

## **Vision**

By providing an equitable and purposeful learning experience that pushes us to build a just community, we ensure that all students are prepared for a vibrant future, responsible to each other, our city, and our world.

Our school serves as a learning hub of professional practice for Philadelphia educators seeking to maximize their own and their students' growth, and a space for our school community to come together to grow and learn.

## **Mission**

The school's educational mission is to maximize the academic and personal competence of all its students to become successful life-long learners and productive citizens in a diverse and highly technological society. A challenging research-based instructional program leads children to mastery of fundamental ideas, skills, and learning strategies, and prepares them to meet the highest academic standards. At the same time, the school strives to develop students' abilities to be independent and self-directed in pursuing high standards of learning. The school is organized into smaller units whose structures and approaches respond to children's changing developmental needs and build community among students and staff. These small communities ensure that all children have ample opportunities to form positive bonds with adults and other students in a climate that models respect for learning, promotes appreciation for the unique qualities and needs of each child, and engages students in active participation and learning.

Because it is a community school, the local neighborhood serves as a laboratory and text for learning. There are also extensive opportunities for children to participate in learning experiences through extended day programs, and for parents/guardians and other adults in the community to volunteer their talents and time in support of the educational program.

As a center for professional development, the school models a learning community where staff regularly engages in activities to advance their knowledge and skills. Team-teaching, mentoring teachers in training, graduate study, and research with Penn faculty are regular aspects of professional life at the school. Research and curriculum development conducted collaboratively by staff from the school and the University yield innovative approaches that ensure that all children succeed to the highest academic standards. Through a wide range of learning opportunities provided for teachers throughout the West Philadelphia and University area, the school will be an active site for cross-school collaborations, on-site residencies, study groups and other professional activities for teachers and school leaders. The community at large understands that many special features of the school will be implemented over a multi-year period.

## **Core Values**

*Learning-* We are creators and builders of our education; this is our priority.

*Collaboration-* We work together and we have much to learn from one another.

*Equity-* Everyone matters, everyone is included, everyone listens, everyone leads.

*Responsibility-* Our words and actions matter; they create our community and our world.

*Reflection-* We are lifelong learners seeking continual growth.

## **Home and School Association**

The Home and School Association of the Penn Alexander School provides financial and community support to enrich the academic, personal and neighborhood resources of the school. The mission of the Home and School Association includes acting as a vehicle for families to be partners with the school, and to be involved in school improvement activities. The Home and School Association is a 501(c)(3) organization that sponsors community-building events for children and their families, provides information to parents about how to support their children at the school, and raises funds (through fundraising activities and an annual drive) to enhance student programs.

Fundraising activities have included, but are not limited to the following:

- Annual Drive for Art Education
- Fall Festival
- Pancake Breakfast
- Gym, Music and Computer Science nights
- Spaghetti Dinner & Family Bingo
- Talent Show
- Picture Day
- Play
- 5K Run for Science and Art

Many of our fundraising activities are co-sponsored by a PAS staff member. Our partnership with the PAS staff is interwoven throughout all school activities and events.

General membership meetings of the HSA take place six times during the school year, and are organized to offer information and to provide an additional way for participation in discussions about current issues. Families are welcome and encouraged to become members of the HSA, and participate in its many activities throughout the year. There is a Home and School Association mailbox in the Main Office at the School. For the 2018-2020 school years, the Home and School Association Board members are Leila Graham-Willis (President), Karla Thut (Vice President – Upper School), Rotonya Carr and Hannah Jane Sassaman (Vice President – Lower School), Roseann Liu (Treasurer), and Elizabeth Hurst (Secretary).

## **School Advisory Council**

The School Advisory Council is an advisory body formed by the School District of Philadelphia to support parent involvement to advance student achievement. Nine members serve on the PAS SAC: principal, two staff members selected by the PFT building committee, home and school association president, four parent representatives elected by the families and a community representative selected by the Spruce Hill Community Association. For the 2019-19 school year, the School Advisory Council members are Megan Wapner (interim principal), Theresa Knight (counselor), Jayne Downing (librarian), Leila Graham-Willis (HSA president), Vidya Plainfield, Jessica McCollum, Illiana Pagan-Teitelbaum, Michelle Papachristou, and Monica Calkins (Spruce Hill Community Association).

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## Arrival and Dismissal

School begins promptly at 8:30 a.m. and ends at 3:09 p.m. On School District of Philadelphia delayed opening days for inclement weather, school starts at 10:30am (subject to change).

### **Arrival**

Students may arrive at 8:00 a.m. for breakfast in the cafeteria (use the 43<sup>rd</sup> Street entrance). Breakfast is served from 8:00-8:20 a.m. **For the safety of our students and staff, please refrain from bringing your dog on school property (inside the schoolyard) or on the sidewalk the during opening of school.**

Students in grades K-5 **NOT** eating breakfast at school should report to the yard outside the cafeteria at 8:20am.

Students in grades 6, 7, 8 **NOT** eating breakfast at school should report to the front entrance of the school at 8:20am.

Students should not report to school earlier than 8:00 a.m. for breakfast or 8:20 a.m. to line up in the schoolyard. There is no supervision until that time. The school assumes no liability or responsibility for children on school grounds until supervision begins.

In the case of inclement weather, all students should go directly to the cafeteria.

### **Late Arrival**

Blacktop doors close at 8:30. All students who arrive after 8:30 must report to the security desk located outside the main office for a late slip. Late arrivals are recorded on a student's attendance record. Lateness is disruptive to the instructional day. Punctuality is expected.

If your child has an early morning appointment, please go to the appointment first before reporting to school. You must have a doctor's note for lateness to be excused. Please make every effort to schedule appointments after school hours.

In accordance with the School District of Philadelphia lateness policy, students who arrive to school two hours late (as defined as 10am or later) without an excuse note, or leave school two hours early (as defined as 1pm or earlier) without an excuse note will be marked as unexcused half day absence. All half day unexcused absences will be accrued to equal full day unexcused absences.

### **Dismissal**

**It is imperative that parents/caregivers pickup child(ren) on time during regular and early dismissal days. The faculty and administrators have other obligations once the school day ends. For the safety of our students and staff, please refrain from bringing your dog on school property (inside the schoolyard) or on the sidewalk during closing.**

Students are dismissed from the schoolyard at 3:09 p.m. Please arrive promptly by 3:09 p.m. to pick up your child. On inclement weather days, students will be dismissed from the cafeteria and gym. Students in grades K-5 should not leave the blacktop area until they are picked up or given permission to leave.

Students in kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade may not walk home alone. If an older student from the school, or another adult, is picking up a younger child, written permission must be given by the parent/guardian. A student will not be released without written permission to any other adult other than those who have been designated.

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Students are not allowed on the playground after school unless supervised by an adult. The playground area cannot be used as a waiting area for your child to be picked up. Once the school day ends, this area is unsupervised. The School District of Philadelphia is not responsible for students on the playground once the school day ends at 3:09pm. Students may play on the playground during the public hours beginning at 4:15pm.

## Early Dismissal

Students may not be excused early except in cases of emergency. If the need for an emergency early dismissal is anticipated, the parent/guardian must send a note to the classroom teacher who will forward it to the office. If the emergency occurs during the school day, early dismissal is requested in the main office. **In either case, a parent/guardian must report to the main office and sign the “Early Dismissal Book” in order to have a child released from school. Children will be dismissed from the main office, not the classroom. Students are not permitted to leave school alone during the school day. Early dismissals must happen by 2:30pm; otherwise, you must wait to pick up your child at their dismissal location.**

## Emergency School Closing & Delayed Opening

The School District of Philadelphia has assigned the Penn Alexander School location code #128.

In the event of an emergency closing for the school, an announcement will appear on the School District of Philadelphia’s website ([www.philasd.org](http://www.philasd.org)) and through social media. Parents will also be informed via the district automated contact system.

Late arrival time due to a snow delay will be announced by the School District of Philadelphia.

**Please refrain from calling the school office to find out if school is closed. The phone lines are needed during this time to communicate with the faculty and the School District of Philadelphia.**

## Legal Custody and Release of a Child

### Legal Custody

Parents/guardians are asked to inform the main office and the child’s teacher when legal custody of a child resides with one parent. School personnel can only make decisions about the child (e.g., permission to pick up a child from school) based on official legal documents. It is important for the school to have a copy of the custody decree. Custodial parents/guardians likewise are asked to supply the school with copies of restraining orders.

### Release of a Child

A child **will not** be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents must provide the school with a **copy of the court order or custodial agreement** adjudicating that determination of custody. This court order/custodial agreement is placed in a **confidential file**.

## Attendance

It is important that children come to school every day prepared to learn. Regular attendance is critical to academic success. Continued absences will result in a truancy court hearing.

### **Absences**

**A child who has been absent from school is required to bring a written note** to the teacher within three (3) days of returning to school. If a child is absent, **an automated voice message** from the School District of Philadelphia will alert the parent of the absence.

**For absences resulting in a total of three or more consecutive days a doctor's note is required.** If an absence note is not received when the child returns to school, within three (3) days, the absence will be recorded as an unexcused absence. Continued unexcused absences will result in a truancy court hearing.

**When a student has been absent, excused with a parent note totalling eight (8) days cumulative, all absences beyond the 8th day require a doctor's note.**

### **Moving**

Please notify the office if you are moving, or if you have a change of address.

### **Vacation**

Taking family vacations when school is in session is strongly discouraged. Parents/guardians should contact the principal directly if there is a need for a child to be away on vacation when school is in session. In the event that a child goes on vacation, assignments must be completed upon returning to school. Extended vacations can result in re-enrolling your child at Penn Alexander if space is available.

## Emergency Contact Information

It is important that the school maintains a current, accurate address and telephone numbers (home, office, cell, etc.) for every child at all times. Should there ever be a change in address or telephone number, it is the parents'/guardians' responsibility to make sure the teacher receives that information immediately. The teacher will forward any changes to the main office. This will enable the school to reach parents/guardians quickly in case of an emergency, such as illness or school closure due to inclement weather.

The school must also have the names and telephone numbers of three additional people who may be called in case of an emergency. A form will be sent home at the beginning of the school year requesting this information. These emergency contacts will only be called after an attempt to reach the parents/guardians has been unsuccessful. They will be called in the order indicated by the parents/guardians on the Emergency Contact Form.

## Breakfast/Lunch

Breakfast is served from 8am to 8:20am. All food will be cooked at Penn Alexander, and will include fruit and vegetables.

## Recess

Recess is conducted outside weather permitting.

## Dress Code - Penn Alexander Uniform Policy

The School District of Philadelphia mandates that school uniforms be worn by all students every day that school is in session. If school administrators determine clothing is inappropriate or does not conform to these expectations, parents/guardians will be notified and the student could lose dress down day privileges.

## Lost and Found

The Lost and Found is located in the main office. Lost and/or unclaimed items are placed in the Lost and Found on a daily basis. Upon request, students may go to the Lost and Found (located in the office and on the hooks in the cafeteria) to look for misplaced items.

Parents/guardians are asked to clearly mark children's clothing and personal property. The school will accept no responsibility for lost articles and money. All unclaimed Lost and Found items are donated to a charitable organization.

## Care of Materials and Belongings

Students are expected to take care of their belongings, including their books and learning materials. Every student must carry his/her own books and supplies to and from school in a suitable school bag. All notebooks should be clearly labeled with the student's name, grade and room number.

**All lost or damaged books that belong to the school must be paid for in full by the student.** This includes library books, textbooks, workbooks, and independent reading books. A charge will be made at the rate at which the books were purchased by the school. Students will not receive final report cards unless payment or return of books is made.

## Supplies

Students are given a school supply list prior to the start of the school year. All students are expected to obtain the appropriate supplies to be kept in the classroom for use during the school day. In addition, students must have appropriate supplies at home with which to complete all homework.

If additional supplies are needed throughout the school year, lower school classroom teachers will send a notice home. Middle school students should replenish supplies at the close of each marking period as necessary.

## Personal Electronics

Personal electronics (such as ipod, itouch, laser, hand-held video game, radio) are not permitted in the school. These items are disruptive to learning and can be easily lost or misplaced. **Any electronics brought to school will be confiscated and held for parents to pick-up.** The staff assumes no responsibility for confiscated personal items.

**Cell phones are a direct violation of School District policy. Cell phones will be confiscated and only returned to the parent. Students are prohibited from using their phones during the school day. Disciplinary action, including suspension, will be taken for students using their phones during the school day, and a parent conference will be conducted. Uploading photos to social media networks is a violation of a student's privacy. Violations will result in suspension.**

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## Homework Policy

### *Purpose*

The purpose of homework is to encourage student self-discipline, independence, and responsibility; increase student achievement; and expand the curriculum. The type of homework assigned is determined by individual classroom teachers..

### *Expectations*

Homework is expected to be completed on time, unless other arrangements have been made with the teacher. Completion of homework assignments will be reflected in students' report card grades. The classroom teacher, on an individual basis, may provide extensions for homework assignments in case of extenuating circumstances.

### *Student Support*

The school will provide specific supports to ensure all students have access necessary for homework completion. Support includes access to technology, internet access, and quiet supervised space before or after school.

### *Time Guidelines/Parent Communication*

The following time frame should be used as a guideline for independent reading, homework and study assignments each night. In recognizing that students complete assignments at varying rates of time, parents/guardians are encouraged to reach out to teachers for strategies or support if homework consistently exceeds times listed below or have difficulty completing homework.

<b>Kindergarten</b>	15 minutes/night	<b>4th Grade</b>	60 minutes/night
<b>1st Grade</b>	20 minutes/night	<b>5th Grade</b>	75 minutes/night
<b>2nd Grade</b>	30 minutes/night	<b>6th Grade- 8th Grades</b>	90 minutes/night
<b>3rd Grade</b>	45 minutes/night		

## School to Home Communication (“Pony Express”)

Pony Express is the school's weekly information packet of important news, events and information for parents. Parents may choose to receive Pony Express in paper format or electronic copy. The paper packet is sent home in a manila envelope with the youngest child. Parents may opt out of receiving the pony paper by signing an opt-out form on the school's website. Pony Express is published on the first day of the week. Prior Pony Express packets are available at <https://pennalexander.philasd.org/electronic-pony/>. Please note, any forms that need to be returned, including field trip permissions slips and any other documents that require a parent/guardian signature will also be sent home in paper. Parents/guardians are asked to review the Pony contents with their children and return the envelope to school the following day.

## After-School Activities

After-school activities will include, but not be limited to, those that address students' academic needs and interests. Students will meet with their activity advisors immediately after school in the cafeteria. Parents/guardians must pick up their children immediately following activities at 4:30 p.m. in the designated area. Students absent from school the day of their activity may not attend on that day.

Students enrolled in after-school activities should not exit the building at dismissal. They should report to their scheduled activity. Once a student leaves the school building, he/she will not be permitted to re-enter the school building.

**Participating in after-school activities is a privilege. An advisor may remove any student not adhering to school procedures.**

## Trips

Trips will be taken during the school year to enhance the educational experience of Penn Alexander School students. When a trip is scheduled, teachers will generate a trip slip providing details such as the purpose of the trip, destination, departure time, mode of transportation, lunch needs, approximate return time to school, and cost.

The following is a list of general policies regarding trips:

- All money and signed permission slips are due by the deadline given by the teacher. Verbal permission is not acceptable.
- No trip slip will be accepted the day of the trip.
- Trip money (cash only) and the signed permission slip are to be returned to the child's teacher in an envelope clearly marked with the child's name.
- No trip money will be accepted in the schoolyard.
- **Students with poor behavior or incomplete assignments may be excluded from a trip.**
- Trips are for Penn Alexander School students only.
- Siblings are not permitted to attend trips.
- Chaperones must be adults.
- Parents/Guardians who are chaperoning a trip must return to school with the class.
- Trip fees will not be returned due to absence or exclusion for disciplinary reasons because tickets are purchased in advance of the trip.

## Standardized Testing

Standardized tests mandated by the Commonwealth of Pennsylvania and the School District of Philadelphia will be administered in grades 3-8, at the Penn Alexander School. Students will respond to open-ended questions in math, reading, writing, and complete multiple-choice questions. PSSA science testing is conducted in grades 4 and 8. The classroom teacher will provide additional information to students and parents/guardians prior to the test being administered.

**To help your child prepare for these tests, you can:**

- Encourage your child to review class notes, handouts, or textbooks.
- Brainstorm possible test topics.
- Take a practice test. Write out questions using your child's notes and textbooks. Have your child answer each one. Go over the responses with your child.



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- Set a timer so that the test feels more realistic.
- Make flash cards with information to review. Using index cards, write down questions with the answers on the back.
- Review over several days rather than all in one night.
- Get enough rest. Go to bed on time.
- Have a good breakfast on the morning of the test.
- Congratulate your child on how prepared he/she is!

### **Report Cards**

The report card is a way of documenting student progress throughout the school year. All students in kindergarten through grade 8 receive a report card for each marking period.

### **Progress Reports (Grades 4-8)**

Progress reports will be distributed half way through a report period. Progress reports is the school's way of keeping parents informed of their child's progress before the marking period ends. Parents can request a conference after each progress report to determine strategies for improvement.

Progress reports must be signed by the parent/guardian and returned to the homeroom teacher the next day. Failure to return the signed progress report will result in disciplinary action.

### **Parent-Teacher Conferences**

Communication among parents/guardians, teachers, and school personnel is essential to a successful educational program. Conferences are of prime importance in sharing information about a child's progress during the school year. They provide opportunities for the exchange of information between parents/guardians and a child's teacher regarding academic and emotional growth.

Report card conferences, involving the parents/guardians and teacher, are held at the end of the first, second, and third marking periods, at which time report cards are distributed. These conferences are usually scheduled for 10-minute blocks of time. If parents/guardians are unable to attend the conference at the scheduled time, the teacher must be notified at least 24 hours prior to the conference. If a longer conference is needed to address particular issues, a separate appointment should be made with the teacher.

In addition to the above regularly scheduled conferences, a parent/guardian may arrange a conference at any time during the school year. Appointments can be made either by sending a note to the teacher or leaving a phone message for the teacher. The teacher will return the call so that a mutually convenient time can be arranged.

### **Parent/Guardian Volunteers**

Parent/Guardian volunteers are welcome at the Penn Alexander School. Volunteers may be needed to assist the teacher in many different ways, including working with children or providing help with preparation of learning materials.

Parents/Guardians wishing to volunteer in a classroom should talk with the teacher to determine a mutually convenient time and discuss what the volunteer will do in the classroom. If it is necessary to cancel a scheduled volunteer visit, this should be done by the beginning of the school day.

Parents/Guardian volunteers who will be working in classrooms with students are required to have the [completed checklist](#)

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[of volunteer requirements](#) on file in the main office.

It is important to remember that all adults serve as role models for our students. Therefore, appropriate dress and speech will be expected of all volunteers when working at the school.

In the interest of safety and security, volunteers will be permitted in the classroom only when the classroom teacher is present. **All volunteers must sign in at the main office before going to the classroom.**

## **Classroom Visits**

Parents/Guardians are welcome to visit their children's classroom at the Penn Alexander School. However, to limit interruption of instructional time, parents/guardians who wish to schedule a visit need to contact the teacher at least 24 hours in advance to determine a mutually convenient time.

**Parents/Guardians must sign in at the main office prior to entering the classroom.** For safety and security reasons, visitors are only permitted in the classroom when the classroom teacher is present.

## **Support Services**

The Penn Alexander School provides support services to students, and their families in an effort to gain the greatest benefit from their educational experience. Please feel free to call on any of the staff listed below with questions or concerns. They may be reached by calling the main office.

### **School Nurse Services:**

- Prevent, detect, and correct health problems that may affect school performance.
- Manage acute and chronic illness in children.
- Collaborate with teachers and parents/guardians.
- Teach strategies that promote optimal health throughout life.
- Screen for vision, hearing and growth.
- Educate children regarding personal health practices.
- Provide first aid for injured or ill students.
- Assist parents/guardians with follow-up care.
- School nurse services will be scheduled by the School District of Philadelphia.

### **School Counselor Services:**

- Consult with teachers, parents/guardians, administrators and others.
- Listen, in an effort to resolve conflicts.
- Help parents/guardians understand how to help their children.
- Refer students and families to outside agencies when appropriate.
- Develop and present classroom guidance sessions for all grades.
- Explain test results to help students and parents/guardians understand and use the information appropriately.
- Help students learn responsibility by becoming aware of the consequences of their behavior.
- Counsel students individually and in groups.
- Consult with parents/guardians about student transition to middle school.
- Monitor attendance.
- Coordinate Special Education services.

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- Monitor Response to Instruction and Intervention (RTII).
- Manage High School application process.
- Prepare voluntary transfer application requests.

### **School Social Work Services:**

- Provide confidential family counseling on issues impacting school performance.
- Help in overcoming barriers to poor school attendance and achievement.
- Assist families in conveying their concerns to school personnel and maintaining open lines of communication.
- Serve as a link between home and school, and encourage parental participation in school activities.
- Help parents/guardians access community resources in order to meet the needs of students and families.
- Counsel students individually and in groups around issues of grief/loss, divorce, anger management, classroom behavior, self-esteem, etc.
- Provide classroom activities to teach social skills.
- Facilitate after school groups for students.

The social work staff is available on a part-time basis.

### **School District of Philadelphia Acceptable Use of Technology**

The Internet is a rich source of information, and provides opportunities for research, skill development and communication. At the Penn Alexander School, all students have access to the Internet in their classrooms and in the instructional media center.

**Parents should monitor their child(ren) and their use of the home computer. Parents should periodically check in with their students to talk about appropriate use of social media apps such as Snapchat, Instagram, and other apps that allow sharing and communicating between users. This recommendation is suggested to protect the safety of your child.**

At the beginning of each school year, each parent and child will be given an Acceptable Use of Technology Policy to read and sign. The contents are summarized below.

Cyber-bullying occurs by use of electronic or communication devices through means of email, instant messaging, text messaging, blogs, photo and video sharing, chat rooms, bash boards, or websites and is prohibited per School District of Philadelphia policy.

## **Acceptable Use Policy**

The School District of Philadelphia is providing students and its employees with many opportunities to access technology hardware, network systems and the Internet. This access is for education, learning, and research purposes only. At school students must agree to follow the rules of appropriate technology and Internet use. The following is a summary of the rules and regulations regarding Internet use:

### **1. Acceptable Use**

- Students will not copy material and hand it in as their own work.
- Students will cite all URLs that are used in reports and projects.
- Students will only visit web sites that are appropriate for children.
- Students will not download any music or plug ins that take up valuable bandwidth and slow down the system.

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- The use of file-swapping and media streaming services, such as downloading and listening to music on the Internet is wasteful, disruptive, and is **STRICTLY PROHIBITED** on all District computers and networks.
- Giving personal information on the Internet about yourself or anyone else is forbidden.

### **2. Privileges**

The use of the Internet is a privilege, and as such the final decision regarding who has Internet access rests with teachers, staff, and administrators. Any violation of these rules will result in the loss of Internet and computer use along with possible suspension.

- Students will only visit appropriate, teacher recommended and approved websites.
- Email accounts are not allowed by the School District of Philadelphia without proper authorization from the principal.
- Students may not attempt to harm or interfere with computer performance and/or systems.

### **3. Etiquette**

Students are expected to follow rules for appropriate behavior on the Internet. These include, but are not limited to, the following.

- Students will use appropriate language.
- Information that a student retrieves from the Internet is for the student's use. The student does not own it and did not write it. A student must identify where the information was found.
- Students will not download files unless approved by the teacher.

### **4. Online Safety**

Students will not give their last name, address, telephone number, or parents'/guardians' work address or work telephone number to any one on the Internet.

- If something is found on the Internet that makes a student uncomfortable or upset, the student will speak to an adult immediately.
- If a student finds him/herself on an inappropriate site, the student will click the Back or Home button to leave that site within 5 seconds. The student will then tell an adult.

### **5. Truthfulness**

Students understand that not all information on the Internet is accurate and correct. The School District of Philadelphia is not responsible for the accuracy or the quality of the information found on the Internet.

### **6. Security**

Students will have many opportunities to connect to the Internet, however, students will not visit the Internet without permission and adult supervision at all times.

### **7. Vandalism**

Any student who intentionally damages a computer, the network, or any documents that belong to someone else will be held responsible and will face possible suspension.

## **Instructional Materials Center (IMC)**

It is the mission of the Penn Alexander Instructional Materials Center (IMC) to empower our students to become independent readers, thinkers, and researchers. To help our IMC provide for the needs of all students, there is an acceptable use policy in place.

## **IMC Acceptable Use Policy**

- All students in the IMC will exhibit acceptable behavior conducive to a learning, studious, and investigative environment. Behavior not acceptable will result in notification to the parent and the eventual loss of student privilege to use the IMC without the accompaniment of a teacher.
- Use of the Internet will be approved for topics under investigation assigned by a teacher or approved by the librarian. A student found viewing any inappropriate site on the Internet will lose Internet use until a meeting is held with the student and the parent/guardian regarding this matter.
- Students must report to the librarian when entering the library for individual use.
- A student may check out two (2) items at a time, which must be returned before checking out any new items.
- Books will be checked out for a period of one (1) week with the option of renewal.
- A fee based on book cost will be charged to a student who loses or damages beyond repair any hardcover library book. A fee will also be charged for the loss or damage beyond repair for any library paperback book.
- Any student who owes a damaged book fee, a lost book fee, or a damaged audio visual media fee will lose privileges to borrow IMC materials until the fee is paid.
- Reckless damage to electronic equipment or library furnishings will result in a meeting with the student, parent/guardian, school administration, and library administration.
- Library privileges will be eliminated if a student owes a book or fee to the library from the previous year, until the book is returned or the fee is paid.

A signed *Student Access Form* must be on file in the library for any student to check out library materials. It will be necessary to have this signed only one time during the student's attendance at Penn Alexander. This same access form allows the student to visit the library independently before, during and after school, and have access to the networked computers within the library.

## **School District Code of Conduct**

The purpose of the code of conduct is the following:

- To support the creation of a safe learning environment for all members of the school community.
- To provide clear and explicit expectations for social behaviors in all school settings.
- To provide administrators with interventions that address students' disruptive behaviors.

The safety and security of all school children is our highest priority, and The School District of Philadelphia is committed to providing a safe learning environment.

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<https://www.philasd.org/studentrights/wp-content/uploads/sites/67/2019/08/19-20-Code-of-Conduct.pdf>