

General George McCall School Elementary & Middle school Student and Family Handbook

Principal
Antoinette Powell

School District of Philadelphia

Learning Network 4

Superintendent of Schools **Dr. Tony B. Watlington, Sr.**

Assistant Superintendent **Dr. Jamina Clay**

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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

Principal's Welcome

On behalf of the McCall School Family's faculty and staff, we are excited to welcome you and your child into our vibrant, diverse community. Guided by our theme—One School, Many Cultures, One Future—we embrace the rich backgrounds, traditions, and perspectives that make our school stronger together.

This year, we look forward to partnering with you to create a caring, challenging, and safe learning environment where every student is valued, supported, and inspired. At McCall, our dedicated team is committed to nurturing your child's academic, emotional, physical, and social growth, while celebrating the unique contributions they bring to our shared future.

We invite all families to be active partners in this journey, working side by side with us to ensure every child's success. Together, we will make this school year one of connection, growth, and achievement for every learner.

In partnership,

Principal Powell

School Pride

Vision

At McCall School, our vision is to cultivate a thriving and inclusive multicultural community where every student becomes a future-ready, lifelong learner. We empower them to lead with integrity, serve with empathy, and achieve their fullest potential within their diverse communities and an ever-evolving world.

Mission

The McCall School Family is dedicated to nurturing and empowering a diverse community of students. Our mission is to foster their holistic growth—academically, emotionally, physically, and socially—as future-ready, lifelong learners. We are committed to cultivating leaders who exemplify collaborative partnership, respect, and service within their communities. To achieve this, we provide a caring, challenging, and secure educational setting founded on academic excellence, ethical values, and unwavering integrity, ensuring every child is equipped to thrive.

Belonging & Inclusivity: We believe every child and family, regardless of background, should feel truly welcome and valued. We actively foster an environment where diverse perspectives are celebrated, and everyone has a place to connect, learn, and thrive. Our school is a safe and supportive space where differences are recognized as strengths.

Collaborative Partnership: We believe that a child's success is a shared journey. We are committed to open communication, mutual respect, and active engagement between students, families, faculty, and staff. Together, we create the best possible environment for academic, emotional, physical, and social growth.

Excellence & Growth: We are dedicated to providing a challenging educational setting that inspires curiosity and promotes continuous learning for all. Our committed team nurtures each child's potential, encouraging them to achieve their personal best and develop the skills needed for a successful future. We embrace a growth mindset, viewing every challenge as an opportunity to learn and improve.

Colors & Mascot

School Colors: Blue and gold

School Mascot: Bear

Contact Information

Main Office: 215-400-7840 Address: 325 S. 7th St. 19106



https://mccall.philasd.org/



- Instagram@mccall elementary
- Facebook: coming soon

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

Stay Connected

- → <u>District Academic Calendar</u>
- → Parent Portal

View grades, test scores, attendance, immunization records, <u>report cards</u> and more.

→ Google Classroom

To view your student's classwork and homework

→ McCall Class Dojo

Stay updated about school events, announcements, and important information.

Staff Directory

Add your staff directory to the table

Grade/Role	Name	Email Address
Principal	Ms. Antoinette Powell	ampowell@philasd.org
Climate Manager	Dr. Brian Weston	bweston@philasd.org
Nurse	Ms. Roberta Benjamin	rbenjamin@philasd.org
SBTL - Math	Ms. Jenna Rickards	jrickards@philasd.org
SBTL - English	Ms. Allison Boyd	aboyd4@philasd.org
Counselor	Ms. Jennifer Poulos	jbeebepoulos@philasd.org
Secretary	Ms. Shahyrra Myers	smyers3@philasd.org
School Improv Support Liaison	Mr. Garrett Wallace	wwallace@philasd.org
Bilingual Counseling Assistant	Mr. Qi Tang	qtang@philasd.org
Bilingual Counseling Assistant	Ms. Marie Chan	mkchan@philasd.org

Grade/Role	Name	Email Address
Teacher: Kindergarten	Ms. Rachel Morgan	rgmorgan@philasd.org
Teacher: Kindergarten	Mr. Henry Battestelli	habattestelli@philasd.org
Teacher: Kindergarten	Ms. Zoe Green	zgreen@philasd.org
Teacher: 1st Grade	Ms. Lindsay Diletto	Idiletto@philasd.org
Teacher: 1st Grade	Mr. Michael Andrews	mandrews2@philasd.org
Teacher: 1st Grade	Ms. Jillian Pietroforte	jpietroforte@philasd.org
Teacher: 2nd Grade	Ms. Morgan Craig-Williams	mcraigwilliams@philasd.org
Teacher: 2nd Grade	Ms. Kealy Dangerfield	kjdangerfield@philasd.org
Teacher: 2nd Grade	Ms. Grace Kochanowicz	gkochanowicz@philasd.org
Teacher: 3rd Grade	Ms. Lisa Deguzman	lreighn@philasd.org
Teacher: 3rd Grade	Ms. Carmen Anderson	caanderson@philasd.org
Teacher: 3rd Grade	Ms. Rachel Lepera	rlepera@philasd.org
Teacher: 4th Grade	Ms. Taylor-Lynn Capaldo	tcapaldo@philasd.org
Teacher: 4th Grade	Ms. Kaitlin Berlin	kberlin@philasd.org
Teacher: 4th Grade	Ms. Heather Paley	hpaley@philasd.org
Teacher: 5th Grade	Ms. Kristin Grubb	kgrubb@philasd.org
Teacher: 5th Grade	Ms. Audrey Russell	arussell@philasd.org
Teacher: 5th Grade	Ms. Mabel Sei	msei@philasd.org
Teacher: 6th/7th Grade-ELA	Dr. Emily Goedde	egoedde@philasd.org
Teacher: 6th/7th Grade- Math	Ms. Ruda Leggett	rjcarter@philasd.org
Teacher: 6-8th Grade-Social Studies	Mr. Ricky Tran	rtran@philasd.org
Teacher: 6-8th Grade- Science	Ms. Mary Hardick	mhardick@philasd.org
Teacher: 7-8th Grade-Math/Algebra	Mr. Drew Orlowski	deorlowski@philasd.org
Teacher: 7-8th Grade- ELA	Ms. Bethany Harper	bharper2@philasd.org
Teacher: Art	Mx. Erica Mandell	emandell@philasd.org
Teacher: Digital Literacy	Ms. Zara Pinto	zpinto@philasd.org
Teacher: Physical Education/Health	Mr. Ari Duenas	aduenas@philasd.org
Teacher: Science Enrichment	Mr. Larry Petuskey	lpetuskey@philasd.org
Teacher: Music	Ms. Julia Lee	jmaxham@philasd.org
Teacher: K-2 ESOL	Ms. Kristyn Aria	karia@philasd.org
Teacher: 3-5 ESOL	Mr. David Brown	davbrown@philasd.org
Teacher: 6-8 ESOL	Ms. Iwa Cliggett	icliggett@philasd.org
Teacher: K-2 SPECM/Learning Sup	Ms. Rachel Tannen	rtannen@philasd.org
Teacher: 3-5 Learning Support	Ms. Sydney Gaffin	sgaffin@philasd.org
Teacher: 6-8 Learning Support	Ms. Keriann DeLine	kdeline@philasd.org
School Psychologist	Ms. Alexandra Vartanian	avartanian@philasd.org
Occupational Therapist	Ms. Alyssa Brief	acelentano@philasd.org
Speech Therapist	Ms. Julie Eisenberg	jdavis5@philasd.org

Grade/Role	Name	Email Address
LIMA	Ms. Kathy Phllips	kaphillips@philasd.org
Cafeteria Manger		
FACE Liaison		

Calendar

School Event Calendar

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

→ McCall School Parent Calendar

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 <u>Parent/Guardian Location Form</u>.
- 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.

DAILY ATTENDANCE & SCHEDULE

Daily Schedule

School Day: 9:00AM - 3:39PM **Breakfast:** 8:30AM - 8:55

Lateness: Students admitted from 9:00 AM or later are considered late

Half Day: Any school district-initiated half day will begin at 9AM and end at 12:39 PM.

Lunch/Recess

All students have the opportunity to receive free breakfast and lunch daily at school. Parents can provide a packaged lunch if desired. McCall School provides three lunch periods which are below. Please work with your child to practice his/her lunch number (student ID number) so that he/she can move through the lunch line quickly.

LUNCH A Grades K, 1, 2	CAFETERIA	RECESS YARD
11:00-11:25am	(102, 103, 109)	(106, 107, 108) (01,05,105)
11:25-11:45am	(106, 107, 108) (01,05,105)	(102, 103, 109)
LUNCH B Grades 3, 4, 5	CAFETERIA	RECESS YARD

12:00-12:25pm	(211, 325, 326)	(210,212,217) (213,214,218)
12:25-12:45pm	(210,212,217) (213,214,218)	(211, 325, 326)
LUNCH C Grades 6, 7, 8	CAFETERIA	RECESS YARD
12:45-1:05pm	(319,320) (324,327)	(321, 323)
1:05-1:30pm	(321, 323)	(319,320) (324,327)

Early Dismissal:

- 12:25 pm- Bus Students dismiss
- 12:30 pm Kindergarten (6th Street Courtyard)
- 12:35 pm Grades 1, 2 (School yard by the main entrance)
- 12:37 pm- Grades 3, 4, 5 (7th Street Exit)
- 12:39 Grades 6, 7, 8 (7th Street Exit)

Attendance

Regular attendance ensures the continuity of the educational program. It is the expectation of the School District of Philadelphia that your child be in attendance 95% of the days that school is in session. Students cannot miss more than **9** days of school in order to achieve the 95% attendance target. If your child is absent from school, it is the responsibility of the parent/guardian to provide the teacher with a reason in writing within 3 days of your child's return from the absence. Excessive absences and lateness are disruptive to the educational progress of your child and will result in referral to Truancy Court. Absences in which a student misses more than three consecutive days require a doctor's note. Family trips/vacations during the school year will be documented as *unexcused* absences.

What to Do If Your Child Is Absent

- A written excuse must be submitted within 3 days of your child's return.
- Dojo Message or Email: Send a message through Dojo or email your child's teacher. You can also email Mr.
 Garrett.
- Submit and Absence Excuse Form using the McCall School Google Doc: <u>2025-2026 McCall Student Absentee Form</u> 麦考尔学校学生缺勤表
- Submit an Absence Excuse Form Use District Absence Excuse Forms or indicate the school's process
- Phone calls do not replace a written excuse.
- Students are responsible for making up all missed work and tests.

Excused absences include:

- Student Illness & Doctor Visits: If your child is out for three or more consecutive days due to illness, they will need to bring a note from a licensed healthcare provider when they return to school.
- School Tours/Visits
- Death in the Family
- Family Emergencies
- **Educational Trips:** These must be **approved prior to the trip** to be excused. You can get the necessary forms from the Main Office or email Principal Powell and Mr. Wallace, explaining the trip's educational benefits.
- Required Court Appearance
- Religious Holidays
- Recovery from Injury/Accident

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

Arrival

Arrival Time: 8:45 - 8:55AM

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

Arrival Locations

- Schoolyard: All students arriving on time should enter through the school yard between 8:45 and 9:00AM. The door
 from the playground will continue to be open until 9:15AM at which time students will need to enter from the 6th St.
 side of the building and ring the doorbell.
 - Children should arrive at school between 8:45 AM and 8:55 AM. The bell rings at 8:55 AM. Children are to observe the admittance procedures. ONCE CHILDREN ARE IN THE SCHOOL YARD/AUDITORIUM, THEY MAY NOT LEAVE FOR ANY REASON.
 - During inclement weather, children should arrive at school by 8:55 AM and no later than 9:00 AM. K-4 students arriving earlier than 8:55 AM should proceed to the gymnasium/lunchroom where they will remain until admittance. Grades 5-8 students report to the McCall auditorium. Parents will not be permitted to enter the building with their children for morning admittance on inclement weather days.
 - Ball playing, playing karate, play-fighting, and other rough games are dangerous and are NOT PERMITTED IN THE SCHOOL YARD OR IN ANY AREA OF THE SCHOOL.
 - Please stress appropriate behavior in the schoolyard with your child. Children are to ask for the help of an adult in charge of the school yard if they have any difficulty
 - Students may utilize the playground after school ONLY IF they are accompanied by an adult.** If they are
 not, they must leave the school grounds at dismissal as there is no staff to supervise them. The playground
 may not be used as a waiting area for your child to be picked up.

Late Arrival

Children are late after 9:00 AM and must obtain a late slip from the sign-in desk inside the main entrance or the main office if no one is at the sign-in desk.

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

Dismissal

Regular Dismissal Time: 3:39 PM

All students are expected to exit the building and school grounds immediately following dismissal. Students may use the playground after school only if accompanied by an adult; otherwise, they must leave school grounds at dismissal, as no staff will be available to supervise them. The playground may not be used as a waiting area for pickup. Students playing in the schoolyard after school will not be allowed back into the building for any reason, including getting water or using the restroom, so they should plan accordingly.

Dismissal Locations

- Bus students dismiss to the auditorium
- Kindergarten (6th Street Courtyard)
- Grades 1, 2 (School yard by the main entrance)
- Grades 3, 4, 5 (7th Street Exit)

Grades 6, 7, 8 (7th Street Exit)

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.
- After dismissal, students not accompanied by an adult will be taken to the Main Office where a parent/guardian will be contacted by phone for arrangements to be made.
- Parents/Guardians must come to the Main Office to pick up their student and sign the "Late Pick-up Book".
- Patterns of late pickups will result in a meeting with school administration to discuss arrangements and possible contact being made with outside agencies.

Late Pick-up

- To ensure the safety of all students, any child not met by an authorized adult at dismissal will be escorted to the Main Office. Parents or guardians will be called and are required to sign the "Late Pick-up Log" when collecting their child from the office.
- Consistent late pick-ups are a serious concern and will prompt a meeting with school administration to establish a
 plan. Please be aware that persistent issues may necessitate involving outside agencies to ensure your child's
 well-being.

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

Early Release

To protect instructional time, early dismissals are strongly discouraged as they disrupt learning. We understand, however, that certain circumstances may make them unavoidable.

Early Dismissal Procedures:

- All early dismissals must be handled through the main office.
- Only a parent or an authorized individual listed on the student's emergency contact form may pick up a student.
- Photo identification is required for all parents/authorized individuals.
- Teachers may not release a student directly as they must receive clearance from the main office.
- Early dismissal will end at 3:10 pm.

Attendance Impact:

- Late arrivals at 11:00 AM or later or early dismissals at 1:30 PM or earlier count as a half-day absence and must follow the early dismissal protocol to be excused.
- Early dismissals before 9:30 AM are considered a full-day absence and must follow the regular absence reporting process to be excused.

If you have any questions or need more information about attendance procedures, please contact **Mr. Wallace** using the details below.

SCHOOL OPERATIONS

Visitor Procedures & Building Access

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

mutually convenient time. In order to maintain a safe and orderly environment for our students, visitors must proceed directly to the Main Office to receive a visitor's pass; please wear the pass at all times in the school building. Parents/guardians must sign in at the main office prior to entering the classroom. Parents are never to go directly to a classroom without an arranged time or without a Visitor's Pass. For safety and security reasons, visitors are only permitted in the classroom when the teacher is present. Your assistance is greatly appreciated.

To ensure the safety of all students and staff:

- All visitors must show ID before entering.
- Upon arrival, check in at the Main Office to receive a visitor's pass.
- For safety, do not visit other parts of the building without permission.
- Families are not permitted to walk students to class, except for Pre-K.
- If your child needs to leave early, please report to the Main Office. Staff will bring your child to you.

These procedures help us maintain a secure and respectful environment for all.

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 <u>www.kyw1060.com</u>
- 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. During inclement weather, children should arrive at school by 8:55 AM and no later than 9:00 AM. K-4 students arriving earlier than 8:55 AM should proceed to the gymnasium/lunchroom where they will remain until admittance. Grades 5-8 students report to the McCall auditorium. Parents will not be permitted to enter the building with their children for morning admittance on inclement

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

TRANSPORTATION

Transportation requests are completed by Dr. Weston. All requests must be emailed to Dr. Weston (bweston@philasd.org) so that a TAR can be created and submitted to the School District's Transportation for Approval. This includes requests for school bus services, SEPTA Transpasses and the Flat Rate Program.

School Bus Cancellations or Delays

Please check daily updates for any school bus runs that are canceled or delayed by 30 minutes or more.

To support student safety, bus service is provided for those who would need to cross Market Street to reach the eastern section of McCall's catchment area. This designated hazardous transportation area extends from Vine Street to South Street and from Broad Street to Columbus Boulevard. Students outside this area are not eligible for bus service unless they qualify under other criteria, such as experiencing homelessness, being in foster care, or having transportation needs outlined in an IEP.

→ View Bus Updates

Parent Flat Rate Program

The School District of Philadelphia will continue the program to provide a monthly payment to eligible parents who choose to opt out of District bus, van or cab assignments and instead drive their child to and from school. All registered families will receive \$300 per month (\$3,000 for the school year) for transporting their child to and from school. We also offer the option for families to receive \$150 per month (\$1,500 for the school year) to transport their child to school in the morning but still utilize bus, van or cab services in the afternoon. For eligibility, a TAR must be submitted by Dr. Weston, once the request is approved or denied, all questions, comments or concerns should be directed to: parenttrans@philasd.org.

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 Dr. Weston to request a replacement.

Students in 7th and 8th who attend McCall 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 Ms. Paley 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.

- → Learn more
- → <u>SEPTA Trip Planner</u>

STUDENT LIFE

School Meals

According to the School District of Philadelphia's official policy, all students enrolled in district-operated schools are provided with breakfast and lunch at **no cost** each school day. The District participates in the Community Eligibility Provision (CEP) from the USDA, which allows all students to receive meals—there's **no paperwork or application required** and no income verification needed. This universal meal access is designed to reduce stigma and ensure equitable access for all students, regardless of family income or background.

Key Elements of the Policy

- **No-Cost Meals:** All students receive breakfast and lunch for free. Many schools also offer a free after-school meal (dinner or snack).
- No Applications Needed: Families do not need to apply for free or reduced meals; all students are automatically eligible.
 - **Nutrition Standards:** Meals must meet federal and state nutrition guidelines, including requirements for whole grains, fruits, vegetables, and limits on sodium and sugar.
- **Meal Accommodations:** Students with special dietary needs are provided suitable meal options in accordance with legal requirements.
- Food Safety: The policy requires foodservice operations to meet local, state, and federal standards for safe preparation and serving.
- No Withholding Meals: Food cannot be withheld as a punishment, and all students are encouraged to participate.
- Non-Discrimination: Meals and meal service are provided to all students regardless of race, color, national origin, sex, age, or disability.

Food Allergy Awareness & Healthy Practices

The safety and health of our children are paramount at McCall. With many students facing severe allergies, we've updated a few practices to ensure everyone's well-being. McCall strives to be a Peanut/nut free school! If a student is seen with a peanut/nut food, they will be asked to put the item in their book bag until after school.

We appreciate your support in implementing the following:

- Report Allergies: Please inform your child's teacher and the school nurse about any food allergies or other health concerns.
- No Surprise Food: Do not bring unannounced food items to your child's classroom.
- Birthday Celebrations: Birthdays will be celebrated monthly with special activities, not food treats. Please contact your child's teacher for activity ideas.
- Classroom Holiday Celebrations (e.g., Thanksgiving, Lunar New Year): Planning will be managed by your child's teacher.
 - o Consider non-food celebrations.
 - If sending food, prioritize allergen-free options so all students can participate.
 - All food brought in must be labeled with a complete list of ingredients.
 - To prevent cross-contamination, send foods with their own serving utensil and be mindful of cross-contamination during home preparation.
- Lunches and Snacks: Please try to avoid sending known classroom allergens in your child's lunch and snack. If an allergen must be sent, clearly label the outside of the lunchbox.
- No Outside Food Deliveries: Students are not permitted to receive food deliveries from outside vendors (e.g., Grubhub, Caviar) at school. Staff cannot verify identities or contents. If a delivery arrives for your child, a parent will be notified, and the delivery will be held in the office for parent pick-up at dismissal.

Supplies

Our team is grateful for your assistance in guaranteeing your child's readiness for school, and they have compiled suggestions for necessary school supplies. Specialized classes such as Art, Music, Science Enrichment, Technology, and P.E. will communicate their updated requirements during the opening week of school. Should you have any inquiries or uncertainties, please don't hesitate to contact us. Kindly access the supply lists by clicking on the link below: Welcome Letter and Supply List - General George A. McCall School

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.

- → K, 1st and 2nd Grade
 - ◆ 11:00-11:25 am (Rooms 106, 107, 108, 01, 05, 105)
 - ◆ 11:25-11:45am (Rooms 102, 103, 109)
- → 3rd, 4th and 5th
 - ◆ 12:00-12:25pm (Rooms 210,212, 217, 213, 214, 218)
 - ◆ 12:25-12:45pm (Rooms 211, 325, 326)

- → 6th, 7th and 8th
 - ◆ 12:45-1:05 pm (Rooms 321, 323)
 - ◆ 1:05-1:30pm (Rooms 319, 320, 324, 327)

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.

At the McCall School we partner with the Sunrise Program for before and after school programming.

Offering Edu-Fun with unique opportunities in Art, STEAM, Music and organized sports. Older youth have opportunities in our Work Ready Program. Their mission is to provide a safe and supportive space where students have the freedom to explore their interests and passions through a wide variety of enrichment activities. We empower students with choice, encourage creativity, and foster the development of meaningful communities.

- In-person programming, Monday–Friday
 - o Before school hours- 7:45-8:45 AM
 - o After school hours- 3:30-5:30 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
 - o Athletics and Health
 - Science, Technology, Engineering and Math (STEM)
- → Learn more about OST and find a program near you

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.

At McCall School, the safety of our students and an optimal learning environment are our top priorities. The use of cell phones, smartwatches, gaming devices, and all other electronic devices and toys can be highly disruptive to the educational process and compromises the safety of everyone in the school building. *Therefore, cell phones and all other electronic devices are prohibited for student use during school hours.*

Policy Guidelines

Turned Off & Secured: All students must have their cell phones or electronic devices turned off upon entering the school building.

- → Kindergarten through 6th Grade students should keep their cell phones and devices secured in their book bags throughout the school day.
- → 7th and 8th Grade students must secure their cell phones and devices in their locker upon arriving at school and can retrieve them at the end of the school day.
- → No Personal Possession or Use: Students should not have cell phones or other electronic devices on their person or in use at any time during the school day.

Consequences for Policy Violations

If a student is found in possession of or using a cell phone or electronic device during the school day, the following procedures will be followed:

- First Instance: Warning
 - A staff member will issue a verbal warning if a student is seen with a phone or device in the building or outside during school hours.
- Second Instance: First Confiscation
 - The device will be immediately confiscated by a staff member and taken to the Main Office.
 - o Parents/guardians will be notified of the violation.
 - The device will be returned to the student at the end of the day after a parent/guardian signs documentation confirming awareness of the policy and violation.
- Third Instance: Second Confiscation
 - o The electronic device will be confiscated.
 - Parents/guardians must retrieve the device from the Main Office at the end of the school day.
 - Moving forward, the student will be required to turn in their phone/device to the Main Office upon arrival each school day and can pick it up at dismissal.
- Fourth Instance: Extended Restriction
 - The student will **not be permitted to bring their electronic device into the school building** for an established period of time. This will be determined by school administration.

Chromebooks

The School District of Philadelphia provides each student with a district-issued Chromebook for educational use throughout the school year. Chromebooks must be brought to school daily unless otherwise directed by staff, and they are strictly for **educational purposes only**. Students and families are responsible for the care and maintenance of the device; any damage, loss, or theft must be reported immediately to the school. The Chromebook remains district property and must be returned if a student transfers schools or leaves the district.

Use of Chromebooks is governed by the district's Acceptable Use Policy and Student Code of Conduct. Students should not personalize the device (no stickers, labels, or decorations), and protective cases must remain on at all times. Chromebooks should never be left unattended or stored in unsupervised locations, such as hallways, bathrooms, buses, or cars; repeated violations may lead to disciplinary action. At school, only district-issued Chromebooks may be used—personal laptops and tablets are not permitted.

Students are expected to use their Chromebooks respectfully, access only appropriate content, and refrain from playing games or visiting non-educational sites during instructional time. Teachers monitor device use to ensure compliance. Improper use or repeated failure to follow policy may result in loss of Chromebook privileges or disciplinary consequences.

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 and maintain safe care of it. 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 front lobby near the gym. Items that are misplaced are placed there daily, and students may check this area to retrieve their belongings. To help prevent loss, parents/guardians are encouraged to clearly label all clothing and personal items—such as lunch boxes, books, book bags, boots, and sneakers—with the child's name. Unclaimed items are donated at the end of each month. McCall is not responsible for lost articles or money that are not retrieved in a timely manner.

Student ID

Student ID will be generated during the first 2 weeks of school. Students will use their ID to record their daily attendance upon arrival.

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

McCall is committed to ensuring that every student feels safe, respected, and included. In accordance with the School District of Philadelphia's Policy 252, we affirm the rights of transgender and gender non-conforming students by honoring their names and pronouns, protecting their privacy, and ensuring equal access to school activities, facilities, and opportunities. Our practices support the dignity and well-being of all students, fostering an environment where everyone can learn and thrive.

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.

Nurse Benjamin will frequently post on our McCall Class Dojo - log in and check updates regularly for the latest information about community events like Glasses Wagons, immunization updates and more!

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.

HEALTH SERVICES

The school nurse annually evaluates the health status of each child. The following services are provided:

- 1. Medical examinations reviewed at school entry and sixth grade.
- 2. Dental examinations reviewed at school entry, third and seventh grades.
- 3. Visual screening annually and parental contact if a visual deficit is detected.
- 4. Hearing screening in K-3 and sixth grades.
- 5. Height and weight measurements each year.
- Assistance with obtaining insurance, finding a medical home, and/or a dentist.
- 7. Medication administration and/or medical procedures as needed. Please contact the school nurse for required documents and procedures.

IMMUNIZATION REQUIREMENTS

State immunization requirements mandate that 'if your child isn't up-to-date with his/her immunizations when school starts, you will now have 5 days to get the next dose of the vaccine that they need, and provide a medical plan to get up-to-date. Vaccines are required on the first day of school. For more information, please speak to Nurse Benjamin.

→ Contact your School Nurse at: rbenjamin@philasd.org

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. If someone becomes ill while at school, they must leave the building promptly.

Student Medication

The school will only administer medication with written permission from both the parent/guardian and a physician. A completed <u>Medication Administration Form</u> 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

The school counselor is available to help parents, children, and teachers solve school-related problems. This may involve making referrals to special programs or other schools and services. The counselor helps parents and children make changes toward a better adjustment. Our goal is to prevent major problems from occurring. Children are seen individually or in groups.

We are a school that helps children learn to solve problems. The counselor works with individual children, parents, teachers, paraprofessionals and groups of children toward the goal of developing individual responsibility and an understanding of the best way each child can handle life's challenges.

Planning for high school begins in September. Parents of 8th graders are encouraged to participate. Please visit the School District's website for further information including deadlines and open houses.

Find free support, counseling, and tools to care for your mental well-being. → View Resources

Vaping/Smoking Resources

Family guides, free tools, and support to help quit vaping or smoking. → View Resources

SCHOOL CULTURE & DISCIPLINE

At McCall School, we uphold the **School District of Philadelphia Student Code of Conduct**. We expect all children to consistently display acceptable and responsible behavior in every school-related setting, including on school grounds, during field trips, while riding the school bus, on the playground, and within the school building itself. Cultivating good behavior, courtesy, and cooperation are essential for a productive learning environment. Additionally, students are expected to help maintain a clean school by keeping halls, stairwells, and school grounds free of trash and litter.

Positive Behavioral Interventions and Supports (PBIS)

McCall utilizes **Positive Behavioral Interventions and Supports (PBIS)** to encourage students in developing productive behaviors. Each month, we will focus on a different core tenet of our school's PBIS program:

- → Be Respectful: August & January
- → Be Responsible: September & February
- → Be Safe: October & March
- → Be a Peaceful Problem Solver: November & April
- → Be Kind: December & May

Through these efforts, we aim to teach children to become responsible and respectful citizens. We believe students must have a clear understanding of our behavioral expectations and take responsibility for their role in maintaining a positive learning environment for everyone.

Discipline and Support

Students should be aware of the consequences when school rules are not followed. Our school personnel implement a **progressive discipline model**, meaning consequences will escalate with repeated or more serious infractions. Crucially, we work with students to resolve conflicts, improve their decision-making skills, and repair any harm caused by their actions, fostering growth and accountability.

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.

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.

Harassment & Bullying

At McCall School, we are committed to providing a safe and respectful environment for all students. We take all forms of harassment and bullying seriously.

Bullying can manifest in several ways:

- Physical: This includes actions like hitting, kicking, pushing, shoving, or instigating others to harm someone.
- Verbal: This involves using words to cause harm, such as racial slurs, name-calling, teasing, taunting, gossiping, or spreading rumors.
- Non-Verbal: This encompasses threatening gestures, obscene actions, social isolation or exclusion, stalking, and cyberbullying.

Reporting Bullying or Cyberbullying

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

To promote a sense of community, uniformity and encourage a more optimistic educational atmosphere, McCall has elected to have a dress code. Students have the option to wear their own brand of clothing or purchase McCall "swag". Students who continuously violate the dress code will face progressive disciplinary consequences. Please contact the school if there are issues with acquiring clothing that adheres to the dress code.

Tops

- ★ Shirts must reach the waist, and be white, blue or a McCall shirt
- ★ Sweaters must be Navy Blue or White
- ★ Hoodies are now optional and must be Navy Blue or a McCall hoodie. The hood of the hoodie must be off during the school day. Students who do not follow this expectation will lose the opportunity to wear a hoodie.
- ★ McCall logo shirts and school related activity t-shirts are permitted at any time.
- ★ Hats may not be worn on heads inside the building

Bottoms

- ★ Pants must be at the waist and stay there. Shorts and skirts must be knee-length. They must be Navy
- ★ Denim of any color is NOT permitted except on Dress Down Days.
- ★ Sweatpants or gym shorts with McCall logo are permitted- and should be worn on the day your child has gym

Shoes

★ Must be closed-toed and closed-back and worn at all times.

Outerwear

- ★ Students may not wear jackets, coats, hats (or sweatshirts/sweaters that do not meet uniform standards) inside the building during the school day.
- ★ Hoodies are permissible, but students should not wear their hood up over their head. Students must be identifiable at all times.

Never Permitted (Not even on Dress Down Days)

- ★ Revealing or torn clothing
- ★ Slippers, sandals or Crocs
- ★ Mid-drift or cropped tops

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

McCall actively participates in "Students Achieving High Standards" by making a dedicated effort to cater to the individual needs of all our learners. We achieve this through diverse, district-approved programs specifically crafted to enhance and enrich each child's educational experience.

 K-8 Mathematics Program 90 minutes of daily instruction Illustrative Mathematics 	Specialists Courses ART (K-8) TECHNOLOGY (1-8) MUSIC PHYSICAL EDUCATION (K-8) Instructional Music (3-8) Band, Choir (3-8) Science Enrichment O Defined STEM (K-8)
● Illustrative Mathematics	 Special Education Learning Support (LS) Autistic Support (AS) Resource Room (RR) Speech and Language Support (SLS)
Literacy • K-5 • 120 Minutes of Instructional Daily • Grades 6-8 • 90 Minutes of Instruction Daily • EL Education Language Arts Curriculum	Social Studies/History (K-8) Science: Amplify Curriculum K-8
English as a Secondary Language (ESL) (K-8)	SDP- Family Support Videos

At McCall, 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, STEM, socio-emotional learning, and business technology.

→ Learn about the District's curriculum and find resources to support your child's learning.

Homework

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

At McCall, homework is an important way to reinforce what students are learning in class. It is designed to support the instructional program—not to be "busy work." Assignments should be meaningful, connected to classroom lessons, and tailored to the grade level and individual needs of each student.

Teachers assign homework regularly (Monday–Thursday) to provide practice, review, and opportunities to extend learning. Most homework will focus on **reading**, **writing**, **and math**, but activities may also include projects or assignments in other subjects.

As a general guide, the amount of homework should take about **10 minutes per grade level** each night (for example, 6th grade = about 60 minutes).

Homework Time Guidelines:

- Kindergarten: No formal homework; students are encouraged to read "just right" books at home.
- Grades 1–2: 10–20 minutes per night.
- Grades 3–4: Up to 30 minutes per night.
- Grades 5–8: Up to 1 hour per night. Teachers coordinate to avoid multiple lengthy assignments on the same day.

Parents/guardians can support homework success by providing a quiet space for work, encouraging consistent routines, and checking in with students about their assignments.

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

McCall 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

Flexible Learning Plan

Flexible learning plans at McCall School, as guided by the School District of Philadelphia, are designed to support the unique and changing needs of students and families. These plans make it possible for students to continue learning effectively whether they are in school or learning remotely, and they provide options for demonstrating learning in various ways and at different paces. The flexibility ensures that students can access instruction in ways that best fit their circumstances—helping to minimize disruptions due to unexpected events and enabling every child to stay engaged and succeed in their education. Please note the outline of student expectations as well as daily student schedules for flexible learning days.

- Students are expected to log into for flexible learning at 9:00AM
- Teachers will take daily attendance at 9:00 AM

Please note the schedules below by grade level for your students. Classroom teachers will share individual Google Meet or Zoom meeting links via ClassDojo and at Back to School Night.

K-3

Period/Time	Activities/Coursework
9-9:30 AM	Zoom/Google Community Meeting Check-In & Attendance
9:30-10:30 AM	Live ELA Instruction/ Guided SGI/Phonics
10:30-11:00 AM	SEL BREAK

11:00-11:30	LUNCH
11:30-12:45 PM	Live Math Instruction
12:45-2:00 PM	ASYNC Coursework assigned by Teacher for additional ELA/Math practice
2:00-2:45 PM	LIVE SS/SCI LAB
2:45-3:39 PM	ASYNC Coursework assigned by teacher

GRADE 4: Students in this grade cycle in 3 groups for math, literacy, ss and sci

Period/Time	Activities/Coursework
9-9:30 AM	Zoom/Google Community Meeting Check-In & HR Attendance
9:30-10:30 AM	Live ELA/MATH/SCI/SS Instruction- group 1
10:30-11:30 AM	Live ELA/MATH/SCI/SS Instruction- group 2
11:30-12:30 PM	Live ELA/MATH/SCI/SS Instruction- group 3
12:30-1:15 PM	LUNCH
1:15-3:39 PM	ASYNC Coursework assigned by Teacher & Teacher Office Hours

GRADES 5-6: Students in these grades cycle in two cohorts

Period/Time	Activities/Coursework
9-9:30 AM	Zoom/Google Community Meeting Check-In & Attendance
9:30-10:30 AM	Live ELA/Math Instruction/ Guided SGI- (1st group)
10:30-11:00 AM	SEL BREAK
11:00-11:30	LUNCH
11:30-12:45 PM	Live ELA/Math Instruction (2nd group)
12:45-2:00 PM	ASYNC Coursework assigned by Teacher for additional ELA/Math practice
2:00-2:45 PM	ASYNC SS Coursework
2:45-3:39 PM	ASYNC SCI Coursework assigned by teacher & Teacher Office Hours

Grades 7-8

Period/Time	Activities/Coursework
9-9:30 AM	Zoom/Google Community Meeting Check-In & HR Attendance
9:30-10:30 AM	Live ELA/MATH/SCI/SS Instruction- group 1
10:30-11:30 AM	Live ELA/MATH/SCI/SS Instruction- group 2

11:30-12:30 PM	Live ELA/MATH/SCI/SS Instruction- group 3
12:30-1:30 PM	Live ELA/MATH/SCI/SS Instruction- group 4
1:30-2:00 PM	LUNCH
2-3:39 PM	ASYNC Coursework assigned by Teacher & Teacher Office Hours

STUDENT PROGRESS

Assessments

- PSSA
 - o Grades 3-8 take tests in English Language Arts and Math.
 - o Grades 5 and 8 also take a test in Science.
 - o PSSA Testing Windows (SY2025-2026)
 - English Language Arts (ELA): April 20–24, 2026
 - Mathematics & Science: April 27–May 1, 2026
 - Make-up Testing (ELA, Math, Science): Scheduled for May 4–8, 2026
- PASA
 - Grades 3-8 take tests in English Language Arts and Math.
 - o Grades 5, 8, and 11 also take a test in Science.
- Star Grades K-8: Measure math and reading skills. Please note the testing windows below.
 - August 25 October 3, 2025 (Fall)
 - o December 1 December 23, 2025 (Winter)
 - April 20 June 12, 2026 (Spring)
- → 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.

Parent/Teacher Conferences

Parent-teacher conferences are scheduled after the first, second, and third quarters. Families are strongly encouraged to attend; if you need to reschedule, please contact your child's teacher.

Interim Reports

Interim Reports provide a time for families and students to review academic progress before report cards are released at the end of the academic term.

Interim reports are issued on the following dates:

- → September 30, 2025
- → December 11, 2025
- → February 19, 2026
- → May 5, 2026

Report Card Conferences

Report Card Conferences provide our families and students the opportunity to collaborate with teachers to evaluate the student's progress since the last term, understand strengths and areas for growth, and consider next steps for improvement or enrichment.

Report Card Conference dates are as follows:

- → November 24 & 25, 2025
- → January 29 & 30, 2026
- → April 9 & 10, 2026
- → View the academic calendar for report card and conference dates

FAMILY AND COMMUNITY ENGAGEMENT

At McCall, 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 Portal and Class Dojo

While ClassDojo's primary purpose is to enhance education by connecting teachers, students, and families and fostering a positive classroom culture, the parent chat feature is designed to facilitate **positive and constructive communication** related to school and children's well-being.

ClassDojo's Community Guidelines for Chats explicitly discourage gossip and emphasize:

- Kindness and respect: Treating others with respect and avoiding hateful, hurtful, or offensive language.
- Support: Lifting each other up and keeping harassment, bullying, and gossip off-limits.
 - 1. Community Guidelines for ClassDojo Chats
- Assuming the best: Checking with the teacher about incidents at school before approaching other families directly.
- Therefore, while the platform enables communication between parents, using class chats for gossip would go
 against the intended purpose and the community guidelines set by ClassDojo. The focus should be on positive
 interactions, coordinating school-related activities, and supporting the children's learning and social connections.

PARENT PORTAL

All parents should register for the Parent Portal via the following link: <u>Parent and Family Portal – Family & Community Engagement</u>. The School District of Philadelphia's Parent & Family Portal gives you access to valuable information about your child's education and school.

MCCALL HOME AND SCHOOL ASSOCIATION

The Home and School Association (HSA) of McCall School Elementary consists of hard working parents and caretakers who support the school through fundraising and volunteerism. Their goal is to help maintain an exceptional neighborhood school that provides the best possible learning environment for our children. The HSA is always looking for volunteers. If you are interested in helping, please reach out to VicePresident@mccallschool.org by email.



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

The SAC is composed of peer-elected stakeholders including parents, staff and community members. The SAC is a forum for discussion and collaboration with the administration on school-based decision making with a focus on student achievement and school improvement. The SAC meetings are OPEN TO PARENTS and the community. For more information about The McCall School SAC, please reach out to the SAC Chair at mccallschoolsac@gmail.com

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.

If you would like to become a volunteer at McCall, please follow the steps below to submit a completed volunteer packet.

- 1. Volunteers will compile the following documents as part of the "Volunteer Packet" which must be given to the school and signed by the principal before volunteering commence:
 - a. Signed Volunteer Code of Conduct Agreement.
 - b. Child Abuse History Clearance free for volunteers.
 - c. PA State Criminal Record Check free for volunteers
 - d. ONE of the following:
 - → If the individual HAS LIVED in PA for the past 10 years: a signed Volunteer Affirmation sheet free for volunteers.
 - → If the individual HAS NOT LIVED in PA for the past 10 years:
 - FBI Background Check with fingerprinting \$24.25
- 2. **Certificate of Volunteer Orientation Completion**. This training may be completed online via a webinar that can be accessed at any time on the FACE website.

Once all the above items have been completed, individuals will turn in their completed Volunteer Packets to the school secretary so that the principal can review and sign-off on the packet. *Please do not submit incomplete packets as they will not be accepted*. After the principal signs off on the Volunteer Packet, the individual may commence volunteering. Volunteers will be required to submit the volunteer clearances component of the packet every 60 months (5 years).

If you have any questions, you can reach out to the Office of Family and Community Engagement, at 215-400-4180, option 6 or volunteer@philasd.org.

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