

THE SCHOOL DISTRICT OF PHILADELPHIA

THE WIDENER MEMORIAL SCHOOL

1450 WEST OLNEY AVENUE

PHILADELPHIA, PA 19141

215-400-3710



**THE WIDENER MEMORIAL SCHOOL
PARENT and STUDENT HANDBOOK
2020 – 2021 SCHOOL YEAR**

Harris R. Gaffin

Principal

Teresa M. Guess

Assistant Principal

William R. Hite, Jr., Ed.D

Superintendent

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The Widener Memorial School
1450 W. Olney Ave
Philadelphia Pa, 19141
215 400-3710

Dear Widener Families,

Welcome to The Widener Memorial School where the staff and I look forward to embracing new families and reconnecting with returning families.

I am honored to be a part of an outstanding staff that loves and cares for children/adolescents. We will dedicate ourselves to do our very best to ensure that all of our students have an opportunity to learn, grow and be successful. We will strive to consistently provide meaningful learning activities and experiences for all of our students. We will be strong, positive role models.

As we begin the 2020-21 School Year in a full digital setting, I am encouraging you to continue to communicate with your child's teacher and related service provider to address any questions you might have in respect to the on-line lessons and daily routines. Your child's teacher will be in touch with you prior to the start of school on 9/2/20 to Welcome your child to school in their remote classroom. At that time, you will receive all relevant information and daily schedules.

I ask for your support and participation in this effort. If you are in need of a Chrome Book or the Chrome Book you received in the Spring is not working, please see the Chrome Book support locations provided by the school district.

Chromebook Distribution Centers

Monday - Friday, 9AM - 2PM 440 North Broad Street (Central) Fitzpatrick Annex
(Northeast) MLK High School (Northwest)

Finally, for all important updates and information please assure to visit The Widener Memorial Schools website at www.philasd.org/widener and The School District of Philadelphia website. www.philasd.org. This is where all information will be found. From time to time we may also make automated or personal phone calls to all parents so it is *important we have current phone numbers.*

The staff and administration welcome all families to a wonderful year.

On behalf of The Widener Memorial School Team,

Harris R. Gaffin,
Principal

MISSION STATEMENT

The Widener Memorial School, founded in 1902, is dedicated to the intellectual and physical development of physically challenged students from the entire City of Philadelphia and several suburbs near the city borders. The staff of The Widener Memorial School subscribes to the School District of Philadelphia's Common Core along with educational therapeutic services to enable our students to attain their full potential as contributing citizens. Their mandated Individual Education Plan and/or Service agreement, along with the District's Core Curriculum govern your child's/adolescent's educational program. A comprehensive network of educational strategies are developed with highly trained special education teachers, along with the assistance of supportive personnel to meet the individual needs of students.

GOAL STATEMENT

For accountability, an emphasis on standards and clearly stated curricular objectives continues to keep our focus to steadily increase individual achievement for all students in all curricular areas across all grades. We recognize that academic and social success cannot be automatic. Therefore, educational progress must be measured by performance in school, community and home settings.

IMPORTANT PHONE NUMBERS

The Widener Memorial School, Main Office	215-400-3710
The Widener Memorial School, Health Suite	215-456-3134
The Widener Memorial School, Home and School Association	215-400-3710 (ext 1820)
School District of Philadelphia, General Information	215-400-4000
School District of Philadelphia, Transportation	215-400-4350
School District of Philadelphia, Broad Street Bus Garage	215-400-9830
School District of Philadelphia, Passyunk Bus Garage	215-400-5990
School District of Philadelphia, Shallcross Bus Garage	215-400-5100
School District of Philadelphia, Drop Off Centers, 1:00 PM – 6:00 PM	
School District of Philadelphia, Arthur School	215-875-3425
School District of Philadelphia, Northeast High School	215-728-5022
School District of Philadelphia, The Widener Memorial School	215-456-0121

SCHOOL DISTRICT OF PHILADELPHIA



JOINT ADVISORY COUNCIL

Edith R. Dixon, President, Widener Memorial Foundation
William R. Hite, Ed.D, School District of Philadelphia Superintendent
Linda Grobman, Ed.D., Widener Memorial Foundation
Mark DePillis, Esquire, Widener Memorial Foundation
Harris R. Gaffin, Principal, The Widener Memorial School

The Joint Advisory Council oversees The Widener Memorial School, beyond the regular parameters of The School District of Philadelphia. This Council evaluates, approves funds and makes recommendations for overall activities including educational, therapeutic and supportive programs for Widener Memorial School students. This Council continues to provide an unequalled forum for excellence in education at The Widener Memorial School. The Widener Memorial Foundation provides the school with financial support for many of the special programs we would not otherwise be able to offer. The Joint Advisory Council meets twice a year.

THE WIDENER MEMORIAL SCHOOL SCHOOL POLICIES AND PROCEDURES

ATTENDANCE

The maximum benefits from the many programs and activities offered at The Widener Memorial school are realized only when students attend regularly. When circumstances arise which make it necessary for a student to be absent, parental/legal guardian cooperation is requested in complying with the following procedures:

- Provide a **written** excuse for absences within one (1) day of return to school
- A note from the parent/legal guardian explaining the reason for absence is required for each absence; **template at back of booklet**
- If the absence was due to an illness requiring the care of a physician, a note from the doctor is required
- If the absence was due to a surgical procedure, a complete report from the hospital is requested
- Absences for which notes are not received will be coded as **parental neglect and truancy pursued**
- If your child/adolescent is scheduled to go into the hospital, please notify the school nurse so that Homebound Instruction application may be made

Time spent away from The Widener Memorial School means your child/adolescent is losing valuable instructional time at school. Students who are absent are required to make up class work, which has been missed. If absent for an extended period, class work will be sent home upon request.

EMERGENCY PHONE NUMBER

It is **absolutely essential** that the school office have a working telephone number to reach you in case of emergency. If the home/cell phone number is changed during the school year, please let the school know **at once**. We must have a way of contacting you throughout the day and school year.

PERSONAL NEEDS

Families are required to provide adequate supplies of toiletries and clothes for students receiving changes during the school hours. We will make every effort to send you child/adolescent home clean and dry. However, your child/adolescent may return home wet or soiled if clothes are not available. Please **clean and return** any clothes that your child/adolescent wears home that do not belong to you.

DISMISSAL FROM SCHOOL FOR ACTIVITIES

Under the School District of Philadelphia Policies, early dismissals are given only in emergencies. On the day before the early dismissal is needed, students must give a note to the advisory teacher who will forward the note to the main office. This will be verified by a telephone call to the parent or legal guardian.

The staff, at The Widener Memorial School, is not permitted to dismiss children/adolescents early for the purpose of taking dance lessons, music lessons, religious instruction or any other activity that is not directly related to the work of the school. Legitimate requests will be honored, provided that the request is **made in writing**, that the parent/legal guardian, **with proper identification**, picks up the child/adolescent at school prior to **2:45 PM**. Students will go to their regularly assigned school bus at the end of the day if they are not picked up before dismissal.

Private duty nurses are not permitted to take their client off school property for an appointment. The parent/legal guardian must follow procedure for an early dismissal.

LATEX FORBIDDEN

Some of our students have a sensitive allergic reaction to anything with latex. Any balloons brought into the school for any occasion must be made of **Mylar**. Latex balloons are absolutely forbidden in the school environment.

PEANUT FREE ENVIRONMENT

Some of our students have a sensitive allergic reaction to anything with peanuts. **All** food brought into the school for any occasion must be free of peanuts and has no cross contamination with peanuts.

VISITATION BY PARENTS/LEGAL GUARDIANS

Parents/legal guardians are not only welcome, but **urged** to visit school to review their child's/adolescent's progress in the various subject and therapy areas. However, so that the continuity of our programs is not impeded, **conferences must be arranged on an appointment basis** at a time, which is mutually convenient for the parent/legal guardian and the staff member. Parents who visit the school without an appointment **may not have** the opportunity to meet with the teacher or therapist as it may interfere with instructional or treatment time. Appointments may be arranged with your child's/adolescent's counselor, teacher or therapist by

calling the main office and leaving a message for the staff member to return your call. Parents/legal guardians **MUST** sign in and report to the **main office** upon arrival to the school. Parents/legal guardians are **NOT** permitted to travel around the building unescorted per safety and confidentiality policies. Your cooperation is greatly appreciated.

TELEPHONE CONTACT WITH SCHOOL

Parents/legal guardians are strongly encouraged to maintain contact with The Widener Memorial School. However, teachers/therapists **may not** be called away from their classes or treatment sessions to answer telephone calls. If you desire to speak with your child's/adolescent's teacher or therapist, please leave your name and telephone number with the main office staff when calling. Your call will be returned in a timely manner.

REPORT CARDS

Report cards are distributed four (4) times per school year for all students. Instructions for the interpretation of report card grades, levels and comments will be presented with the first report card. Report card conferences will be scheduled prior to the distribution of report cards.

PROMOTION

The Commonwealth of Pennsylvania and The School District of Philadelphia have established minimum standards for promotion from one grade to the next. These standards are subject to periodic changes, of which you will be notified as they occur. The guiding document for most students at The Widener Memorial School is the Individualized Education Plan (IEP). Special placement and pacing of time requirements will be considered for children/adolescents who need additional assistance. However, it must be firmly emphasized that all students at The Widener Memorial School are expected to achieve the levels set by The School District of Philadelphia to be promoted.

EXPECTED PUPIL BEHAVIORS

The complexity of the programs at The Widener Memorial School, coupled with the huge time investment for their successful implementation, requires a total commitment of students and staffing during the school day. Any behavior, which causes a disruption of the delivery of services to other students, or jeopardized the health and safety of students or staff, is completely unacceptable. Students at The Widener Memorial School will be expected to follow all rules, which are established.

1. By the School District of Philadelphia, with which there is little flexibility (this includes the possession of drugs, alcohol and weapons, which will be strictly handled in line with School District of Philadelphia policies and procedures for such offenses).
2. By The Widener Memorial School, as stated in The Widener Way, School Wide Code of Conduct, where rules are standard for all students and are related to the general school climate.
3. By the teachers and therapists, with possible variation from classroom to classroom.

An outline of the various Codes of Conduct (School District of Philadelphia and The Widener Memorial School) will be sent home to the parents/guardians on a periodic basis. The manner in which any deviation from these rules will be handled shall be included in these Codes.

The Widener Way, School Wide Code of Conduct, include the following expectations:

1. Attend, and be on time to, all classes and therapy sessions
2. Do not linger in the hallways
3. Show respect for people, property, materials and self
4. Eat and drink only in the cafeteria (eating in homeroom during scheduled breakfast period is allowed and at other times as designated by the classroom teacher)
5. Keep hallways clean
6. Understand that listening to portable music players with headphones or ear buds is not permitted except during lunch and recess
7. Follow all classroom rules as established by teacher and classmates
8. Wear the approved Widener Memorial School uniform
9. Have a hall pass from the sending teacher when traveling during scheduled class times (including submitting daily attendance and going to and from various therapies or Health Suite)
10. Know that **hitchhiking** (traveling in the halls while holding on to another student's manual or power wheelchair) is unsafe and **not allowed**
11. Keep hands and feet to self
12. Be prepared to engage in learning **everyday** (supplies, attitude, uniform, etc.)
13. Restrain from the use of offensive or hurtful language
14. Provide a **written** excuse for absences to the homeroom teacher within one (1) day of return to school
15. Cell phone use continues to be strictly prohibited during class time. Students may have a phone in their possession in class, however, it must be off. Teachers may request that students keep their phones in pockets, on the corner of the desk, or perhaps on a back table or in a basket, whichever the teacher prefers. No electronic devices are to be used in restrooms or locker

rooms. The sending, sharing, viewing or possessing of pictures, texts, messages, e-mails or other material of a sexual nature in electronic form or other form on a computer, cell phone, or other electronic device is strictly prohibited. By bringing cell phones or other electronic devices to school, the student and parent consent to the search of the device when school officials have reasonable suspicion that such a search will reveal a violation of school and district rules. If a phone is being used inappropriately or during class time, it will be confiscated and a conference will be scheduled before the return of the device.

CARE OF PROPERTY

It is expected that students, parents/guardians and staff will exercise all due precautions in caring for the books, supplies and equipment used on a daily basis. Textbooks, school equipment (crutches, language boards, wheelchairs, computers, etc.) loaned to students must be cared for and well maintained. **Parents/guardians will be held financially responsible for any damage incurred. Please note**, all student equipment, book bags and clothing should have the child's/adolescent's name, address and room number. **Wheelchairs should be labeled with the pupil's name, room number and bus route number.**

CLASS TRIPS

Class trips offer varied educational experiences to enhance the curriculum in our classrooms. Many of our students learn to function independently in daily living skills, which includes trips into the community. Class trips require signed permission from the parent/guardian and may only occur when district approval is secured.

LOCKERS

Lockers are provided for student use but remain the property of the School District of Philadelphia. The school has the right to inspect lockers at any time to protect the health, safety and welfare of the school community. Students are requested to not have money or other valuables in their lockers. The school assumes no responsibility for loss of a student's personal property.

COUNSELING

Counseling services are available to all students at The Widener Memorial School. Services may include individual counseling, group counseling, parent/family conferences, school staff consultation, classroom guidance, career awareness/guidance, assistance with college preparation/post secondary training programs and agency consultation. Transition planning is an invaluable expectation for older students. Individual conferences with your child's/adolescent's counselor can be arranged by calling the main office.

MONTHLY NEWSLETTER

A monthly newsletter, Widener News, is published highlighting news and events from the school community. Please review this carefully to keep apprised of the news and happenings at The Widener Memorial School. If you have an e-mail address, please let the main office know so that the newsletter can be sent electronically to you.

LUNCH AND BREAKFAST

Each student is entitled to The Universal Free Breakfast/Lunch Program. A menu is sent home with the Widener News Letter. Parents/guardians are asked to please notify the school of any foods, which their child/adolescent may be allergic and to demonstrate the particular manner in which they are to be fed.

HOME AND SCHOOL ASSOCIATION

An active Home and School Association works effectively with the school and administration in developing and maintaining the highest quality of programs for The Widener Memorial School students. The Home and School Association members serve on various school and district committees and conduct meetings relating to the needs of children and the concerns of parents/guardians. They also assist in planning and the implementation of various school activities, volunteer programs, counsel other parents and coordinate fund-raising activities. Home and School Association meetings and activities are listed in the monthly calendar that is sent home.

SCHOOL COUNCIL

The Widener Memorial School Council provides the mechanism for broad-based participation by each member of the Widener community. Faculty, therapists, paraprofessional staff, parents, students and administrators are represented in the School Council, which meets regularly. The group serves as the major consultative body to the principal. Members are elected and represent each major department and union within the school, including parents/guardians. Input is welcomed and minutes are highlighted in the Widener Newsletter.

VOLUNTEERS

An essential and integral part of our school program is the service provided by our volunteers. All parent/guardians are encouraged to participate in these services in the school. We encourage you to take an active role in your child's/adolescent's educational experiences. Parents/guardians are not generally permitted to volunteer in their child's/adolescent's classroom, as this may cause disruption. If interested in volunteering please contact the main office to submit district paperwork. All volunteers must present clearances in accordance to the state of Pennsylvania regulations. Additional information regarding obtaining clearances is available in the back of this handbook

HOMEWORK

The School District of Philadelphia has an established policy, which requires all teachers to provide regularly assigned homework based on classroom instruction. In addition, there are long-term assignments scheduled throughout the school year for completion. Due to the varied abilities of our students, these assignments may be modified to conform to the individual needs of our children/adolescents. Please read the following helpful guidelines:

1. **Provide a study area.** The specific room chosen for homework makes little difference. The atmosphere in that room, however, is very important. The child/adolescent should have an area that has good lighting, proper seating and sufficient space in which to work. Distractions in the area should be eliminated.
2. **Provide a specific time period.** Provide your child/adolescent with a specific time period each day that is set aside for homework. You may want to establish firm rules against using the phone, watching television, listening to music or participating in certain activities until the homework is completed.
3. **Supervise homework.** Make sure your child/adolescent has enough time, understands directions and works carefully. Your supervision and discipline will gradually help his/her own development of discipline toward homework and other activities as well.

4. **Remember, homework is your child's/adolescent's responsibility.** Homework assists your child's/adolescent's progress in learning. Do not pressure our child/adolescent just for grades. Try to get him/her to see the value of knowledge he/she is trying to acquire.
5. **Watch for signs.** If your child/adolescent is having difficulty completing homework, check his/her study habits. Help him/her to work on these areas. Your child/adolescent could be having personal problems unrelated to the schoolwork; if so, help/him heal with these distractions.
6. **Call the teacher.** If your child/adolescent is having difficulty with homework, a call to the teacher will often clarify or solve the problem. Try not to complain to your child/adolescent about the homework. This may cause your child/adolescent to lose confidence in the teacher or lose interest in schoolwork. If your child/adolescent seems to have too much homework, check with the teacher. Do not tell your child/adolescent that she/he does not have to complete the work. And please, **do not do the work for them.**

TRANSPORTATION

Transportation is provided for every student who attends The Widener Memorial School. The routes and pick-up times are developed through an electronic system using information from the School Computer Network.

To help enhance your child's/adolescent's safe and swift trip between home and school, we ask you please read and cooperate with the following guidelines:

1. Parent/guardians must have the child/adolescent **ready** and **waiting** for the bus. Since delays create hardships on the other students and add to the time spent on the bus, **drivers are directed to proceed if the child/adolescent is not ready and waiting.**
2. Your child's/adolescent's right to bus transportation is conditioned by safety regulations which affect everyone. Acceptable conduct includes compliance with all safety regulations mandated by transportation services.
3. The bus chauffeur/bus attendant will report to the principal for appropriate action any unacceptable behavior on the part of the child/adolescent immediately.
4. If a child/adolescent shows signs of illness (sore throat, runny eyes, runny nose, stomach ache, emotionally upset, or has been given medication that requires frequent visits to the bathroom) it is advised that the child/adolescent be kept home. **The bus cannot return a sick child/adolescent to home.**
5. During dangerous weather conditions, the school bus may not be in use, or it may be necessary to dismiss school early. Announcements regarding school closings and school bus information will be made over the local radio stations. **Parents/guardians who work should arrange ahead of time for a neighbor or a relative to receive children/adolescents when schools are closed or dismissed early.**

6. Requests to have a child/adolescent excused from riding the bus must be in writing, signed by the parent/guardian and taken to the school office. All children/adolescents must be picked up by 2:45 PM when excused from riding the bus. If not, children/adolescents will be placed on their assigned bus for the ride home.
7. Parents/guardians, who, for any reason, bring their child/adolescent to school or take them home in their own vehicle, **must** notify the main office of this fact, so that bus chauffeurs and bus attendants may be notified.
8. For students entitled to curb-to-curb pick up, the following applies:
 - a. If the street is too narrow for the bus and if the bus cannot stop at the child's/adolescent's house, the parent/guardian or some other adult must be ready with the child/adolescent at a previously designated spot.
 - b. The parent/guardian or some other responsible adult **must** be home to receive the child/adolescent after school. If not, the child/adolescent will be taken to one (1) of the three (30 School District of Philadelphia Drop Off Centers. The parent/guardian or some other responsible adult will need to go to the Drop Off Center to receive your child/adolescent.
 - c. A path free of snow and ice must be available between the sidewalk and the bus.
 - d. The bus chauffeur is expected to **assist the family** by guiding a wheelchair. A family member or designee **must** bear the main weight of moving the wheelchair.
9. These procedures may be modified after consultation to meet individual needs.
10. **In order to communicate with you regarding any changes in transportation and to assure ready access to you in the event of an emergency, we must always have your current phone number (home and cell) and emergency phone numbers.**
11. During times of inclement weather:
 - a. On the first day after a snowstorm, if you are **not** on a snow emergency route, the Division of Transportation may not consider your street safe. Therefore, please be prepared to bring your child/adolescent to school **and** pick him/her up by 2:45 PM, if you choose to do so. We must have this arrangement due to medical reasons as we do not have a nurse on the premises after school hours.
 - b. If your child/adolescent is absent due to transportation not provided by The School District of Philadelphia, please write a note stating "transportation not provided by the district" and the absence will be considered "excused" for your child/adolescent.

TEN WAYS PARENTS/GUARDIANS CAN HELP IN THE EDUCATION PROCESS

1. Become familiar with school rules and regulations and support them.
2. Take an active interest in your child's/adolescent's activities, both academic and extracurricular.
3. Discuss your child's/adolescent's behavior with his/her teachers, therapists and counselor.
4. Should a discipline problem arise, talk with your child/adolescent. Find out why it is that he/she is misbehaving/acting out. Get involved and try to help resolve the issue.
5. Stress the importance of "good" discipline.
6. Monitor your child's/adolescent's behavior at home by encouraging the discussion of daily events.
7. Be a good role model!
 8. Show respect for your child/adolescent and expect respect to be returned.
 9. Encourage independence. Give your child/adolescent an opportunity to take part in the making decisions about things that affect his/her life.
10. Be sure your son/daughter eats properly. Poor eating habits may cause discipline problems, as well as a lack of concentration, which may result in difficulty in learning.



SPECIAL EDUCATION PROCESS AND TERMINOLOGY

Throughout your child's/adolescent's attendance at The Widener Memorial School, she/he is considered a student receiving special education services as Chapter 14 (IEP) or Chapter 15 (Service Agreement). There are federal and state guidelines that establish the process/procedures to which we must adhere to be in compliance under the law.

There are several forms you will encounter in the special education process. In addition to the IEP, you will also encounter the following:

1. **Permission to Re-Evaluate** – To be signed by parent/guardian
2. **Invitation to Participate in IEP Meeting** – Held annually, or sooner if needed; To be signed by parent/guardian
3. **Parental Input Form for the Re-Evaluation Report** – Parent/guardian to complete and sign
4. **Re-Evaluation Report** – compilation of testing and observations
5. **NOREP** – Parent/guardian to complete post IEP Meeting

The view of parents and their vision for their child's/adolescent's future is crucial for the development of a meaningful IEP to support students to move beyond the school environment. We encourage you to participate in this process by:

1. Reviewing forms sent home
2. Returning completed forms within the time frame established
3. Participating in the development of the IEP

IEP – RELATED SERVICES

The time schedule and length for the various therapies is flexible and arranged to integrate as much as possible in the classroom with the student's instructional time, in order to allow all of the disciplines in the IEP to cohesively develop and strengthen student educational goals.

MEDICAL SUPERVISION

All students attending The Widener Memorial School must be under the medical supervision of a private physician or clinic. The parent/guardian is expected to return regularly to the doctor or clinic and to keep the school informed of current information, such as medications, surgeries, immunizations, etcetera. Any medication that needs to be given to a student during school hours requires a written medical order from the student's physician. Forms for this purpose are available from the school nurse.

COMPUTING AND INTERNET POLICY

The School District of Philadelphia, its employees and students with access to computing equipment, systems and local network functions (district e-mail and internet). Before your child/adolescent may take advantage of this opportunity, a consent form **must** be completed by the parent/guardian. Forms will be sent home for you to sign. Until your child returns the form to school, with the appropriate signature, he/she will be denied access.

SCHOOL UNIFORMS

In the spring of 2000, The School District of Philadelphia adopted a policy for all students to wear uniforms. The appropriate attire for the students of Widener Memorial follows:

Both males and females may wear any combination of khaki (tan) or navy blue bottoms and a white or light pastel (yellow, pink, blue) shirt with a collar. The pants, skirts, jumpers, vests, blazers/jackets may be navy blue or khaki.

Skirts and jumpers should be no shorter than just above the knee, or fingertip length when arms are extended down the sides of the body (approximately 2" above the knee).

T-Shirts, tank tops, fishnet tops, tube tops, halter-tops are **not acceptable**.

No open toe footwear.

THE SCHOOL DISTRICT OF PHILADELPHIA

916. VOLUNTEERS

Purpose

The School Reform Commission supports and encourages the participation of parents/guardians, community residents, and school partners to enhance the educational, co-curricular and extracurricular programs of the district.

Authority

The SRC may adopt and enforce reasonable rules and regulations governing volunteers and their participation in the activities of the district.

The SRC directs that all volunteers shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of SRC policies, administrative regulations, rules and procedures.

All volunteers shall be expected to maintain professional, moral, and ethical relationships with district students that are conducive to an effective, safe learning environment. [1]

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

Adult - an individual eighteen (18) years of age or older.[2]

School Partner – an organization providing volunteer services without compensation from schools or the district for those services.

Certifications/Clearances - refers to the child abuse history clearance statement; the state criminal history background check; Act 126 mandated reporter training; and where applicable, the federal criminal history background check, required by the Child Protective Services Law.[3][4]

Direct volunteer contact - the care, supervision, guidance or control of children and routine interaction with children.[2]
Person responsible for the child's welfare - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.[2]
Routine interaction - regular and repeated contact that is integral to a person's volunteer responsibilities.[2]
Visitor - a parent/guardian, adult resident, educator, official or other individual who is not a school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school, but whose role is less substantial than would be sufficient to meet the definition of volunteer for purposes of this policy.[5]

Volunteer – an adult applying for or holding an unpaid position with a school or program, activity or service or a person responsible for a child’s welfare or having direct volunteer contact with children. A volunteer is not a school employee.

Delegation of Responsibility

The Principal or appropriate Administrator shall be responsible for the selection and management of volunteers and for ensuring compliance with SRC policies, administrative regulations, rules and procedures.

At the discretion of the Principal or appropriate Administrator, a volunteer's service may be discontinued at any time.

The Superintendent or designee shall develop administrative regulations to implement this policy and manage the selection, use and supervision of volunteers.

Mandatory Regulatory Procedures

Certifications

Prior to approval, all position volunteers shall submit the following information

1. PA Child Abuse History Certification - which must be less than sixty (60) months old.[4]
2. PA State Police Criminal History Record Information - which must be less than sixty (60) months old.[4]
3. Disclosure Statement for Volunteers - which is a statement swearing or affirming the applicant has not been disqualified from service by reason of conviction of designated criminal offenses or being listed as the perpetrator in a founded report of child abuse.[3][4][6]

4. If a volunteer has not been a resident of Pennsylvania during the entirety of the previous ten (10) year period, the position volunteer must also submit the following information:[4]

Federal Criminal History Report - issued at any time since the volunteer established residency.

The principal or appropriate Administrator shall review the information and determine if information is disclosed that precludes service as a volunteer.

Approval of all clearances shall be required prior to beginning service as a volunteer.

5. Act 126 - which is training for mandated child abuse reporters. Must be obtained within the first 45 days of volunteering.

Position volunteers shall obtain and submit new clearances/certifications every sixty (60) months.[7]

A student, eighteen (18) years of age or older, who is volunteering for an event or activity sponsored by the school in which the student is enrolled and occurring on the school's grounds, shall not be required to submit certifications except when the event or activity is for children in the care of a child-care service or the student will otherwise be responsible for the welfare of a child.[4]

Arrest or Conviction Reporting Requirements

Position volunteers shall report to the Principal or appropriate Administrator, in writing, within seventy-two (72) hours, an arrest or conviction required to be reported by law or notification that the volunteer has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[6]

The Principal or appropriate Administrator shall immediately require a position volunteer to submit new certifications if the Principal or appropriate Administrator has a reasonable belief that the volunteer was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[6]

Failure to accurately report such occurrences may subject the position volunteer to disciplinary action up to and including denial of volunteer service and criminal prosecution.[6]

Child Abuse Reporting

All volunteers who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Act 126 mandated child abuse reporting, SRC policy and administrative regulations.[10][11]

Oversight

Each volunteer shall be under the direction of a designated school administrator, teacher or other member of the school staff.

Training

Volunteers shall attend orientation and training sessions, as appropriate to the nature of their volunteer service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which volunteers should also receive that training, including Act 126.[11][12][13][14]

Confidentiality

No volunteer shall be permitted access to confidential student information unless the supervisor has determined that such access is necessary for the volunteer to fulfill his/her responsibilities. Volunteers with access to confidential student information shall maintain the confidentiality of that information in accordance with district policies and procedures and applicable law. If a volunteer has questions about the confidentiality of student information, the volunteer should consult with the building Principal or appropriate Administrator.[15]

Appeals

Any volunteer who is barred from volunteering in a school as a result of a clearance may appeal that school-based decision to parentappeals@philasd.org.

Any school partner who is barred from volunteering in a school as a result of a clearance may appeal that decision to arosen@philasd.org.

Legal References:

1. Pol. 824 - Maintaining Professional Adult/Student Boundaries
2. 23 Pa. C.S.A. 6303
3. 23 Pa. C.S.A. 6344
4. 23 Pa. C.S.A. 6344.2
5. Pol. 907 - School Visitors
6. 23 Pa. C.S.A. 6344.3
7. 23 Pa. C.S.A. 6344.4
8. 24 P .S. 1418
9. 28 PA Code 23.44
10. 23 Pa. C.S.A. 6311
11. Pol. 806 - Child Abuse
12. Pol. 123 - Interscholastic Athletics
13. Pol. 123.1 - Concussion Management
14. Pol. 123.2 - Sudden Cardiac Arrest
15. Pol. 216 - Student Record

Related Information:

24 P.S. 510

23 Pa. C.S.A. 6301 et seq

Philadelphia Home Rule Charter - 12-300

~ August 2020 ~						
◀ September						November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 First Day for Staff District-wide Professional Development Day	25 District-wide Professional Development Day	26 Kinder Interview District-wide Professional Development Day	27 Kinder Interview District-wide Professional Development Day	28 Kinder Interview District-wide Professional Development Day	29
30	31 Kinder Interview District-wide Professional Development Day					

~ September 2020 ~						
◀ September						November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Staff Reorganization Day	2 First Day for Students Grades K-12	3	4 Staff Prof Dev 12:00 PM Asynchronous Learning for Students	5
6	7 Labor Day Schools Closed	8	9	10	11 Staff Prof Dev 12:00 PM Asynchronous Learning for Students	12
13	14	15	16	17	18 Staff Prof Dev 12:00 PM Asynchronous Learning for Students	19
20	21	22	23	24	25 Staff Prof Dev 12:00 PM Asynchronous Learning for Students	26
27	28 Yom Kippur Schools Closed	29	30			

~ October 2020 ~

November ►

Mon	Tue	Wed	Thu	Fri	Sat
			1	2 Staff Prof Dev 12:00 PM Asynchronous Learning for Students	3
5 Leveling Deadline	6	7	8	9 Staff Prof Dev 12:00 PM Asynchronous Learning for Students	10
12	13	14	15	16 Staff Prof Dev 12:00 PM Asynchronous Learning for Students	17
19 Interim Reports	20 Interim Reports	21 Interim Reports	22	23 Staff Prof Dev 12:00 PM Asynchronous Learning for Students	24
26	27	28	29	30 Staff Prof Dev 12:00 PM Asynchronous Learning for Students	31

~ November 2020 ~						
◀ September						November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 Election Day Schools Closed	4	5	6	7
8	9	10	11 Veteran's Day Observed School Closed	12	13	14
15	16	17 Term 1 Ends	18	19	20	21
22	23 Report Card Conferences (K-8)	24 Report Card Conferences (K-12)	25 Report Card Conferences (K-12)	26 Thanksgiving Day School Closed	27 Thanksgiving Observed School Closed	28
29	30					

~ December 2020 ~						
◀ November						January ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11 Staff Prof Dev 12:00 PM Asynchronous & Synchronous	12
13	14	15	16	17	18	19
20	21 Interim Reports	22 Interim Reports	23 Interim Reports	24 Winter Recess Schools Closed	25 Winter Recess Schools Closed	26
27	28 Winter Recess Schools Closed	29 Winter Recess Schools Closed	30 Winter Recess Schools Closed	31 Winter Recess Schools Closed		

~ January 2021 ~

[February ▶](#)

Mon	Tue	Wed	Thu	Fri	Sat
				1 New Year's Day Schools Closed	2
4	5	6	7	8	9
11	12	13	14	15 Staff Prof Dev 12:00 PM Asynchronous & Synchronous	16
18 Dr. Martin Luther King Day Schools Closed	19 K Registration Opens	20	21	22	23
25	26	27 Term 2 Ends	28	29	30

~ February 2021 ~						
◀ January						March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 Report Card Conferences (K-8)	4 Report Card Conferences (K-12)	5 Report Card Conferences (K-12)	6
7	8	9	10	11	12 Staff Prof Dev 12:00 PM Asynchronous & Synchronous	13
14	15 Presidents' Day Schools Closed	16	17	18	19	20
21	22	23	24	25	26	27
28						

~ March 2021 ~						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Interim Reports	2 Interim Reports K Open House	3 Interim Reports	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Term 3 Ends	25	26 Staff Prof Dev 12:00 PM Asynchronous & Synchronous	27
28	29 Spring Break Schools Closed	30 Spring Break Schools Closed	31 Spring Break Schools Closed			

~ April 2021 ~						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Spring Break Schools Closed	2 Good Friday Schools Closed	3
4	5	6	7 Report Card Conferences (K-8)	8 Report Card Conferences (K-12)	9 Report Card Conferences (K-12)	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

~ May 2021~

June ►

Mon	Tue	Wed	Thu	Fri	Sat
					1
3 Kinder Open House	4 Election Day Schools Closed	5 Kinder Open House	6 Kinder Open House	7 Kinder Open House	8
10 Interim Reports	11 Interim Reports	12 Interim Reports	13 Eid-al-Fitr Schools Closed	14	15
17	18	19	20	21	22
24	25	26	27	28 Staff Prof Dev 12:00 PM Asynchronous & Synchronous	29
31 Memorial Day Schools Closed					

~ June 2021 ~						
◀ May						July ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Final Grades Due	4	5
6	7	8	9 Graduation Window	10 Graduation Window	11 Graduation Window Last Day For Students	12
12	13 Last Day For Staff Full Day PD	14	15	16	17 Juneteenth Observed Schools Closed	18
19	20	21	22	23	24	25
26	27	28	29	30		

**THE WIDENER MEMORIAL SCHOOL
ABSENCE NOTE
2020 - 2021**

STUDENT NAME: _____

was absent on _____

due to _____

_____.

Parent Signature: _____

Date: _____

Teacher of Record: _____

Room #: _____



**Parent/Guardian: Please fill in the
above information regarding your
child's/adolescent's absence and
return it to the Teacher of Record.**