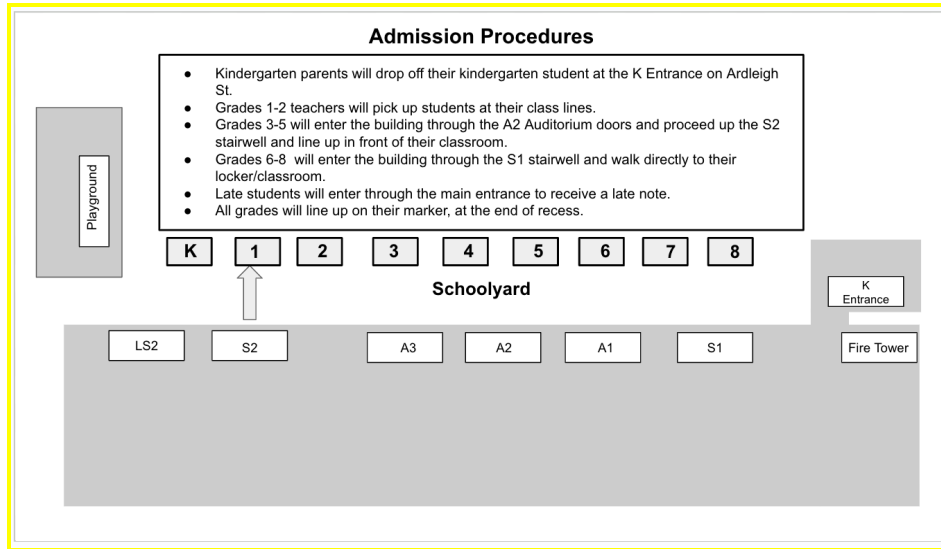


SCHOOL GUIDELINES

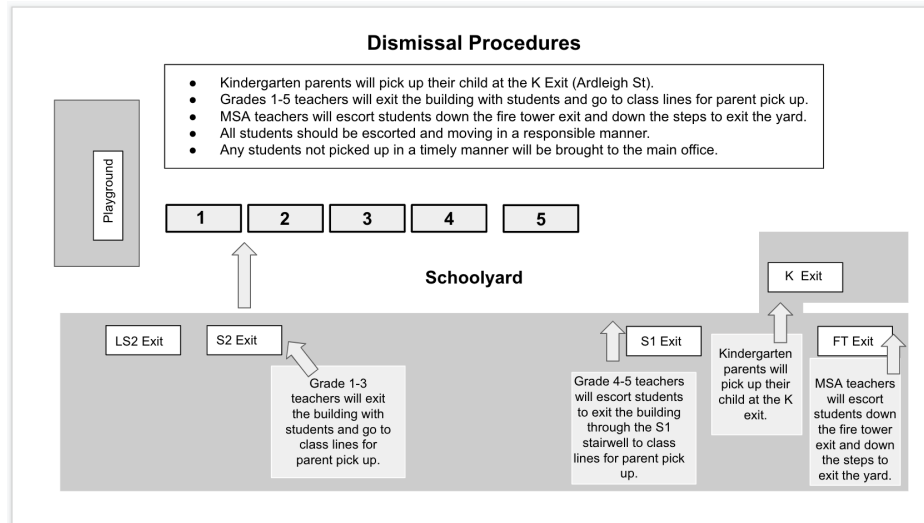
1. ADMISSION & DISMISSAL FROM SCHOOL



Inclement Weather Admission: During inclement weather (heavy precipitation and/or temperature below 32 degrees, our students will (1st-8th) report to the auditorium. Kindergarten students remain in the kindergarten vestibule as per their usual admission procedure.

2. END OF THE SCHOOL DAY: Upon dismissal, all students are to leave the school building unless they are participating in an extracurricular activity under the supervision of school district personnel or part of a special program. At dismissal all students must leave the school grounds immediately. We continually support and value the partnership and positive relationship between our school and the community and make every effort to build these connections between self, school and the community throughout the school day. At the end of the school day the supervision and responsibility of our students shifts from the school to our families. No one may remain in the playground after school unless accompanied by

a parent or designated adult. Parents are also responsible for students when their children leave campus to visit neighborhood shops and must also be supervised by an adult.



3. MAIN ENTRANCE: Parents, visitors and late students must enter the building through the main entrance and report to the main office. Parents wanting to confer with faculty or a member of the school must either make an appointment by phone/email, or enter school using the main door and then proceed to the office. Parents or visitors must go to the main office for assistance. They may not go directly to a classroom at any time.

4. EARLY DISMISSALS: Scheduled early dismissals are announced in advance by The Philadelphia School District and will be noted on their website. J.S. Jenks Academy also has additional half days for

professional development and are announced on our school website. Parents must make the necessary arrangements for these dates. Notifications are sent to parents in a variety of methods, such as through SIS messenger both a text and phone call are sent. We also use Remind to notify parents of any changes in the school day. Also teachers use their own form of communication with their parents whether it is through Class Dojo or email.

5. EMERGENCY EARLY SCHOOL CLOSING: In the event of an early school closing due to weather (or any other emergency), students will be dismissed at the announced closing time. Notifications are sent to parents as soon as the school is notified through SIS messenger as an email, text and robocall. The HSA also supports communication via the Remind app to notify parents of any changes in the school day. Teachers also support additional communication and share messages with families via Class Dojo or email.

6. LATE OPENING POLICY or EARLY DISMISSAL: In case of inclement weather, there is the possibility of a two-hour delay opening or early dismissal. If the news announces a late start or two-hour delay for Philadelphia, this means that students should report to school at the time indicated. Notifications are sent to parents as soon as the school is notified through SIS messenger as an email, text and robocall. Teachers also support additional communication and share messages with families via Class Dojo or email. Please note that while these days may modify our schedule, breakfast and lunch will continue to be served to all of our students. Schedule changes are communicated to faculty and staff via email.