



2023-2024

MASTERMAN COMMUNITY HANDBOOK

JULIA R. MASTERMAN LABORATORY & DEMONSTRATION SCHOOL

1699 SPRING GARDEN STREET

PHILADELPHIA, PA 19130

Phone: 215-400-7580

Fax: 215-400-7581

DR. JEANNINE PAYNE, PRINCIPAL

MICHELLE L. HARRISON, ASSISTANT PRINCIPAL

JENNIFER LENNON, ASSISTANT PRINCIPAL

JUSTIN GILKEN, CLIMATE MANAGER

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.

Key Contacts and Email

Position	Name Email
Principal	Dr. Payne jhendricks@philasd.org
Assistant Principal	Ms. Lennon jnlennon@philasd.org
Assistant Principal	Ms. Harrison mharriso@philasd.org
Climate Manager	Mr. Gilken jgilken@philasd.org
Middle School Dean	Ms. Geiger ngeiger@philasd.org
School Counselor	Mr. Allen jameallen@philasd.org
School Counselor	Mrs. Claudio-Nelson aclaudionelson@philasd.org
School Counselor	Ms. Marcus hmarcus@philasd.org
School Nurse	Nurse Bagley ebagley@philasd.org
Bilingual Counseling Assistant	Ms. Chan mkchan@philasd.org
Bilingual Counseling Assistant	Ms. 'Ruby' Wu xwu@philasd.org
Roster Chair	Mr. Roache troache@philasd.org
Equity Coordinator	TBD
Administrative Assistant (Student Attendance)	Ms. Graham mpgraham@philasd.org
Administrative Assistant (Student Enrollment)	Ms. McIntyre tmcintyre@philasd.org

District Approved School Calendar 2023-2024

Please note the calendar dates listed below are subject to change. View the updated School District Calendar here: <https://www.philasd.org/calendar/>

School Colors: Royal Blue & White

Historical Background

In September of 1958, the same year the Philadelphia High School for Girls left this location, the Julia R. Masterman Laboratory and Demonstration School opened in the building. The school was named for Julia Reynolds Masterman, who helped establish the Philadelphia Home and School Council. The Julia R. Masterman Laboratory and Demonstration School was established 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 10th in the United States for 2022.

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.

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.

Our Mission and Commitment to Diversity, Equity, & Inclusion

Mission

To move forward with urgency and purpose the creation and maintenance of a more diverse, equitable, and inclusive Masterman by facilitating the integration of greater representation, fairness, belonging and care into our policies, protocols, practices, and learning spaces.

Commitment

We understand that racist and harmful actions are perpetuated both consciously and unconsciously, and vow to create an anti-racist learning community where stakeholders, across

every level, engage in training and learning to disrupt the impact of these instances on students. Equitable practices and policies are critical to dismantling the impact that systems of disadvantage have on our students. We are continually evolving our processes to collaboratively

3

engage our community in decision-making so that more equitable outcomes can be attained for students and their families.

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](#) 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

4

Building Entry, Attendance, Dismissal & Closing

23-24 Bell Schedule:

1st	8:15 - 9:12 (57 minutes w/ 5 minutes for attendance)
2nd	9:15 - 10:07 (52 minute periods)
3rd	10:10 - 11:02
4th	11:05 - 11:57
5th	12:00 - 12:52
6th	12:55 - 1:47
7th	1:50 - 2:42
Advisory	2:45-3:19

Arrival and Dismissal

High School Arrival:

All High School students enter through 17th Street doors, which open at 7:50 am. The School District requires that high school students pass through a metal detector and bag scanner 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. Upon entering the building students are required to swipe their student ID's at the ScholarChip Kiosk for attendance. Grab and Go breakfast is available daily. Students who arrive prior to 8:10am must report to the auditorium. At 8:10am, students will be permitted to go to lockers then 1st period class.

Middle School Arrival

All Middle School students enter the building through their assigned patio doors on Spring Garden Street at 7:55am. Upon entering the building students are required to swipe their student ID's at the ScholarChip Kiosk for attendance. Grab and Go breakfast is available daily. No students should be in spaces where there is no supervision. Once middle school students are on school property they are not permitted to leave. Playing ball is not permitted on the patio at any time. Students who arrive prior to 8:10am must report to the auditorium. At 8:10am, students will be permitted to go to lockers then 1st period class.

Students who do not have their school-issued ID must go to the kiosk and manually enter their student ID number. The kiosk will generate a temporary ID for the day. To replace a lost ID, a student must go to the main office during lunch or after school to purchase a new ID for \$5.

Late Arrival:

Students are expected to be in advisory by 8:15am. Anyone arriving after 8:30am must ring the bell and enter through the 17th Street door.

Student Dismissal:

High School and Middle School students will be dismissed at 3:19pm. HS Students who are participating in interscholastic sports off-site, approved work-study or internship may be dismissed at 2:49pm, after reporting to their advisor for attendance at the start of 7th Period advisory (contingent on parent/guardian approval.)

There is no adult supervision after school except for sponsored school activities. Students not in supervised activities must leave the school premises, including the patio at dismissal. No one will be permitted to remain on school grounds after dismissal except for approved school activities. The patio will be cleared at dismissal time each day. Playing ball is not permitted on the patio at any time. Please check with the office about after school programs.

It is imperative that parents/caregivers pick up students on time during regular and early dismissal days. There is no supervision available after school hours. School District Policy states: *if a child is not picked up on time and the parent/caregiver cannot be reached, the child shall be placed in the care of the Philadelphia School District Police.*

Attendance

Excessive absence results in lowered academic achievement. Regular attendance (except in case of serious illness) is a requirement at Masterman. Any absence of more than three days must be discussed with the Principal in advance or accompanied by a doctor's note.

Reporting of Absence

- Parents should call the school at 215-400-7580 between 7:30-8:30 AM. ● In addition to the call, parents or guardians should provide a note of excuse giving name, date, number of days of absence, and reason for absence. Parents/guardians *must submit* an absence note to the school *within three (3) days* of the child's unexcused absence.
- 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 absences 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. ● The Office of Truancy will be notified for excessive absences.

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.

Consequences for lateness to classes are as follows:

- 5 unexcused latenesses – restorative conversation and parent notification.
- 7 unexcused latenesses – detention, parent notification and tardy contract.
- 10 unexcused latenesses – Parent conference with Administrator; other SDP consequences as deemed appropriate.

Early Dismissal Procedures

In the rare case that a student must leave school early, they 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/ guardian or emergency contact must have photo identification. **No student is permitted an early dismissal after 2:45pm.**

Students in grades 5-8: SDP policy requires that, for safety reasons, a parent/guardian must pick up their child. Adults who receive children for early dismissal **MUST** be listed as a guardian or emergency contact in Infinite Campus and provide photo identification.

Students in grades 9-12: 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, in advance of the dismissal, to the main office. 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.

Emergency Closing of School

Selected SDP schools may switch to virtual instruction as a response to both staffing and health concerns. When this happens, the administrative office(440 N. Broad St.) will make the determination of which schools will close and for how long. When inclement weather makes it necessary to close schools, information is broadcast on radio, television, social media 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.

Visitor's Policy

All School District of Philadelphia schools are part of a community. As such we receive visitors throughout the year. Visitors must adhere to current policies and protocols as communicated by the district in order to support the health and safety of all persons. All visitors must:

- Ring the bell to enter through the 17th Street entrance
- Sign in with Masterman's School Safety Officer and show photo ID
- Report to the Main Office after entering the building

Visitors will be received by the office starting at 9:00am through 2:45pm, unless you have an appointment scheduled by a school staff member. No drugs or weapons are permitted on school district property.

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 alarm. Silent, sense of urgency 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 their assigned students.

Our school submits a safety plan to the district outlining procedures for response to a variety of emergency and or crisis situations. The procedures for these plans include a lockdown, shelter in place and other plans in the event of an emergency. Procedures will be reviewed in all advisories at the beginning of each year and practiced in the form of drills throughout the school year.

Academics

Over the course of four years, a minimum of 23.5 credits, in the designated content areas, must be earned for graduation:

- 4 in English
- 3 in Mathematics
- 3 in Science
- 3 in Social Studies
- 1 in African American History
- 2 in World Language
- 2 in Arts and Humanities
- 1 in Physical Education
- 0.5 in Health
- 4 in electives – *One elective must be a college preparatory Mathematics or Science course, an IB course, an AP course, or a terminal CTE course. Schools or programs may predetermine specific subject area elective credits.*

Testing Days

A test is defined as a written examination that is approximately a full period in length. Quizzes are shorter in duration (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 test schedule for grades 7 to 12 is:

- **Science, Art, Drama & Film:** Monday and Thursday
- **English:** Tuesday and Friday
- **World Languages, AP Music, Engineering & CompSci:** Monday and Wednesday
- **Social Studies:** Tuesday and Thursday
- **Math:** Wednesday and Friday

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

Academic Honors

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 the following cumulative scholastic average:

- All grades except one in 9th through 11th grade are 93% or better (91% or better for AP classes)
- No more than one grade below a 93% (or 91% is AP), and that grade is not lower than 80%

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

9

- 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 the 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 the 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 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 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, 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 the 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
- Using artificial intelligence software (ex. ChatGPT) in any manner not explicitly permitted by a teacher, including but not limited to completing an academic assignment with the assistance of AI software, or misrepresenting part or all of an academic assignment as your own that was done with the assistance of A.I. software.

Cheating on Examinations and Assignments

- Copying answers from another person, or other source, including any personal electronics (phones, smart-watches, etc) 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:

1st Offense:

- A failing grade for the assignment (50%)
- Parents notified

2nd Offense:

- A failing grade for the assignment (0%)
- Parents notified
- Office of Discipline Referral (on transcript)
- Disqualification and/or removal from Honor Societies
- Potential loss of school-based activities and privileges

Climate, Culture & the Student Code of Conduct

Relationships First

Masterman is proud to be part of the SDP's *Relationships First* Program. RF lays out the framework to provide a safe community where students can thrive, both academically and socially. Students are given equity of voice to build their school community. They are empowered to be agents of change within their environments. RF builds trust, provides a safe place to share, and allows students and teachers to see their shared humanity. RF also:

- De-escalates students when they are angry or frustrated
- Avoids power struggles that could lead to major incidents
- Allows students to feel empowered and heard
- Provides leadership opportunities for students
- Provides the school staff with an opportunity to show they care
- Reduces suspension rates by providing an alternative to punitive discipline
- Provides a safe space & productive system to peacefully resolve conflicts & address harm
- Provides the framework to tackle disproportionality, implicit bias, and dismantle the school-to-prison pipeline

More on the *Relationships First* framework and program can be found here:

<https://www.philasd.org/schoolclimate/programs-services/relationshipsfirst/>

The SDP 23-24 Code of Conduct:

Masterman follows the policies and procedures outlined in the SDP Code of Conduct. The School District of Philadelphia and the Board of Education have adopted this Code of Student Conduct in order to inform students, parents, and school personnel of the behavior that is expected from all students to ensure a safe and focused learning environment. The School District expects each student to work to the best of his/her/their ability and to cooperate with other students and school staff in maintaining a safe, healthy and orderly learning environment. A proper learning environment must be free from disruptive, threatening or dangerous behavior that interferes with the challenges of high standards in teaching and learning. These rules are intended to promote self-respect, respect for others and respect for property. The School District’s Code of Student Conduct has specified these rules to promote safety, order and responsible conduct in all school related activities. The full Code of Conduct and other important information can be found on the SDP’s Office of Student Discipline website:
<https://www.philasd.org/studentrights/discipline/>

Masterman Progressive Discipline Matrix:

Masterman follows a progressive discipline structure in accordance with the School District of Philadelphia’s Office of Student Rights and Responsibilities. Through this process, students receive consequences in a tiered system of infractions and interventions. Significant incidents that lead to suspensions may appear on official transcripts and be reported in the college or university application process.

Tier 1 Infractions	Tier 1 Interventions
<ul style="list-style-type: none">● Disrupting during class● Class Cutting● Offensive language● Cell Phone Violation● Dress Code Violation● Inappropriate use of technology (unrestricted	<p>One or more of the following may apply to ALL behaviors listed in the column to the left:</p> <p>Intervention</p> <ul style="list-style-type: none">● Restorative Conversation● Redirection Strategies

websites, listening to music, chats, social media, etc.)

- Defiance (Refusal to relinquish unrestricted

items or refusal to abide by request after several attempts)

- Late to Class Without Note*

- Mediation w/Dean

- Harm and Healing Circle

- Parent Contact

- Lunch Detention

Tier 2 Infractions Tier 2 Interventions

- Vandalism (Throwing or breaking furniture, writing on school walls, graffiti, etc.)
- Cheating / Plagiarism, Forgery or Alteration of documents
- Chronic Defiance (Refusal to relinquish unrestricted items or refusal to abide by request after several attempts)
- Inappropriate peer to peer contact (Any form of sexual contact)
- Disrespect towards school community member (cursing at or degradation of a peer or staff member)
- Excessive Class Cuts (7 cuts total or more) ● Leaving the Masterman Campus
- Leaving class without permission
- Repeated Level 1 Infractions (at least 3 repeated infractions)

Interventions can include all measures listed in Tier 1, as well as:

- Formal Restorative Conference

- Removal from or temporary suspension of participation in athletics, music, or extracurricular activities
- Parent/ Guardian Meeting
- School Service Project
- Behavior Contract
- In-School Suspension
- Detention
- In-School Intervention Services (ex. recentering plan, SAP assessment)
- Behavior Contract (Dean/ Admin)

Tier 3 Infractions Tier 3 Interventions

- Simple Assault
- Harassment
- Sexual Harassment
- Hazing
- Causing Serious Bodily Injury
- Pulling of fire alarm
- Mutual Fighting

- Mutual Group Assault
- Threatening or intimidation of a community member
- Instigation or participation in group assault
- Cyberbullying and Bullying
- Breaking and entering
- Robbery

- Possession of Alcohol, Drugs or Explosives
 - Possession of a weapon
 - Reckless Endangerment
 - Extortion
 - Threatening Mass Violence
- Interventions can include all measures listed in
- Tiers 1 and 2, as well as:
- Out-of-School Suspension
 - Discipline Hearing Referral
 - EH 21 Disciplinary Placement or Lateral Transfer

Additional School Regulations & Policies:

Student Dress Code

The purpose of a dress code is to support the safe and respectful interactions of the individuals studying and working at Masterman. 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.

- Any article of clothing having messages or pictures with references to alcohol/drugs, violence, profanity, cultural/ethnic intimidation or discrimination are not permitted.
- Shorts, skirts, and dresses must be mid-thigh or longer.
- Garments intended to be used as undergarments (including camisoles) must be covered appropriately.
- Tube tops and tops that reveal midriff (sternum to top of bottoms) and/or open and exposed backs are not permitted.
- Open-toe shoes and other footwear that could cause injury are not permitted. Because of safety and sanitation such as science labs, P.E., or art classes, teachers may require more substantial footwear. Special dress requirements exist in physical education classes, in the arts, and science laboratory classes.
- Students are not permitted to wear hats or hoods in school. Students' faces are not to be obscured by any headwear. Religious headwear is permitted.
- Final decision as to the appropriateness of student attire is at the discretion of administration.

SDP Dress Code expectations are as follows:

<https://www.philasd.org/studentrights/dress-code-expectations/>

Cell Phones and Other Electronic Devices

Grades 5 & 6

Our Grades 5 & 6 policy requires that cell phones must be powered down and out of sight during the school day. One exception to this is your grade's lunch period, where phones may be used in accordance with the SDP code of conduct ([23-24 code of conduct](#)). Grades 5 and 6 may not take their Chromebooks to lunch.

Grades 7 through 12:

Students in grades 7-12 may use electronic devices at lunch/recess, during advisory or in class *with teacher permission*. Students should not be on phones during the "passing time" between classes in the hallways.

Consequences for prohibited use of a phone include:

- 1st offense: Staff will confiscate the device. Parent/guardian contact will be made and the student phone will be returned at the end of the day by the Dean (room 210).
- 2nd offense: Staff will confiscate the device. Parent contact will be made and the student phone must be picked up by a parent/guardian at the end in the Main Office.
- 3rd offense: Staff will confiscate the device. Parent contact will be made and the student phone must be picked up by a parent/guardian at the end in the Main Office. A 3rd offense may also result in an Office of Discipline Referral for "unauthorized use of an electronic device."

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. *Finally, students bring personal electronics at their own risk, and the school is not responsible for lost or stolen devices.*

Dance Policy:

- 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.
- Students 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.

Weapons Policy

All students 10 years or older found in Possession of a Weapon on School Property, other than a firearm, shotgun or rifle will be placed in the Police School Diversion Program. A firearm is described as any weapon (including starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

Possession of a weapon on School Property will be processed as follows: In all cases where the school has an assigned School Safety Officer (SSO): 1. The SSO will take possession of the weapon, and will contact the Philadelphia Police Department (PPD), School Diversion Unit. The unit is co-located within the Office of School Safety.

2. The PPD Diversion Unit will determine the restorative model the student will be referred to address the criminal violation. The restorative programs will consist of, but not limited to the following: Department of Human Services-Preventive Services Program, Youth Court, and Restorative Circles.
3. All subsequent weapons violations by the student within the same school year may result in the student being arrested.

Note: In all cases involving an actual firearm the student will be detained and arrested.

In cases where the school does not have a School Safety Officer and the student is found to be in possession of a weapon on school property

1. The administrator and/or their designee will contact the Philadelphia Police Department. 2. The Officer upon arrival will initiate the Police School Diversion Protocols and contact the Police School Diversion Unit at 215-400-5526/5530 to determine the student’s eligibility.

After a thorough investigation you may suspend a student in grades 3-12 for possession of a weapon, but please consider the circumstances surrounding why the student had the weapon (i.e. if it can be verified it was used at a job the student has) before issuing any suspension.

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 [Policies 248](#) and [249](#) to address bullying and harassment.

The purpose of [Policy 102b](#) 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.

Policy 252:

The purpose of this policy is to ensure safety, equity, and justice for all students regardless of gender identity or gender expression so that they can reach their fullest human and intellectual potential. (Accessible online at

<https://www.philasd.org/src/wp-content/uploads/sites/80/2017/06/252.pdf>) 17

high school students at Masterman have an opportunity to enhance their interests and personal growth through participation in a variety of clubs, sports 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:

- Students must be present in school that day. Lateness after 11:02 am (end of 3rd period) will exclude the student, unless prior approval is granted.
- Students must be academically eligible. At Masterman, if a student is failing one subject during an academic quarter, they may be prohibited from participating.
- All PIAA Athletics activities require an annual physical.
- 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 and Musical 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.
- All participants in athletics, music or extracurricular activities are expected to attend all practices, games, events and performances, including postseason contests. ● Students, teams or clubs who are part of an *active investigation* may be prohibited from participating in scheduled activities until investigation procedures are completed. ● Students with three or more violations of the SDP Code of Conduct or Masterman school policies may be deemed ineligible to participate in school activities, including, but not limited to, field trips, athletics, extracurricular clubs, attending athletic events, dances and proms. Ineligibility from athletics, music or extracurricular activities could range from one marking period up to and including the remainder of the season.

Student Government Association (SGA)

The Student Government Association plans various school functions and works to develop leadership ability. It is also an entity that 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 meets once a month.

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 cease talking.
- During the assembly, students should remain silent and applaud when applause is suitable. Boos or whistling are inappropriate.

Students can visit their counselor during their lunch period or during advisory, with general questions and concerns, or at any time during a crisis. The counselors 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 here 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.

2023 -2024 Counselor Caseloads

5th to 11th Grade 12th Grade

Mrs. Nelson A - Haw All of 12-1 and 12-2 from A-J Mr. Allen: Hay - Pha 12-2 from K-Z and 12-3 from B-Sak Ms. Marcus: Phi - Z 12-3 from San-Z and all of 12-4

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

Multi-Tiered Systems of Support (MTSS)

MTSS 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. MTSS 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.

Additional Resources, Policies and Programs

All-Gender Bathroom Policies:

Masterman maintains four all-gender bathrooms. While by definition an all-gender bathroom is open to anyone in our school community, *use of these bathrooms should be prioritized for those members of our community who do not feel comfortable using a gendered bathroom*. Misuse of an all-gender bathroom could result in disciplinary action. The all-gender bathrooms are located:

- On the second floor even side
- In the Health Room
- In the Main Office
- On the 5th floor, in the “game-room”

**Masterman’s all-gender bathrooms are SINGLE USE, and should be used by only one student at a time.*

All-gender Bathroom spaces are limited and we want this resource to be available to any and everyone that needs it. **We ask that you reflect on the following questions when deciding which bathroom to use:**

1. “Do I feel uncomfortable or unsafe using the bathroom associated with my gender/using a gendered bathroom?”
 - a. **If No** → you can use the all-gendered bathroom, but since we have limited space we ask that you use one of the gendered bathrooms

- b. **If Yes** → you may use the all-gender bathroom
- 2. By occupying this space am I creating unnecessary challenges for those for whom this space is closely linked to their safety and well-being?
 - a. **If Yes** → use one of the gendered bathrooms
 - b. **If No** → you may use the all-gender bathroom

Health Room

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

- Fever, cough, new loss of taste/smell, short of breath
- Sore throat, headache, muscle aches
- Nausea/Vomiting, diarrhea

For non-emergencies, students may only go to the Health room Monday - Friday 10:30 AM to 12:55 PM. A student who becomes ill during the day should secure a pass from their teacher to go to the health office. A student who is ill is not to call or text a parent on their cell phone. A seriously ill student may not leave the school unescorted. A student is not permitted to carry any prescription or nonprescription medication without an approved accommodation from the school nurse and a MED-1 form completed by their physician. Elevator service is available for students only with nurse verification and permission.

21

Lunch and Breakfast Program

Breakfast and lunch are provided free of charge by the School District to all students. Breakfast is served (Grab and Go) as students enter the building. Breakfast is eaten in advisories. 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.
- Lunch lines must be orderly.
- Students will address our Climate and Food Service staff members with respect. ● Each student is responsible for putting their trash in the receptacles provided. Students are responsible for clearing tabletops and floor area. Students will not be dismissed to recess until tables are cleared.
- *Repeated incidents of failure to clear tables or disrespect of climate or food service staff may result in a disciplinary consequence, including a possible Office of Discipline Referral.*

Computers

Students may use computers in accordance with [Policy 815: Acceptable Use of Internet, Computers and Network Resources](#) and [Policy 249: Bullying/Cyberbullying](#) and the [Code of Student Conduct](#). Parents and caregivers are encouraged to read and review these policies with their child(ren).

School District Chromebook: All students will be provided with a Chromebook from the SDP. Students are expected to bring Chromebooks to school each day fully charged. Any issues with Chromebooks should be directed to Ms. Lerer in Room 311 ([mlerer@philasd.org](mailto:mlehrer@philasd.org)).

Google Apps for Education: 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 productive and responsible uses of technology, using a variety of resources to provide learning activities that build critical thinking and decision-making

22

skills students need to develop into responsible 21st century citizens. We encourage you to be proactive discussing the responsible use of these resources with your child.

Masterman School Library (IMC)

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, and a creative haven. All are welcome, but there are policies and procedures so that all are free to learn and enjoy the space.

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 five 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.
- Students will have access to online sources through the Library Page on Masterman School Website, *Mackinvia* ebooks and audiobooks, and Destiny online services(see

- below).
- In respect to the patrons who require quiet for study and thinking, students should keep a low tone and sit in the designated areas when working in groups.
 - The library is a cell-phone free zone. Students may use kindles or laptops if the internet is needed.

Library Materials Circulation Policies

Library materials are circulated from the start of the school year until one month prior to closing date. Students should have a Destiny log in. With that log in, they can view their accounts, put holds on materials, and make recommendations on Destiny, and access ebooks, audiobooks, and databases on *Mackinvia*: <https://sdphila.mackinvia.com>.

Materials are circulated for two weeks with the possibility for maximum renewals. Patrons are responsible for the materials they check out. Masterman School Library does not collect fines for overdue materials, but does charge for damaged and lost materials. There is no limit to the number of materials students check out as long as the patron's record shows no overdue materials.

To return items, students can use either the drop box outside the library or the one inside the library. Patrons must check out materials at the circulation desk before leaving the library and return them on the designated due date.

Circulation period for students: 2 weeks

Circulation period for staff: 3 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.

23

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

bcookekearney@philasd.org.

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

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.

Library Schedule

Monday-Thursday 8:15 a.m.- 4:15 p.m.

Friday 8:15 a.m.- 3:30 p.m.

The library is not open after school on half-days.

Library Lunchtime Events 2023-2024

(Dates TBA)

Sept. - Library Card Sign Up

Oct.-Teentober

Nov.-Game Day

Dec.-Holiday Crafts

Jan.-Procrastination Station

Harry Potter Quizzo

Feb.-How to Love a Book

April-JuReMaCon
May-Book Celebrations
June-Summer Reads

Clubs in the Library (Weekly; Days TBA)

Ink Drinkers Book Club (High School , Grades 7 & 8, Grades 5 & 6)
Dungeons and Dragons
Pennsylvania Young Readers' Choice Awards Club
Magic, the Gathering

Library Catalog and Other Resources- <https://philasd.follettdestiny.com/> Students will be instructed on opening their own accounts to view their material circulation and write book recommendations. 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>).

Follow the library on Twitter @mastermanimc and Instagram @mastermanlibrary. Students can catch up on library news on their individual class's Google Classroom.

24

Locks and Lockers

- Middle school students in grades 5-6 will be issued a locker and lock to share with one other student. This will occur when their locker contract has been signed by themselves and their adult. Once issued, a student is responsible for his/her lock.
- Locks are to be kept locked on lockers. Replacement locks are \$5.00. ● Grades 7-12 students will bring their own locks to school. All locks must have a combination, not a key lock.
- All Student locker combinations will be kept on file with the school by your advisor.
- Lock combinations should not be shared with any other students.
- Lockers assigned to students are the property of Masterman School and must be emptied at the end of the year. 5th and 6th grade students must also return school-issued locks.
- A locker can be searched with cause at any time. If a combination is not on file with the school a lock may be cut in order to access the locker.



Use of Lockers

Lockers are to be used during the following times for grades 5-6:

- At the beginning of the school day to the start of 1st period (8:10am-8:15am)

- At the beginning and end of the student's lunch period
- At dismissal time

Lost and Found

A "Lost and Found" is maintained in the cafeteria. Valuable items (electronics, etc.) should not be brought to school. Every marking period, unclaimed items will be donated to charity.

School Advisory Council

The School Advisory Council (SAC) meets once a 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. The SAC is supported by several committees that work specifically on various areas/ aspects of the school community.

SEPTA Key Student Fare Cards

SEPTA Fare Cards are distributed during advisory to students who live more than 1.5 miles from school. Fare Cards may be used on 8 occasions per school day, between 5:30 AM and 8:00 PM. *Lost or stolen Fare Cards must be reported to the main office so that they can be deactivated and a new card issued.* This must be done during lunch or after school. As of the 23-24 school year, students who ride Regional Rail DO NOT have to "upgrade" their SEPTA Key Card for Regional Rail access.