



**2025-2026**  
**MASTERMAN COMMUNITY HANDBOOK**

**JULIA R. MASTERMAN LABORATORY & DEMONSTRATION SCHOOL**  
**1699 SPRING GARDEN STREET**  
**PHILADELPHIA, PA 19130**  
**Phone: 215-400-7580 Fax: 215-400-7581**

**GORDON LAURIE, PRINCIPAL**  
**MICHELLE L. HARRISON, ASSISTANT PRINCIPAL**  
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*Disclaimer:*

*This is a “living document,” and as such, is subject to change based on SDP policy, Administrative discretion, and staff, student and community input. 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	Mr. Laurie	glaurie@philasd.org
Assistant Principal	Ms. Harrison	mharriso@philasd.org
Assistant Principal	Ms. Graham	sgraham2@philasd.org
Climate Manager	Mr. Gilken	jgilken@philasd.org
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 Counselor	Ms. Ramsey	anorward@philasd.org
School Nurse	Nurse Bagley Nurse May (Thursdays)	ebagley@philasd.org
Bilingual Counseling Assistant	Ms. ‘Ruby’ Wu	xwu@philasd.org
Roster Chair & Athletic Director	Mr. Roache	troache@philasd.org
Administrative Assistant (Student Attendance)	Ms. Lambert	mlambert@philasd.org
Administrative Assistant (Student Enrollment)	Ms. McIntyre	tmcintyre@philasd.org

**District Approved School Calendar 2025-2026**

Please note that 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 the 4th 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 to 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.

## **Mission & Approach to Learning:**

- Masterman provides an accelerated, enriched curriculum for academically talented students who are interested in a college preparatory experience. Masterman's motto is "Dare To Be Excellent." To that end, students participate in a rigorous academic program supported by a wide range of co-curricular activities. At Masterman, academic excellence and personal growth take place in a genuinely diverse community. Our students learn in and from this diverse atmosphere, truly experiencing and honoring the differences. Masterman promotes not simply tolerance, but the rich possibilities for individual and community growth.

## **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 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

# Building Operations: Entry, Attendance, Dismissal & Closing

## 25-26 Bell Schedule:

Advisory	8:15 - 8:31	
1st period	8:34 - 9:22	
2nd period	9:25 - 10:13	
3rd period	10:16 - 11:04	High School Lunch
4th period	11:07 - 11:55	8th Grade Lunch
5th period	11:58 - 12:46	5/6th Grade Lunch
6th period	12:49 - 1:37	7th Grade Lunch
7th period	1:40 - 2:28	
8th period	2:31 - 3:19	

## Arrival and Dismissal

### High School Arrival:

**All High School students enter through 17th Street doors, which open at 7:45 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 Kiosk for attendance. Grab and Go breakfast is available daily on the first floor.

### 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 Kiosk for attendance. Grab and Go breakfast is available daily on the first floor. **5th, 6th and 7th grade students who arrive prior to 8:10am will go to the auditorium. 8th grade students are permitted to go to their lockers and wait outside their advisory room.** 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. 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.

*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. Middle School students arriving after 8:20am must enter through the 17th Street door. All students who enter after 8:30am must ring the bell at the 17th Street entrance to be admitted to the building.

### **Student Dismissal:**

**High School and Middle School students will be dismissed at 3:19pm.** *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. The patio will be cleared at dismissal 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**

- Caregiver calls to the school should be made to 215-400-7580 between 7:45-8:45 AM.
- All paper absence notes should be handed to the Student's advisor or the main office in a timely fashion (see the District's guidelines below). Please make all notes legible. We request that Parents use the portal to check their child's attendance regularly and contact Ms. Lambert with any questions regarding unexcused absences
- If you are sending an email for **High School or Middle School students** - emails should be sent to Ms. Lambert in the main office ([mlambert@philasd.org](mailto:mlambert@philasd.org)) and the student's Advisory (homeroom) teacher.
- All absences resulting in a total of three (3) or more consecutive days due to illness will require a written excuse note by a licensed healthcare provider. *Excuse notes from a healthcare provider may also be submitted in lieu of a parent note for any absence.*
- It may take a few days for the school team to recode an absence to show as excused, so *please be patient*. Whenever possible, please turn in early dismissal notes or send emails the day before.
- 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 Dean Gilken ([jgilken@philasd.org](mailto:jgilken@philasd.org)) one week in advance.
- The Office of Truancy will be notified of excessive absences.
- While we support our students' right to exercise their political voice, walk-outs / political protests are NOT excused absences, as per the SDP attendance policy even with parental permission.

*\*The submission of notes does not guarantee automatic excusal of absences and is subject to school review to determine the validity of submitted notes.*

## **SDP (and Masterman) Policy for Unexcused Absences**

### **After Three Illegal/Unexcused Absences:**

1. Teacher double checks the absences and confirms with School Counselor
2. Counselor will mail the **Three (3) Day Legal Notice** to the parent/guardian

### **After Six Illegal/Unexcused Absences:**

1. The teacher double-checks the absences and confirms with the School Counselor
2. We will have a monthly reconciliation of attendance to ensure accuracy.
3. The counselor speaks with the parent/guardian about the absences and asks for a day and time to attend a Student Attendance Improvement Planning meeting. The Student Attendance Improvement meeting letter will be mailed home by the counselor.

### **The SAIP meeting:**

1. The team convenes to discuss strategies to improve students' attendance on the MTSS Meeting held the last week of each month (including bilingual counselors).
2. The SAIP/MTSS process begins with documented interventions in SIS. The interventions will be PBIS rewards

### **After Ten Illegal/Unexcused Absences:**

1. Documentation is reviewed, and the decision is made to refer the student to DHS/Truancy Court.
2. The Truancy Referral Form is completed with the Principal's signature for approval.

## **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 through 12: All School District of Philadelphia students, *even those over 18 years of age*, must submit an early dismissal request statement in a note signed by a parent or guardian 24 hours in advance to the attendance secretary. **No student under the age of 18 will be dismissed prior to 3:19 PM without an approved parent or guardian present to sign-out the student.** This is in accordance with the SDP's [Early Release Procedures](#).

### **Key Card Information**

Lost or damaged key cards can be replaced at no cost. Students are to email Ms. McIntyre ([tmcintyre@philasd.org](mailto:tmcintyre@philasd.org)) with their name and the reason they need a replacement. If the email is sent before 12:00 PM the key card will be available at the end of the school day at the Main Office counter. If the email is sent after 12:00 PM the key card will be available at the end of the next school day.

### **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.*

### **25-26 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:

Department Areas	Permitted Testing Days
Science, Art, Drama, Film	Tuesday & Thursday
English	Wednesday and Friday
World Languages, AP Music, Engineering, CompSci	Tuesday & Thursday
Social Studies	Monday & Friday
Math	Monday & Wednesday

*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

**Round One Qualifications:** To be eligible for membership, the candidate must be a member of the junior or senior class. The NHS advisor(s) will evaluate records after the third marking period of junior year and again during the first marking period of senior year for a second round of qualifiers. The minimum standard of scholarship will be a cumulative scholastic average of all A's (90 and above) and one B (80-89) in either a student's elective classes or one of the student's core classes per year. Attendance and lateness will be evaluated, and students should have no

more than 10 unexcused per year. Finally, academic integrity and discipline will also be considered if issues are on file.

**Round Two:** Candidates who meet the above minimum scholarship and attendance requirements will then move on to the next round to be evaluated based on service, leadership, and character. Students will fill out the application and submit it by the due date for consideration. An anonymous committee of 5 will then evaluate all applicants. Decisions about admissions will be shared with students before the end of junior year.

**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 the 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.

## **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 acknowledgment. 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.

### **What is academic dishonesty?**

- Copying or presenting material verbatim without proper citation
- Using source material and omitting documentation, or improper/missing citations
- Submitting as one's own any course assignment created by someone else
- 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 or receiving the answers to test questions, homework, or projects
- Providing materials or information to answer or complete test questions, homework, or projects
- Stealing or possessing test materials generated by faculty
- Fabricating data and information

## Masterman Policy on Generative AI Use:

Masterman teachers, administrators, and students are to adhere to the [School District of Philadelphia's Generative Artificial Intelligence Guidelines](#). As per the Guidelines, AI use in classrooms and assignments exists on a continuum, **at teacher discretion**, ranging from:

- No GenAI Use
- GenAI-Assisted Idea Generation
- GenAI-Assisted Editing
- GenAI-Assisted Task Completion
- Unrestricted GenAI Use

Students and families are advised to review the SDP's GenAI Guidelines linked above. Full descriptions of each level of GenAI Use as per the SDP's continuum, goals of each level and citation requirements are listed starting on page nine. *\*Any student who submits work created entirely by or with the assistance of Generative AI without direction from the teacher, disclosure and/or citations will be subject to the consequences for academic dishonesty.*

## Masterman Writing Guidelines:

1. **Students must submit all digital writing assignments on a Google Doc (should be provided by the teacher).**
2. **All work is to be completed (drafted & revised) within one document.**
3. **Any evidence of bulk copy-and-pastes will be addressed as a potential violation of Masterman's Academic Integrity Policy.**
4. **Writing assignments have a time-commitment expectation, and any submission that appears outside of the scope of a reasonable time / length ratio will be flagged. For example, a 500 word essay that takes six minutes to complete will likely be flagged.**
5. **Students are NOT permitted to use Grammarly.**
  - a. Grammarly will no longer be accepted as a reason that a writing submission is 'flagged' 'AI Generated.
  - b. Students should instead employ the "spelling and grammar check," "spelling suggestions" (red lines), and "grammar suggestions" (blue lines) features in the 'Tools' menu of Google Docs. For World Language classes, students are NOT permitted to use the blue-lined "grammar suggestions" feature, as proper grammar and syntax are often the purpose of the assignment.
6. **Parents will be emailed in situations where AI is suspect but the student denies use of AI, so that all parties are aware that a conversation about the Academic Integrity policy took place between the student, teacher, and/or administration.**

## Consequences for academic dishonesty will include any of the following:

### 1st Offense:

- 0% for the assignment (as per SDP Policy, students must be given the opportunity to submit their own work, for up to 50%)
- Parents notified

### 2nd Offense:

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

### 3rd Offense:

- A failing grade for the assignment (0%)

- Parents notified
- Office of Discipline Referral (on transcript)
- Potential loss of school-based activities and privileges

## **Expectations for Flexible Instructional Days (FID)**

In cases of emergency (weather related, etc) - Masterman may transition to a “Flexible Instructional Day.” In these situations, instruction is delivered virtually.

### **Virtual Learning Plan Expectations**

- Live, synchronous instruction is required during designated school hours.
- Asynchronous work may support but cannot replace live instruction.
- Classes will follow the existing bell schedule or a modified version approved and shared in advance.
- All instructional content will be delivered through Google Classroom.

### **Expectations for Students**

- Students are expected to log in on time, engage in live sessions, and complete assignments by posted deadlines.
- Students must follow virtual learning norms, including respectful conduct, appropriate use of chat features, and active participation.

### **Access and Equity**

- The school will make every effort to ensure students have access to devices, the internet, and assistive technology.
- Teachers will provide accommodations and modifications aligned to students' IEPs, 504 plans, or English learner supports.

### **Technology Support**

- Families should report any technology issues promptly to avoid disruptions in learning.

### **Wellness and Social-Emotional Learning**

- Teachers are encouraged to include check-ins, SEL activities, or reflection moments to support student well-being.
- School counselors and support staff will be available by appointment to assist students and families.

## **Interim Reports, Report Cards, and Conference Dates**

TERM 1	TERM 2	TERM 3	TERM 4
<b>Dates:</b> 8/25/25 – 11/10/25 <b>Full Instructional Days:</b> 49 <b>Early Dismissal Instructional Days:</b> 1 <b>Interim Reports Due:</b> 9/30/25 <b>Report Card Conf:</b> 11/24/25 – 11/25/25	<b>Dates:</b> 11/11/25 – 1/21/26 <b>Full Instructional Days:</b> 35 <b>Early Dismissal Instructional Days:</b> 5 <b>Interim Reports Due:</b> 12/11/25 <b>Report Card Conf:</b> 1/29/26 – 1/30/26	<b>Dates:</b> 1/22/26 – 3/24/26 <b>Full Instructional Days:</b> 37 <b>Early Dismissal Instructional Days:</b> 4 <b>Interim Reports Due:</b> 2/19/26 <b>Report Card Conf:</b> 4/9/26 – 4/10/26	<b>Dates:</b> 3/25/26 – 6/12/26 <b>Full Instructional Days:</b> 44 <b>Early Dismissal Instructional Days:</b> 6 <b>Interim Reports Due:</b> 5/5/26

# Climate, Culture & the Student Code of Conduct

## **PBIS (Positive Behavior Interventions & Supports)**

Masterman is proud to be part of the SDP's PBIS program. PBIS is an evidence-based *framework* for promoting a safe, equitable, and positive school climate for students and staff. PBIS seeks to:

- Define positive and clear school-wide norms
- Teach and practice norms explicitly
- Acknowledge desired behaviors to increase them
- Respond instructionally to unwanted behaviors
- Use data for decision making

## **Relationships First**

Masterman is also 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 the school-to-prison pipeline.

Click for more on the [Relationships First](#) framework and program.

## **The SDP 2025-2026 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.

More information about the [2025-2026 Code of Conduct](#) can be found on the SDP's Office of Student Discipline website.

## **Masterman Progressive Discipline:**

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. **Masterman strives to address infractions of the Code of Conduct through restorative practices, logical consequences, and targeted supports, whenever possible. Loss of instructional time (suspensions) are employed when de-escalation and mending the harm is only possible with a “cooling-off” period, such as in cases when a community member is assaulted, threatened, bullied or harassed, or in cases involving weapons or the distribution of drugs or alcohol.** More information can be found in the SDP’s [Guide to Supporting Student Behavior](#).

## **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.*

- Any article of clothing having messages or pictures with references to alcohol/drugs, violence, profanity, cultural/ethnic intimidation, or discrimination is not permitted.
- Students are prohibited from wearing clothing that does not provide full coverage of private body parts.
- 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 in science laboratory classes.
- Students’ faces are not to be obscured by any headwear, including hats or hoods. Religious and medically protective headwear is permitted. Teachers have the discretion to ask students to remove hats or hoods in classrooms, or uncover their face.
- Individual circumstances may be addressed with the administration if necessary.

SDP Dress Code expectations are as follows:

<https://www.philasd.org/face/schooluniforms/>

## **Personal Electronic Device Policy**

Masterman follows the School District of Philadelphia’s [Policy 237 for Student Use of Electronic Devices](#). As such, **students are prohibited from using any device except their SDP-issued Chromebook in instructional spaces.** This includes all classrooms.

Personal Electronic Devices are defined as all devices that can take photographs; record, play, or edit audio or video data; store, transmit, or receive calls, messages, data, or images; perform online applications; or provide a wireless, unfiltered connection to the Internet. This includes but is not limited to: *cellular phones, “smart” watches, lpads or other tablets, personal laptop computers, and internet-capable gaming devices*

### **Personal Electronic Device Procedures for Grades 5-7**

Our Grades 5, 6 & 7 policy requires that all personal electronic devices be powered down and out of sight for the ENTIRETY of the school day. **Personal electronic device use will no longer be permitted at 5th and 6th grade lunch and/or recess, and 7th grade lunch and/or recess,** due to an increasing volume of SDP Code of Conduct violations regarding (#32) "Inappropriate Use of an Electronic Device," that has negatively impacted on our community (both for students and staff). Additionally, grades 5-7 *may not* take their SDP-issued Chromebooks to lunch or recess.

### **Personal Electronic Device Procedures for Grades 8-12:**

Students in grades 8-12 may not use personal electronic devices in any instructional spaces, including all classrooms. It is recommended that all students keep personal electronic devices locked in lockers or turned off in backpacks/bags. Teachers will also have numbered holders for students to place their devices at the start of class if they choose, but *teachers and staff are NOT RESPONSIBLE for lost or stolen items*. Students in grades 8-12 should not be on phones during the “passing time” between classes in the hallways. Students in grades 8-12 are permitted to use personal electronic devices during their lunch and recess periods.

### **Consequences for prohibited use of a personal electronic device include:**

- 1<sup>st</sup> 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).
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> offense and beyond: 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. More than three offenses 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, all students bring personal electronics at their own risk, and the school is not responsible for lost or stolen devices.***

Students who have damaged or inoperable Chromebooks should see Ms. Lerer during their morning advisory period from 8:15am-8:30am in Room 311 for a replacement.

### **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. Tickets will NOT 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.
- All bags are subject to search.
- Attire worn to the dance must be tasteful and appropriate for the occasion.
- Arrival must be within the first hour of the start time and departure 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.

### **Policy 102b:**

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>)

## **Athletics, Music & Arts, & Extracurricular Activities**

Middle and 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.
- Any student identified as part of an active investigation regarding a school infraction or a violation of the School District of Philadelphia's established Code of Conduct may be prohibited from participating in any scheduled extra-curricular activities until investigation procedures have been completed, which will be considered on a case-by-case basis.
- 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.

### **Affinity Group Special Events**

Any Affinity Group seeking to host a special event should email Administration with a proposal that includes details of the event and a schedule. Student affinity groups should plan with their faculty advisor before reaching out to Administration. While Masterman Administration will support and help facilitate our affinity groups in hosting events, we do not "sponsor" these events.

### **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.

## **PE Attire Requirements**

Masterman's PE uniform will consist of a GRAY tshirt or sweatshirt and BLACK shorts or sweatpants with lace up sneakers (no crocs, sandals/slides, boots, or dress shoes.) Each student will be provided the opportunity to purchase a Masterman PE shirt and shorts. Old Masterman PE attire may still be worn for classes (gray shirt and royal blue shorts or sweatpants.) No leggings, biker shorts, or tights.

## **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.

## School Counseling Services

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.

### 2025 -2026 Counselor Caseloads

	5-8	9	10	11	12
<b>Counselor</b>					
<b>Mrs. Nelson</b>	A - Fie	A - Ge	A - G	A - D	A - F
<b>Ms. Ramsey</b>	Fig - Las	Go - Man	H - Mah	F - Lin	
<b>Mr. Allen</b>	Lav - Sad	Mar - Sei	Mal - San	Liu - P	G - Re
<b>Ms. Marcus</b>	Sal - Z	Sh - Z	Sao - Z	Q - Z	Ri - Z

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

- Coping with pressure
- Mental health issues
- Improving study skills
- Future planning, including goal setting, and high school and college guidance
- Test results and interpretation
- School and community summer programs
- Community resources and agencies
- Concerns about family and friends
- School adjustment

Counselors can also:

- Act as liaisons between home and teachers
- Meet with students individually and in groups
- Coordinate efforts with other school specialists
- Promote positive attitudes and values among students
- Coordinate peer mediation
- And much more!

A student can see the counselor through:

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

### **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](#)

[Teens and Stress: How to Keep Stress in Check](#)

[For Teens: Creating Your Personal Stress-Management Plan](#)

*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.

## **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.
- **Students wishing to go to the school library during their recess should sign up before 8:00 a.m. at Library@Lunch on their class's Google Classroom.**
- Students may not leave the lunchroom without a pass
- 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, and wiping up tables with wipes provided by staff. Students will not be dismissed to recess until tables are cleared.**
- *Failure to follow lunchroom or recess procedures, such as not clearing tables, not lining up, or disrespecting of climate or food service staff may result in a "service opportunity." The Deans will give students community service tasks in lieu of recess. These "service opportunities" are one day consequences; repeated infractions of lunchroom or recess policies could result in an Office of Discipline Referral.*
- HS Students will be permitted to eat in the cafeteria, the 4th floor hallway, and in rooms that are hosting clubs. Students may not eat on the 2nd and 3rd floors.
- Students are prohibited from ordering food to school under any circumstances. This includes Door Dash, Grub Hub, and specific restaurant deliveries. Any food delivery for a club, class, team or other school organization must be coordinated by a staff member.

## **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).

**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 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.

Students can come to the library at lunch Monday through Friday only during **open periods on the schedule. This schedule is posted weekly on individual Google Classrooms and the staff page. They can sign up digitally; Ms. Kearney passes on that list to the Climate Staff to release students from the lunchroom.**

### **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 for 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.

### **Library Materials Circulation Policies**

Library materials are circulated from the start of the school year until one month prior to closing date. Students have a Single Sign On (SSO) to Destiny. With that log in, they can view their accounts, put holds on materials, and make book recommendations, 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 require a replacement cost. Please do not purchase a book to replace the lost one; the library needs library-bound books, usually not available in bookstores. If there is a problem with payment, please contact the school librarian: [bcookekearney@philasd.org](mailto:bcookekearney@philasd.org). If the material is damaged slightly (i.e., barcode torn, marker on edges of pages) but can be reshelved, a fee of \$2.00 for damages is required.

Paper overdue notices are distributed each month; electronic ones, weekly. 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 2025-2026 (Dates TBA but will take place on Thursdays)**

**Sept. - Library Card Sign Up**

**Oct.-Teentober**

**Nov.-Game Day**

**Dec.-Book Bingo**

**Jan.-Procrastination Station**

**Hobby Day**

**Feb.-Library Lovers Quizzo**

**March-JuReMaCon**

**April-Poetry Soiree**

**May-Share a Story**

**June-Book Beach: Summer Reads**

### **Clubs in the Library (Weekly; Days TBA)**

Ink Drinkers Book Club (High School , Grades 7 & 8, Grades 5 & 6)

Dungeons and Dragons

Cursive Writing-lunchtime for Grades 5 & 6

Love Your Library

Magic, the Gathering

Mountain Laurel Book Award (formerly PYRCA)

### **Library Resources-**

•Catalog accessible through SSO. Directions are [here](#).The catalog also has a Home Page that links to many valuable resources including the school databases.

•Library webpage (<https://masterman.philasd.org/library/>). Follow the drop down menu under Activities on the Masterman website to **Library** to access links to databases, research sources, research tips, and book suggestions.

•Library blog

(<http://masterpiece1699.wordpress.com>).

•Library newsletter

(<https://annotationsblog.wordpress.com>).

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

## **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 (8:00am-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.