

The School District of Philadelphia Marian Anderson Neighborhood Academy

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Family Handbook 2025-2026



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MESSAGE FROM THE PRINCIPAL

The Marian Anderson School is pleased to present this Parent and Student Handbook to all of our families. It is our goal to provide a safe, nurturing, and academically challenging program for all children. We aim to foster a school environment where every student explores their limitless potential, learns the importance of responsibility and cooperation, develops self-esteem and treats everyone with respect and dignity.

You are invited to both read about our unique school in this handbook and to ask questions of teachers, staff, and administration. We welcome your involvement and encourage you to visit, volunteer, and become active in our vibrant learning community.

In service,

Dr. Nicole Patterson, Principal

Marian Anderson School Mission

The mission of Marian Anderson Neighborhood Academy is to foster a diverse and inclusive community that commits ourselves to educational excellence, advocacy, and community outreach. We are dedicated to providing a safe and supportive environment where individuals are valued and empowered to reach their highest potential.

Marian Anderson Neighborhood Academy School Vision

Marian Anderson Neighborhood Academy is a vibrant and inclusive school community where every child thrives in a diverse environment that nurtures individuality while working toward goals that benefit the entire school community.

Marian Anderson Neighborhood Academy School Instructional Vision

At Marian Anderson Neighborhood Academy, we believe that great instruction is standards based, accessible to all learners, and intellectually engaging.

In our classrooms, teachers define clear learning targets and high expectations for all, use data to design and deliver differentiated learning, and incorporate all-student engagement experiences.

Students grapple with complex ideas, learn collaboratively, and own their own learning.

Families reinforce the importance of learning by attending instructional events, staying connected through the parent portal and Class Dojo, and communicating regularly with classroom educators.

Together we can ensure every child thrives.

MARIAN ANDERSON SCHOOL GOALS (2025-2026)

Goals:

****Updated goals coming soon**

Guardrails

- A. Every school will be a safe, welcoming and healthy place where our students, staff and community want to be and learn each day. This means that our schools will be: 1) environmentally safe and clean; and 2) spaces with inclusive climates that provide students with access to robust social, emotional, and mental health supports.
- B. Every student will have a well-rounded education with co-curricular opportunities, including arts and athletics, integrated into the school experience.
- C. Every parent and guardian will be welcomed and encouraged to be partners in their child's school community.

Our students' potential will not be limited by practices that perpetuate systemic racism and hinder student achievement..

MARIAN ANDERSON SCHOOL BELIEFS AND CORE VALUES

- We hold an unwavering belief in the potential of all students and a relentless commitment to consistently approach each student in terms of what is possible - their strengths and aspirations are our future.
- We value diversity and are committed to inclusion and equity.
- We believe that respect should be mutual between students, parents, teachers, staff, and members of the school community.
- We value an environment of collaboration and self-reflection, and an earnest desire to continually improve.
- We believe we are more powerful together than we are alone, and that through honesty, transparency, and accountability, our individual impacts are magnified in partnership.
- We believe it is our responsibility to actively remove barriers to student success and to empower within them the drive to do the same for themselves and others.
- We believe that academics should be grounded in student experience and inquiry.
- Most importantly, we believe it is our responsibility to ensure all students learn, are respected, and have space to explore their imagination and realize their limitless potential.

Inclusive and Restorative Practices

The Marian Anderson school respects ALL of our students, colleagues, and members of our extended community. We believe in their limitless potential and take seriously our responsibility to ensure all students learn, are respected, and have space to explore their imagination. To that end the following expectations are upheld daily throughout our building:

- Be Respectful
- Be Responsible
- Be a Learner

We endeavor toward a restorative approach to our practice and when conflicts do arise we seek restorative rather than punitive resolutions. We will teach, model and reinforce for our students civil and respectful behavior at all times.

MARIAN ANDERSON SCHOOL CALENDAR (2025-2026)

Please click [HERE](#) for a link to the 2025-2026 School District of Philadelphia Academic Calendar.
Please click [HERE](#) for a link to the 2025-2026 Marian Anderson School Calendar

MARIAN ANDERSON STAFF LIST/CONTACT INFORMATION

Please click [HERE](#) for a link to the 2025-2026 Marian Anderson School Staff List/Contact Information

SCHOOL DISTRICT OF PHILADELPHIA PARENT PORTAL

All parents are expected to register for the Parent Portal. Please click [HERE](#) for more information on registering for a parents and family portal account.

SCHOOL SCHEDULE

Our school day begins promptly at 8:45 am. ALL Students will be admitted through the school yard doors. Any student who arrives at school after morning admissions will enter through the Catharine Street entrance and be marked late. ONCE CHILDREN ARE IN THE SCHOOL YARD/CAFETORIUM, THEY MAY NOT LEAVE SCHOOL GROUNDS FOR ANY REASON.

8:15-8:40: Students participating in the breakfast program may enter the building at 8:15. When finished eating, children will be sent to the school yard to wait for their teacher. They may not go to classrooms or other parts of the building. Parents may not accompany their children into the cafetorium in the morning.

8:40: Scholars line up in the school yard at their designated line spot

8:45: Teachers meet their scholars in the yard and escort them to their rooms

Note: Children should not be on school grounds before 8:15 AM.

3:20 PM *Kindergarten, first grade and bus students* are dismissed. Kindergarten students will be dismissed from the Kindergarten courtyard, the “Kinder Garden,” on Webster Street and 1st grade students will be dismissed in the school yard. All kindergarten students must be signed out by a designated adult.

3:20 PM Students in *Grades 2 and 3* are dismissed in the school yard.

3:20 PM Students in *Grades 4, 5* are dismissed in the school yard

3:22 PM Students in *Grades 6, 7, 8* are dismissed in the school yard.

Please Note: All students must be picked up on time. We will keep a record of late pick ups and will conference with parent(s) and/or guardian(s) if a pattern occurs.

During inclement weather

Children should arrive at school by 8:45 AM and no later than 8:45 AM. K-5 students arriving earlier than 8:45 AM should proceed to the cafetorium where they will remain until admittance. Grades 6-8 students report to the gymnasium. Parents will not be permitted to enter the building with their children for morning admittance on inclement weather days.

SCHOOL CLOSING/DELAYED OPENING

Due to inclement weather or other emergencies, it may be necessary to cancel school for the day, dismiss school early, or have a delayed opening. All such schedule changes will be communicated through the following media outlets:

- The School District of Philadelphia's website
- The School District of Philadelphia's Information Hotline (215-400-4636)
- The School District of Philadelphia's Facebook and Twitter pages
- Other local media outlets: KYW 1060, CBS 3 Philly, NBC 10 Philadelphia, 6 ABC Action News, Fox 29

On inclement weather days, parents are advised to send their children to school just prior to admission time so students are not waiting outside in the inclement weather. Students will not be admitted early.

Please Note: It is very important we know where parents/guardians can be located in the event of an unplanned early dismissal or other emergencies. Please ensure this information is updated in the district's portal and please notify the school office if the information needs to be updated.

Contingencies for Schedule Changes

Full-Day School Cancellation/Closing: If schools are closed for the full day, students should not report to school. School closure notifications and updates will be posted to local media outlets and the School District of Philadelphia's website starting at 5 a.m.

Early Dismissal: If the decision is made to dismiss schools early, parents will be notified using the School Messenger service, local news outlets and the School District of Philadelphia's website. Where applicable, food service will be made available to students.

Delayed School Opening: In the event of a delayed opening, all schools and early childhood programs will open late. Dismissal times will remain the same. All scheduled school trips will be canceled. Breakfast, lunch, after school programming and athletics will function as normal. Delayed school opening notifications and updates will be posted to local media outlets and the School District of Philadelphia's website starting at 5 a.m.

ABSENCE POLICY

There is no substitute for the uninterrupted personal contact between teachers and students. Regular school attendance, including arriving at school on time each day and staying until afternoon dismissal, is the joint responsibility of students, parents, guardians, teachers and other school personnel. We emphasize school attendance at Marian Anderson. As parents and teachers, we know that there is a clear relationship between student attendance and school achievement.

To be marked present, a student must be in attendance half the school day. Any student coming after 10:00 a.m. or leaving before 1:00 p.m. will be coded as half-day unexcused absence without proper documentation. Two unexcused half-days will add up to one full unexcused day and count toward truancy.

A note to the teacher explaining the absence is required for all absences. When a child returns from an absence, they must provide the school a note (signed by their parent or guardian) explaining the reason and date of the absence. After 3 consecutive absences a student must provide the school a note from a doctor prior to returning to school. If your child does not submit a note, then the absence will be marked as unexcused on their report card. To ensure a continuation in learning, it is important to contact the teacher to find out what class work or homework has been missed.

Valid conditions for an excused absence include:

- Illness of the student
- Emergency medical or dental appointments
- Death in the immediate family
- Court summons
- Quarantine

Absences will be considered unexcused for the following reasons:

- Bad weather
- Missing the bus
- Car trouble
- Lack of heat, water or electricity
- Shopping
- Babysitting
- Lack of clothing or shoes
- Oversleeping

Importantly, in service to our commitment to supporting student attendance, parent(s)/guardian(s) should know the Marian Anderson community is committed to supporting you if any of the above become barriers to your child's attendance and you should expect a call from the school after three absences, to discuss how we can better work together to improve student attendance.

When a student has been absent due to illness, excused with a parent note, totaling eight (8) days (cumulative), all subsequent absences may require a written excuse note from a licensed healthcare provider.

LATENESS POLICY

Classroom instruction begins as soon as school starts so it is important for children to arrive on time. When a student is not able to arrive on time, the student must report to the office to fill out a late slip, and then go to the classroom. Excessive lateness will result in disciplinary and/or truancy action.

Please Note: Any student arriving after morning admission is considered late. School admission is at 8:45 AM.

REQUEST FOR EARLY DISMISSAL

A child will only be released to individuals listed on the child's emergency contact card AND who present the school's office staff with valid photo identification. The child will then be called to the office for early dismissal. As the safety of your child is our primary concern, your cooperation with this policy is appreciated.

Children should only be picked up for an early dismissal for true emergencies. There are no early dismissals after 2:45 p.m., as these are too disruptive to the closing classroom and school procedures. Please try to schedule medical and dental appointments during non-school hours.

BREAKFAST PROGRAM/LUNCH PROGRAM

Breakfast is served to all students from 8:15-8:40 AM. Lunch is served during three twenty five-minute lunch periods. Each lunch is followed by a 20- minute recess.

Students are expected to follow rules and demonstrate respect for themselves and others during all lunch and recess periods.

1. Follow-all procedures and expectations.
2. Sit in their assigned seat at their assigned table.
3. Keep hands and feet to themselves.

Breakfast and lunch are provided to all students by the school. Students are able to bring their lunch from home. In order to create a healthy school community, all food brought from home should be nutritionally rich. Teachers talk with their students frequently about healthy eating, so please be sure to include all food groups in your child's lunch and limit candy, chips, sodas, etc.

LUNCH/RECESS PROGRAM SCHEDULE

GRADES K-3	10:54-11:39
GRADES 4-8	11:39-12:24

LUNCHROOM RULES

*Please discuss the following rules with your child:

1. Follow the directions of the staff.
2. Report problems to the adults in charge.
3. Speak in soft voices.
4. Stay seated in your assigned place until it is time to leave.
5. Walk at all times.
6. Eat, using good manners.
7. Dispose of trash and unwanted food in the trash cans.
8. Leave the lunchroom in an orderly manner.

Reckless behavior, playing karate, play fighting, shadow boxing, wrestling, hitting others with objects, and any other rough games are dangerous and are NOT PERMITTED IN THE SCHOOL YARD OR IN ANY AREA OF THE SCHOOL.

Outdoor Play Protocol

We recognize the vital role that outdoor recess plays in the physical and social development of our scholars. Research consistently highlights the benefits of physical movement and fresh air, and we are committed to ensuring that our students have ample opportunities for outdoor play whenever the weather permits. Our school opens each day at 8:15 AM, providing an additional chance for students to engage in outdoor activities (weather permitting) and socialize before the instructional day begins. According to the School District of Philadelphia guidelines, outdoor recess is permitted when temperatures are between **32°F and 90°F**, taking into account the "**feels like**" temperature. As we encourage outdoor play, we also want to emphasize the importance of appropriate outerwear. Please remind your children to wear and keep on their jackets, hats, gloves, and other necessary clothing during outdoor play to ensure they stay warm and comfortable.

FOOD ALLERGY AWARENESS/ HEALTHY PRACTICES

The safety and health of our children is of utmost importance. At Marian Anderson, we have several children with severe allergies. In an effort to support all of our student's health and wellness we have changed a few practices and ask for your support in implementing the following:

- Please report any food allergies and/or other health concerns to the teacher and school nurse.
- Please do not surprise your child's class with food.
- **Birthdays** will be celebrated with non-food activities
- **Classroom Holiday Celebrations** (Thanksgiving, Winter Holidays, etc.): Planning will
- be done by your child's teacher
 - Rather than food celebrations consider non-food celebrations
 - When sending in food, consider sending foods that are allergen free or allergen free for your classroom, so that ALL kids can enjoy them.
 - All foods coming into the classroom for group consumption **must** be labeled with a list of ingredients contained in the food.
 - To avoid cross contamination, send in foods with their own serving utensil, and be aware of cross contamination when preparing food at home.
- **Lunches and snacks:** If possible, please avoid sending known classroom allergens in your child's snack and lunch. If you must send a known allergen, please indicate that on the outside of your child's lunchbox.

FOOD DELIVERY POLICY

- If students choose not to eat the school provided breakfast or lunch they must arrive at school with an alternative. Under no circumstances will the school accept food delivery from parents, relatives, friends, or from private or commercial delivery services for students. Students are not permitted to have food deliveries from outside vendors (i.e. Grubhub, Caviar etc) sent to the school. Staff cannot verify the identity of delivery persons and/or the contents of such deliveries. If your child has an outside vendor deliver food to the school. the food will be returned to the vendor.

SCHOOL DRESS CODE AND UNIFORM POLICY

As you are aware, there is a mandated School District of Philadelphia uniform policy. Unless the school grants permission for a special occasion or event, all students are required to wear a uniform every day- including the last week of school.

Marian Anderson School Uniform:

- Tops: Light blue or navy with a collar, including long or short sleeve turtlenecks, sweaters, sweatshirts, or vests, are acceptable in cold weather. Anderson t-shirts and t-shirts from school-sponsored activities, such as Rock Reach and Dance eXchange are also uniform shirts.
- Bottoms: Tan, blue or black pants or **knee-length shorts, skirts**, jumpers. No jeans or leggings.
- Footwear: Students are required to wear closed toe and heel shoes at all times. Students must wear sneakers on the days they have gym. Backless shoes, Heelys and backless Crocs are not allowed- these include Crocs with only a strap for the back.
- The School District of Philadelphia has a mandatory uniform policy. All students must be in uniform all days, including the last week of school unless the school grants permission for a special occasion or event.
- We encourage Marian Anderson students to wear monogrammed shirts. These shirts are designed to uphold our school's standards of professionalism and respect while promoting a cohesive school identity. We encourage Kindergarten through 4th grade students to wear light blue shirts, and students in grades 5 through 8 navy blue shirts.

The following specific rules must be followed by ALL students:

1. All tops must extend to the waistline. Halter tops, tank tops, tie-strings, or see-through tops are not permitted.
2. Pants should be worn at the waist and no undergarments should be visible.
3. Jeans may not be worn under skirts or shorts.
4. For safety reasons, flat sole shoes that cover toes and heels must be worn at all times.
5. Sneakers are mandatory for P.E. days.
6. Clothing with logos or symbols, hats, caps, bandanas, or sweatbands are not permitted in the school or at school events.
7. Hooded sweatshirts must be blue, black, or tan. Uniform tops should be 100% visible.
8. **At no point are scholars permitted to wear hoods on their heads in the building.** Scholars who do not comply with this will be required to remove their hooded sweatshirt/jacket for the day.
9. Jewelry with suggestive wording or deemed unsafe by any staff member is not permitted.

Consequences:

Students who do not have their school uniform will be required to borrow one from the school. Families who have difficulty purchasing the school uniform should see the counselor for assistance. Students who are not in compliance with the uniform policy may be subject to loss of privileges and family contact will be made.

Please Note: Measures to enforce the dress code are spelled out in the Student Code of Conduct.

STUDENT CODE OF CONDUCT

The [School District of Philadelphia Code of Conduct](#) establishes policies, rules, and expectations for all school community members to learn, teach, and work together. It can be found here:

Consequences for students who endanger school safety or disrupt the educational experience of others are listed in detail. The Code of Student Conduct applies during school and on the way to and from school, including, but not limited to travel on School District vehicles, private transportation, and public transit systems.

Families and guardians are critical to our community. We ask that they please read and understand the Code of Student Conduct and School Student Handbook, and discuss them with their children. We understand that families and guardians know best how to make sure that their children understand the expectations that will lead to a safe and orderly school community.

This Code of Student Conduct provides definitions of disruptive behaviors. Although some definitions include examples, the behaviors include, but are not limited to, the examples given.

More information about Students Rights and Responsibilities can be found [HERE](#). Parents, guardians, and caregivers who have any questions or concerns are encouraged to contact the school principal and/or the Office of Student Rights and Responsibilities at phone number 215-400-4830 or <https://www.philasd.org/studentrights/>

ACT 26- WEAPONS VIOLATION

Pennsylvania Law Act 26 requires that any student, regardless of age or grade level, found to be in possession of a weapon on school property, in a school program or event, or traveling to and from school or a school program or event (including school buses and public transportation) be subject to arrest and expulsion from the School District for at least one year.

The law defines a weapon as “any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, laser pointer and any other tool, instrument or implement capable of inflicting bodily injury.” The law does not require that the student use or try to use the weapon. Furthermore, weapons carried for self defense are not exempt from provisions of the law. Possessions include weapons found on the person as well as in school bags, desks, or lockers.

The law requires that when a weapon is discovered:

- School officials must detain the student
- Philadelphia Police must be called and they must arrest students age 10 or older
- The student must be suspended
- The school may recommend that the student be expelled from the School District of Philadelphia

CELL PHONE POLICY

At Marian Anderson Neighborhood Academy, we understand the importance of students having cell phones/smart watches for communication and safety reasons. Unfortunately, cell phones/smart watches/electronic devices also present a large distraction in school as students send text messages, use social media, take photographs, and record videos of one another. We ask that you reiterate to your scholars the importance of focusing on school while they are at school.

It is the expectation of Marian Anderson Neighborhood Academy administrators that students and parents adhere to the School District of Philadelphia's cell phone policy. If a student brings a cell phone, smart phone, Apple Watch, or electronic device to school, they do so at their own risk. Marian Anderson Neighborhood Academy will take no responsibility for lost, stolen, or damaged cell phones or for any electronic device. Should a student bring: *a smart watch, cell phone, or any device that can take photographs; record, play, or edit audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the internet*, it is the Marian Anderson Neighborhood Academy policy that it must **be turned off and out of sight for the entire school day**.

It is the expectation that Marian Anderson Neighborhood Academy parents support the administration in upholding our electronics policy. Please do your part and do not call or text your scholar during the school day. If you need to reach your child for any reason, please call the main office at (215)-400-7940. The message will be delivered to your child and they are permitted to call you back from the main office phone. Students who use their cell phone, smart watch or electronic device inside the school building or on the school premises during the hours of 8:45 am- 3:24 pm will be subject to discipline as outlined in the School District of Philadelphia's Code of Conduct. In addition, students will be subject to the following school procedure:

FIRST OFFENSE: Phone/electronic device will be confiscated by a staff member and turned into the office. All devices are locked in the main office. On the first offense, the device can be picked up by the student in the main office after 3:24 PM. This policy serves as official notice. The school will notify parents/guardians of confiscated phone/electronic devices via phone call or email.

SECOND OFFENSE: Phone/electronic device will be confiscated by a staff member and turned into the office. All devices are locked in the main office. On the second occurrence, phone/electronic devices will be returned **ONLY** to the parent/guardian on file. The device will be held in the main office until a parent/guardian who is listed on the student's record is able to report to school.

THIRD OFFENSE: Phone/electronic device will be confiscated by a staff member and turned into the office. Phone/electronic device will be returned **ONLY** to the parent/guardian on file after a meeting with an administrator. The student will be placed on a behavioral plan that contract and required to leave their phone at home or turn it into their homeroom teacher daily.

CHROMEBOOK ACCEPTABLE USE POLICY

Marian Anderson Neighborhood Academy values technology and encourages its use in creative ways to support student learning in a safe and secure learning environment. [This Acceptable Use Policy](#) is a guide ensuring the appropriate use as well as safety for all community members. While these technologies provide powerful learning opportunities, they must be used responsibly. Laptops are the School District of Philadelphia's property.

All students will be provided with a Chromebook by the school district. Students arriving at Marian Anderson from another district school should bring their current Chromebook with them. Students from non-school district schools will be provided a Chromebook upon arrival at Marian Anderson. Students matriculating from Marian Anderson and continuing to a school district high school will take their chromebooks with them. Students leaving the school district must hand in their devices on their last day.

Student Chromebook use must abide by the student code of conduct. Students are responsible for the general care of the Chromebook they have been issued by the school. For instance, Chromebooks should not be kept on the floor where they can be stepped on, should not be used around food or drink, and should be used on a flat, stable surface like a desk or table. Chromebooks that are broken or fail to work properly must be taken to the School Technology Coordinator (STC) for inspection, repair, and/or replacement. To promote care and extend the usefulness of Chromebooks, Marian Anderson may require students to keep their Chromebooks at school rather than sending them home on a grade-level or case-by-case basis.

PROHIBITED ITEMS POLICY

A backpack, their district issued Chromebook, and school supplies are the only items your child will need for school.

Students are not permitted to bring items to school to sell (or take orders for items) during the school day. Electronics, toys, playthings, playground equipment (balls), gum, candy, and collectibles are to be left at home unless authorized for school purposes. Parents/guardians are encouraged to talk with their children about the dangers of bringing tobacco products, lighters, matches, or any kind of weapons, including small knives, to school. Having these items can result in suspension from school.

Students should always safeguard their belongings. The school and the staff are not responsible for lost, stolen, or damaged personal items--including cell phones.

Please do not allow your child to bring large sums of money to school. If we find that your scholar has a large sum of money, it will be held in the main office and the parents will be notified.

Please Note: Measures to enforce the Prohibited Items Policy are spelled out in the Student Code of Conduct.

LOST AND FOUND POLICY

We are not responsible for any lost clothing or personal items. However, any lost property will be stored in our Lost and Found (located in our lobby outside of our Main Office).

Please Note: On the last day of each month ALL items in the lost and found will be removed and donated to charity. It is important that lost items are retrieved as soon as possible.

BULLYING AND HARASSMENT POLICY

The Marian Anderson School prohibits all forms of bullying. Students or parents/guardians of students who have been bullied or witness bullying should immediately report such incidents to the school principal, assistant principal, or to any other member of the school staff, including teachers, school counselors, coaches and administrators. Any staff member who receives such a report shall immediately notify the principal.

If the behavior continues or if the school does not take action, school staff, students or parents/guardians should report the incident to the district's hotline at 215-400-SAFE or the district's online Bullying and Harassment Reporting and Investigation Form.

Below are outlined definitions to help distinguish between bullying and harassment.

What constitutes bullying?

- 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:
 - Substantially interfering with a student's education
 - Creating a threatening school environment
 - Substantially disrupting the orderly operation of the school
- Bullying is characterized by the following criteria:
 - It is aggressive behavior or intentional harm doing
 - It occurs between people where there is an imbalance of power (e.g. physical strength, mental capacity, popularity, or social skills)
- Verbal, nonverbal, written, graphic, virtual, 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.

What constitutes harassment?

- Such conduct is sufficiently severe, persistent, or pervasive; and
- 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.

The District directs that complaints of bullying shall be investigated promptly and thoroughly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. All parties will be treated with dignity and due process.

Please refer to the district website for more information: <https://www.philasd.org/studentrights/bhd/>

SCHOOL CLIMATE AND CULTURE

Marian Anderson School is committed to providing a positive and safe learning environment for all students. To create a safe and restorative environment for each student, the Anderson community takes a positive, proactive, and restorative approach to discipline. We do this through teaching students how to be effective citizens, in school and out.

At Anderson we focus on establishing and reinforcing school wide norms and expectations through building positive and respectful relationships between all students and teachers, and engaging in restorative practices. At Anderson, students and staff are expected to follow the 3 Bs:

Be Respectful

Examples include, but are not limited to: using kind words, actively listening to teachers and peers, being a good friend, displaying good citizenship, playing according to the rules and keeping hands, feet, and other objects to oneself.

Be Responsible

Examples include, but are not limited to: coming to school daily and on-time, bringing necessary materials to school, wearing school uniform, completing independent reading and homework each night, keeping track of personal items, admitting mistakes.

Be a Learner

Examples include, but are not limited to: coming to school daily and on-time, completing all classwork and homework assignments, staying on task at all times, participating in class discussions, helping classmates when appropriate, and using technology only for learning.

Examples include, but are not limited to:

All Marian Anderson teachers are responsible for teaching these expectations to their students and providing examples of what they look like in various settings: classroom, lunchroom, yard, bathroom, hallways, and stairs. Each month, our school will focus on a specific way to demonstrate the three Bs and students will have the opportunity to be named Student of the Month.

Parents can support Marian Anderson School by:

- Communicating with your child's teacher about how you can support their school-based learning.
- Attending meetings and workshops offered at school.
- Donating to class and school incentive programs.
- Contacting the school to explore opportunities to be involved in school activities.
- Reading all the letters and papers sent home with students.
- Reviewing your child's homework assignments and use of online programming.
- Reviewing and reinforcing our school's norms and expectations at home.

BEHAVIORAL PREVENTIONS AND INTERVENTIONS

It is imperative for the school staff to protect the school day and prevent behavioral interruptions. Students who consistently struggle to exhibit appropriate school behaviors or to respond to the whole-school's positive proactive and restorative approach will be referred to their grade appropriate Child Study Team. The purpose of this team is to develop and implement strategies to support the student in improving their behaviors so they can better meet with success in school. The following multi-tiered system of support (MTSS) may be implemented:

- In Tier I, all students are able to receive high quality academic, social-emotional, and behavioral support through our general education classroom supports.
- In Tier II, the school provides supplemental support, usually in small groups, to students who need additional support to what they are receiving from the general curriculum. The school also provides students with enrichment and intervention-programs as appropriate.
- In Tier III, intense intervention and enrichment is provided to students, with frequent progress monitoring and intense support.
- The classroom teacher and/or counselor will keep parents/guardians informed as to the progress of their child.

SEPTA STUDENT FARE CARDS

Students in 7th and 8th who attend Marian Anderson and live at least one and a half (1.5) miles from school are eligible to receive free Student Fare Cards. Student Fare Cards will be distributed the first day of school. It is a reusable chipped card used by students to board a SEPTA trolley, bus, or subway. Unlike the disposable weekly Transpass, students will be able to use the SEPTA Student Fare Card for the entire school year. The SEPTA Student Fare Card is active for each designated school day from the hours of 5:30 am to 8:00 pm. SEPTA Student Fare Cards will not be operational on national holidays, weekends, and predetermined non-school days. If your SEPTA Student Fare Card becomes lost, stolen, or damaged please contact us for a replacement. Your previous card will be deactivated and a new card will be assigned to you. Students cannot have more than one active Fare Card at any time.

HOMEWORK

Homework is given during the week. All students are expected to read or be read to every night during the week. As the year progresses, additional work may be assigned, with the older grades receiving more work than the younger ones. A reasonable amount of homework can reinforce what has been learned in school and helps students learn to plan and manage their time. If a parent/guardian has a question regarding the quantity or quality of the homework a student is receiving, please check with the student's teacher.

Marian Anderson Neighborhood Academy Field Trips

At Marian Anderson Neighborhood Academy, **field trips** are an essential part of our curriculum across all grade levels. These outings are designed to enhance and reinforce what students are learning in the classroom, offering unique hands-on experiences.

Parent & Guardian Chaperones

We welcome parents and guardians who wish to **volunteer as chaperones** on our field trips! To ensure the safety and well-being of our students, all potential chaperones must:

- **Secure appropriate clearances** in advance.
- www.philasd.org/face/#volunteer
-
- **Discuss their interest with the classroom teacher** for the specific trip.
- Teachers will need a list of confirmed chaperones when initially requesting a trip.
- If needed, parents can schedule a one-on-one meeting with the **Program Coordinator (PC)** to review volunteer paperwork before any trip or event.

Please do not assume you are a chaperone unless you have clearly discussed and confirmed your role with both the teacher and the Program Coordinator.

Trip Payments & Financial Assistance

All payments for field trips will be processed conveniently through **School Cash Online**. You can access it directly at <https://philasd.schoolcashonline.com>. We'll share detailed registration instructions on Class Dojo and through other communication channels.

We believe all students should have the opportunity to participate. **No student will be denied access to a trip for financial reasons.** If your family needs financial assistance for a field trip, please contact the school counselor directly.

Trip Notification & Permission Slips

- Students will be notified about upcoming trips, and a **trip permission slip will be sent home** with them.
- **Students should return the completed trip slips to their teacher within two weeks** of receiving them.
- **Signed parental permission is required for *each* field trip.** These permission slips **MUST** be returned to the classroom teacher at least 7 days before the field trip.

Please Note: For the safety and organization of all trips, **no permission slips will be collected on the day of a field trip, and no verbal permission will be granted under any circumstances..**

Student Guidelines for Trips

To ensure a positive experience for everyone, we ask parents and caregivers to discuss important **trip guidelines** with their students concerning:

- **Timeliness:** Being punctual for departures and scheduled activities.

- **Dress Codes:** Adhering to any specific dress requirements for the trip. School uniforms are required.
- **Code of Conduct:** Upholding respectful and responsible behavior at all times.

EXTRACURRICULAR ACTIVITIES

Our students benefit from a range of extracurricular activities. These opportunities allow them to strengthen their minds, broaden their social circles, and expand their imaginations as they explore their interests.

Please Note: To participate in extracurricular activities, students must consistently demonstrate the three B's while maintaining: high academic standards, consistent attendance, and no disciplinary infractions. Students absent from school may not participate in any school activity held the day of the absence, including sports or other extracurricular activities and programs.

VISITOR POLICY

Parents are encouraged to visit Anderson School. Please honor our instructional day by requesting personal conferences before or after school and by notifying your child's teacher and the school principal in advance if you would like to visit the classroom.

All visits must be arranged by following the procedures:

1. Make an appointment directly with the staff member you are visiting or by contacting the school office at (215) 400-7940.
2. Contact school principal with the proposed visit time and location for administrative approval at (215) 400-7940.
3. Upon entering the building report to the school office where you will receive a Visitor's Pass and to be escorted to your meeting.

Please Note: Visitor passes should be worn at all times while on the school grounds. Parents are not permitted to walk their child to class or to be in any part of the building without obtaining permission from the office. Likewise, no parent or visitor is permitted to go directly to any classroom at any time. Parents should wait outside the school at dismissal to pick up their child(ren). Visitors are not allowed in the lunchroom or schoolyard during recess or lunch.

VOLUNTEER OPPORTUNITIES

We encourage community engagement and are thankful for the many ways parents/guardians volunteer to support our school community. Opportunities include but are not limited to:

- Facilitating classroom projects and learning centers
- Chaperoning field trips
- Assisting staff with breakfast, lunch, and recess
- Assisting staff with admissions and dismissal

- Supporting school-wide events and celebrations
- Supporting classroom celebrations
- Participating in fundraising activities
- Joining our Home and School Association (HSA) and/or the Friends of Marian Anderson (FOMA)

If a parent/guardian is interested in volunteering, please contact your child's classroom teacher, our partnership coordinator, assistant principal, or principal.

Parents who volunteer in the school on a regular basis (more than once) will need to obtain the necessary clearances, which a member of the office staff can assist with. Below is a link to the paperwork that must be completed to secure

- www.philasd.org/face/#volunteer

This paperwork must be completed and returned to the main office prior to your volunteer participation. A meeting can be scheduled with the Program Coordinator to review clearance information and paperwork.

INTERIM REPORTS AND REPORT CARD CONFERENCES

The reporting system for your child's academic success provides for progress reports, report cards, and report card conferences with your child's teacher (see school calendar).

Report Card Conferences are held to allow you the opportunity to discuss your child's academic success and progress with their teacher. A productive working relationship with your child's teacher helps to ensure your child flourishes both academically and socio-emotionally in a trusting and supportive environment. Additionally, both home and school will develop a better understanding of each child's unique strengths, talents, interests and aspirations as learning patterns emerge. We strongly encourage parents to attend every report card conference and take advantage of any opportunity to meet with our teachers.

If you would like to meet with your child's teacher at any other time during the school year, please contact your child's teacher to schedule an appointment.

GENERAL SCHOOL NOTICES

One of the ways we contact all of our parents is through notices sent home with the students. Please impress upon your child the importance of bringing all notices home. Check both your email and your child's belongings for these notices.

EXPRESSIVE ARTS CLASSES

As part of our core curriculum we offer the following four expressive arts classes to ALL of our students:

- **Art-** Our Art Teacher implements the district's curriculum by facilitating meaningful lessons and projects which focus on the elements of art and art history while promoting creativity, design thinking, and cultural awareness.
- **Digital Literacy and Citizenship-** Our Digital Literacy implements the district's curriculum facilitating meaningful lessons and projects that engage students in deep inquiry through coding, problem solving, and critical thinking.
- **Health and Physical Education-** Our Health and Physical Education teacher implements the district's curriculum by facilitating meaningful lessons and projects which focus on healthy living practices and positive, lifelong health-related attitudes and behaviors by incorporating physical, emotional, social, and intellectual well-being with various lessons in physical activities and individual and team sports.
- **Music-** Our music teacher implements the district's curriculum by facilitating meaningful lessons and projects which focus on the elements of music and music history while shaping students' musical interests and voices through vocal and instrumental instruction and ensembles and through exploring the digital music world of composition, recording, and production.

SOCIAL-EMOTIONAL SUPPORT

In addition to strong academic curricula and supports we also offer the following social-emotional support to students

- **Morning Meetings-** The broad purpose of a morning meeting is to transition students between home and school. It's an informal way to reacquaint everyone with each other and with the classroom ecosystem. We start by welcoming students, reviewing the day's activities, discussing changes in the classroom, meeting new students, celebrating the accomplishments of classmates, and anything else that benefits from a whole-group meeting. It is a time to reinforce our school values and resolve any issues that students may be having.
- **School Counselor-** Our school counselor implements programs which emphasize developmental guidance, preventive and proactive counseling, which focuses on the academic, personal, social, and career development of all students. Counselors are integral parts of the educational process. Our counselor focuses on programs which deal with decision making skills, conflict resolution, self esteem, positive attitudes, goal setting techniques, and coping strategies. They also serve as school based resources for dealing with crisis prevention/intervention, and child abuse/neglect.
- **Assistant Principal-** Our assistant principal works with students directly in the areas of personal conduct and decision making, builds a sense of community among all students, and works with staff directly to plan and implement meaningful learning experiences for students. In partnership with our principal, they support an inclusive and restorative environment and, when necessary, will both assign consequences for inappropriate student behavior and communicate with parents and guardians about these behaviors and consequences.

SCHOOL NURSE POLICIES

There is a full time nurse on staff to help ensure that all students are safe and well cared for while at school. The nurse is dedicated to the health and well being of all Anderson students, and is available in the main office for consultations with students' parents and guardians.

Please be aware of the following school health policies:

Philadelphia Immunization Requirements for School Entry

Your child will be excluded from school if they are not up-to-date with the following required vaccinations

- Tetanus, diphtheria, pertussis (DTP/Dtap/DT/Td, or Tdap*)
- Polio (OPV/IPV)
- Measles, mumps, rubella (MMR/MMRV)
- Hepatitis B (HBV)
- Chickenpox (Varicella/MMRV)

Confidentiality

- Confidentiality is maintained at all times.
- The Nurse will make teachers and staff aware of the “need to know” medical conditions of the students. Teachers and staff are reminded not to discuss anything about children in common areas such as the office, lunchroom or stairwells, etc.
- Teachers keep pertinent medical information in a roll book or secure place where a guest teacher could refer to it.

Screenings and Medical Records

- Screenings are mandated by the state of Pennsylvania. If there is a concern about a child's vision or hearing before the scheduled screening, please notify the nurse directly.
- All physicals, vaccination records, and medical forms should be forwarded to the nurse.

Medication Distribution

- An official permission form must be on file in the school office in order for a child to be able to take medication at school.
- The medicine will be kept in the office or by the school nurse and be given to the student at the appropriate time(s).
- Children cannot carry medication in school and parents may not give the teacher medication for their child.
- Parents must come directly to the nurse where appropriate permission forms can be completed. Some medications are narcotics and the nurse and parent must count and sign for them together.
- Only the nurse may dispense medication to students following referral and receipt of approval from School District Health Services.
- Please communicate all medical conditions with the nurse directly.

Lice Policy

- Spot checks may be made to detect head lice by the school nurse. Classroom checks are done on an as needed basis and are best done towards the end of the day so as not to cause undue alarm or embarrassment for the children.
- Lice is not an emergency. You can protect yourself by not touching your head to a child's head (such as hugging or leaning too closely).

- If a student is sent home with lice, please do not readmit them to class without sending them to the Nurse first for a recheck. The nurse will send the student back to class with a pass so the teacher will know they have been checked.

CHILD ABUSE REPORTING POLICY

The Commonwealth of Pennsylvania requires all school staff to report suspected child abuse. When school staff have reasonable cause to suspect that a child is the victim of child abuse, they shall make a report of suspected child abuse in accordance with applicable law, Act 126 mandated child abuse reporting, District policy, and administrative regulation.

Staff members' are required to file a report of suspected abuse to the State Child Abuse Hotline (Childline 800-932-0313 or <https://www.compass.state.pa.us/cwis/public/home>).

Staff members are required to keep information regarding said reports confidential. The staff member(s), including the school counselor and administration, shall discuss such reports only on a need to know basis. The child's safety and the family's right to privacy are of the utmost importance.

PETS POLICY

For the safety of our students, no pets are permitted in the school yard or building.

BIRTHDAY CELEBRATIONS

Classroom teachers make every effort to make each child's birthday feel special and important. Parents and students may not distribute any invitations to private or personal parties at school. The delivery of balloons, gifts, flowers, etc, is not permitted to students during the school day.

Due to food/allergy concerns parents may not bring food, including cupcakes, to celebrate their child's birthday. Parents may arrange with the teacher to bring in a "treat" (not edible) for the class to celebrate a child's birthday.

Examples of "treats" include pencils, "Happy Birthday" posters for children to sign, small toys, stickers, or something not tangible such as singing happy birthday and doing a team builder/community builder game of the child's choice. The birthday child's parent/guardian may want to read or share an appropriate story with the class or you may have special birthday recognition apparel to help the child to feel special. This is a wonderful way to build the home and school connection and strengthen family ties.

SCHOOL PARKING LOT

As a school community we are very fortunate to have a small parking lot for use (26 spots with two designated as ADA accessible). This parking lot is available on a first come first served basis to staff and school visitors only. Parking is only allowed in the marked spots (perpendicular to Webster Street and the school yard). Appropriate decals must be visible to use the two ADA accessible spots. No double parking is allowed.

ENROLLMENT REQUIREMENTS

When a student resides in Marian Anderson's catchment (boundary lines) it is our responsibility to complete enrollment. If the student does not live within our catchment (boundary lines) we will immediately secure accurate information as to which school they should enroll. Please note the following documents are required to enroll your child in any public school:

- *Proof of child's age*
- *Immunization Record*
- *Proof of Address*
- *Valid identification*
- *Parent Registration Statement*
- *Home Language Survey*

The above documents are available online: <https://www.philasd.org/studentplacement/#newstudentreg>

EMERGENCY CONTACT INFORMATION

Parents/Guardians should be sure to provide the office with a current phone number at which they can be contacted during the school day should the need arise. Please update the emergency contact in the Parent Portal and notify the school immediately if there is a change in status during the school year to the following:

1. Address
2. Home/Cell Phone Number
3. Any other contact information that could be helpful to the school and your child

SAFETY DRILLS, FIRE DRILLS AND SHELTER IN PLACE

Fire Drills, lockdowns and Shelter-in-Place drills are conducted throughout the school year. Fire drills are conducted monthly and lockdown and shelter-in-place drills are minimally practiced once a year. A lockdown occurs when there is a potential threat or safety concern inside or outside of the school. Shelter-in-Places take place if there is an environmental hazard that requires that we take shelter in assigned locations in the school building. It is essential that the students follow the directions for each drill as reviewed by their teachers. Scholars are to move quickly and quietly to their designated positions. All drills are necessary precautions to have our students ready for any type of disaster that may occur.

HOME AND SCHOOL ASSOCIATION (HSA)

Marian Anderson Neighborhood Academy values strong home and school connections. The HSA is the direct link between our current students and their families to the school regarding student life and works to connect and excite Anderson families, teachers and staff about the activities occurring throughout the year. We urge every family to join the Home and School Association and become actively involved in their child's education. For further information regarding membership, please contact the main office.

MARIAN ANDERSON NEIGHBORHOOD SUPPORTERS (MANAS)

Anderson School values community and school connections. We urge every family to join the Friends of Marian Anderson - a volunteer-led 501(c)3 nonprofit organization that is committed to engaging our school, community partners, and families to, among other things, provide tools and resources for the school to improve educational opportunities for Anderson's students and neighborhood children. For further information regarding membership, please contact the main office.

STUDENT PLEDGE AND CHROMEBOOK ACCEPTABLE USE ACKNOWLEDGMENT FORM

Each year we ask scholars to sign a school pledge. Please review and support your child in signing the below pledge. Your child will need to login to the form using their SDP email account:

Coming Soon!

PARENT/GUARDIAN PLEDGE FORM

Each year we ask Parents/Guardians to sign a school pledge. Please review and sign the below pledge:

Coming Soon!

STUDENT MEDIA RELEASE FORM

Each year we ask Parents/Guardians to complete a media release form. This form is to request permission (in accordance with Policy 815.1) for your child's image, voice, video, work and/or first name to be published publicly on a School District website, including District social media pages, or any other public website for news media or for general educational purposes. Please review and sign the below media release form. IF YOU HAVE MULTIPLE SCHOLARS AT MARIAN ANDERSON, PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD.

Coming Soon!

VOLUNTEER FORM

Please complete the following survey if you are interested in joining our school community as a volunteer. Before you begin volunteering with children you must submit all of the necessary Volunteer Clearances. Thank you!

Coming Soon!

