

2026–2027

COMMUNITY HANDBOOK

Julia R. Masterman Laboratory & Demonstration School

1699 Spring Garden Street • Philadelphia, PA 19130
215-400-7580 • masterman.philasd.org

Dare to Be Excellent

REVISED EDITORIAL DRAFT • VERSION 2.0.2

How to Use This Handbook

This handbook brings together Masterman procedures, expectations, services, and links to School District of Philadelphia policy. District policy and law control if they conflict with this handbook. Because staff assignments, calendars, and procedures can change, families should use the live District and school websites for the latest information.

Quick Reference

Need	Contact or action
Main office	215-400-7580
Attendance	Report the absence to the main office and the student's advisory teacher; monitor Infinite Campus.
Early dismissal	Send a written request at least 24 hours in advance; photo identification is required at pickup.
Illness during school	The student should obtain a pass to the health room; the nurse will contact home when needed.
First student day	Monday, August 24, 2026 (kindergarten begins Thursday, August 27)
Last student day	Wednesday, June 9, 2027 (full day)
Emergency updates	philasd.org/calendar and official District/school communications
School address	1699 Spring Garden Street, Philadelphia, PA 19130

Key Contacts

Role	Name	Email
Principal	Mr. Gordon Laurie	glaurie@philasd.org
Assistant Principal	Ms. Michelle Harrison	mharriso@philasd.org
Assistant Principal	Dr. Sharae Graham	sgraham2@philasd.org
Climate Manager	Mr. Justin Gilken	jgilken@philasd.org
Middle School Dean	Ms. Geiger	ngeiger@philasd.org
Counselor	Mr. Allen	jameallen@philasd.org
Counselor	Mrs. Claudio-Nelson	aclaudionelson@philasd.org
Nurse	Nurse Bagley	ebagley@philasd.org
Bilingual counseling assistant	Ms. "Ruby" Wu	xwu@philasd.org
Roster chair / athletic director	Mr. Roache	troache@philasd.org
Attendance	Ms. Lambert	mlambert@philasd.org
Enrollment	Ms. McIntyre	tmcintyre@philasd.org

Table of Contents

1. About Masterman 5

2. Daily Operations and Attendance 7

Cold and Inclement Weather Entry 8

3. Academics and Academic Integrity 13

Homework and Religious Observances 18

4. Climate, Conduct, and Safety 19

5. Activities and Student Life 23

6. Counseling, Health, and Student Supports 25

7. Meals, Technology, and Library 27

8. Lockers, Transportation, and Community 29

Medical Forms and FERPA Opt-Out 30

9. Current District Policies and Links 31

1. About Masterman

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.

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 in 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.

2. Daily Operations and Attendance

Regular Bell Schedule

Period	Time	Lunch
Advisory	8:15–8:31	
1	8:34–9:22	
2	9:25–10:13	
3	10:16–11:04	High school
4	11:07–11:55	Grade 8
5	11:58–12:46	Grades 5–6
6	12:49–1:37	Grade 7
7	1:40–2:28	
8	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.

Middle School Arrival: All Middle School students enter the building through their assigned patio doors on Spring Garden Street at 7:55 a.m. *5th, 6th, 7th & 8th grade students who arrive prior to 8:10 a.m. will go to the auditorium*. 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 do not have their school-issued ID must go to the kiosk and manually enter their student ID number. 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.

Items Prohibited on School Grounds

Tobacco and vaping products, drugs, alcohol, weapons, unsafe sharp objects, spray paint, and glass are prohibited. Prescription and over-the-counter medication must be handled under the health-room procedures and an approved accommodation or MED-1 form, as applicable.

Late Arrival

Students are expected to be in advisory by 8:15 a.m. Middle School students arriving after 8:20 a.m. must enter through the 17th Street door. All students who enter after 8:30 a.m. 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 3:19 p.m. 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. No student will be permitted to remain on the patio after 3:35pm. Playing ball is not permitted on the patio at any time.

Cold and Inclement Weather Entry

During cold or inclement weather, we will make every effort to open the doors as early as possible. Early entry depends on having enough staff present to safely supervise students. We recognize the discomfort of waiting outside and appreciate families' patience as our staff work to welcome students safely.

Regular Morning Entry
High school students enter through the 17th Street doors beginning at 7:45 a.m. Middle school students enter through their assigned Spring Garden Street patio doors beginning at 7:55 a.m. Middle school students arriving before 8:10 a.m. report to the auditorium.

Please check with the office about after-school programs. Parents/caregivers must 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 accompanied by a doctor's note or other supporting documentation.

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) and the student's Advisory (homeroom) teacher.
- All absences resulting in a
- 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 instead 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) 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.

Masterman Policy for Unexcused Absences (Class Cuts) & Lateness

Daily attendance will factor into a student's eligibility status. Students will be added to the Masterman High School & Middle School ineligibility list if they have more than **five** class cuts within a quarterly grading period. **This includes advisory.** Unexcused absences count as class cuts in Infinite Campus. Students are not permitted to make up any classwork that occurs during a class cut and missed assignments will not be accepted. All students have 3-minutes to transition between classes. Students that are more than ten minutes late after the bell are considered cutting.

Lateness to school will also affect a student's eligibility status. If a student is late more than **six times** in a marking period, they will be added to Masterman's ineligibility list. Masterman will excuse student lateness related to weather emergencies or *documented* SEPTA delays.

When an 'incident' occurs:

- An unexcused absence or lateness is recorded for the period in Infinite Campus; the infraction is recorded using Code '02' (Unexcused Absence) or '14' (Unexcused Lateness)..
- The student receives a 0 for missed work/assessments with no opportunity to make up the work.
- After three unexcused absences or four unexcused latenesses in one course, the teacher will email the parent/guardian, and copy the appropriate Dean and Asst. Principal.
- *After five unexcused absences or six unexcused latenesses in all classes, the student will be added to the ineligibility list for the remainder of the grading quarter. The student will also be required to meet with administration to discuss strategies for improving attendance; parents will be invited to attend this meeting, either in-person or via Zoom.*

Students are responsible for:

1. Monitoring their daily attendance on Infinite Campus
2. Scanning in each morning
3. Arriving to class on time
4. Bringing in absence notes within three days; absence notes should be turned in to your advisor
5. Meeting with teachers, coaches (or Athletic Director Mr. Roache for coaches who do not teach here), or extra-curricular advisors to rectify any mislabeled unexcused absences or tardies. Students can do this via email or in person.

How Does a Student Become "Ineligible?"

Attendance data for the current quarter's eligibility list will be run on the first day of the week, every two weeks, starting in the fourth full week of school. Students who have five or more absences (or 6+ tardies to school) will receive an email from administration notifying them of pending ineligibility status and be given the remainder of the week to address any mislabeled absences/tardies.

Wait! I've been notified that I am on the ineligibility list, but some of my absences or tardies should be excused. What do I do to fix this?

Students will have until the end of the week they are notified of their ineligibility to reconcile any erroneous absences with teachers, coaches or extra-curricular advisors. Attendance data for that time period will be rerun on the last day of the week, and students who remain with five or more unexcused absences or six tenor more unexcused tardies will be placed on the ineligibility list for the remainder of that quarter.

What does it mean to be on the Ineligibility List?

Ineligible students are not permitted to participate in **athletics (practices and games/matches), dances/proms, clubs, after-school programming, exhibitions, showcases, performances, and other extracurricular activities.**

******Ineligibility due to attendance resets automatically each marking period.*

For the 2026-2027 academic year, attendance date will be run on the following dates:

Quarter 1:

September 8; September 22; October 6; October 20

**Eligibility resets for Quarter 2 on November 6*

Quarter 2:

November 23; December 7; January 11

**Eligibility resets for Quarter 3 on January 26*

Quarter 3:

February 8; February 22; March 8; April 5 (applied to Quarter 4)

**Eligibility resets for Quarter 4 on April 7*

Quarter 4:

April 19; May 3; May 19

The SAIP meeting

The team convenes to discuss strategies to improve students' attendance on the MTSS Meeting held the last week of each month (including bilingual counselors).
The SAIP/MTSS process begins with documented interventions in SIS. The interventions will be PBIS rewards After Ten Unexcused Absences:
Documentation is reviewed, and the decision is made to refer the student to DHS/Truancy Court.
The Truancy Referral Form is completed with the Principal's signature for approval.

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 2:45 pm. 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.

SEPTA Key Card Information

Lost or damaged SEPTA Key cards can be replaced at no cost. Students are to email Ms. Lambert (mlambert@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 9:00 am through 2:45 pm, 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. A 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.

3. Academics and Academic Integrity

Graduation Requirements

Students must earn at least 23.5 credits, complete a multidisciplinary or service-learning project, and meet one of Pennsylvania's pathways to graduation. Current SDP credit requirements are:

Area	Credits
English	4
Mathematics	3
Science	3
Social Studies	3
African American History	1
World Language	2
Arts and Humanities	2
Physical Education	1
Health	0.5
Electives	4

One elective must meet SDP's college-preparatory or approved program requirement. Students should review their individual graduation plan with their counselor and consult the current District graduation-requirements page.

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 tardies or period/class cuts 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 the 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 (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

Information Coming Soon!

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.

Academic Calendar and Reporting Dates

- For current interim-report, report-card conference, term, and school-closing dates, visit https://www.philasd.org/calendar/.

Testing Schedule for Grades 7–12

Department area	Permitted testing days
Science, Art, Drama, Film	Wednesday and Friday
English	Monday and Thursday
World Languages, AP Music, Engineering, Computer Science	Tuesday and Friday
Social Studies	Monday and Wednesday
Mathematics	Tuesday and Thursday

**Grades 5 and 6 use a testing schedule established by the teaching team.*
**Quizzes may be given on any day; full-period tests should follow the departmental schedule.*

Study Hall Rules and Expectations

The purpose of Study Hall is to provide time within the school day for students to complete homework and assignments, to review notes and materials, provide time for sustained reading and to study for quizzes and tests. Study hall time is for the educational benefit of each student, and students are expected to be engaged in meaningful activity that supports learning and educational growth.

Students are expected to come to Study Hall prepared:

- Bring work, texts, and supplies: double check needed study materials prior to coming to class.
- Bring a library/reading book everyday just in case.
- Arrive to class on time and remain in your assigned seat unless granted permission by the teacher.
- Cell phones must be turned off and placed in the designated pocket.

Students are expected to work quietly and use time wisely:

- Visiting, talking, or sleeping will not be allowed.
- Show respect for the study environment.
- Show courtesy to others.
- Use time for academic coursework or studying for assessments.
- If done with coursework and review, read your library book.
- Students who are granted permission to work together may do so at designated areas. Talking will only be allowed between these students when it is directly related to the material being studied. It must be kept to a minimum and done so quietly.
- Electronic devices are to be used for educational purposes or music (with headphones) ONLY. Chromebooks only, no phones.

Follow procedure for passes:

- Bring a completed pass from your classroom teacher.
- Pass must be obtained prior to the start of study hall. You can’t expect the teacher to be available during the Study Hall period.
- Study hall teacher will not write passes. If you want to be excused from class on a pass you must get a staff member to write you a pass prior to coming to class.
- Passes are only for the destination indicated by the teacher issuing the pass.
- If released from the destination, the student must return to Study Hall immediately.

Homework and Religious Observances

Homework Posting
Teachers may not post new homework assignments after 4:00 p.m.

Religious Observances
Teachers must consider religious observances when assigning homework and setting deadlines, recognizing that some holidays begin at sundown and continue through the following day or longer. Assignments and deadlines should allow students to observe these holidays without being expected to complete schoolwork during the observance.

Families should notify teachers in advance of any needed accommodations. Absences for religious holidays are excused upon a parent or guardian’s prior written request, and students will have an opportunity to make up missed assignments and assessments.

4. Climate, Conduct, and Safety

Climate, Culture & the Student Code of Conduct

Masterman employs the 2026-2027 School District Code of Conduct to set expectations for all community members.

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

Masterman's Four PBIS 'Pillars' Are:

- Growth & Learning
- Integrity
- Respect & Inclusivity
- Responsibility

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.

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 can be found on page 10 of the SDP 26-27 Code of Conduct.

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, iPads or other tablets, personal laptop computers, Meta Glasses, and internet-capable gaming 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.

- **Grades 9-12:** Students in grades 9-12 may not use personal electronic devices in any instructional spaces, including all classrooms. Students are recommended to 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 9-12 should not be on phones during the "passing time" between classes in the hallways. Students in grades 9-12 are permitted to use personal electronic devices during their lunch and recess periods.
- **Grades 5-8:** Masterman's grades 5-8 policy requires that all personal electronic devices be powered down and out of sight for the ENTIRETY of the school day. Students are recommended to keep personal electronic devices locked in lockers or turned off in backpacks/bags. Personal electronic device use will not be permitted at any MS 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 our community (both for students and staff). Additionally, grades 5-8 may not take their SDP-issued Chromebooks to lunch or recess.

Consequences for prohibited use of a personal electronic device include:

- **1st violation:** Staff will confiscate the device. Parent/guardian contact will be made, and the student's phone will be returned at the end of the day in the Main Office.
- **2nd violation:** Staff will confiscate the device. Parent contact will be made, and the student's phone must be picked up by a parent/guardian at the end of the day in the Main Office.
- **3rd violation**: Staff will confiscate the device. Parent contact will be made, and the student's phone must be picked up by a parent/guardian at the end of the day in the Main Office. *A 3rd violation of Masterman's personal electronic device policy may result in an Office of Student Services Disciplinary Referral based on individual circumstances.*

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.

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, and water bottles will not be permitted inside dances.
- 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

Weapons are prohibited on school property and at school-sponsored activities. Staff will respond immediately under the current SDP Code of Conduct and safety procedures. The response may include securing the item, contacting a parent/guardian, notifying District safety personnel or law enforcement, providing due process, and assigning interventions or consequences. See the current SDP Code of Conduct for definitions, rights, and procedures.

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 248a & 248b

The purpose of Policy 248a and Policy 248b is to maintain an educational environment in which bullying, harassment, discrimination and retaliation are not tolerated, and to establish procedures for handling complaints of bullying, harassment, discrimination and retaliation.

Policy 252

The purpose of Policy 252 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.

Reporting Incidents of Bullying, Discrimination, Harassment or Retaliation

Members of the Masterman Community can report violations of the District Policies outlined above through two channels:

1. The Masterman Reporting Support Form: any member of the community may report incidents using this form. The form goes to Masterman Administration and complainants will be contacted within 24 hours for follow-up information.
2. The SDP Office of Students Rights & Responsibilities: the OSRR has multiple resources for community members who seek to report violations of bullying, harassment, discrimination and retaliation.

5. Activities and Student Life

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. Arrival after 11:04 a.m. (the end of third 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, 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 extracurricular 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 tee shirt or sweatshirt and shorts or sweatpants with lace-up sneakers (**no Crocs, sandals/slides, boots, or dress shoes**). No leggings, biker shorts, or tights.

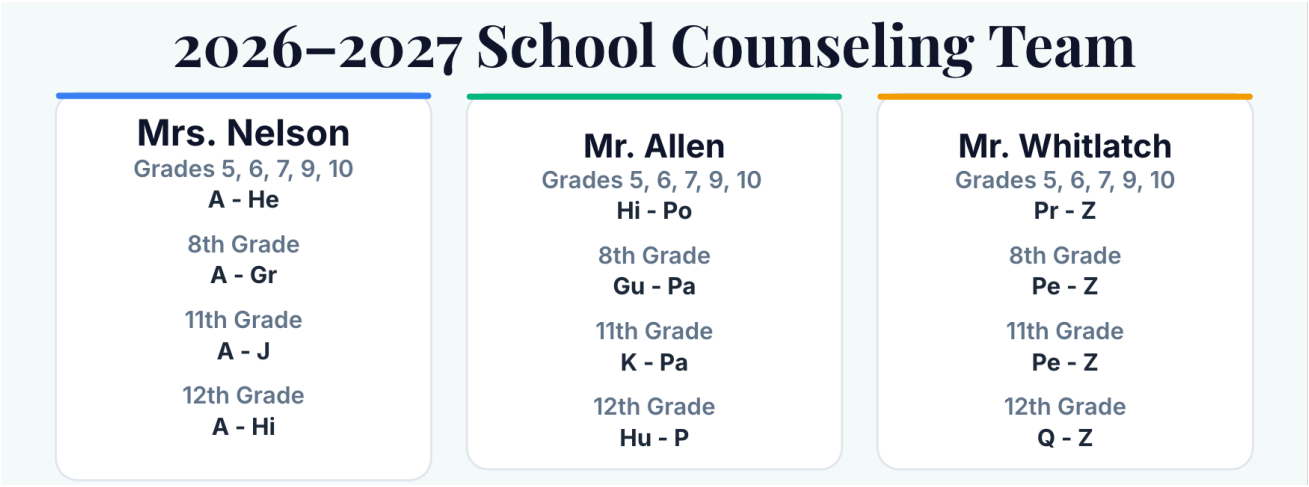
Assemblies

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.

6. Counseling, Health, and Student Supports

Students may visit their counselor during lunch or advisory with general questions and concerns, or at any time during a crisis. Use the chart below to identify the assigned counselor by grade and the first letter of the student's last name.



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.

All-Gender Restrooms

Single-user, all-gender restrooms are available to any student who chooses to use them. Students may also use facilities consistent with their gender identity under SDP Policy 252. Respect privacy, keep the space clean, and do not use any restroom for gathering, vaping, harassment, property damage, or other prohibited conduct.

- Second floor, even side
- Health room
- Main office
- Fifth-floor game room

All-gender restrooms are single-user spaces and should be occupied by one student at a time.

Health Room

Families must keep emergency contacts current. Students who are sick should remain home and follow current District health guidance. A student who becomes ill during the school day should obtain a pass to the health room; the nurse will contact home when needed. A seriously ill student may not leave school unescorted.

Students may not carry prescription or nonprescription medication unless the school nurse has approved an accommodation and the student's healthcare provider has completed the required MED-1 form. Elevator access for medical reasons requires nurse verification and permission.

7. Meals, Technology, and Library

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 student. The following procedures will be followed:

- A student must not bring glass bottles or containers or metal cutlery to school.
- Students wishing to go to the school library during their recess for any day in the week should sign up by Monday at 8:00am of that week 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 climate or food service staff, may result in a "service opportunity." The Deans will give students community service tasks instead 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 or in the basement.
- 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.

Computer, Email & Google Apps Usage

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 classwork, collaborate, and work outside of the walls of a traditional classroom. Therefore, students at Masterman 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 in 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 $.05/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 the 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 before the closing date. Students have a Single Sign On (SSO) to Destiny. With that login, they can view their accounts, put holds on materials, make book recommendations, and access ebooks, audiobooks, and databases on MackinVIA: https://sdphila.mackinvia.com.

Student materials circulate for two weeks and may be renewed according to current library procedures. 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.

Returns, Damage, and Library Access

Return materials to either library drop box. Student loans are generally two weeks; staff loans are generally three months. Patrons are responsible for lost or damaged materials. Contact the librarian at bcookekearney@philasd.org before purchasing a replacement. Overdue materials may temporarily affect borrowing privileges.

Library hours, lunch events, clubs, and activity dates are posted through the library webpage and students’ Google Classrooms.

Visit https://masterman.philasd.org/library/ or follow @mastermanlibrary on Instagram.

8. Lockers, Transportation, and Community

Locks and Lockers

- Middle school students in grades 5-8 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 9-12 students will bring their own locks to school. All locks must have a combination, not a key.
- 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 8th grade students must also return school-issued locks or pay a $5 replacement fee.
- 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 month, unclaimed items will be donated to charity. 'Lost and found' electronic items, jewelry, keys, wallets and other items of value will be brought to the Main Office to be reclaimed.

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. Because SEPTA eligibility, permitted uses, and service hours may change, confirm current rules with the main office or SEPTA before relying on the details above.

Medical Forms and FERPA Opt-Out

Annual Medical Forms
Parents must complete paper medical forms each year for each child, even if the information has not changed. No digital option is available.

FERPA Opt-Out / Withdrawal Forms
Families who wish to opt out or withdraw permission using the school's FERPA forms can access the forms through the link below. Review each form carefully to understand which information or permissions it covers before completing it.

Access FERPA Opt-Out / Withdrawal Forms

For questions about which form applies, how to submit a completed form, or any submission deadline, please contact the Masterman main office at **215-400-7580**.

9. Current District Policies and Links

Use the live pages below as the authoritative source for current District requirements. Links were selected to avoid stale copies of policy PDFs wherever possible.

Resource	Web address
Academic calendar	https://www.philasd.org/calendar/
Attendance and truancy	https://www.philasd.org/studentrights/attendance/
Graduation requirements	https://www.philasd.org/collegeandcareer/graduationrequirements/
Board policies	https://www.philasd.org/schoolboard/policies/
Student Rights and Responsibilities	https://www.philasd.org/studentrights/
Masterman website	https://masterman.philasd.org/
Masterman library	https://masterman.philasd.org/library/