

**2019-2020**  
**STUDENT HANDBOOK**



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

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**School Motto: DARE TO BE EXCELLENT!**

**School Colors: BLUE AND WHITE**

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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 States Accredited. U.S. News & World Report ranked it as the number one public school in Pennsylvania and as 22nd in the Nation for 2019.

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 lifelong learners.
- We believe that students, 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.

### **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](http://www.philasd.org/offices/administration/policies/145.pdf)) when providing food and/or drinks at Masterman. 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**

We pledge our hearts to honor and loyalty  
Hold high the unfurled colors blue and white.  
Cherish the ideals of excellence and dignity.  
Keep our standards high,  
Our traditions true and bright.

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  
Thy name be ever praised – Masterman School

### **District Approved School Calendar 2019-2020**

August 26, 2019	Staff Only – First Day for Staff
August 26 – 29, 2019	District-wide Professional Development
August 30, 2019	Reorganization – Academic Year Preparation
September 2, 2019	Labor Day
September 3, 2019	First Day for Grades K-12 – Student Attendance
September 20 - November 1, 2019	School Selection Process
September 26, 2019	Back to School Night
September 27, 2019	Staff Only – Professional Development
September 30, 2019	Rosh Hashanah – Schools Closed
October 9, 2019	Yom Kippur – Schools Closed
October 16, 2019	SAT/PSAT school day
October 22 – 24, 2019	Interim Reports
October 25, 2019	Professional Development Half Day – 3 Hour Early Dismissal
November 5, 2019	Election Day – School Closed
November 11, 2019	Veterans’ Day Observed – School Closed
November 15, 2019	Professional Development Half Day – 3 Hours Early Dismissal
November 20 – 22, 2019	Report Card Conferences
November 28 – 29, 2019	Thanksgiving Holiday – School Closed
December 17 – 19, 2019	Interim Reports
December 23, 2019	Professional Development Day – Staff Only
December 24, 2019 - January 1, 2020	Winter Recess – School Closed
January 20, 2020	Dr. Martin Luther King Day – School Closed
January 24, 2020	Professional Development Half Day – 3 Hours Early Dismissal
February 5 – 7, 2020	Report Card Conferences
February 17, 2020	President’s Day – School Closed
February 28, 2020	Professional Development Half Day – 3 Hours Early Dismissal
March 10 – 12, 2020	Interim Reports
April 6 – 10, 2020	Spring Recess – School Closed
April 15 – 17, 2020	Report Card Conferences
April 24, 2020	Professional Development Half Day – 3 Hours Early Dismissal
April 28, 2020	Election Day – Schools Closed
May 13 – 15, 2020	Interim Reports
May 22, 2020	Professional Development Half Day – 3 Hours Early Dismissal
May 25, 2020	Memorial Day – School Closed
June 10, 2020	High School Graduation
June 11, 2020	Middle School Closing Exercises
June 12, 2020	Last Day for Students
June 15, 2020	Full Day Professional Development – 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 she/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

*Meritorious:* All As and Bs

(no integrity violations or disciplinary referrals that year)

### **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 one B (80-89).

Candidates will then be evaluated on the following criteria:

- service and 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
- character demonstrated by 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 6<sup>th</sup> and 7<sup>th</sup> grade. The process for selection into NJHS begins with the teachers nominating students who meet the criteria for entrance. The requirement for candidacy is 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 re-apply 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 academic integrity incident reported to the dean or administrator, and repeated offenses will merit 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
- 1<sup>st</sup> Offense - Parents notified and half day detention
- 2<sup>nd</sup> Offense - Parents notified and full day in school suspension.
- 3<sup>rd</sup> 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**

Students may enter the building starting at 7:15 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 - 8th — auditorium  
9th -12th — advisory

5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders must stay in the auditorium or in the cafeteria until 8:06 AM

Students will be marked late after 8:20 AM.

These procedures are to ensure that students are supervised at all times. Once students are on school property they are not permitted to leave the building. The School District requires that high school students pass through metal detectors upon entering the building. The following items are not allowed on school grounds: tobacco products (vape paraphernalia, cigarettes, electronic cigarettes, etc.) drugs, alcohol; weapons (knives, very sharp objects); over the counter or prescription drugs without approval from the nurse; spray paint; glass.

### **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 latenesses. 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, number of 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: LATE BELL**

Students are expected to arrive promptly each morning and must be in their classroom ready to begin their day by 8:15 AM. Students are considered late to class and school at 8:20 AM 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 AM without a valid reason will not be able to participate in any extracurricular activities that day.

*Consequences for lateness are as follows:*

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

## **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.

It is at the teacher's discretion to deduct class participation points. Consistent violation of this rule will result in review by Administration.

## **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 will be contacted immediately. Repeated offenses may result in suspension.

## **Early Dismissal Procedures**

In the rare case that a student must leave school early, she/he must provide a note signed by a parent/guardian to the office 24 hours in advance to be excused. 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 submit an early dismissal request statement in a note signed by a parent or guardian 24 hours in advance to the attendance secretary. 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 powered down and out of sight during the school day. Inappropriate use of unauthorized of electronic device will result in:

- 1<sup>st</sup> offense: Staff will confiscate device, give to dean and make contact with parent/guardian.
- 2<sup>nd</sup> offense: Staff will confiscate device, give to the dean and notify parent. Item will be returned to the parent/guardian.



- 3<sup>rd</sup> 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 1<sup>st</sup> Floor hallway , during lunch and 8<sup>th</sup> 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 <https://www.philasd.org/src/wp-content/uploads/sites/80/2017/07/815-Acceptable-Use-of-Internet-Technology-and-Network-Resources.pdf>) and SRC Policy 249: Bullying/Cyberbullying (Accessible online at <https://www.philasd.org/src/wp-content/uploads/sites/80/2017/06/249.pdf>) and the Code of Student Conduct (Accessible online at <https://www.philasd.org/edmonds/wp-content/uploads/sites/288/2018/08/SDP-Code-of-Student-Conduct-20182019-AY.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](http://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**

Students can visit their counselor during their lunch period, during advisory, and before or after school with general questions and concerns, or at any time during a crisis. The counselors at Masterman have an open door policy so students don't need an appointment. They know it can be awkward to open up to an adult so do not be afraid to visit the counselor suite and introduce yourself. They are there to support you!

Identify your counselor by looking at the chart below, finding your grade level, and using the first letter of your last name:

### **Counselor Caseloads**

#### **Middle School**

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

#### **9th grade**

Ms. Abney: A-Ka  
Mr. Allen: Ke-Pad  
Ms. Marcus: Pal-Z

### **10th grade**

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

### **11th grade**

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

### **12th grade**

Ms. Abney: A-G  
Mr. Allen: H-Na  
Ms. Marcus: Ng-Z

Counselors are skilled in working with both students and parents/guardians regarding:

- Coping with pressure
- Mental health issues
- Improving study skills
- Future planning, including goal setting, and high school and college guidance
- 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
- Promote positive attitudes and values among students
- Coordinate peer mediation
- And much more!

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 intervention 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 a student failing a class. Monitoring a student's response to a series of targeted interventions assists in guiding instruction to prevent academic failure. RTII is consistent with Pennsylvania Standards Aligned Systems (SAS) and the continuous school improvement process. Counselors work with students, families, deans, administrators and teachers to monitor student progress.

### **Additional resources:**

5 Tips for Helping Teens Cope with Stress-

<https://www.psychologytoday.com/us/blog/the-race-good-health/201402/5-tips-helping-teens-cope-stress>

Teens and Stress: How to Keep Stress in Check <http://www.apa.org/helpcenter/stress-teens.aspx>

For Teens: Creating Your Personal Stress-Management Plan-

<https://www.healthychildren.org/English/healthy-living/emotional-wellness/Building-Resilience/Pages/For-Teens-Creating-Your-Personal-Stress-Management-Plan.aspx>

**Balancing school, activities, and life can be challenging and stressful. Don't suffer alone. Reach out to your counselor for help. They are here for you.**

### **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**

In accordance with the provisions of the Pennsylvania Public School Code, 24 P.S. Sec. 1301-A et seq 1303.1-A, and State Board of Education Regulations, 22 PA Code Sec. 12.3, The School District of Philadelphia (“the District”) adopted SRC Policies 248 and 249 to address bullying and harassment.

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.

As members of a diverse community, we are obligated to provide a safe and secure learning environment for all of our students. We ask our entire school community to embrace this responsibility in order to create a school and classrooms where students can learn and grow in an environment free from intimidation. Regardless of our personal feelings or individual biases, our actions should be socially appropriate and reflect tolerance for every member of our Masterman Community.

In accordance with the School District of Philadelphia's Policies 102 and 103, we have established a zero tolerance policy towards negative language and behavior in regards to intolerance. This includes verbal as well as physical harassment. Unacceptable conduct, for example, could include, but not be limited to inappropriate comments regarding ethnicity or sexual orientation, discriminatory remarks, offensive jokes, actions on social media that affect school climate and overt harassment of any kind. No student or staff member should be demeaned based on race, language, ethnic origin, religion, gender, sexual orientation, socio-economic status or ability.

If you are subject to or witness unacceptable behavior, or have any other concerns, please notify a Dean, Counselor, Administrator or any responsible staff member you feel comfortable with, as soon as possible.

After an investigation has been completed the Dean of Students or Administration will determine the consequences of the offence. Any infractions of this non-discrimination policy will result in disciplinary action for students and/or staff. (Staff to be handled by Administration in conjunction with the School District and PFT guidelines.)

### **Resources**

Below are school clubs committed to addressing issues of cultural bias in school and the community. Please note this is a working list and may be subject to change.

- Building Bridges Initiative
- African American Cultural Committee (AACC)
- Hispanic or Latino Association (HOLA)
- HOLA and AACC Middle School (HAMS)
- Allies
- Masterman Feminist Club
- Islamic Awareness Association
- Asian Cultural Association
- Desi Organization of South Asians (DOSA)

### **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.

Dress code infractions will be addressed through conferencing with student and parent.

### **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. At Masterman, if a student is failing one subject during an academic quarter, he/she may be prohibited from participating.

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	

### **Student Government Association (SGA)**

The Student Government Association plans various school functions and works to develop leadership ability. It is also an entity than can address school-wide concerns. The middle and high school government organizations are separate and operate on different schedules. There is one Middle School and one High School representative that sit on the Masterman School Advisory Council (SAC) that meet once a month. Furthermore, two representatives from the High School SGA are chosen to sit on the SDP city-wide student government.

### **Emergency 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 pull 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.
- 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**

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**

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.

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 Masterman School Library is an extension of the classroom, a source of information, a quiet sanctuary, an instructional practice place, a spirited venue for celebrating learning and reading, a collaborative think tank, a creative haven. All are welcome, but there are policies and procedures so that all are free to learn.

### **Library Policies**

- No eating or drinking in the library. Students meeting for clubs in the library can eat their lunches under the supervision of the teacher sponsor and deposit all trash in the hallway trash cans.
- Computer use follows School District of Philadelphia policies and the precepts of Digital Citizenship. Computers are used for school purposes only.
- When multiple copies are needed, students can ask the library staff to copy the papers at ten cents a page.
- Stationery supplies are available for student use within the library. Students should use them properly and return them to their original location when finished.
- Students entering the library sign in at the circulation desk to record their visits. Students visiting the library at times other than their lunch times must present a pass from a teacher.
- In respect to the patrons, students should keep a low tone and sit in the designated areas when working in groups.
- No cell phones in the library. Laptops and kindles are available for student use.

## **Library Materials Circulation Policies**

Library materials are circulated from the start of the school year until one month prior to closing date. Patrons must check out materials at the circulation desk before leaving the library and return them on the designated due date.

Patrons are responsible for the materials they check out; patrons should not lend materials to another person. If someone expresses interest in the material, s/he should wait until the material is returned to the library to check it out.

**Circulation period for students: two weeks**

**Circulation period for staff: three months**

**Fines: Lost or damaged material -replacement cost. Please do not purchase a book to replace the lost one; the library needs library bound books usually not available in bookstores.**

If there is a problem with payment, please contact the school librarian.

If the material is damaged slightly (i.e., barcode torn, marker on edges of pages) and can be re-shelved, a fee of \$2.00 for damages is required.

**No late fees are charged.**

Overdue notices are distributed each month, both paper and electronic. Students with overdue materials have no library privileges until the materials are returned or the fine satisfied. The return bin is within the library; a drop box is outside the library when the library is closed.

## **Library Donation Policy**

Periodicals:

We do not accept outdated periodicals.

Books:

Criteria for Fiction: Materials in good condition will be accepted to share with students and staff or use for literature circle.

Criteria for Nonfiction: Mint condition nonfiction appropriate for middle and high school; copyright within five years; preferably hardback; in support of our core curriculum.

## **Library Schedule**

Monday-Friday: 7:40 a.m. to 8:10 a.m.

Monday-Friday: Lunch periods

Tuesday-Thursday: 3:19 p.m. to 4:19 p.m.

Monday and Wednesday during advisory. The library will be closed for library clerical work during advisory Tuesday, Thursday, and Friday.

**Library Catalog- <https://philasd.follettdestiny.com/>**

Students will be instructed on opening their own accounts to view their material circulation. The catalog also has a Home Page that links to many valuable resources including the school databases, the library webpage (<https://masterman.philasd.org/library/>), the library blog (<http://masterpiece1699.wordpress.com>), and the library newsletter (<https://annotationsblog.wordpress.com>).

Twitter: [@mastermanimc](https://twitter.com/mastermanimc)

## **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 his/her 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 his/her lunch period

### **Lost and Found**

A general “Lost and Found” for books and clothing is maintained on the 5<sup>th</sup> 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. Eyeglasses 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 7:15 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.
- 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 tabletops 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.

### **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 parent 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 (SAC) 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 Thursday  
Social Studies – Tuesday and Friday  
World Languages and Senior Lane #4 electives – Monday and Wednesday  
English – Tuesday and Thursday  
Math – Wednesday and Friday

All classes in grades 5 and 6 will have a testing schedule established by their 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 school police officer will direct the visitor to the main office to obtain permission and a pass.

## **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.

Violations will become a part of a student's permanent disciplinary record, and will be available to any school in which she/he 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.