

SADIE TANNER
MOSSELL ALEXANDER

UNIVERSITY OF PENNSYLVANIA
PARTNERSHIP SCHOOL

Student/Parent Handbook 2023-2024 Academic Year

Principal Lauren Overton

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Learning Network #2

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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 to support the educational program.

As a center for professional development, the school models a learning community where staff regularly engage 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- We work together to make sure everyone has what they need to succeed.

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 school's academic, personal, and neighborhood resources. 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 occur six times during the school year, and are organized to offer information and provide an additional way to participate 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.

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: the principal, two staff members selected by the PFT building committee, the home and school association president, four parent representatives elected by the families, and a community representative chosen by the Spruce Hill Community Association.

Equity Circle

The Equity Circle is a family and staff-organized group that works to advance fairness and justice in the PAS school community. The Equity Circle sponsors affinity dinners, potlucks, community conversations, and parent-centered workshops. <https://www.hsapennalexander.org/equitycircle>

Arrival and Dismissal

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

Arrival

Students should report to school at 8:25 a.m. to their designated arrival location on campus:

Grade	Location
K-4	Blacktop
5	Spruce Street Field
6-8	Spruce Street Field

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 the opening of school. This is a school district policy.

Students should not report to school earlier than 8:25 a.m. as there is no supervision until then. The school assumes no liability or responsibility for children on school grounds until supervision begins.

Late Arrival

All students arriving after 8:30 must report to the security desk 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 at school two hours late (as defined as 10 am or later) without an excuse note or leave school two hours early (as defined as 1 pm 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

Students are dismissed 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 following exits (K-4) Blacktop (5-8GR), Front Entrance .

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.

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Students in kindergarten, 1st and 2nd 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.

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 an emergency early dismissal is needed, the parent/guardian must send a note to the classroom teacher who will forward it to the office. If an 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 2:45 pm; 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) and through social media. Parents will also be informed via the district's 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 the 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 custody determination. 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. Please see the link to the school district policy [here](#).

Absences

A child absent from school must 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. Absence notifications can also be emailed to the teacher with a cc to the secretary and nurse.

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.

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. Vacations are considered unexcused absence by the School District of Philadelphia and the Commonwealth of Pennsylvania. 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. If a child goes on vacation, assignments must be completed upon returning to school. Extended vacations can result in needing to re-enroll 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 number (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 ensure 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 requesting this information will be sent home at the beginning of the school year. These emergency contacts will only be called after an unsuccessful attempt to reach the parents/guardians. They will be called in the order the parents/guardians indicated on the Emergency Contact Form.

Breakfast/Lunch

Students can have breakfast in the cafeteria beginning at 8:00 a.m. Please do not drop off students before 8:30 unless they are entering the cafeteria to eat breakfast. Parents are not permitted in the cafeteria.

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.

Students Rights and Responsibilities

[School District 2023-2024 Code of Conduct](#)

[Bullying](#)

Bullying The District recognizes the negative impact that bullying has on student health, welfare, and safety and on the learning environment at school. The District also recognizes that bullying creates an atmosphere of fear and intimidation and detracts from a safe environment. The District defines bullying as an intentional electronic, written, verbal, nonverbal, psychological or physical act or series of acts directed at another student or students, which occurs in and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education
2. Creating a threatening school environment
3. Substantially disrupting the orderly operation of the school

Bullying is further characterized by the following three (3) criteria:

1. It is aggressive behavior or intentional harm doing
2. It is carried out repeatedly over time
3. It occurs between people where there is an imbalance of power (I.e., physical strength, mental capacity, popularity, or social skills)

[Harassment](#)

It is the School District of Philadelphia's policy to maintain an educational environment in which harassment, including

sexual harassment, sexual assault and sexual violence in any form is not tolerated. **The District defines harassment as verbal, nonverbal, written, graphic or physical conduct relating to an individual's known or perceived race, color, ethnicity, age, religion, sex, sexual orientation, gender identity or expression, ancestry, national origin, marital status, pregnancy, English language proficiency, veteran status, disability, or other protected classification.**

Harassment includes unwelcome conduct such as graphic, written, electronic, verbal, or nonverbal acts, including offensive jokes, slurs, epithets, and name-calling; ridicule or mockery; insults or put-downs; offensive objects or pictures; physical assaults or threats; intimidation; sexual misconduct; or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when:

1. Such conduct is sufficiently severe, persistent, or pervasive and;
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities, or opportunities offered by a school. Harassment does not have to include the intent to harm, be directed at a specific target, or involve repeated incidents.

Policy 252

School Board Policy 252 affords transgender and gender non-conforming students the following rights: 1. The right to privacy, and which includes the right to keep one's transgender identity private at school. 2. School personnel should not disclose information that may reveal a student's transgender identity or gender nonconformity to others, including parents and other school personnel, unless the student has authorized such disclosure. 3. The right to be included in the group that corresponds to their gender identity. 4. The right to have access to the restroom or locker room that corresponds to their gender identity.

In addition, we have single-use restrooms in each K-2 classroom and restrooms designated as single-use, gender-inclusive on each floor.

Supplies/Materials

Students are given a school supply list before 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.

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

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.

Personal Electronics

Personal electronics (such as cell phones, smart watches, ipads, laser, hand-held video games, and radio) are not permitted to be on during school hours. 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.

Homework Policy

Purpose

Homework encourages student self-discipline, independence, and responsibility, increases student achievement, and expands the curriculum. Individual classroom teachers determine the type of homework assigned.

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, individually, may provide extensions for homework assignments in case of extenuating circumstances.

Student Support

The school will provide specific support 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.

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

School to Home Communication (“Pony Express”)

The Pony Express is the school’s weekly information packet of important news, events, and information for parents. The Pony Express is emailed to all families with Membership Toolkit accounts 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, addressing 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 on the day of the trip.
- Trip money (cash only) and the signed permission slip will 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 before 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, and 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 before the test being administered.

Report Cards

The report card is a way of documenting student progress throughout the school year. All kindergarten through grade 8

students receive a report card for each marking period.

Progress Reports (Grades K-8)

Progress reports will be distributed halfway through a report period. Progress reports are the school's way of keeping parents/guardians informed of their child's progress before the marking period ends. Parents/guardians 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/Guardian-Teacher Conferences

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

Report card conferences involving the parents/guardians and teacher are held at the end of the first, second, and third marking periods when report cards are distributed. These conferences are usually scheduled for 10-minute blocks of time. If parents/guardians cannot attend the conference at the scheduled time, the teacher must be notified at least 24 hours before 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 anytime 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 or email to arrange a mutually convenient time.

Parent/Guardian Volunteers

Parent/Guardian volunteers are welcome at the Penn Alexander School but must adhere to our COVID-19 guidelines. Volunteers may be needed to assist the teacher in many different ways, including working with children or providing help with the 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.

Parent/Guardian volunteers working in classrooms with students must have the [completed checklist of volunteer requirements](#) on file in the main office. Upload clearances, along with a Covid-19 vaccination card, using this [form](#).

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 entering the classroom.**

Classroom Visits

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

Parents/Guardians must sign in at the main office before 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 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.
- Multi-Tiered System of Support (MTSS).
- 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/Guardian participation in school activities.
- Help parents/guardians access community resources 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.

Parent/guardian should monitor their child(ren) and their home computer use. Parent/guardian should periodically check in with their students to discuss the appropriate use of social media apps such as Snapchat, Instagram, and others 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/guardian and child will be given an Acceptable Use of Technology Policy to read and sign. The contents are summarized below.

Cyberbullying occurs by using 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 provides 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 websites that are appropriate for children.
- Students will not download any music or plug-ins that take up valuable bandwidth and slow down the system.
- File-swapping and media streaming services, such as downloading and listening to music on the Internet, are wasteful, disruptive, and STRICTLY PROHIBITED on all District computers and networks.
- Giving personal information on the Internet about yourself or anyone else is forbidden.

2. Privileges

Internet use 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 and possible suspension.

- Students will only visit appropriate, teacher-recommended, and approved websites.
- The School District of Philadelphia does not allow email accounts 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 the 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 anyone 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 belonging to someone else will be held responsible and 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

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environment. Behavior not acceptable will result in notification to the parent/guardian and the eventual loss of student privilege to use the IMC without the accompaniment of a teacher.

- Internet use 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 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 once 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 access the networked computers within the library.

School District Code of Conduct

The purpose of the code of conduct is the following:

- To support creating a safe learning environment for all school community members.
- 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.

[School District 2023-2024 Code of Conduct](#)

[Bullying and Harassment Policy](#)

[Policy 252](#)