

**2017-2018
STUDENT AND PARENT HANDBOOK**



**JULIA R. MASTERMAN
LABORATORY & DEMONSTRATION
SCHOOL**

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School Motto: DARE TO BE EXCELLENT!

School colors: BLUE AND WHITE

GENERAL INFORMATION INDEX

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Disclaimer:

This document is subject to change. Updates to the Student Handbook will be provided to the students and changes will be made to the online version of the document and will be included in any subsequent printing or publishing of the document.

Historical Background

The Julia R. Masterman Laboratory and Demonstration School was established in September 1958 for elementary school students. A junior high school program was initiated in February 1959 and a senior high school was added in 1976. In 1990 Masterman was reorganized as a middle school (grades 5-8) and a high school (grades 9-12). The school has twice been named a National Blue Ribbon School of Excellence and is Middle State Accredited. U.S. News & World Report ranked it as the number one public school in Pennsylvania and as 51st in the Nation for 2017.

Students are admitted from all areas of Philadelphia based on academic performance. Staff members are selected based on professional excellence. The mission of the school is the pursuit of excellence in both teaching and learning. The school was named for Julia Reynolds Masterman. Mrs. Masterman was instrumental in establishing the Philadelphia Home and School Council and served as its first president. The Masterman family still participates in school events and contributes awards at commencement.

Mission Statement

Masterman School is a multicultural welcoming community of learners that engages academically talented students in grades 5-12 in advanced intellectual study.

Belief Statements

- We believe that Masterman students are good people who have the intellectual capacity to excel academically.
- We believe in creating a culture rich in knowledge that promotes life long learners.
- We believe that student, school and family all play a part in a student's educational life.
- We believe the Masterman community reflects a society of safety, tolerance and diversity where we respect individual differences. It is a "greenhouse" where students are safe to learn and be themselves.
- We believe that our school is an environment where students who "Dare to be Excellent" are encouraged to and applauded for achieving their goals

Healthy School Initiative

Masterman strives to maintain a healthy school environment. Teachers, staff, students and parents are all asked to make decisions in accordance with Wellness Policy 145 (www.philasd.org/offices/administration/policies/145.pdf) when providing food and/or drinks at Masternan. Special attention to this policy should be given during celebrations, special events, athletic events and fundraising. Each event should include foods or beverages that meet established nutrition standards and applicable administrative procedures.

Masterman Hymn

Masterman's name be praised
Standards and honor raised,
We'll ever faithful be,
Throughout eternity,
Knowledge will light our way,
Through every coming day,
Thy name be ever praised
Masterman School.

District Approved School Calendar 2017-2018

August 28 – September 1, 2017	Staff Only – Professional Development
September 4, 2017	Labor Day
September 5, 2017	First day of Grades 1-12 student attendance
September 21 – 22, 2017	Rosh Hashanah- School Closed
September 28, 2017	Back to School Night (Time: TBD)
September 29, 2017	2018-2019 School Selection Process Begins
October 9 – 11, 2017	Interim Reports
October 27, 2017	3 Hour Early Dismissal - Professional Development
November 7, 2017	Election Day – School Closed
November 10, 2017	Veterans’ Day Observed – School Closed
November 13, 2017	2018-2019 School Selection Process Ends
November 20 – 22, 2017	Report Card Conferences
November 23 – 24, 2017	Thanksgiving Holiday – School Closed
December 8, 2017	3 Hour Early Dismissal – Professional Development
December 25 – 29, 2017	Winter Recess – School Closed
January 1, 2018	New Year’s Day Observed – School Closed
January 2, 2018	Staff Only – Professional Development
January 3 – 5, 2018	Interim Reports
January 15, 2018	Dr. Martin Luther King Day – School Closed
February 14 – 16, 2018	Report Card Conferences
February 19, 2018	President’s Day – School Closed
March 14 – 16, 2018	Interim Reports
March 16, 2018	3 Hour Early Dismissal - Professional Development
March 29 – April 2, 2018	Spring Recess – School Closed
April 27, 2018	3 Hour Early Dismissal - Professional Development
May 2 – 4, 2018	Report Card Conferences
May 9 – 11, 2018	Interim Reports
May 15, 2018	Staff Only – Election Day
May 18, 2018	3 Hour Early Dismissal - Professional Development
May 28, 2018	Memorial Day – School Closed
June 12, 2018	Last Day for Students
June 13, 2018	Last Day for Staff

Emergency Closing of School

When inclement weather makes it necessary to close schools, information is broadcast on radio, television, and the school district website. When schools are open during inclement weather, contingency plans should be made in advance in case of an early closing of schools. The student should know when s/he comes to school what to do in case of early dismissal.

Academic Honors

Masterman does not rank students

Honor Roll:

Distinguished: All As, one B, no 3s

Meritorious: All As and Bs, no 3s

National Honor Society – Masterman Chapter Selection of Members:

To be eligible for membership the candidate must be a member of the junior or senior class. A committee will evaluate records after the third marking period Junior year and again after the first marking period Senior year. The minimum standard of scholarship will be a cumulative scholastic average of all A's (93 or higher for regular courses and 91 or higher for AP courses) and one B (80-89). Candidates will then be evaluated on the basis of service, volunteer work that benefits others, inside and outside of school; leadership, displayed by holding an office in a club or sport here at Masterman or in an organization outside of school; and character, demonstrated by their everyday respect for the Masterman staff, faculty, student body, and school rules, as well as maintaining a high level of personal integrity.

French National Honor Society – Masterman Chapter Selection of Members:

Students will become eligible for membership after their first quarter of their third year of their French studies (junior year). Eligibility requirements: All candidates who have a 93 or higher average in French at the end of the first quarter of their junior year, and have all A's and one B (80-89), in all other subject areas of the same year.

Spanish National Honor Society – Masterman Chapter Selection of Members:

Students become eligible for membership after their first quarter of their third year of their study of Spanish studies (junior year). Eligibility requirements: Students who have an average of 93 or higher in Spanish at the end of their first quarter junior year, and have all A's and one B (80-89) in other subject areas of the same year are eligible.

National Junior Honor Society- Masterman Chapter Selection of Members:

The National Junior Honor Society (NJHS) promotes not only academic achievements of students, but also the characteristics of leadership, service, and character. The NJHS is open to students who are presently in 6th and 7th grade. The process for selection into NJHS begins with the teachers nominating students who meet the criteria for entrance. The criteria for candidacy are a cumulative average of 97 or better in all major subjects in the current year. Candidates will then be evaluated on the basis of service, volunteer work that benefits others, inside and outside of school; leadership, displayed by holding an office in a club or sport here at Masterman or in an organization outside of school; and character, demonstrated by their everyday respect for the Masterman staff, faculty, student body, and school rules, as well as maintaining a high level of personal integrity. Upon completing application process notification of selection or non-selection will occur. In the case of non-selection, students will be informed as to the reason they were not selected and encouraged to reapply the next year.

Academic Integrity Policy

Intellectual honesty is the foundation of a community of learners. Students must be prepared to function in accordance with standard rules for citation and acknowledgement. Students need to recognize that there are serious consequences to ethical lapses. Violations of academic integrity may range from copying homework to plagiarizing a major paper to cheating on a test. Records will be kept on any cheating incident reported and multiple offense offenders will face more severe consequences.

Definitions of academic dishonesty:

Plagiarism:

- Copying or presenting material verbatim without proper citation.
- Rewording an idea found in a source and omitting documentation or improperly citing the source.
- Submitting as one's own any course assignment created by someone else.

Cheating on Examinations and Assignments:

- Copying answers from another person, or other source without teacher permission.
- Using any unauthorized resource during an exam.
- Asking for, giving, or receiving the answers to test questions.
- Stealing or possessing test materials generated by faculty.
- Fabricating data and information.

Consequences for academic dishonesty will include any of the following:

- A failing grade for the assignment
- Referral to the appropriate Dean
- Negative impact on Citizenship grade
- 1st Offense- Parents notified and half day detention
- 2nd Offense- Parents notified and full day in school suspension.
- 3rd Offense- Parents notified and full day out of school suspension. Note on permanent record and college notification by Counselors

Additional consequences for academic dishonesty may also include any of the following:

- A failing grade for the course
- Exclusion from National Honor Society
- Withdrawal of any or all teacher letters of recommendation
- Loss of privileges and activities
-

Arrival, Attendance and Dismissal

Arrival:

Students may enter the building starting at 7:00 AM. Students must go directly to the cafeteria, and remain in the cafeteria, unless involved in a club. Students who do not wish to attend breakfast must wait until 7:45 AM to enter the building and report to the following locations:

5th/6th – patio (auditorium on inclement weather days)

7th/8th – auditorium

9th-12th – advisory (no sooner than 7:45 and no later than 8:15)

5th, 6th, 7th and 8th graders must stay on the patio, in the auditorium or in the cafeteria until 8:06.

This procedure is to ensure that students are supervised at all times. Once students are on school property they are not permitted to leave the building. High School students may go to their advisories if a teacher is in the room. In case of inclement weather, the auditorium is available to all middle school students. When the signal is given, students on the patio will line up and students in the auditorium report to their advisories. The School District requires that high school students pass through metal detectors upon entering the building.

Attendance:

Excessive absence results in lowered academic achievement. Regular attendance, except in case of serious illness, is a requirement at Masterman. Extraordinary circumstances for any absence of more than three days must be discussed with the principal, in advance or accompanied by a Doctor's note. Perfect attendance is defined as no absences or lateness. Students must report by 10:13 AM (3rd period) to participate in school activities.

Reporting of Absence:

- Parents must call the school at 215-400-7580 between 7:30-8:30 AM.
- In addition to the call, **parents or guardians must write a note of excuse giving name, date, and days of absence, and reason for absence.** Parents/guardian *must submit* an absence note to the school *within three (3) days* of the child's unexcused absence. After 3 days, the School Principal/Designee will make a determination if the note will be accepted.
- Students should present the note to advisors on the day of return to school.
- Students with excused absences up to five days will have the equivalent number of days to make up and submit missed work.
- Students with extended excused absence will work with the teachers to complete missed work within an agreed upon time frame.
- Extended absences for other than student illness must have prior approval of the principal to be considered excused.
- If a student needs to be absent for college orientation or visits, the absence must be reported to the Dean one week in advance or the student will not be excused.
- Office of Truancy will be notified for excessive absences.

Lateness:

Students are expected to arrive promptly each morning and must be in their classroom ready to begin their day by 8:15 A.M. Students are considered late to class and school once the second bell rings at 8:15 if they are not in the appropriate classroom. All students must bring in a valid excuse note if late to school. Any excuses for lateness will be subject to review by the Principal. Cooperation with this policy is needed in order to allow the educational program to proceed without the interruption of students arriving late. Any student who arrives to school after 10:13 without a valid reason will not be able to participate in any extracurricular activities that day.

Consequence for lateness are as follows:

- 3 unexcused latenesses – 1 detention and parent notification
- 7 unexcused latenesses – ½ day detention and parent notification
- 10 unexcused latenesses – Parent conference with Administrator

There is a new School District of Philadelphia Policy that took effect January, 2016. There are circumstances that may preclude a student from remaining in their current school assignment and a transfer to the student's neighborhood school may be necessary. If a student has an excessive amount of unexcused absences from school (more than 20 times annually) and/or is excessively late coming to or leaving the school (more than 20 times annually), he or she may be asked to return to his/her neighborhood school.

Lateness to Class:

Tardiness creates disruption and prevents all students from learning. Students are required to be in class by the time the second bell rings. (First bell dismisses from lunch or class, second bell announces the beginning of class). Students who are tardy to class three or more times will be required to serve a detention with the Dean. Parents or guardians will be notified in the event of a detention. It is up to the teacher's discretion to deduct class participation points. Consistent violation of this rule will result in review by the Principal.

Cutting or Skipping Class or Options:

If a student is found outside of class without a teacher's permission or is excessively late to class without permission, they may be considered cutting or skipping. The student will serve a detention and a parent conference will occur immediately. Repeated offense will result in suspension.

Early Dismissal Procedures:

In the rare case that a student must leave school early, s/he must report to the office before or during advisory with a note signed by a parent. The note should include who is picking up the student and a phone number so the early dismissal can be verified. The parent or guardian must have photo identification.

Students in grades 5 through 8: School district policy requires that, for safety reasons, a parent/ guardian must pick up his/her child.

Students in grades 9 through 12: All School District of Philadelphia students, even those over 18 years of age, must have an early dismissal request statement in a note signed by a parent or guardian. In addition, if the parent is not physically signing the student out, the note must give permission for the child to travel alone and state that the parent accepts responsibility for the child's safety.

Dismissal:

There is limited supervision after school. Students not in supervised activities must leave the school premises, including the patio, by 4:00 P.M. Playing ball is not permitted on the patio at any time. Please check with the office about after school programs.

Assemblies

Assemblies of various kinds are presented throughout the school year. Students are expected to abide by these rules and regulations.

- Classes will be advised when to proceed to the assembly and should do so quietly.
- There should be order in the assembly before the start of the program. When a speaker comes to the podium, students are to cease talking.
- During the assembly, students should remain silent and applaud when applause is suitable. Boos or whistling are inappropriate.

Cell Phones and other Electronic Devices

In accordance with the School District of Philadelphia policy, the unauthorized use of electronic devices is prohibited. Therefore, the school is not responsible for lost or stolen electronics. While we recognize the value of cell phones in today's society, our school policy requires that cell phones must be off and out of sight during the school day. Inappropriate use of unauthorized of electronic device will result in:

- 1st offense: Staff will confiscate device, give to dean and make parent contact
- 2nd offense: Staff will confiscate device, give to the dean and notify parent. Item will be returned to the parent/guardian.
- 3rd offense: Staff will confiscate device, give to dean and item will be returned to a parent the last day of school.

If students need to call home for an emergency during the day, they should obtain a pass to visit the counselor and/or main office. Students may not use cell phones to call home. If a student is ill, the nurse will call home if necessary. Once dismissed, High School students may only use their cell phones in the 1st Floor hallway during 8th period in order to not disturb middle school classes in progress.

Computers

Students may use computers in accordance with SRC Policy 815: Acceptable Use of Internet, Computers and Network Resources

(accessible online at www.philasd.org/offices/administration/policies/815.pdf)

and SRC Policy 249: Bullying/Cyberbullying

(accessible online at www.philasd.org/offices/administration/policies/249.pdf)

and the Code of Student Conduct

(accessible online at <http://www.phila.k12.pa.us/offices/administration/policies/CodeofConduct.pdf>). Parents and caregivers are encouraged to read and review these policies with their child(ren).

The School District of Philadelphia provides student access to Google Apps for Education (GAFE). GAFE tools include, but aren't limited to, Gmail, Google Docs, Google Calendar, and Google Sites. They are being offered to provide students a variety of tools to assist in their learning. Through the use of these tools, students will be able to do their class work, collaborate with one another, and work outside of the walls of a traditional classroom. Therefore, students at J.R. Masterman School will receive a School District email account. Middle School students will have internal or intra-mail addresses that can only send/receive email from within the District's @philasd.org domain. This email will become their key to their District Google tools.

We educate all students on the productive and responsible use of technology, using a variety of resources including the i-Safe curriculum (www.isafe.org) which provides learning activities that build the critical thinking and decision-making skills students need to develop into responsible 21st century citizens. We also encourage you to be proactive discussing the responsible use of these resources with your child.

Counseling Services

Counselors are skilled in working with both students and parents about:

- coping with pressure
- mental health issues
- improving study skills
- future plans, including high school and college guidance and financial aid information
- test results and interpretation
- school and community summer programs
- community resources and agencies
- concerns about family and friends
- school adjustment.

Counselors can also:

- act as liaisons between home and teachers;
- meet with students individually and in groups;
- coordinate efforts with other school specialists; and
- promote positive attitudes and values among students
- coordinate peer mediation

A student can see the counselor through:

- Self-referral
- Parental referral
- Administrative referral
- Teacher or other staff referral
- Referral by a friend

Response to Instruction and Intervention (RTII):

RTII is an early intervening strategy. The overarching goal is to improve student achievement using research based interventions matched to the instructional need and level of the student. This strategy allows education professionals to identify and address academic and behavioral difficulties prior to student failure. Monitoring student response to a series of increasingly intense interventions assists in guiding instruction to prevent academic failure. RTII is consistent with Pennsylvania’s Standard Aligned Systems (SAS) and the continuous school improvement process.

Counselors will work with deans, administrators and teachers to monitor student progress biweekly and privileges may be lost if a student is not in good academic standing.

Students may see the counselor before or after school, during lunch and during a crisis.

Gilda Abney- (215)400-7580
Heather Marcus- (215)400-7580
James Allen- (215) 400-7580

Middle School

Ms. Abney: A-G
Mr. James Allen: H-O
Ms. Marcus: P-Z

11th grade

Ms. Abney: A-J
Mr. James Allen: K-P
Ms. Marcus: R-Z

9th grade

Ms. Abney: A-Hu
Mr. James Allen: Hua- Ma
Ms. Marcus: Mb-Z

12th grade

Ms. Abney: A-G
Mr. James Allen: H-P
Ms. Marcus: Q-Z

10th grade

Ms. Abney: A-E
Mr. James Allen: F-Pe
Ms. Marcus: Pi-Z

Dance Policy – High School

- All policies and practices of the School District of Philadelphia and Julia R. Masterman Laboratory & Demonstration School must be followed.
- Tickets for any dance must be purchased in advance. Absolutely no tickets will be sold at the door.
- Student must be present in school on the day of the dance. Early dismissals will be granted at the discretion of administration.
- No student will be dismissed before 12:00 pm. on prom day.
- All bags are subject to search.
- Attire worn to the dance must be tasteful and appropriate for the occasion.
- Arrival to the dance must be within the first hour of the start time and departure from the dance must be prompt.
- No student may leave the dance and then return.
- Any Masterman student attending the dance with an outside guest must present a “Guest Request” form to the sponsoring organization before the date of the event.
- The “Guest Request” form must be signed by the Masterman student bringing the request, the parent of the Masterman student, the non-Masterman student attending the dance, and the parent of the non-Masterman student.
- The “Guest Request” must contain a parent/ guardian contact number for the guest.
- Non Masterman guests need to be able to provide a Student ID.

Discrimination and Bullying/Cyberbullying Policy

Policy 102a:

The policy of the School District of Philadelphia is to foster knowledge about and respect for those of all races, ethnic groups, social classes, genders, religions, disabilities, sexual orientations (perceived or known) and gender identities (perceived or known)

Policy 102b:

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 overcome individual biases and institutional barriers to full equality.

Federal and state laws prohibit harassment and/or discrimination and as a result the School District of Philadelphia is obligated to investigate and take appropriate action when this policy is violated.

Dress Code

The purpose of a dress code is to insure that people studying and working at Masterman contribute to a safe, tolerant, respectful environment. We have a highly diverse community. Our dress code strives to find common ground for all to feel comfortable and be able to concentrate on intellectual growth and academic achievement. Masterman is a laboratory and Demonstration school in which students should take pride in their appearance and dress. As a school that is visited often by educators and dignitaries, the dress code below is important to follow.

Masterman students should take pride in their appearance and dress. Criteria for determining appropriate student attire are:

- Hats or any article of clothing having messages or pictures with references to alcohol/drugs, violence, profanity or cultural/ethnic intimidation is not permitted.
- Shorts and skirts should be within inseam of at least four inches.
- Undergarments must be covered appropriately
- Tops that are cut off, low cut or expose too much of the anatomy are not permitted. These may include, but are not limited to tube tops, tops that reveal midriff or open/exposed backs.
- Sleeveless sports jerseys must cover from the armpit to the waistline.
- With the exception of religious or medical reasons, head coverings are not to be worn in the building.
- Final decision as to the appropriateness of student attire is at the discretion of administration
- All outer clothing is to be placed in lockers and is not permitted in the classrooms. Consequences for wearing inappropriate clothing:
 - 1st offense- Warning, student must change into appropriate clothing
 - 2nd Offense- Parent notified, detention and student must change into appropriate clothing
 - 3rd Offense- Administrative contact, parent conference and student must change into appropriate clothing
 - Repeat Offenses- Parents will need to provide appropriate clothing. Loss of privileges and activities may occur.

Extra Curricular Activities

Middle and high school students at Masterman have an opportunity to enhance their interests and personal growth through participation in numerous clubs and activities. Students are encouraged to become active participants. A list of the activities with the days and times will be posted on the Masterman website.

Rules for participation:

- Student must be present in school that day.
- Lateness after 10:13 am will exclude the student, unless prior approval is granted.
- Students must be academically eligible.

Athletic Activities:

All PIAA activities require an annual physical. Athletes must also meet academic eligibility requirements. If a student is failing 2 subjects during a week, he/she will be ineligible to play the following week.

Softball (H.S. only)	Soccer (H.S. Only)	Basketball
Golf		
Volleyball	Cross Country (H.S. only)	Tennis (H.S. Only)
Baseball (H.S. only)	Swimming (H.S. only)	Track

Music

Masterman has jazz band, band, orchestra, and vocal ensembles, which all students invited to join. Free music lessons are given during the school day. There are vocal groups for all grade levels, including the Choir and the Mastersingers. Rehearsals for the instrumental and choral groups generally are held before school, during guidance and after school. There are two evening concerts and a musical each year, as well as other performances.

Student Government Association (SGA)

The SGA provides opportunity for leadership development. Meetings of SGA representatives are held bi-weekly. There is a separate middle school and high school government organization. Various activities are planned, including dances, assemblies, charitable drives, and a year-end activity. The High School Student Government president is a member of School Council; the vice president is an alternate and is also invited to monthly School Council meetings.

Fire Drills and Safety Plans

The signal for leaving the building during a fire or fire drill will be a continuous ringing of the fire gong. Silent, mature conduct is expected at this time in order to provide a safe exodus for all students in the event of a hazardous situation. Signs are provided in each classroom with emergency evacuation procedures. To turn a false alarm is a criminal offense. Everyone must leave the building according to instructions posted in each room. The following regulations must be observed during all building evacuations:

- Close any windows and turn off any lights in the room.
- The teacher will see that every student has left the room and the door is closed.
- Students must not run as they leave the building in a line with the class.
- No talking is permitted while leaving or returning.
- Walk rapidly in a single file.
- Everyone must move away from the building and toward the designated areas.
- Classes must stay together and each teacher will account for students assigned to him/her.

Our school has carefully crafted a plan for a variety of emergency and or crisis situation. The procedures for these plans include a lockdown, shelter in place and other plans in the event of an emergency. Plans will be reviewed in all advisories at the beginning of each year and practiced in the form of drills throughout the school year.

Guests to the Building- Administration

An Administrator must be notified at least a week prior to the visit of the guest to discuss the purpose and details of the intended visit. All guest approval is at the discretion of the principal.

Health Room – School Nurse

Parents must supply the school with an up-to-date emergency contact. When a child has any of the following symptoms during the night or in the morning, he/she should be kept home:

- Severe headache
- Diarrhea
- Fever (100 degrees or more)
- Vomiting

For non-emergencies, students may only go to the Health room Monday - Friday 10:15 – 11:55 A.M. and 1:37 - 2:28 P.M. A student who becomes ill during the day should secure a pass from his/her teacher to go to the health office. **A student who is ill is not to call or text a parent on his/her cell phone.** A detention will be given and this offense will be considered as a cell phone infraction and consequences following those guidelines will be enforced. (Page 7) A seriously ill student may not leave the school unescorted. A student is not permitted to carry any prescription or nonprescription medication without a MEd-1 form completed by his/her physician. Elevator service is available for students only with nurse verification and permission.

I.M.C. (Library)

The library is open after school Tuesday, Wednesday, and Thursday. The library will be open during most lunch period as scheduling allows. Students need written teacher permission or a pass to visit the library during class periods. Students need to sign in when coming to the library. Ink Drinker Book Club meets once a week at lunchtime for Grades 5 to 12. Throughout the year, the Library Teen Advisory Board hosts various activities to promote library use.

On the school library Edline page, there are lots of links for information about the library, research, reading, the review blog, etc.

http://www.mastermanschool.org/pages/Masterman_Julia/Faculty/Departments/Masterman_School_Library

The Library catalog has links to reliable websites as well as a web-based catalog:

- philasd.follettdestiny.com
- Twitter: mastermanimc@twitter.com
- Blog: <http://masterpiece1699.wordpress.com>
- Newsletter: <http://jrmlibrarynewsletter.wordpress.com>

Locks and Lockers

- Locks issued to students are the property of Masterman School and must be returned at the end of the year. Once issued, a student is responsible for his/her lock.
- Replacement locks are \$5.00.
- Locks are to be kept locked on lockers.
- Only locks issued by the school are to be placed on lockers. Non-school issued locks are not permitted and will be removed.
- Lock combinations should not be shared with anyone.
- Each student should ensure that the locker is securely closed and that the lock is properly secured by turning the dial after locking.

Use of Lockers:

Lockers are to be used by grades 5 – 8 only during the following times:

- From the 8:07 am warning bell to the morning advisory bell at 8:15 am
- At the beginning and end of each lunch period
- At dismissal time

Lockers are to be used by high school students the following times:

- Before and after the school day
- At the beginning and end of each lunch period

Lost and Found

A general Lost and Found for books and clothing is maintained on the 5th floor odd side of the building. Valuable items such as cell phones, keys, and purses are generally held in the main office. Extremely valuable items (electronics, etc.) should not be brought to school. Eye glasses are held by the nurse. Every marking period, unclaimed items will be donated to charity.

Lunch and Breakfast Program

Breakfast and lunch are provided free of charge by the School District to all students. Breakfast is served between 7:00 A.M. and 8:10 A.M. Breakfast items will not be offered after 8:10 A.M. Full lunches are available for all students during each student's assigned lunch period. Students may bring their own lunch if they desire.

Lunchroom Procedures:

The cleanliness and neatness of the lunchroom are the responsibility of each class as well as of each individual student. The following procedures will be followed:

- A student must not bring **glass bottles or containers** to school.
- Passes to the I.M.C. or computer room may be obtained during the lunch period.
- Students must stay seated during lunch except for approved activities.
- Lunch lines must be orderly.
- Lunch may be purchased for oneself only.
- Snacks will not be sold during the last 15 minutes of each lunch period.
- Middle school students are to eat in the lunchroom only.
- Talking is to be done in conversational tones.
- There must be immediate silence when lights are turned off.
- Each student is responsible for putting his/her trash in the receptacles provided.
- Students are responsible for clearing table tops and floor area.
- Students will not be allowed to leave the lunchroom until their assigned area has been cleaned.
- Middle school students must have an appropriate pass to leave the lunchroom for designated areas.
- Middle school students may not leave the lunchroom during the first or last ten minutes of the lunch period.

Magazine Sale

An annual magazine sale is conducted in the fall. It is designed to provide additional funds to enhance school resources and extra-curricular activity programs. All students and parents are encouraged to participate in the sale. There are numerous prizes for those who sell magazines.

Music Program Participation

Students participating in music ensembles at Masterman (orchestra, band, jazz band, choirs and the musical) must attend rehearsals regularly. Unexcused absences affect the sound and morale of the entire ensemble. Participation in scheduled performances such as the Winter Concert and Spring Concert is mandatory. Performance dates can be found in the school calendar at the beginning of the school year. In the case of illness and/or emergency, the parents should send a written notice to the music director as soon as they are aware that such a situation exists. Absences due to family emergencies will be considered if written notice is provided. Absences due to work, social events or outside of school activities will not be excused. Grading for musical ensembles is based 50% on rehearsal attendance and participation and 50% on performance attendance and participation.

Physical Education Uniforms

All Masterman students are required to wear a uniform in physical education class. Uniforms are purchased through the Physical Education Department. Students who cannot engage in physical education due to medical reasons must bring in a note from their parent/guardian when missing a PE class and a doctor's note when missing multiple classes.

School Advisory Council

The School Advisory Council meets the third Tuesday of each month during the school year. School Advisory Council is a forum for exchanging ideas about how to improve student achievement among the school's stakeholders: principal, school staff, parents, students, and community members. Council will exercise leadership in the following areas: School Action Plan input and monitoring; school climate and safety; school budget; extracurricular and enrichment programs, and after school activities; parent and community engagement.

School Property

Students are expected to respect school property. It is against the law to deface school property. Any student defacing or destroying school property will be subject to possible arrest, as well as be responsible for restoration or payment for damages.

Books and equipment issued are also the property of the school. Books and equipment will not be issued if the previous year's debt(s) have not been settled. All books should be covered as soon as they are received. Students are required to make restitution for books or equipment lost, destroyed or damaged.

SEPTA TransPasses

TransPasses are distributed every Friday during advisory to students who live more than 1.5 miles from school. Students who are absent or late must pick up their TransPass during lunch in the main office. No passes are distributed after school. TransPasses are only valid till 7:00 pm. In accordance with the School District of Philadelphia policy, the school cannot replace lost or stolen TransPasses.

Testing Days

A test is defined as a written examination that is approximately a full period in length. Quizzes are shorter in duration (usually less than half a period) and cover less material than tests. A quiz can be given on any day while testing should adhere to the testing schedule dates for each department. The recommended test schedule for grades 7 to 12 is:

Science and Senior Lane #5 electives – Monday and Wednesday
Social Studies – Tuesday and Thursday
World Languages and Senior Lane #4 electives – Wednesday and Friday
English – Monday and Thursday
Math – Tuesday and Friday

All classes in grades 5 and 6 will establish a testing schedule established by the teaching team.

Visitors

Visitors with legitimate school business are to report to the security desk in the main hallway. All visitors must go through security prior to admission to the school. Once checked, the guard will direct the visitor to the main office to obtain permission and a pass. Child clearances may be required for work in classrooms. All visitors must receive administrative permission in advance of the visit.

Weapons Policy

Pennsylvania Law (ACT 26 of 1995) requires the arrest and expulsion from school for at least one year, of any student found in possession of a weapon on school property, in a school program, while traveling to and from a school or school program, including time on public transportation.

The term weapon includes and is not limited to, any knife, mace, pepper spray, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, stun gun, B.B. gun, starter pistol, explosive device which may cause a fire and any other tool, instrument or implement capable of causing serious body injury. There is no requirement that the student use or try to use the weapon, and possession for self protection is not a defense.

Violations will become a part of a student's permanent disciplinary record, and will be available to any school in which he/she may later enroll. Further, you will have to disclose the existence of any weapons or other serious violations to any new school in which your child enrolls.

Tools or supplies, such as metal or pointed scissors, should not be sent to school with your child unless you receive a written request from the instructor on the school's official letterhead.