact on the student profile.**

Personal Belongings

All personal belongings should be in a secure place. **The School District of Philadelphia and Fels High School assume no responsibility for the personal property of employees.**

Posters/Signage

To decrease outdated posters hung throughout the building, as well as for visual aesthetics, **please hang posters in the following areas:**

- bulletin boards in designated areas (B side by the main office and inside the cafeteria)
- glass doors, where students and staff enter
- student & staff bathroom doors
- your personal classroom doors

PowerSchool

The School District of Philadelphia uses an online platform for Evaluation and Professional Development. This Learning Management System (LMS) is used for:

- professional development (PD) registration
- activity management
- Act 48-hour tracking
- centralized digital learning

Please use these helpful steppers and screencasts to complete various common tasks throughout PowerSchool. If you have any questions or comments please email us at: PowerSchoolHelp@philasd.org

Professional Attire

Due to the range of positions district-wide, the SDP does not have an all-inclusive formal dress code. However, all employees are required to report to work dressed in a manner that reflects positively on the professional image of the District, and is appropriate for their position. Administrators and supervisors are held accountable for maintaining this code. If, in the judgment of an administrator or supervisor, an employee is not appropriately dressed for the workplace, the administrator or supervisor has a responsibility to direct the employee to leave the district premises until he/she is properly dressed. If you have any questions as to what is appropriate to wear to work, please contact your administrator, or union representative.

Professional Learning Days **2026-2027 PD Calendar**

All staff members are mandated to attend School and/or District Wide Professional Learning Days, either school based or centrally located. School Based Professional Learning Sessions will be held on site at various times during and after the school day. All Samuel Fels HS staff and teachers are responsible for reading the School District of Philadelphia's professional development catalog and following all directions for registration and submissions. *Please be sure to register for sessions in advance*. Teachers must accrue 180 Act 48 hours every 5 years to maintain their certification through PDE. Paraprofessionals must also accrue professional development and submit certificates and forms to OSS annually.

Professional Learning Communities

All teachers are required by PFT Contract to attend our professional learning communities (PLC) that are built into the regular schedule. Teachers are expected to attend these sessions and be active participants. In the event that there is no PLC for the day, teachers may be assigned to other duties as designated by the principal or designee. Class coverages assigned during PLC time are considered admin time and do not garner a prep payback reimbursement.

Report Card and Interim Reports Dates - **SIS Assignment Calendar**

Back to School Night is Thursday, September 17th from 4:30 to 6:30pm.

<table>
<tr><td rowspan="2">First Report Period

August 24, 2026 - November 5, 2026

Full Instructional Days: 48</td><td>First Quarter Interim Reports
At least 9 graded assignments in SIS
At least 2 Tests & 1 PBL
Late work due by September 30th by 10 P.M.
Gradebooks updated by October 6th 7:30 A.M.
Interims in Mailboxes for distribution on Oct. 7th during 2nd period</td></tr>
<tr><td>First Report Card Conference Day: November 16, 2026
At least 16 graded assignments in SIS
At least 4 Tests & 2 PBLs
Late work due by October 28th by 10 P.M.</td></tr>
</table>

Second Report Period ***November 6, 2026 - January 25, 2027*** Full Instructional Days: 42	**Second Quarter Interim Reports** ● **At least 7** graded assignments in SIS ○ At least 2 Tests & 1 PBL ● Late work due by December 10th by 10 P.M. ● Gradebooks updated by December 17th 7:30 A.M. ● Interims in mailboxes for distribution on December 18th during 2nd period
	Second Report Card Conference Days: January 29, 2027 ***Evening Conference: TBD*** ● **At least 12** graded assignments in SIS ○ At least 4 Tests & 2 PBLs ● Late work due by January 14th by 10 P.M.
Third Report Period ***January 26, 2027 - April 6, 2027*** Full Instructional Days: 41	**Third Quarter Interim Reports** ● **At least 11** graded assignments in SIS ○ At least 2 Tests & 1 PBL ● Late work due by February 24th by 10 P.M. ● Gradebooks updated by March 2nd 7:30 A.M. ● Interims in mailboxes for distribution on March 3rd during 2nd period
	Third Report Card Conference Days: April 9-10, 2026 ● **At least 15** graded assignments in SIS ○ At least 4 Tests & 2 PBLs ● Late work due by April 1st by 10 P.M.
Fourth Report Period ***April 7, 2027 - June 9, 2027*** Full Instructional Days: 42	**Fourth Quarter Interim Reports** ● **At least 8** graded assignments in SIS ○ At least 2 Tests & 1 PBL ● Late work due by May 5thby 10 P.M. ● Gradebooks updated by May 10th 7:30 A.M. ● Interims in mailboxes for distribution on May 11th during 2nd period
	Fourth Report Card will be given on June 9th ● **At least 13** graded assignments in SIS ○ At least 4 Tests & 2 PBLs ● Late work due by June 1st by 10 P.M.

Requests to Leave the Building

1. Staff members must sign out in the book maintained by the main office secretaries and notify administration prior to leaving the building at any time during the school day, excluding their assigned lunch period. It is understood that staff members will sign in upon returning to the building.
2. If an extenuating circumstance deems it necessary to leave the building during the school day, obtain permission from your direct administrator and sign out through Kronos at the

time of departure. Depending on the hour of departure, staff members may be charged for the time.

Roster Requests

1. All roster changes must have the final approval by an administrator.

School Plan

The School Plan serves as our operational and instructional roadmap, aligning daily school practices with our broader vision for student success. It outlines our core strategic goals, academic priorities, and safety standards to ensure equity, consistency, and continuous improvement across all grade levels and departments.

School Property

Staff is responsible for creating a system to monitor and track school property. (Ex. calculators, novels, textbooks, SMARTboard pens, athletic equipment, instruments, etc.) Staff are to sign for school items that are distributed.

SchoolNet/SIS

Schoolnet and SIS is available to all personnel with a school district email and password. You are able to review your students' records online.

Security Scans

For security purposes, students and visitors must pass through a scanning process as they enter school. Any guest visitors must be approved by an Administrator and are subject to the security scan. The scans will detect weapons, drugs, electronic devices, and anything else that is deemed inappropriate or illegal to bring into school.

Sexual Harassment - Employees Policy 348

1. The School District of Philadelphia and Fels High School are committed to maintaining a positive learning and working environment that is free from any form of sexual harassment. Sexual harassment is a form of sex discrimination, and is a violation of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, religion, national origin, or sex. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials, which evoke responses not in keeping with the atmosphere intended for the classroom or the workplace. Such conduct includes, but is not limited to:
    a. Sexual flirtation, touching advances or propositions
    b. Verbal or written comments of a sexual nature including sexually suggestive or degrading language.
2. The submission to or rejection of such conduct cannot be used as a basis for making decisions related to employment, assignments or performance. Nor, may such conduct be used to create an intimidating, hostile, or offensive school or work environment. It shall be a violation of this policy for any student or staff member to harass another student or staff member. Students who violate this policy will be subject to disciplinary actions in accordance with the provisions of the Code of Student Conduct. Accusations against staff

members will be thoroughly and fairly investigated in accordance with District policy. Any resultant proceedings and actions that are taken will also be done in accordance with District policy, and any state and federal laws governing such conduct.

Sexual Harassment - Students Policy 248

1. The School District of Philadelphia and Fels High School are committed to maintaining schools that are spaces with inclusive climates and that support the social, emotional, and mental health and well-being of all students. The purpose of this policy is to require the School District of Philadelphia to maintain an educational environment in which harassment and discrimination in any form is not tolerated and to establish procedures for investigating, responding to, and resolving reports of harassment and discrimination.
2. Harassment includes unwelcome conduct such as graphic, written, electronic, verbal, or nonverbal acts including offensive jokes, slurs, epithets, and name-calling; ridicule or mockery; insults or put-downs; offensive objects or pictures; physical assaults or threats; intimidation; sexual misconduct or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when: 1. Such conduct is sufficiently severe, persistent, or pervasive; and Page 1 of 8 2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate

SIS Support (Student Information System)& Resources

This document is designed to help our SIS Coaches and Teachers to feel comfortable and successful with using our Student Information System (SIS) throughout the school year. The following resources are pulled from our SISHelp website where you will find steppers and videos for all components of SIS.

Special Education

Special education case managers are expected to have IEPs in compliance by the end of each month. **All teachers and staff are expected to complete teacher feedback forms and collaborate with the case managers.** When asked, they are expected to attend IEP meetings. If coverage is needed, teachers should reach out to the SPECM and/or organizational chair.

Special Education Policy

In Board Policy #113, the district shall offer each student with a disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP). The IEP shall provide access to the district's general curriculum and participation in state and local assessments, including supplemental aids and services that permit the student to be educated, to the maximum extent appropriate, with their nondisabled peers. The district shall provide a continuum of placement options to appropriately meet the needs of students with disabilities.

Smoking Policy Policy 323

Per School District Policy #112.7 (Use of Tobacco on School Property) and ACT 168 passed by the state legislature, no one is permitted to smoke tobacco at any time on school property while students are in the building.

Staff Use Of Social Media And Electronic Communications Policy 316

The District acknowledges that staff members' use of social media and electronic communications can be a powerful way to stay informed, connect, and share valuable resources and information, but can also offer another avenue for impropriety. To ensure that the educational environment is safe and conducive to learning, the School Reform Commission has set forth this policy articulating its expectations for staff members using social media and electronic communications.

Student Code of Conduct

The School District of Philadelphia is committed to creating and maintaining well-resourced and safe school environments conducive to teaching and learning. We strive to develop meaningful partnerships with parents/guardians and families, so we can work together to encourage academic, social and emotional growth in all of our students. Our goal is to ensure that all of our students have the necessary resources to graduate and succeed as fully engaged citizens of the world. **2026-2027 Code of Conduct**

The purpose of the Code of Conduct is to: 1) outline clear expectations for all school community members; 2) provide information around student and parent/guardian rights and supports; and 3) equip staff with guidelines for addressing student behavior. The School District of Philadelphia seeks to eliminate inequitable disciplinary practices for black and brown students and therefore the Code of Conduct provides alternatives to exclusionary discipline.

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 regarding privacy of such records, guarantee access to these records by parents or guardians and students. A parent or guardian, who wishes to review the records of a student for whom they are legally responsible, should contact the student's counselor and present a written request to the counselor for such an inspection.

Student Supervision

Students are to be supervised at all times. **Students may NEVER be left alone in the classroom**. If an incident occurs, you must phone for help or send a student for help. Do not leave the room and leave the students behind. If you take your students to the auditorium, gym, or elsewhere for a program, you are responsible for their supervision. The same applies for field trips. No pupil is to remain in the building beyond dismissal time, unless under the direct supervision of an authorized staff member. **Students being dismissed from EC Clubs or sports MUST be monitored at all times until they exit the building, using the main entrance. Failure to follow this directive will result in loss of club or sport.**

Student Transitions

Teachers are expected to be in the hallways, at their doors, during transition periods to assist in monitoring student activity. Administration, School Police, Climate Staff, Deans and other support personnel will be monitoring the hallways.

Syllabi **Due Friday, August 21, 2026 @ 7:30 am via Google Classroom**

Teachers will provide each class with an overview of classroom expectations and norms. The Syllabus should be presented on the first day of school, referred to throughout the year, and remain in each class's Google Classroom. The outline must lay out the teacher's grading policies, progressive scale of behavioral consequences, electronic device policies, typical lesson structures, and types of assessments. There should be no surprises for students.

Textbooks, Instructional Supplies and Equipment

The selection of textbooks is the responsibility of the department leader in accordance with the guidelines and requirements of the School District of Philadelphia. Teacher leaders are to maintain accurate and up-to-date inventories of textbooks. Orders for items which are specific to your discipline and purchased with school funds must be submitted to the principal for approval before being submitted to the School Operations Officer. Any order that is placed directly with a vendor by a staff member, such as a telephone order, for which approval was not secured will be considered a personal order and is the responsibility of the staff member who placed the order. Only orders processed by the Principal and School Operations Officer will be approved for payment from school funds. All such supplies and equipment are to be stored in a secure location in your classroom, or in a closet that is secure in the main office. Teachers should store all instructional supplies in their classroom in an organized and tidy manner.

Title IX

The School District of Philadelphia ("District") is committed to maintaining schools that are spaces with inclusive climates and that support the social, emotional, and mental health of all students and staff. "No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."

Transgender and Gender Non-conforming Students

In Board Policy #252, the School District of Philadelphia affirms its commitment to ensure safety, equity, and justice for all students regardless of gender identity or gender expression so that they can reach their fullest human and intellectual potential.

Use of School Facilities and Equipment

1. Staff members are assigned to specific rooms that are designated as their primary teaching station. Each staff member is responsible for the equipment and instructional materials in their room.
    a. Any staff member desiring to use school facilities and/or equipment during the school day in areas other than his/her own teaching station must obtain administrative approval. Such requests must not interfere with the educational process.

b. **Any staff member wishing to schedule a facility for use after school, in the evening or on the weekend must receive authorization from the Principal prior to submitting a Facilitron request**. This request should be emailed in sufficient time (2-3 weeks) to allow for review and approval by the Principal and the District.
c. Include approved events on the school calendar.
d. Ensure the proper personnel and supervision for the activity are in place, and that all participants (staff, students, guests, etc.) are given proper and ample notification.

2. School equipment may not be removed from the school.

Van Usage Procedure- Van Usage Procedure

Videos - Use of films or film clips (i.e., online video, DVDs, etc…) in the classroom

1. Before they are shown to students, all films or clips must be carefully previewed in full and evaluated by the teacher so that they meet identified learning objectives. Good taste and professional judgment must always be exercised when selecting films for classroom use and copyright guidelines should be followed.
2. Films must be selected and assigned to give support directly to instructional learning objectives contained within the SDP approved curriculum.
3. Films shall not be used for recreation or entertainment during instructional times or other than planned instructional purposes unless deemed appropriate in regards to an ongoing program by a building administrator.
4. **Any film that is shown over 30 minutes must be approved by the principal or assistant principal.**

Visitors *Refer to Visitor Management System*

1. Staff members are reminded NOT to permit or admit anyone (e.g. parents, students, visitors, or others) in the building through any entrance- at any time. DO NOT HOLD THE DOOR, and make sure it closes behind you.
2. All visitors must enter through the A-side Main Entrance of the building, go through scanners, and have ID. They are to then report to the main office.
3. If a staff member has made prior arrangements for a visitor to see him/her, the Main Office should be informed of the expected visitor. At the conclusion of a visit/conference, the staff member is to direct the visitor(s)/parent(s) or legal guardian(s) to the main entrance, at which time, the visitor(s) will sign the time of their departure.
4. If you encounter an unauthorized visitor/unknown person in the building, inquire whether you can be of any assistance to him/her and attempt to determine the legality of the person's presence in the building. Depending upon response/reception that you receive from the visitor
    a. Direct the visitor to the Main Office for issuance of pass.

b. Seek assistance at the nearest office so that designated personnel may be summoned to the area to assist.
c. If you have a concern for your own safety or that of others and choose not to confront the unauthorized visitor/unknown person, report any such person to the Main Office. When doing so, please be sure to provide a good description of the person.
d. Unauthorized visitors will be asked to leave the school grounds. If they refuse to do so, they will be subject to arrest for trespassing.

5. Visitation privileges will not be granted to:
    a. Students who are not registered to Fels
    b. Former students of Fels, unless they have an appointment to see a teacher/staff member, and must have a photo ID.
    c. Students who wish to bring young children to school with them are not permitted at any time.
    d. Staff are not permitted to bring their own children to work as stated by SDP in 2018, children are considered a liability in the workplace during working hours.

Stay F.R.E.S.H: **F**ocus- solution oriented, **R**elationships- School Culture, **E**volve- Be better than yesterday, **S**elf Awareness- Mindset, **H**ope- Guidance to our students and a plan of action /**H**onesty-Self accountability