

Lewis C. Cassidy Academics Plus School

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Philadelphia, Pennsylvania 19151
(215) 400-7510
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<https://cassidy.philasd.org>



Follow @Cassidy.APS on social media.

STUDENT HANDBOOK 2025 – 2026



Principal

Dr. Herman Douglas

Assistant Principal

Ms. Daima Mbele-Burtin

Assistant Principal

Dr. Armando Tolliver

[Meet the Administration](#) -Click [HERE](#) to learn more about the team.

Table of Contents

OUR SCHOOL

[Welcome to Lewis C. Cassidy Academics Plus School!](#)

[School Pride](#)

[Contact Information](#)

[Staff Directory](#)

[📞 Who to Call for What](#)

[Academic](#)

[Concerns !\[\]\(3211b5d1d968fc1665909b34f9f16010_img.jpg\)](#)

[Technology](#)

[Concerns !\[\]\(c50c8b7b2cc2cf9ff925edec0ee94c0d_img.jpg\)](#)

[Disciplinary](#)

[Concerns !\[\]\(9c2e8d1b5bd77cb5c9f83b7a9cff79fd_img.jpg\)](#)

[Special](#)

[Education](#)

[Concerns !\[\]\(f1c5da15572e3e09d343161be98f508d_img.jpg\)](#)

[Attendance &](#)

[Early Dismissals !\[\]\(eabd9f9ababee93effadc3b380fe65fd_img.jpg\)](#)

[Health & Medical Concerns !\[\]\(83bbbd261710c59db0214aa27b2edc0d_img.jpg\)](#)

[Behavioral Health Concerns !\[\]\(166772600a13ad0a433053f90fe45649_img.jpg\)](#)

[Administrative](#)

[Policies !\[\]\(a73c1962d20a39dd8fd6a060ae69693f_img.jpg\)](#)

[Calendar](#)

[Emergency Contact](#)

[Profile of a Graduate](#)

DAILY ATTENDANCE & SCHEDULE

[Daily Schedule](#)

[Attendance](#)

[Additional Notes on Attendance](#)

[Arrival](#)

[Late Arrival](#)

[Student Attendance & Lateness](#)

[Dismissal](#)

[Early Release](#)

SCHOOL OPERATIONS

[Visitor Procedures & Building Access](#)

[Trespassing Policy](#)

[Inclement Weather and Emergency Procedures](#)

[Flexible Instructional Days \(FIDs\)](#)

[FID Schedule & Expectations](#)

[Student Responsibilities](#)

TRANSPORTATION

[School Bus Cancellations or Delays](#)

[Parent Flat Rate Program](#)

[SEPTA Student Fare Card](#)

STUDENT LIFE

[Daily Student Life](#)

[School Meals](#)

[Media Release Form !\[\]\(1d3a1175dd4902218e694b9c098adb83_img.jpg\)](#)

[Supplies](#)

[Field Trips](#)

[Recess](#)

[Out-of-School Time \(OST\)](#)

[Extended Day, Extended Year \(EDEY\) Program](#)

[Summer Programs](#)

→ Visit the District Summer Programs site for additional opportunities for your student over the summer.

STUDENT BELONGINGS & TECHNOLOGY

[Cell Phone & Personal Electronics](#)

[Chromebooks](#)

[Lost and Found](#)

[Student ID](#)

[Textbooks](#)

EQUITY & STUDENT RIGHTS

[LGBTQIA+ Policies & Resources](#)

[Students Experiencing Homelessness](#)

HEALTH & SAFETY

[School Nurse](#)

[Student Illness](#)

[Student Medication](#)

[Immunization Requirements & Health Services](#)

[Mental Health Resources](#)

[Substance-Free Environment](#)

[Vaping/Smoking Resources](#)

[Birthday Celebration Policy](#)

[Report a Safety Concern](#)

SCHOOL CULTURE & DISCIPLINE

[School Expectations](#)

[Code of Conduct](#)

[Disciplinary Actions](#)

[Bullying, Harassment and Discrimination](#)

[Dress Code/Uniform Policy !\[\]\(5dca7bfbc13dee28f2892b5a008b91ca_img.jpg\)](#)

[K-4 Uniforms](#)

[5-8 Uniforms](#)

[Uniform Notice](#)

[Where to Purchase Uniforms](#)

[Assistance](#)

[Student Well-Being Survey](#)

ACADEMICS

[Curriculum](#)

[Homework](#)

[Learning and Growth Programs](#)

[Artificial Intelligence \(AI\) Guidelines](#)

[Multilingual Curriculum & Programs/Language Access Support Services/ESOL services](#)

[Special Education](#)

STUDENT PROGRESS

[Grading Policy](#)

[Assessments](#)

[Report Cards](#)

[Parent/Teacher Conferences](#) 

[FAMILY AND COMMUNITY ENGAGEMENT](#)

[Parent & Family University](#)

[School Advisory Councils \(SACs\)](#)

[Volunteer](#)

All School District of Philadelphia processes and procedures are guided by Board of Education policies. To find all the District's policies in one place, please visit the policy website [here](#).

OUR SCHOOL

Welcome to Lewis C. Cassidy Academics Plus School!

On behalf of our entire staff, we are thrilled to welcome you to the Lewis C. Cassidy Academics Plus family! We are honored that you have entrusted us with your child's education, and we are committed to making this a year of significant academic growth and joyful learning.

This handbook is designed to be a comprehensive resource for both students and families. It contains important information about our school's mission, values, policies, and procedures. Our goal is to ensure a safe, supportive, and engaging environment where every child can thrive.

We believe that a strong partnership between the school, home, and community is essential for student success. We encourage you to use this handbook to stay informed and to reach out to us with any questions or concerns.

Thank you for your commitment to your child's education and for being a vital part of our school community. Together, we will make this a wonderful and successful year!

Sincerely, The Cassidy Academics Plus Staff

School Pride

Our Vision

At Cassidy Academics Plus, we envision a vibrant learning kingdom where every student, recognized as royalty, is empowered to discover their unique brilliance, ignite their curiosity, and lead with confidence. We strive to cultivate a utopian environment where every individual is safe, celebrated, and thrives, prepared to joyfully embrace a future without limits and make a positive impact on the world.

Our Mission

Cassidy Academics Plus is dedicated to accelerating Philadelphia by providing a rigorous and joyful K-8 education that empowers every student to achieve academic excellence, develop strong character, and cultivate essential life skills. Through a collaborative partnership with families and community, we foster a safe, inclusive, and enriching environment, integrating innovative STEAM initiatives to ensure students are future-ready. We prepare our students for diverse post-secondary pathways, including enrollment in higher education, enlistment in service, employment in skilled trades and professions, and the pursuit of entrepreneurship. We believe that by uniting under our ROAR principles —Respectful, On Task, Accountable, and Responsible —we prepare our students to become compassionate global citizens who will shape their desired lives.

Our Core Values: We ROAR with Professionalism!

Our **ROAR** values guide our behavior and interactions in every part of our school day:

- **R is for RESPECTFUL:** Reaching out with kindness, recognizing everyone's value, responding thoughtfully.
- **O is for ON TASK:** Organized and ready to learn, open to new ideas, on time, every time.
- **A is for ACCOUNTABLE:** Accepting responsibility for actions, always striving for your best, asking for help when needed, achieving excellence through data.
- **R is for RESPONSIBLE:** Reliable and trustworthy, respecting our school and property, readiness to make good choices.

Cassidy School Pledge

I am a Cassidy Student.
Making this pledge today.
I am here to work and learn and grow in my own way.
I'll respect myself and others.
As I do my best each day.
For Cassidy is our learning place.
We're making a better tomorrow, today.
Have a GREAT LEARNING DAY!
ROAR

School Song (To the tune of "Auld Lang Syne")

Oh Cassidy,
we'll do our best
to make a better school.
We'll always keep you,
proud of us and follow every rule.

Oh Cassidy,
we treasure you
for all that you have done!
There is no school as grand as ours.

Oh Cassidy there is none.
You've helped to shape,
our future bright by giving us our start.
Fond memories
will dwell with us in each and every heart.

Oh Cassidy,
we treasure you, for all that you have done,
There is no school as grand as ours; Oh Cassidy there's none!

Colors & Mascot: Our school colors are blue and white, and our school mascot is the lion.

Contact Information

Main Office: 215-400-7510

Fax: 215-400-7511

Address: 6523 Lansdowne Ave.
Philadelphia, PA 19151



Visit our

<https://cassidy.philasd.org/>



Follow us

- Instagram @Cassidy.APS

Please use the Main Office number to reach all staff members.

Stay Connected

- **Cassidy Family Quick Links** Need a quick answer? This handy document is your family's one-stop shop for important contacts and information. [Family Quick Links \(Printable\)](#)
- **District Academic Calendar:** See important dates for the entire School District.
- **Parent Portal:** View grades, test scores, attendance, immunization records, [report cards](#) and more.
- **Google Classroom:** To view your student's classwork and homework
- **Class Dojo:** Stay updated about school events, announcements, and important information. Join our ClassDojo at: tinyurl.com/ClassDojoCassidy

Staff Directory

For a full list of staff, you can visit the **Cassidy Staff List** at this link: <https://tinyurl.com/CassidyStaffList>. Additionally, you can find important links and information in our **Cassidy Family Quick Links** document listed [here](#) and on the school's website.

Grade/Role	Name	Email Address
Principal	Dr. Herman Douglas	hdouglas@philasd.org
Assistant Principal	Ms. Daima Mbele-Burtin	dmbele@philasd.org
Assistant Principal	Dr. Armando Tolliver	atolliver@philasd.org
Nurse	Nurse Rosa	rgoldberg@philasd.org
Counselor	Mrs. Marlynn Ray-Gladney	mdray@philasd.org
Secretary	Ms. Shanice Brooks	sbrooks2@philasd.org
Family Peer Support Specialist	Ms. Asia Abner	aabner@philasd.org

Who to Call for What

This table will help you connect with the right person to address your questions and concerns.

Academic Concerns	For questions about grades, courses, homework, or class assignments: <ol style="list-style-type: none"> Teacher: Your student's teacher is always the best person to start with. Staff Accountability Partner or Counselor: If your concern isn't resolved with the teacher, reach out to a school counselor. Assistant Principal: Contact the Assistant Principal or Principal for further assistance.
Technology Concerns	For issues with Chromebooks, chargers, or connecting to the internet: <ul style="list-style-type: none"> School Wi-Fi: To connect to the school's Wi-Fi, select the network "PhilaSD." The password is: philadelphia.

	<ul style="list-style-type: none"> ● Other Tech Issues: For other concerns, fill out this form and a staff member will contact you. ● Internet Safety: Remember to use the internet safely and appropriately at all times. ● After School Hours: For support outside of school hours, call the Student and Family Tech Support Hotline at 215-400-4444 or email FamilyTechSupport@philasd.org.
Disciplinary Concerns 🦁	<p>For questions about detentions or other school rule violations:</p> <ol style="list-style-type: none"> 1. Teacher: Start by discussing the situation with your student's teacher. 2. Administrator: If the issue is not resolved, contact the Administrator for further assistance.
Special Education Concerns 🧩	<p>For questions about IEPs, accommodations, or special education services:</p> <ol style="list-style-type: none"> 1. Teacher: Contact the student's teacher first. 2. Case Manager: If needed, reach out to the student's Special Education Case Manager. 3. Special Ed Liaison: Contact the Special Education Liaison for further support. 4. Administrator: The Administrator can be contacted for further assistance.
Attendance & Early Dismissals 📅	<p>For questions about absence notes, early dismissal requests, or reconciling attendance records:</p> <ol style="list-style-type: none"> 1. Absence Notes: To submit an absence note, click HERE. Remember to submit it within 3 school days of your child's return. 2. Teacher: Contact the teacher for questions about reconciling absences. 3. Secretary: Reach out to the school's secretary for specific attendance issues. 4. Administrator: Contact the Administrator for further assistance.
Health & Medical Concerns 🩺	<p>For questions about student health, medical accommodations, or medication administration:</p> <ol style="list-style-type: none"> 1. Nurse: The school nurse is the best point of contact for all health-related questions. 2. Administrator: Contact the Administrator for further assistance.
Behavioral Health Concerns 😊	<p>For questions about your student's emotional or social well-being:</p> <ol style="list-style-type: none"> 1. Counselor: Your student's school counselor is available to help. 2. Administrator: Contact the Administrator for further assistance.
Administrative Policies 🏠	<p>For concerns about a specific teacher or school-wide policies:</p> <ul style="list-style-type: none"> ● Administrator: Contact the school's Administrator directly.

Calendar

School Event Calendar

We maintain a school calendar that highlights important events such as parent-teacher conferences, school performances, testing dates, and more.

How do families access your calendar? Provide a link or explanation.

→ View Our School Calendar [Link: <https://tinyurl.com/CassidyCalendar>]

District Academic Calendar

The School District of Philadelphia provides an official academic calendar each year that includes start and end dates, holidays, report card conferences, and more.

→ [View the District Academic Calendar](#)

Emergency Contact

Please keep your address, phone number, and email up to date. This ensures we can contact you about your child's progress or in an emergency.

- At the start of the year, complete the [Parent/Guardian Location Form](#).
- Provide medical and insurance information for emergencies.
- If there are custody arrangements, submit a Court Order or legal agreement to the school. This ensures only authorized individuals can pick up your child.

Profile of a Graduate

The Profile of a Graduate describes the ideal outcomes for students leaving the school district (Download a [copy of the Profile of a Graduate](#)). Our mission statement is more than just a promise; it is the blueprint for our children's future. Everything we do at Cassidy Academics Plus is intentionally designed to build the specific qualities outlined in our **Profile of a Graduate**.

The rigorous and joyful K-8 education, combined with our innovative STEAM initiatives, is what shapes a **Critical Thinker** and a **Creative & Innovative Practitioner**. Our focus on strong character, essential life skills, and collaborative partnerships is what empowers students to become a **Healthy Human**, a **Skillful & Knowledgeable Professional**, and a **Culturally Competent Citizen**. By uniting under our ROAR principles, we ensure that every graduate is not only future-ready but also a compassionate global citizen prepared to shape their desired life.

A Healthy Human	A Critical Thinker	Creative & an Innovative Practitioner	Skillful & a Knowledgeable Professional	A Culturally Competent Citizen
<ul style="list-style-type: none"> • Find joy and satisfaction in learning • Positively motivated • Driven and resilient • Self-confident • Self-sufficient • Resourceful 	<ul style="list-style-type: none"> • Analyze and evaluate information critically • Propose solutions based upon data • Quickly and easily adapt knowledge and skills to new environments • Demonstrate perseverance • Effectively solve problems 	<ul style="list-style-type: none"> • Take risks to accomplish a task • Create original work that demonstrates high quality and reflective approaches • Provide solutions to problems • Reflect and rise above obstacles 	<ul style="list-style-type: none"> • Communicate personal values • Write with precision, clarity, and coherence • Listen effectively • Deliver information effectively using a variety of modalities • Public speaking 	<ul style="list-style-type: none"> • Contributing member of society • Understanding their own and others' cultural heritage • Behave with integrity and take responsibility for their behavior, actions and choices • Have compassion and empathy for others

Here is a breakdown of what those characteristics look like at each stage of a student's K-8 journey.

<p><u>Grades K-2: Building a Foundation</u></p> <p>In the early grades, the focus is on developing foundational skills and habits that will grow over time.</p> <ul style="list-style-type: none"> • A Healthy Human: A K-2 student is positively motivated when they show excitement for learning activities and ask to try new things. They are self-confident when they can express their needs and feelings. • A Critical Thinker: A K-2 student is a critical thinker when they ask 	<p><u>Grades 3-5: Growing Independence</u></p> <p>In these grades, students build on their foundation, taking on more independence and responsibility for their own learning and actions.</p> <ul style="list-style-type: none"> • A Healthy Human: A 3-5 student is resilient when they can bounce back from a disappointing test grade or an argument with a friend. They are self-sufficient when they manage their homework and belongings without constant reminders. 	<p><u>Grades 6-8: Preparing for the Future</u></p> <p>Middle school students are preparing for high school and are expected to think more abstractly, take on more advanced tasks, and show a greater level of personal responsibility.</p> <ul style="list-style-type: none"> • A Healthy Human: A 6-8 student is self-sufficient when they can manage their own time and workload for multiple classes. They are resilient when they can learn from a mistake and apply that lesson to their next project.
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<p>questions like "why?" or "how?" They can sort objects into categories, follow multi-step directions, and try a new strategy when they can't solve a puzzle.</p> <ul style="list-style-type: none"> ● Creative & an Innovative Practitioner: A K-2 student demonstrates creativity by drawing and writing stories from their imagination. They show innovation by building new things with blocks and trying again when a tower falls over. ● Skillful & a Knowledgeable Professional: A K-2 student shows these skills by speaking in full sentences, using kind words to share their thoughts, and listening quietly while a classmate is speaking. ● A Culturally Competent Citizen: A K-2 student begins to show this by sharing toys and materials with friends. They behave with integrity by saying "please" and "thank you" and showing kindness to all classmates. 	<ul style="list-style-type: none"> ● A Critical Thinker: A 3-5 student is a critical thinker when they use evidence from a book to support a claim or compare and contrast different ways to solve a problem. They are perseverant when they stick with a challenging task until it is complete. ● Creative & an Innovative Practitioner: A 3-5 student demonstrates creativity by writing a unique story or designing a poster to present their research. They are innovative when they use feedback from a teacher to revise and improve their work. ● Skillful & a Knowledgeable Professional: A 3-5 student demonstrates these skills by writing a clear paragraph, making eye contact when speaking, and participating respectfully in a group discussion. ● A Culturally Competent Citizen: A 3-5 student shows cultural competence by learning about different family traditions and holidays. They behave with integrity by owning up to a mistake and understanding that others may have different experiences. 	<ul style="list-style-type: none"> ● A Critical Thinker: A 6-8 student is a critical thinker when they can evaluate different sources for a research paper and form their own opinions based on the data. They can break a large, complex problem into smaller, manageable steps. ● Creative & an Innovative Practitioner: A 6-8 student demonstrates this by creating a high-quality presentation with a unique point of view. They are innovative when they develop an original solution to a community problem or learn from a project failure to improve future attempts. ● Skillful & a Knowledgeable Professional: A 6-8 student shows these skills by writing a well-structured, multi-paragraph essay. They can deliver a public speech with confidence and collaborate effectively with their peers on a team project. ● A Culturally Competent Citizen: A 6-8 student demonstrates this by participating in community service and listening respectfully to different perspectives during class discussions. They take responsibility for their actions and choices and show empathy for their peers.
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DAILY ATTENDANCE & SCHEDULE

Daily Schedule

School Day: 7:00 AM to 2:09 PM

Breakfast: 7:00 AM - 7:25 AM

Lunch:

10:21am - 11:06am (45 min)	11:18am - 12:03pm (45 min)	12:15pm - 1:00pm (45 min)
3A	KA	6A
3B	KB	6B
4A	1A	7A
4B	1B	7B
5A	2A	8A
5B	2B	8B

Lunch is provided for all students, or they may bring their own.

Please note: Glass containers and soda cans are not allowed for safety reasons.

Attendance

Consistent, on-time attendance is essential for student success. Students must attend school daily and stay for the full school day to receive the maximum benefit from instruction. This aligns with the School District of Philadelphia policy and Pennsylvania state law.

What to Do If Your Child Is Absent

- A written excuse must be submitted within 3 days of your child's return.
- **Submit an Absence Excuse Form** [Use District [Absence Excuse Forms](#) or [submit online](#) <https://tinyurl.com/CassidyAbsenceNotes>]
- Phone calls do not replace a written excuse.
- Students are responsible for making up all missed work and tests.

Excused absences include:

- Illness or quarantine
- Recovery from an accident
- Required court appearance
- Religious holidays
- Death in the family
- Educational tours/trips (with prior approval)

All absences will be marked unexcused unless a valid excuse note is submitted. Proper documentation ensures accurate coding in the District's attendance system.

→ [Learn more about the District Attendance Policy & Protocols](#)

Additional Notes on Attendance

We understand that things come up, but consistent attendance is vital for your child's success. Here are a few ways we can work together to ensure your child is in school, on time, every day.

For Families:

- **Send your child to school** unless they are truly sick (fever, vomiting, diarrhea, etc.).
- **Communicate with us** about any challenges you're facing.
- **Keep track of your child's attendance** in the Parent Portal.
- **Set a regular routine** for bedtime and mornings.
- **Have a back-up plan** for getting to school in case of a last-minute issue.

Our Role:

- We will **track attendance daily** and notify you when your student is absent.
- We will **work with you to identify resources** and supports to help your student attend school regularly.

Arrival

Arrival Time: 7:00 AM

Please ensure your child arrives on time to start the day successfully.

Arrival Locations

- **Students will be admitted into the cafeteria starting at 7:00 a.m.**
- **Entry and Drop-Off:** All students will enter the school building through the rear gate on Kenmore Road. Upon entry, they will proceed directly to a designated area in the cafeteria to drop off their cell phones before getting breakfast.
- **Breakfast & Outside Time:** After getting breakfast, students may eat and then play outside until 7:25 AM.

- **Morning Lineup:** At 7:25 a.m., students will move to their designated areas to line up by grade level. They will wait in these lines for their teachers to arrive and begin the morning routine. Their teacher will pick them up at one of the following locations:
 - **Mondays & Fridays:** In the gymnasium for our all-school community morning meetings.
 - **Tuesdays, Wednesdays, & Thursdays:** In the courtyard. The cafeteria will serve as the alternate location in the event of inclement weather.
-

Late Arrival

Students arriving after 7:30 a.m. must use the main entrance and sign in at the Main Office to receive a tardy slip.

Lateness is recorded on the student's attendance and can disrupt learning—please arrive on time.

Important:

- Arrivals at 11:00 AM or later without a note = unexcused half-day absence
- Leaving at 1:39 PM or earlier without a note = unexcused half-day absence
- Two half-day absences = one full-day unexcused absence

Student Attendance & Lateness

- We monitor attendance closely for excessive lateness (more than **4 times monthly**) and excessive absences.
 - Eight or more **unexcused absences** can result in a referral for truancy court.
-

Dismissal

- **Regular Dismissal Time:** 2:09 PM
- **Early Dismissal Time:** 11:09 AM

Dismissal Locations

- **Grades K-2:** Students will be dismissed through the cafeteria.
- **Grades 3-8:** Students will be dismissed through the far-side exit of the gymnasium.

Specific Instructions

- **Bus Riders:** All students who ride the bus should go directly to the **gymnasium** to wait for their bus.
- **Walkers:** Students who walk home should line up along the far wall of the **gymnasium** and wait for permission to exit.
- **Walkers with Siblings:** Students who are walking home with younger siblings in grades K-2 should walk around to the **Kenmore Road side** of the building to pick them up.

Pick-up Expectations

- Students must be picked up by an adult.
- If someone not listed is picking up your child, written permission is required. Students will not be released without it.

Note: The **playground is unsupervised after school**. The School District is **not responsible** for students remaining on school grounds after dismissal.

Early Release

Students are not permitted to leave early unless there is an emergency.

- If an early release is anticipated, send a note to the classroom teacher, who will notify the office.
- If an emergency arises during the school day, request early release at the Main Office.

In all cases:

- A parent/guardian must sign out the student at the Main Office.
- Students will be dismissed from the office, not the classroom.
- Students may not leave the building alone during the school day.

Please note:

- Early dismissal requests after 1:30 PM will not be honored.
 - On half-days, students are released at 11:09 AM.
-

SCHOOL OPERATIONS

Visitor Procedures & Building Access

To ensure the safety of all students and staff, all visitors must follow a strict check-in procedure.

- **Entry:** All visitors must show ID and check in at the Main Office to receive a visitor's pass.
- **Movement:** For safety, do not visit other parts of the building without permission.
- **Pickup:** If your child needs to leave early, please report to the Main Office, and a staff member will call for your child.
- **Note:** Families are not permitted to walk students to class, except for Pre-K.
- **Former Students:** Former students are not allowed to visit teachers during school hours unless approved by an administrator. Former students under the age of 21 must be accompanied by an adult at all times.

Trespassing Policy

For the safety of our school community, all visitors must obtain permission to be in the building. Individuals found on school property without authorization may face arrest.

Inclement Weather and Emergency Procedures

In the event of a school closing, delayed opening, or early dismissal, announcements will be shared through:

- **KYW 1060 AM** and www.kyw1060.com
- **School District website:** www.philasd.org
- **ClassDojo** and **School Messenger**

We recommend all families stay connected through ClassDojo and check updates regularly, especially in winter.

Please do not call the main office during weather emergencies, as phone lines must remain open for staff communication.

→ [View the School District's Inclement Weather Policy](#)

Flexible Instructional Days (FIDs)

In the event of an emergency school closure, such as severe weather, a **Flexible Instructional Day (FID)** will be used. This allows learning to continue virtually, so the day does not need to be made up later in the school year.

FID Schedule & Expectations

- **Virtual Learning:** Students are expected to log on and participate in their classes as if it were a normal school day, following a modified bell schedule that will be provided.
- **Attendance:** Attendance will be taken. Students must attend all classes to be marked present for the day.
- **Teacher Support:** Teachers will be available online to provide instruction, answer questions, and support students.

- **Virtual Main Office:** The main office will be available virtually at **7:30 a.m.** and **11:00 a.m.** to assist families.

Student Responsibilities

- **Log In:** Log in to **Zoom** for each class.
- **Participate:** Be ready to participate in all class activities and discussions.
- **Assignments:** Complete all assignments given by teachers and submit them by the due date.
- **Communication:** Use Google Classroom to communicate with your teachers if you have questions or need help.

Families will be notified of an FID through **ClassDojo** and other school communication channels.

TRANSPORTATION

School Bus Cancellations or Delays

Check daily updates on school bus runs that are canceled or delayed by 30 minutes or more.

→ [View Bus Updates](#)

Parent Flat Rate Program

The School District of Philadelphia offers monthly payments to eligible families who choose to drive their child to and from school instead of using District transportation.

→ [Learn more and enroll](#)

SEPTA Student Fare Card

The SEPTA Student Fare Card is a reusable chipped card used by students to board a SEPTA trolley, Regional Rail, bus or subway. **Lost, stolen, or damaged card?** Reach out to your school to request a replacement.

→ [Learn more](#)

→ [SEPTA – Trip Planner](#)

STUDENT LIFE

Daily Student Life

- **Cell Phone Policy:** Upon arrival, all students must proceed to a designated area in the cafeteria to drop off their cell phones.
- **Food Deliveries:** Students are not permitted to order food from outside entities such as UberEats, Grubhub, or Doordash. Any deliveries will be confiscated and returned to a parent or guardian at the end of the day.
- **Lateness to Class:** If a student arrives late to an individual class (after their initial entry to school), they will be admitted to class and marked late in the teacher's record book. They will not be sent to the main office for a pass.
- **Universal Respect Signal:** Our universal signal for respect is the **peace sign** held up in the air. When this signal is given, all students and staff should become silent and be attentive to the speaker.

School Meals

View current menus, filter for allergies, see nutrition information, and more.

→ <https://philasd.nutrislice.com/menu>




Media Release Form

We love to celebrate our students' achievements and showcase school events. The Media Release Form gives us permission to use your student's photograph, video, or work in school publications, on our website, on social media, and in the local news.

- **Action Required:** This form must be returned to the school and kept on file for us to be able to feature your student in any media.
- **Access the Form:** You can find the Media Release Form by clicking this link: [Media Release Form](#).
- **Multiple Languages:** The form is also available in multiple languages.

Supplies

Below you will find the supplies list for the upcoming year. All students are expected to obtain the appropriate supplies to be kept in the classroom for use during the school day.

Grades K-2 	Grades 3-5 	Grades 6-8 
<ul style="list-style-type: none"> ● 1 box of pencils ● 1 pack of crayons ● 1 pair of scissors (kid-friendly, blunt-tip) ● 1 pack of glue sticks ● 1 dry erase set (marker and small eraser) ● 1 pencil sharpener (handheld) ● 1 primary composition notebook ● Math Cubes (a set of 20) 	<ul style="list-style-type: none"> ● 1 box of pencils ● 1 pack of crayons ● 1 pair of scissors ● 1 dry erase set (marker and small eraser) ● 1 glue stick ● 1 pencil sharpener (handheld) ● 1 Primary composition notebook 	<ul style="list-style-type: none"> ● 1 box of pencils ● 1 pack of colored pencils ● 1 glue stick ● 1 pencil sharpener (handheld) ● 1 composition notebook ● 2 folders ● 1 pack of lined paper

Field Trips

Field trips are scheduled throughout the school year to enrich students' learning experiences. When a trip is planned, a permission slip with full details will be sent home. All signed slips and any required payment must be submitted by the deadline provided. Verbal permission is not accepted, except in emergencies.

- Trips are for students only; siblings are not allowed to join.
- Parents/guardians are encouraged to chaperone and must follow the School District of Philadelphia's Volunteer Policy. Chaperones must return to the school with the class.

Recess

Recess is held outdoors daily, weather permitting, and supervised by our Culture Team. Students should come dressed for the weather.

Recess will take place outside if the temperature is above **32°F** with **no precipitation**. On bad weather days, recess may be held indoors in the cafeteria or classrooms.

Out-of-School Time (OST)

Out-of-School Time (OST) is the time that a child or youth spends in after-school or summer programming. In Philadelphia, OST programs are provided for young people in grades PreK through 12.

- **In-person programming**, Monday–Friday, 2:09–6:00 PM
- **Year-round support**, including summer programming
- **Programs are available throughout the city** with a variety of activities to choose from, including:
 - Creative and Performing Arts
 - Athletics and Health
 - Science, Technology, Engineering and Math (STEM)

→ [Learn more about OST and find a program near you](#)

Extended Day, Extended Year (EDEY) Program

Our school is proud to offer the Mayor's

Extended Day, Extended Year (EDEY) initiative, which provides free, high-quality programming for students. The program is an extension of our school and is a partnership with To Our Children's Future with Health. The EDEY program is jointly funded by the City of Philadelphia and the School District of Philadelphia.

What the Program Includes

The EDEY initiative provides a variety of free programs throughout the school year and summer:

- **Before & After School Care:** These programs feature activities to help students succeed.
- **Enhanced Enrichment Programs:** These programs offer enhanced activities.
- **Camps:** Camps are offered during Winter and Spring Breaks, as well as a 6-week summer camp.

Important Dates

Students must register for each program separately.

- **Before & After School Care:** Begins **September 2, 2025**.
- **Enhanced Enrichment Programs:** Begin **October 6, 2025**.
- **Winter Break Camp:** Scheduled for **December 26, 29, 30, 31, 2025**.
- **Spring Break Camp:** Scheduled for **March 30 - April 2, 2026**.
- **Summer Camp:** A 6-week camp begins the **last week of June 2026**.

How to Stay Informed

You can get up-to-date information, including registration details, by following the Mayor's Office of Education on social media.

- **Website:** phila.gov/EDEY
- **Social Media:** @EducationPHL on Facebook and Instagram

Summer Programs

→ Visit the [District Summer Programs site](#) for additional opportunities for your student over the summer.

STUDENT BELONGINGS & TECHNOLOGY

Cell Phone & Personal Electronics

We understand that students may need cell phones for safety. However, phones and personal electronic devices can cause major distractions during the school day. Students must turn their cell phones in upon arrival daily.

Chromebooks

All students will receive a Chromebook device & charger for their educational use throughout the year. It is expected that all students will bring their device to school each day, fully charged, and maintain safe care of it.

- The cost to replace a damaged or lost Chromebook is **\$312**.
- All families must sign a **Student Chromebook Sign-Out Agreement** acknowledging their responsibilities for the device.

If there should occur a problem with the device, please contact your child's teacher. We will ensure that the device is repaired.

→ [Chromebook resources](#)

Lost and Found

The Lost and Found is located in the cafeteria. Lost/unclaimed items are placed there on a daily basis and students may retrieve misplaced items. Unclaimed items are donated monthly. Parents/guardians are asked to clearly mark children's clothing and personal property. The school accepts no responsibility for lost articles and money.

Student ID

Each student is issued a photo identification card. Students must wear this card or have it visible at all times. School IDs are required to scan in during morning arrival and for PBIS rewards.

Textbooks

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books may have to be paid for.

EQUITY & STUDENT RIGHTS

LGBTQIA+ Policies & Resources

Policy 252 – Transgender & Gender Non-Conforming Students

We are committed to creating a safe, inclusive, and supportive environment for all students. In alignment with the School District of Philadelphia's Policy 252, we affirm the rights of transgender and gender non-conforming students and will follow these key practices:

Names & Pronouns

Students will be addressed by the name and pronouns that align with their gender identity. No legal or medical documentation is required. Intentional or repeated misuse of a student's name or pronouns is a violation of this policy.

Privacy & Confidentiality

A student's transgender identity will not be shared without their permission, even with parents or staff. Students have the right to decide when, how, and with whom they share this information.

School Activities & Spaces

- Students will be included in all school activities, groups, and spaces that match their gender identity.
- We aim to minimize separating students by gender whenever possible.
- Gender-neutral language (like "they" instead of "he/she") will be used in written communication when appropriate.

Restroom Access

Students may use the restroom that aligns with their gender identity. A private, single-stall restroom will be available to any student seeking more privacy, but use of that space is optional, not required.

PE & Intramural Sports

Transgender and gender non-conforming students may participate in physical education classes and intramural sports in a way that aligns with their gender identity.

→ [Learn more and access LGBTQIA+ Resources](#)

Students Experiencing Homelessness

Every child deserves access to a quality education, no matter their housing situation. We support students and families experiencing homelessness by removing barriers to enrollment, attendance, and success in school, as outlined in the McKinney-Vento Act. → [Learn more about your rights and available support](#)

HEALTH & SAFETY

School Nurse

Our school nurse provides immediate care for illnesses and injuries, conducts required screenings, and supports students' overall wellness. The nurse also maintains medical records for every student.

Parents/guardians must notify the nurse about any special health conditions and are encouraged to reach out with questions or to schedule a confidential appointment.

→ Contact the main office to connect with the nurse.

Student Illness

If a student feels ill during the day, they should go directly to the nurse, not call home on their own. Parents/guardians will be contacted if the student needs to go home.

Staying Home When Sick

Anyone who is sick—students, staff, or visitors—should stay home..

Student Medication

The school will only administer medication with written permission from both the parent/guardian and a physician. A completed [Medication Administration Form](#) is required and must be updated if the prescription changes.

Key rules:

- Medications must be in the original container, labeled with the student's name and prescription details
- All medications must be turned in to the nurse's office
- Students may not keep medication in desks, lockers, or backpacks
- Unused medication must be picked up by the end of the school year or it will be disposed of

A new authorization form is required each school year.

Immunization Requirements & Health Services

Pennsylvania law requires all students to be fully immunized or officially exempt before attending school. This is mandated by the PA Department of Health, Philadelphia County Board of Health, and the School District of Philadelphia.

→ [Learn about immunizations, physicals, and wellness programs](#)

Mental Health Resources

Find free support, counseling, and tools to care for your mental well-being. → [View Resources](#)

Substance-Free Environment

To maintain a healthy and secure environment, all staff and students must adhere to the following rules:

- **Smoking** is prohibited in or around the school building, including within **50 feet** of the premises.

- Staff and students are prohibited from being on school property or at school-sponsored events while under the influence of, or smelling of, alcohol or illegal substances.

Vaping/Smoking Resources

Family guides, free tools, and support to help quit vaping or smoking. → [View Resources](#)

Birthday Celebration Policy

Birthday celebrations will not be held during the school day to protect students with allergies and dietary restrictions, prevent disruptions to the academic schedule, and reduce school liability.

- Families who wish to celebrate a student's birthday are encouraged to host off-site events.
- Invitations for off-site parties may be distributed, but only outside of classroom time.

Report a Safety Concern

This form is designed for students and parents to report concerns about other students and potential safety issues within or outside the school building. We take all reports seriously and strive to create a safe and inclusive environment for all.

→: <https://forms.gle/M6FH6SMvtBBvfBoc9>

SCHOOL CULTURE & DISCIPLINE

Lewis C. Cassidy Academics Plus School follows District discipline policies to support positive behavior and maintain a safe, respectful learning environment. Most issues are handled in the classroom through clear routines and communication between teachers, students, and families.

School Expectations

Our school is guided by the **ROAR** principles. These values define our shared expectations for professionalism and respect in every part of our day. (see [Cassidy School Norms Matrix](#)). The [matrix](#) below shows what it looks like to **ROAR** in different school locations.

Key Expectations Across All Locations

- **Follow adult directions** the first time given.
- Use **kind language**.
- Use **appropriate voice levels**.
- Have **positive interactions** with everyone.
- **Universal Respect Signal:** When you see a peace sign held up in the air, please stop what you are doing, become silent, and give your full attention to the speaker.



	R - RESPECTFUL	O - ON TASK	A - ACCOUNTABLE	R - RESPONSIBLE
Classroom	Listen actively to teachers and peers. Use kind and constructive language. Respect diverse opinions and ideas.	Arrive on time and be prepared for class. Actively engage in discussions and activities. Minimize distractions to self and others.	Complete assignments thoroughly and on time. Take ownership of your learning and data. Ask for help when needed.	Bring necessary materials daily. Maintain a clean and organized workspace. Contribute to a positive learning environment.
Hallway	Be courteous to others. Avoid blocking pathways.	Move quickly and efficiently to your destination. Walk quietly and stay in line. Go directly to your next location.	Carry a hall pass when appropriate. Be mindful of others' learning by keeping noise down.	Keep the hallways clean and free of litter. Report any safety concerns.
Cafeteria	Use kind language with staff and peers. Be mindful of others' personal space.	Follow cafeteria procedures and wait patiently in line. Eat in designated areas only.	Clean up your eating area thoroughly. Dispose of trash properly.	Bring your own food and supplies if needed. Maintain a positive and calm atmosphere.
Schoolyard	Play fairly and include everyone.	Stay within designated play	Be a good sport, whether winning	Dress appropriately for the

	Use positive encouragement.	areas. Follow all safety rules for equipment. Share and return equipment appropriately.	or losing. Report any conflicts or issues to an adult.	weather. Help keep the schoolyard clean. Use equipment safely and as intended.
Auditorium	Applaud appropriately and respectfully. Show respect for performers and speakers.	Arrive on time and follow seating assignments. Be an active and attentive listener. Participate when prompted. Minimize distractions.	Follow all performance or assembly guidelines. Remain in your seat/area until dismissed.	Keep the auditorium clean. Take care of school property.
Restroom	Be considerate of others' privacy. Maintain a respectful and calm environment.	Use the restroom efficiently. Follow all restroom procedures. Go directly to and from the restroom.	Keep the area clean and tidy. Report any issues to an adult.	Wash your hands thoroughly. Conserve water and resources. Dispose of trash properly.
Gym	Be a team player and encourage others. Use positive language.	Arrive on time and follow safety guidelines. Use equipment appropriately and safely. Follow all instructions from the instructor.	Wear appropriate clothing and footwear. Participate actively in activities. Take responsibility for your actions during games.	Help set up and put away equipment. Stay hydrated. Report any injuries to an adult.
School Bus	Be respectful of the bus driver and fellow passengers. Use kind language.	Be on time for the bus. Follow the bus driver's instructions immediately. Stay seated and facing forward.	Keep hands, feet, and objects to yourself. Report any concerns or misbehavior to the driver.	Keep the bus clean. Bring necessary belongings but keep aisles clear. Maintain a positive bus environment for everyone.
Innovation Lab	Respect others' work and privacy. Be mindful of all noise from talking, computer, typing, or mouse clicks.	Stay on assigned programs and websites. Begin work promptly and efficiently. Complete tasks during allocated computer time.	Log in and out correctly. Save your work regularly and to the correct location. Report any technical issues or damage immediately to an adult.	Handle equipment with care (keyboards, mice, headphones). Keep your workspace clean and organized. Use only your assigned computer and login.

- **Classroom Assignments:** All students are expected to be in their assigned class. If there is a pertinent reason for a student to be in another classroom, they must have prior approval from both teachers.
- **Hall Passes:** No student is permitted in the hallways without a signed, official hall pass. Students who fail to comply may be presumed to be cutting class.
- **Consequence for Pulling a Fire Alarm:** Pulling a fire alarm or dialing 911 without a real emergency is a very serious offense that will result in a student being suspended, referred to a diversion program, and required to enroll in a fire safety course.
- **Other Offenses:** Other behaviors that endanger the safety of students and staff, such as **fighting**, **bullying**, making **threats**, or possessing **weapons** or other prohibited items, are also considered serious offenses that can lead to a suspension. For a complete list of behaviors and their consequences, please refer to the School District of Philadelphia's official Code of Conduct.

Code of Conduct

Students are expected to follow school rules at all times—both during school hours and at school-sponsored events. Violations may result in disciplinary action as outlined in the District Student Code of Conduct.

→ [View the District Student Code of Conduct & Discipline Process](#)

Please sign and return the [Student Code of Conduct Contract](#).

Disciplinary Actions

Students who engage in unacceptable behavior that disrupts learning or threatens the safety of others may face disciplinary action, including detention, parental conferences, and/or **out-of-school suspension**.

- Students who are suspended are **not permitted on school grounds** unless they are accompanied by a parent or legal guardian.
- For a suspended student to return to school, a parent or guardian must meet with the appropriate administrator.

Bullying, Harassment and Discrimination

The School District of Philadelphia strives to provide a safe and positive educational environment for all school community members. As such, the District does not tolerate bullying, harassment or discrimination of students, in any form.

Students who believe they have been subjected to any form of bullying, harassment, or discrimination are encouraged to report the conduct or have their parent/guardian report it on their behalf.

→ [Report bullying, harassment, or discrimination](#)

Dress Code/Uniform Policy

All students are expected to wear school uniforms as part of our commitment to creating a safe and focused learning environment. Appropriate clothing, including shirts, pants, shorts, dresses, skirts, and proper footwear, must be worn at all times.

K-4 Uniforms

- **Shirt:** Navy polo with a school logo, or a navy tee with a school logo.
- **Pants/Bottoms:** Navy pants, jumpers, skirts, sweatpants with a school logo, or track pants with a school logo.
- **Outerwear:** Navy sweatshirt with a school logo, navy hoodie with a school logo, track jacket with a school logo, or a navy dri-fit quarter-zip with a school logo.

5-8 Uniforms

- **Shirt:** Light blue polo with a school logo, or a light blue tee with a school logo.
- **Pants/Bottoms:** Navy pants, jumpers, skirts, sweatpants with a school logo, or track pants with a school logo.
- **Outerwear:** Navy sweatshirt with a school logo, navy hoodie with a school logo, track jacket with a school logo, or a navy dri-fit quarter-zip with a school logo.

Uniform Notice

The entire 2025-2026 school year will be a transition from our old uniforms to our new uniforms. As a result, there is no need to return purchased uniforms or to stop using the uniforms from last year. Parents/Caretakers have an entire school year to convert their child's uniforms effectively.

Where to Purchase Uniforms

You can purchase school uniforms at: [Cramers Uniforms](#) 5226 Market Street Philadelphia, PA 19139

Assistance

If you have barriers to obtaining a uniform, please contact **the main office** for assistance.

Student Well-Being Survey

Student Well-Being Surveys will be conducted quarterly with students. Survey results are used to track progress in maintaining a positive learning environment for the entire student population. Survey results will aid the school's responsiveness to student social, emotional, or academic needs. → [Learn more about the survey.](#)

ACADEMICS

Curriculum

At Lewis C. Cassidy Academics Plus School, we provide a supportive learning environment where students grow academically and socially. Our curriculum builds a strong foundation in reading, math, science, and social studies, while also offering enriching subjects like music, art, physical education, STEAM, socio-emotional learning, and business technology.

→ [Learn about the District's curriculum and find resources to support your child's learning.](#)

→ This hub is your dedicated resource, customized by The School District of Philadelphia, to help you actively engage in your student's learning, especially in English Language Arts. <https://sdphiladelphia.ilclassroom.com/wikis/17822761>

Homework

Homework is designed to build independence, responsibility, and academic achievement. Assignments vary by grade, teacher, and student needs.

Learning and Growth Programs

We use several online programs to enhance your child's learning and personal development:

- **Xello:** A comprehensive online program to help students discover their interests and skills to create a personalized academic and career plan.
- **Beable:** A literacy and career-readiness platform that uses AI to provide personalized content and build critical reading, writing, and vocabulary skills.
- **7 Mindsets:** A social-emotional learning (SEL) program that teaches students foundational skills for happiness and success, fostering a positive school climate and resilience.
- **I-Ready:** An online diagnostic tool that helps teachers pinpoint your child's specific needs in reading and math to close learning gaps and accelerate growth.

Artificial Intelligence (AI) Guidelines

To support learning and development, the school district has approved the use of specific AI tools:

- **Google Gemini:** An AI chatbot that can support students with research, brainstorming, planning, and enhancing writing. Approved for students in grades 9-12.
- **Adobe Express with Firefly:** An AI tool for creating content like videos, artwork, and animations. Approved for all students in grades K-12.

Multilingual Curriculum & Programs/Language Access Support Services/ESOL services

The School District of Philadelphia provides a variety of programs and services in many languages to support our multilingual families. Students whose first language is not English may qualify for ESOL services.

→ **Need Help?** [Contact your school's Bilingual Counseling Assistant](#)

Special Education

Lewis C. Cassidy Academics Plus School is committed to providing specialized services to children in the least restrictive environment, as required by the law. Students receive accommodations and modifications as outlined in their Individualized Educational Program (IEP).]

The District provides an extensive range of educational services and supports for students with diverse needs within our schools. → [Learn more about Special Education Programs and Evaluations](#)

STUDENT PROGRESS

Grading Policy

Your child's grades are based on a combination of different assignments to provide a comprehensive picture of their progress. The components and their weights are as follows:

- **Tests/Assessments:** 40%
- **Performance-Based Learning:** 30%

- **Classwork:** 20%
- **Homework:** 10%

Our numerical equivalency chart reflects the numerical mark assigned to each letter grade:

Alpha	Num.	GPA	Alpha	Num.	GPA	Alpha	Num.	GPA
A+	100-97	4.0	A	96-93	4.0	A-	92-90	3.7
B+	89-87	3.3	B	86-83	3.0	B-	82-80	2.7
C+	79-77	2.3	C	76-73	2.0	C-	72-70	1.7
D+	69-67	1.3	D	66-63	1.0	D-	62-60	0.7
			F	59-50	0.0			

Assessments

Assessments are an important part of our school's academic program, helping us understand each student's progress and identify areas for support. Here are the key assessments that may be administered to your child:

- **PSSA**
 - *Grades 3-8* take tests in English Language Arts and Math.
 - *Grades 5 and 8* also take a test in Science.
- **PASA**
 - *Grades 3-8* take tests in English Language Arts and Math.
 - *Grades 5, 8, and 11* also take a test in Science.
- **Star - Grades K-12:** Measure math and reading skills.
- **Keystone Grades 9-12:** Measures Algebra I, Literature, and Biology
- **iReady -Grades K-12:** Measures a student's skills in math and reading.
- **Beable -Grades K-12:** Measures career readiness through Lexile scores.

→ [Get info on assessments and important testing dates](#)

Report Cards

Report cards are issued four times a year—one for each quarter—and include academic performance, behavior, and progress notes.

TERM 1	TERM 2	TERM 3	TERM 4
Dates: 8/25/25 – 11/10/25 Full Instructional Days: 49 Early Dismissal Instructional Days: 1 Interim Reports Due: 9/30/25 Report Card Conf: 11/24/25 – 11/25/25	Dates: 11/11/25 – 1/21/26 Full Instructional Days: 35 Early Dismissal Instructional Days: 5 Interim Reports Due: 12/11/25 Report Card Conf: 1/29/26 – 1/30/26	Dates: 1/22/26 – 3/24/26 Full Instructional Days: 37 Early Dismissal Instructional Days: 4 Interim Reports Due: 2/19/26 Report Card Conf: 4/9/26 – 4/10/26	Dates: 3/25/26 – 6/12/26 Full Instructional Days: 44 Early Dismissal Instructional Days: 6 Interim Reports Due: 5/5/26

Parent/Teacher Conferences

Parent-teacher conferences are scheduled after the first, second, and third quarters. We strongly encourage all families to attend these conferences, which take place from **12:00 PM to 2:09 PM**. If you need to reschedule, please contact your child's teacher directly.

→ [View the academic calendar for report card and conference dates](#)

FAMILY AND COMMUNITY ENGAGEMENT

At Lewis C. Cassidy Academics Plus School, we believe strong family and community partnerships are key to student success. When schools and families work together, students do better academically, socially, and emotionally.

There are many ways families and community members can support student learning throughout the year:

Parent & Family University

Parent & Family University provides free resources, courses, and support to help parents and families engage with their children, schools, and community. → [Learn more about Parent & Family University](#)

School Advisory Councils (SACs)

SACs are peer-elected groups comprising family members, school staff, students (grades 7–12), and community members who collaborate to support academic success and enhance school partnerships. → [Learn more about School Advisory Councils](#)

Volunteer

We love and appreciate parent involvement! Volunteering is a great way to support our school community and make a positive impact on students' daily experiences.

Volunteers can support the school in many ways, including:

- Breakfast or lunch monitor
- Recess or schoolyard support
- Classroom assistant
- Special projects or school events
- Extracurricular program support
- General school maintenance
- Field trip chaperone

Parents/guardians interested in volunteering in the classroom should first speak with the teacher to schedule a convenient time and clarify the role. If you're unable to keep a scheduled visit, please notify the school by the start of the school day.

Expectations and requirements

All volunteers serve as role models for our students. **Appropriate dress and respectful behavior** are expected at all times.

To ensure a safe and supportive environment, volunteers must follow the **School District of Philadelphia's Volunteer Policy**:

- Attend a volunteer orientation
- Obtain and submit required clearances before volunteering
- Sign in at the **Main Office** and wear a **Visitor's Pass**
- Always work under the supervision of a teacher—volunteers may not be alone with students

→ [Find out how to become a volunteer](#)