

Cadet:

Platoon:

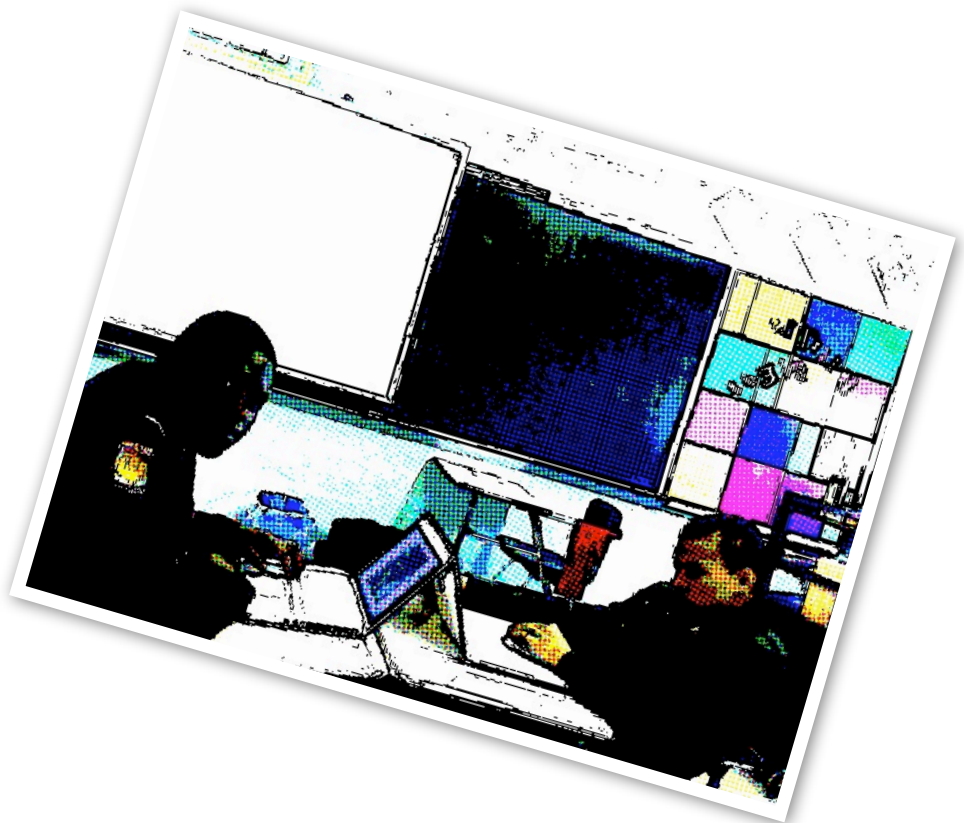


PMA@LEEDS '09

Student Accountability Handbook

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Welcome from the Principal



I am proud to lead The Philadelphia Military Academy @ Leeds. We have begun to chart our course towards creating a learning culture that supports high academic success and sustained achievement for all children. We will prepare our students for success through innovative and creative educational best practices

The Philadelphia Military Academy has adopted a new motto:

“One School, One Focus ... Student Success!”

This focus will be attained by the transformation of the instructional program by creating opportunities for all PMA students to meet state standards. The learning environment will follow the nation’s best practices with rigorous and relevant instructions, supported by technology, curriculum based instruction, ongoing academic assessments and one-on-one academic assistance – all in an effort to help our students achieve excellence at all levels.

We will continue to make safety a priority. We will focus on unifying instructional strategies to maximize student engagement. All teachers will receive intensive ongoing training in instructional best practices. Our goal is to move students to think critically at the highest level of academic engagement.

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School Year Calendar

September

8 First day of Grades 1-12
Pupil Attendance

16 **Back to School Night -
6:00 pm to 8:00 pm**

28 School Closed - Yom
Kippur

October

12 School Closed - Columbus
Day

November

3 Staff only - Professional
Development

11 School Closed - Veteran's
Day Observed

26-27 School Closed -
Thanksgiving Holiday

December

24-31 School Closed - Winter
Recess

January

1 School Closed - Winter
Recess

18 School Closed - Dr. Martin
Luther King Day

15 School Closed- President's
Day

March

29-31 School Closed- Spring
Recess

April

1-2 School Closed- Spring
Recess

May

11 Staff Only- Professional
Development

31 School Closed- Memorial
Day

June

17 Last Day for Pupils

18 Last Day for Staff-
Organization Day



Our Vision and Mission



Our Vision is to become a renowned educational institution where young women and men are challenged and nurtured through rigorous college preparatory and JROTC Leadership, Education and Training designed to assure that each cadet's learning,

progression, and achievement results in



exceptional post-secondary qualifications.

Mission Statement

The Philadelphia Military Academy is committed to promoting academic excellence through sound educational principles and practices conjoined with leadership education training and character building.



Things you should know...

Assignment Format

All written assignments must adhere to the following format.

Name

Date

Platoon#

Subject

Assignment Title

Attendance and Arrival to School

School is from at 7:40 AM to 2:44 PM
Every day.

Students enter through the 1100 East Mt. Pleasant Avenue (front door).
Front door opens at 7:00am.
Students are marked late after 7:40

1. Students arriving to school should swipe (scan) their ID cards on either end of the scan station located at the main entrance while entering the building. Students should have their ID cards removed from their neck when entering the building and be prepared to scan their cards.
2. Students are required to scan in before 7:40 am or they will be considered late.
3. There is a **\$1.00** fee for not having an ID card per day. The cadet would sign on the "NO ID Form" and the attendance person will manually entered the cadet's name into the Scholarship system.
4. Any student who does not scan or get manually entered will be considered to be in the building illegally. The student

could face being arrested (It will be assumed that if you are not marked present then you used an illegal entrance or avoided the metal detectors). In addition to being marked absent, a phone call will be made to the home.

5. Students arriving **after 7:40am** will be considered **late to school**. Students arriving after 8:15am must report to room 218 (Ms. Benhaim's office). It is required that all students reporting to school, no matter what time, first scan in room 218. Any student who reports directly to class when late, or otherwise does not scan in will be considered in the building illegally and be subject to the penalties of their action.
6. Late students will get a note to go to 1st period class. Teachers of record will discipline student.

Free breakfast is served every morning in the cafeteria from 7:00am to 7:30am. All students are required to enter the building via the front door. Students must present and swipe their identification cards each morning. For security and safety, failure to produce an ID may result in the student not being allowed into the building. Breakfast will be served each morning between 7:00am and 7:30am. After breakfast students must proceed directly to their lockers, then to their morning inspection formation. Daily cadet and platoon inspections will occur between 7:40am and 7:51am. Battalion inspections will occur weekly on Thursdays.

Pennsylvania Law Acts 26 & 30

PENNSYLVANIA LAW ACT 26 & ACT 30 (Drugs and Weapons in the Building)

The Pennsylvania General assembly has enacted legislation (Act 26) which requires all public schools to take a mandatory course of action in dealing with students who are in possession of weapons. A student in possession of a weapon will be considered in violation of the Student Code of Conduct (**Rule 13**), and the incident will be considered a Level III offense. Actionable possession is defined as possession of a weapon during any school program, or while traveling to or from school, including on school buses or public transportation. Principals must follow a due process procedure for submitting an EH-21 (Disciplinary Transfer) and a Recommendation for Expulsion for all students who are in violation of Act 26.

A student shall not possess on his/her person, in his/her personal effects, or in any storage area provided by the school any weapon capable of causing death or serious injury. Such weapons shall include, but are not limited to knives, cutting instrument, cutting tool, nunchuk, fire arm, shotgun, rifle, stun gun, BB gun, starter pistol, explosive device which may cause a fire and any other tool, instrument or implement capable of inflicting serious body injury.

POSSESSION OF DRUGS OR ALCOHOL

A student may not possess, use or be under the influence of any unauthorized prescription, non-prescription, narcotic drug, hallucinogenic drug, steroid, growth hormone, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind, nor shall a student use any kind of tobacco product.

Possession of a drug authorized by a medical prescription from a registered physician and carried in the container supplied by a pharmacist, shall not be considered a violation of this rule where the supply carried by the student does not exceed the amount necessary for use during that school day.

Principals are required under 24 P.S. Section 13-1317.2 to take the following steps when a student is found in violation of Rule 13:

1. The student shall be detained.
2. Any incident involving any student 10 years or age or older shall be reported to the police immediately.
3. The parents/guardian shall be notified immediately.
4. The student shall be suspended.
5. An Incident follow-up Report (EH-31) shall be filed.
6. An EH-21 shall be submitted recommending expulsion.

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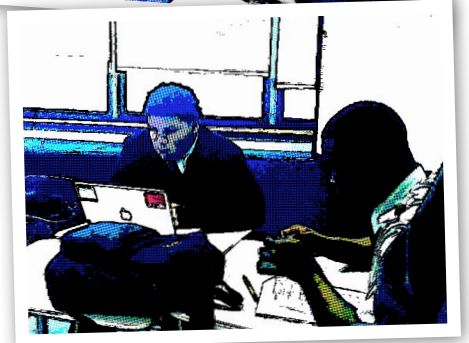
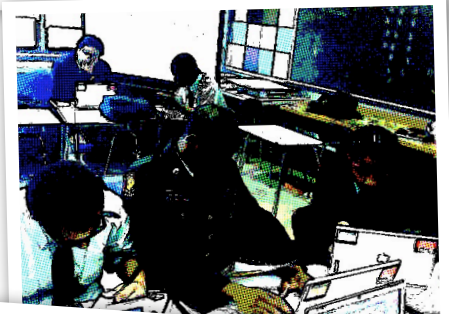
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Acts 26 & 30 (cont.)

The EH-31 (Incident Follow-up Report) filed for incidents involving students found to be in possession of weapons and drugs shall indicate:

1. The circumstances of the possession and discovery of the weapon(s).
2. The action of the police in response to the call for their assistance.
3. The action taken by the school including contacts with the student's parent or guardian.

When students are involved in other Level II or III offenses in the Code of Conduct, the principal may recommend either transfer to a remedial disciplinary program (or other alternative programs), or may request expulsion. In cases involving drug abuse, treatment referrals shall also be made as required by Policy and Procedure #114.0.



Bathroom Policy

Students will only be permitted to use the bathroom before school & during their lunch period. Students will also be able to use the bathroom between classes. If you need to use the bathroom you should ask for a note from your teacher/instructor. If you have an extenuating circumstance or pre-existing medical condition you should bring a note from your parent or guardian and present to the Assistant Principal.

Benchmark Assessments

A series of Benchmark Assessments will be administered to every PMA Leeds High School student towards the end of each report-card period. These assessments monitor each student's academic progress as prescribed in the District's Core Curriculum subjects (English, Mathematics, Science etc.). Students who score proficient or advanced will also receive a grade for their individual performances on each Benchmark Assessment. This grade will then be averaged into students' report card grades. This test is a great opportunity to show what you have learned and to get an extra "A" in the core subjects.

(Student) Code of Conduct

The code of conduct at the PMA is based on honor, respect and self-discipline we will adhere to the School District of Philadelphia Code of Conduct. Profanity will not be tolerated in the building at any time. In addition, please refer to your student Code of Conduct and JROTC Cadet Creed.

Prohibited Items

Discipline Policy strictly prohibits the following items;

- Hats / Headwear / Head Scarves
- Metal Picks / Combs
- IPOD, CD Players, and MP3 Players (Returned in June)
- Video Game Systems
- Other electronic devices
- Weapons of any kind
- Glass Bottle
- Gum
- Cell Phones



Communications

Mailings and announcements are sent to parents on a regular basis. Please check our web site for updated information. Any parent wishing to contact a teacher or teachers may call the school and leave a message.

Teachers are always available via email. (Staff email addresses can be found on our web site

www.PhiladelphiaMA.com)

Counselors

High school counselors help you achieve personal, academic and future success. If you have a pressing personal or family difficulty, the counselor may be able to assist you or refer you to an appropriate agency. If you are having trouble in school, either academic or personal, the counselor may help you find just the right solution. When you are making your post-high-school plans, the counselor will be a great help with resumes, job applications, college choices, career information, recommendations, transcripts, etc. Many special activities and summer programs and certain scholarships come through your counselor. If you have an emergency and need to see the counselor, get a pass from your teacher or consult the counselor's schedule and make an appointment.

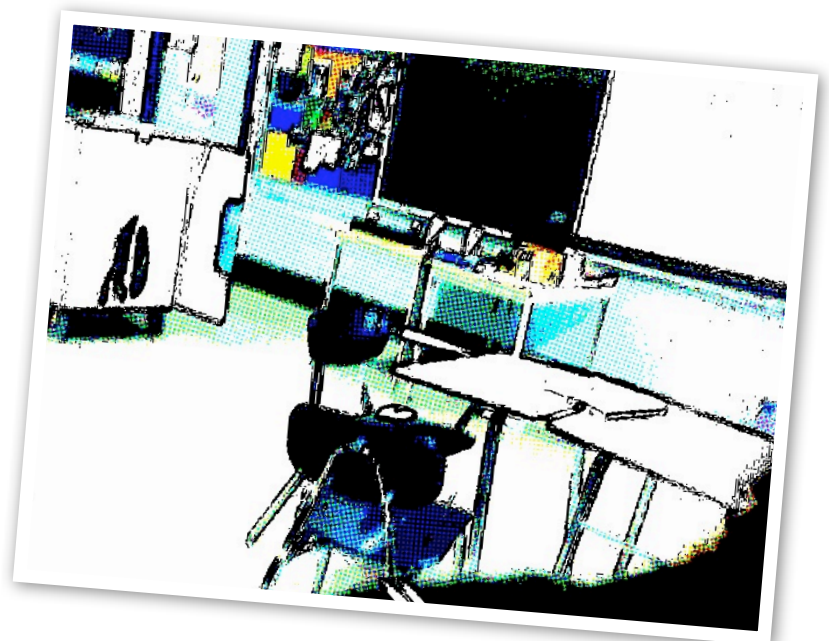
Cutting Class

All students are expected to attend every rostered class, including the advisory period. A student who is present in school on a given day, but is absent without good reason from a scheduled class, including the advisory period, is cutting class. Class-cutting may result in detention,

student conference, parental notification, exclusion from school activities, unsatisfactory grades in a subject and behavior rating and/or further disciplinary action. Cutting a class when a test is given will result in a zero for the test, with **no make up permitted. REMEMBER THAT ALL JOBS, COLLEGES AND MILITARY RECRUITMENT PROGRAMS REQUIRE GOOD ATTENDANCE AND PUNCTUALITY.**

Detentions

Students who violate PMA's Code of Student Conduct and the Cadet Creed may be required to serve one or more days of after-school detention, depending on the nature of the violation. Students will receive written notice of their detention and when it is to be served. A late bus will be made available for all students who serve detention and require after-school transportation. Students who cut detentions will be subject to further disciplinary action, including suspension.



Dress/Uniform Policy

The Class A Uniform: Olive green pants, light green shirt / blouse, jacket, white round necked T-shirt, black shoes, black socks, black belt, black tie (males), neck tab (females), and garrison cap. In addition, rank and ribbons will be worn with the Class A uniform. This uniform is **not** to be worn with **sneakers** or unauthorized foot wear.

The Class B Uniform: Olive green pants, light green shirt / blouse, white round necked T-shirt, black shoes, black socks, black belt, black tie (males), neck tab (females), and garrison cap. This uniform is **not** to be worn with **sneakers** or unauthorized foot wear.

The Academy Casual Uniform: black long pants, white PMA golf shirt, white undershirt (any style), black dress, or black athletic shoes, black or white socks, black belt, and black PMA cap. To be worn the first week of school in September and when told in the month of June, this uniform will not be worn at any other time for any reason, unless dictated by the staff.

The Academy Physical Training (PT) Uniform: black PMA shorts (worn under sweat pants), black PMA t-shirt and PMA sweat suit, gym shoes, white socks, PMA cap.

Health & Physical Education Class: black PMA shorts (worn under sweat pants), black PMA t-shirt and PMA sweat suit, gym shoes, white socks, PMA cap.

Hair

- General. The requirement for hair grooming standards is necessary to maintain uniformity within The Philadelphia Military Academy. Many hairstyles are acceptable, as long as they are neat and conservative. It is not possible to address every acceptable hairstyle, or what constitutes eccentric or conservative grooming. Therefore, it is the responsibility of leaders at all levels to exercise good judgment in the enforcement of JROTC policy. All cadets will comply with the hair, fingernail, and grooming policies while in JROTC uniform.
- Leaders will judge the appropriateness of a particular hairstyle by the headgear when worn. Cadets will wear headgear as described in the applicable chapters of this regulation. Headgear will fit snugly and comfortably, without distortion or excessive gaps. Hairstyles that do not allow cadets to wear the headgear properly are prohibited.
- Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. If cadets use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors that detract from a professional military appearance are prohibited. Therefore, cadets should avoid using colors that result in extreme appearance. Applied hair colors that are prohibited include, but are not limited to, purple, blue, and pink, green, orange, bright (fire-engine) red, and fluorescent or neon colors. It is the responsibility of leaders to use good judgment in determining if applied colors are acceptable, based upon the overall effect on cadets' appearance.

- Cadets who have a texture of hair that does not part naturally may cut a part into the hair. The part will be one straight like, not slanted or curved, and will fall in the area where the cadet would normally part the hair. Cadets will not cut designs into their hair or scalp.

Female haircuts will conform to the following standards:

- Females will ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair holding devices comply with the standards in 1-8a(3)(d) below. Dreadlocks (unkempt, twisted, matted individual parts of hair) are prohibited. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at anytime. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned.

Male haircuts will conform to the following standards.

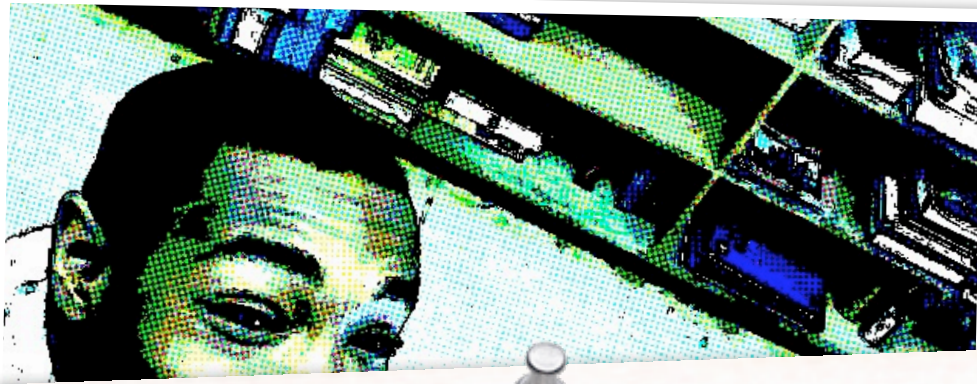
- The hair on the top of the head must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the cadet's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. When the hair is combed, it will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. In all cases, the bulk or length of hair may not interfere with the normal wear of headgear (see para 1-8a (1) (a), above). Males are not authorized to wear braids, cornrows, or dreadlocks, (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.
- Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be a clean shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.
- Males will keep their face clean shaven when in uniform. Mustaches are permitted if worn; males will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present a chop off or bushy appearance, and no portion of the mustache will cover upper lip line, or extend sideways beyond a vertical line drawn upward from the corners of the mouth. Handlebar mustaches, goatees and beards are not authorized.

Jewelry

Jewelry is not permitted with the exception of one low profile ring, earrings can be worn but they must be studs only and will only be 1/8 of an inch in diameter. They can be either in diamond, pearl, gold or silver studs for (female only) no males will wear earring at all in the JROTC uniform. A necklace can be worn inside the shirt but it must be of the religious faith only.

Cadet:

Platoon:



No large buckles or hoodies can be worn at any time.

The following schedule for uniform wear will closely be adhered to:

Monday	Class B Uniform
Tuesday	Class B Uniform
Wednesday	PT Uniform
Thursday	Class A Uniform
Friday	Class B Uniform

Violation of this schedule and the uniform code is not permissible. Any infraction will result in disciplinary action up to and including dismissal from the JROTC program.



Dual Enrollment

Cadet must have minimal of 2.5 or above grade point average (GPA) to be eligible for dual enrollment. Cadets must be seriously committed to enroll in college course as well as High School Classes. Please see counselor for more information.

Early Dismissal

Early dismissals are discouraged because they interfere with instructional service. Appointments should be scheduled before or after school. In the event of an emergency a note should be sent to the **main office** right before formation in the morning with a **telephone number** in order to contact the parent. Parents must pick up their student in order to leave the building. No child will be permitted to leave the building unless accompanied by an adult.

Electronics Policy

The District’s policy regarding the use of cell phones reads as follows:

If a cadet brings a beeper, cell phone, IPOD, or telephonic device to school it will be confiscated and returned **only to the parent or guardian of the student.** Upon a second violation or if the device is used during the school day, we will confiscate the device and it will not be returned. The Principal may donate the item to charity or sell items with proceeds going to a school use. School is not responsible for lost electronics.

Emergency Closing of School

The Chief Executive Officer may authorize the closing of all Philadelphia Public School because accumulated or impending snow or ice may render attendance by students and staff hazardous. When the Chief Executive Officer has authorized the closing of schools because of inclement weather, the Office of Information Services will notify radio and television stations. The number for all day schools operated by the School district of Philadelphia is **100**, although most radio and TV stations would simply announce: “All Philadelphia Public

Schools are Closed.” **Information regarding the city-wide closing of schools is usually on the air by 6:00 a.m.**

Extra Curricular (EC) Activities

During the course of the year the PMA will establish Extra Curriculum Activities after school hours. Teachers must submit their extra curricular activity proposal to the principal for approval prior activity begins. The EC time is one hour a day at the contractual Rate.

All athletic activity will be coordinated with Germantown High School. Strict academic, attendance, and discipline standards must be met in order to participate in any extra curricular activity. In addition PIAA requirements will dictate eligibility in certain athletic activities.



Fines/Fees Policies for Lost I.D.-Cards/Textbooks

Every student is issued a photo identification card at the beginning of each school year. Students must bring their cards with them every day and have their cards scanned upon entering the school. A student who forgets his/her card is automatically fined \$1.00 for each day they do not have their card. . In addition, a student who loses or damages a textbook issued to them by PMA may be fined the cost of replacing or repairing the book. All such fines become the responsibility of both the student and her/his parent/guardian. Unpaid fines may prevent the student from receiving certain school privileges, receiving diplomas, and transcripts and/or participating in certain school activities.

Food

Free or reduced-price breakfasts and lunches are provided to qualifying students by the District's Division of Food Services. Students must apply for acceptance into the program. Family income is the determining factor. Those who do not qualify for this program must purchase food from the Cafeteria and/or bring their own bagged lunches.) Breakfast is served from 6:50 AM through 7:10 AM in the Cafeteria area. Each student will also be rostered for a scheduled lunch period in the Cafeteria area. Students may not eat or drink in class, nor may they carry out items from the snack machines, sodas or leftover foods from the lunchroom at the end of the breakfast or lunch periods.



Graduation and Promotion Requirements

As of August 2009 if you anticipate graduating in the spring of 2010 you must meet the following criteria.

- (1) Earn a total of 24.5 credits, which include:
- | | |
|--------------------------|--------------------------------------|
| 4 in English | 3 in mathematics |
| 3 in science | 4 in social studies |
| 2 in world language | 1.5 in health and physical education |
| 2 in arts and humanities | |
- 4 in electives (one of the required electives must be one of the following: mathematics, science, international baccalaureate or advanced placement course).

Special admission schools and criteria-based programs or academies may predetermine the electives to require additional subject area credits in math, science or others;

- (2) Complete a multidisciplinary project or a service learning project successfully.
*Subject to change

Halls/Hall-Passes

Hallways are places of quiet movement and socialization during entrance, dismissal and between class periods only. Only under special circumstances are students to be in the halls during class time. Students are expected to show their IDs, rosters and/or hall passes in your SAH, without hassle, to any adult who asks to see one or all of them. Any unauthorized presence of students in the hallways is against school policy and will **not** be permitted. Failure to comply will result in disciplinary action.

Health Services

PMA has limited health services; therefore, students should not be sent to school ill. If a student becomes ill during the school day, he or she should ask to be sent to the School Nurse on the days she is present or to the Main Office, where either the NTA or the Secretary will call the parents or emergency contact.

All pupils must be completely immunized or exempted before admission to any public school in Pennsylvania. The two exemptions are religious and medical. The Pennsylvania Department of Health, the Philadelphia County Board of Health and the Philadelphia School District require immunizations. Students are encouraged to get Hepatitis B vaccinations and yearly physicals.

All students who suffer from a **chronic illness/disease** should be registered with the School Nurse. This includes asthma, sickle cell anemia, diabetes, etc.

Records are kept for these students in the event of an emergency. We encourage all students to come to school every day unless they have the following:

- Fever
- Vomiting and/or diarrhea
- Pink eye (student may come to school after seen by doctor and on drops for 24 hours)
- Strep throat - (student may come to school after seen by doctor and on antibiotic for 24 hours)
- This list is incomplete; please call the Health Room for any questions.

Homebound Instruction

The School District of Philadelphia offers a Homebound Instructional Program. This Program is planned to meet the needs of students who, because of temporary or permanent medically documented handicaps, are unable to attend regular school. There are two categories of Homebound Instruction: **Acute Illness** - for students who will be absent for **FOUR WEEKS** or longer. **Chronic Illness** - for students who have short repeated absences from school due to a chronic illness, e.g. sickle cell anemia.

The School District believes that all students benefit from regular attendance at school. Requests for Homebound should be limited to those students who **ABSOLUTELY CANNOT ATTEND SCHOOL.**

Homework

It is the Administration's expectation that students will be given homework in every class, a minimum of three to five days per week. Homework and instruction are integrally linked. Assignments are both short and long term. Many assignments require writing; others, such as projects may require a small outlay of funds. Occasionally, an assignment may be given to review class notes or to read an assigned text. **Every student has available for home use, at least one textbook in one or more of the mandated school subjects; English, mathematics, science, and social studies.** Students should spend one and a half to two and a half hour per evening doing homework. Parents are encouraged to call their child's teachers if there are any questions regarding homework.

ID Cards

IDs are considered part of the uniform and must be carried by the cadets at all times.

ID cards are issued to new students.

If a student loses their ID card then they must purchase a replacement from room 218 for a **fee of \$8.00**. You will not have a new photo taken when you are issued your replacement card.

Once you are issued your new card, your old card becomes obsolete. **\$1.00 for lanyard** and **\$1.00 for hard plastic case. (See... Fines)**

If there is any erroneous information on your ID card please bring the proper identification (birth certificate, SS card, etc...) to school and present to Ms. Hopkins in the main office during lunch. This is the only time Ms. Hopkins will change information within your record.

Interim Reports

Interim Reports will be made available 5 weeks into each semester. A copy of all interim reports must be submitted to the Principal and or Assistant Principal without exception.

Make-Up Work

Work missed because of absence or lateness will lower academic marks. It is the responsibility of the student to make arrangements with teachers to make-up missed work. Each student should make arrangement with at least one other student in each class to contact for assignments missed.

Preparation for Class

All students are expected to arrive for all scheduled classes on time with everything needed to learn, including all textbooks, notebooks, writing utensils, etc. Only under excusable and unusual circumstances will students be permitted to leave during a scheduled class to retrieve such items from a locker. Consistent failure to be prepared for class can result in a significant lowering of report-card grades.

Portfolios

Beginning in 9th grade student should start to compile a portfolio of exceptional work. Gathering writing samples, tests, assignments of note, and reports in one convenient portfolio. This portfolio should continue to be expanded upon through their high school experience.

Report Cards

Report cards will be issued every 45 school days (Approximately). Report cards are an opportunity for students and parents to track progress. It is the responsibility of students and parents to contact teachers before issues are discovered on report cards. You will need your school district email address to access the online system and enter

Tenative Report Cards Schedule

November 17, 2009 – Report Cards Issued to Parents
 February 1, 2010 – Report Cards Issued to Students
 April 13, 2010 – Report Cards Issued to Parents
 June 17, 2010 – Report Cards Issued

Research Paper Format (MLA)

The Philadelphia Military Academy encourages the use of the MLA citation format when writing reports. Bibliography tools are available from www.NoodleTools.com

Roster, Course Selection & Transcripts

Printed rosters are distributed to students on the first day of school. Students who lose their rosters may obtain reprints by visiting their counselor. In addition students needing adjustments to their roster should see the counselor for a trouble slip. In the spring students will have the chance to discuss the following year's course selection. Notification will be given to the students and parents of this process.

Transcripts are available from the counselor.



School Police

For the safety of everyone, the School District of Philadelphia regularly assigns one or more School Police Officers to PMA High School. School Police Officers are responsible for ensuring the highest levels of safety as students enter the building and throughout the entire school day. All students are expected to follow the directions of School Police at all times. If a student ever has a question or concern regarding certain School Police procedures, he or she may always arrange to discuss these concerns with a School Police Officer or Administrator at another time. Under no circumstances, however, is a student permitted to openly defy or disobey a School Police Officer.

School Year

The academic year has 4 marking periods. Each marking period is approximately 9 weeks in length. Interim reports will be issued at the half way period of each marking period. Report cards will be issued at evening parental conferences or mailed home in June.

Stairways (Entrance and Departure)

Cadets enter the PMA through the main entrance and use **Stairway # 7** (main stairway) to eat breakfast. At 7:30 am 9th grade cadets will use **Stairway # 9** (by room 201) to go to their lockers and at 7:40 am for formation. The Upper classmates (10th, 11th and 12th graders) will use **Stairway # 7** to go to their lockers at 7:30 and at 7:40 am for formation.

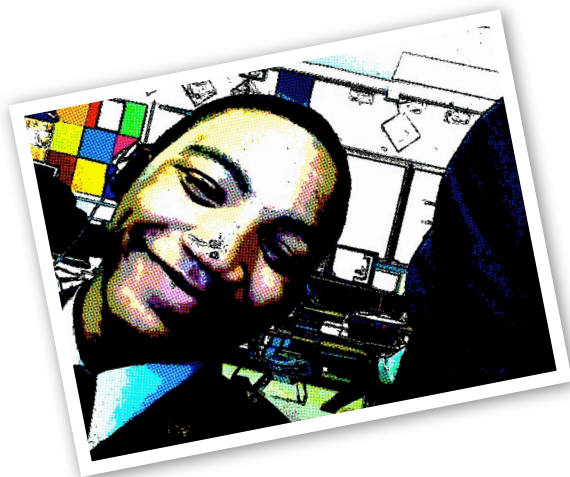
At dismissal time (2:44), cadets should use

Stairway # 9 (by room 201) and **Stairway # 8** (by room 207).

Under no circumstances should students loiter or roam the Leed's Middle School complex. Please be mindful and display the courteous attitude of a PMA student. Do not loiter or walk on resident's property, grass, or steps. Do not litter or use profanity on the way home. Also remember to wear the complete uniform (including tucked shirt) until you arrive at your home. Your appearance and behavior during your travel to and from school is a reflection of the Philadelphia Military Academy and yourself.

Lunch entrance arrival and dismissal

Cadets will use **Stairway # 9** (by room 201) and **Stairway # 7** (main stairway) to line up for lunch at 11:35 am. Please be courteous to each other and the Cafeteria staff. Please clean after yourself. All cadets will be in formation by 12:02 pm and will be dismissed by platoons. All 9th & 10th graders will use **Stairway # 8** (by room 207) and 11th and 12th graders will use **Stairway# 7**.



Telephone

Students are to use the telephone for emergency purposes only. In such cases, students should report to the Main Office, with a hall pass and an acceptable reason to use the telephone.

Testing

Testing is an important part of the high school experience. Standardized tests are used to evaluate progress and adjust instruction to better serve individual student's academic needs. The School District of Philadelphia uses quarterly benchmark assessments, midterms and finals to gauge comprehension of the standardized curriculum. The Testing Coordinator is Ms. Rachel Volkens, under the supervision of the Assistant Principal, Ms. Lynda M. Benhaim. In addition students should be prepared for high stakes tests including the PSAT, SAT, and PSSA.

Transpasses

Free SEPTA Weekly Student Transpasses are issued only to students who live more than 1.5 miles away from their assigned bus stops. PMA does not sell any SEPTA tokens or Transpasses. Lost Transpasses will not be replaced.

Trespassers

In order to protect the safety of all of our students and staff members, we at PMA (as well as the School District) treat trespassing on school grounds as a very serious offense. Trespassing on PMA's property is subject to a fine of not more than \$300.00 or imprisonment not to exceed 90 days.

Students who are suspended from school and come onto school property are also trespassing and will be arrested.

Tutoring and Additional Help in the Core Curriculum Area

Help is available to all students in need of additional academic support. This support is offered through Extra Curriculum Activity which is conducted between the hours of 2:50pm to 3:50pm for one hour. Please feel free to contact your counselor or any teacher for additional help. In addition please check the Philadelphia Military Academy's web site for many excellent academic resources.

Update Student Contact Information

It is important to contact the school if your address or phone numbers change. Any student needing to make a phone call home can see their counselor.

Work Rosters for Seniors

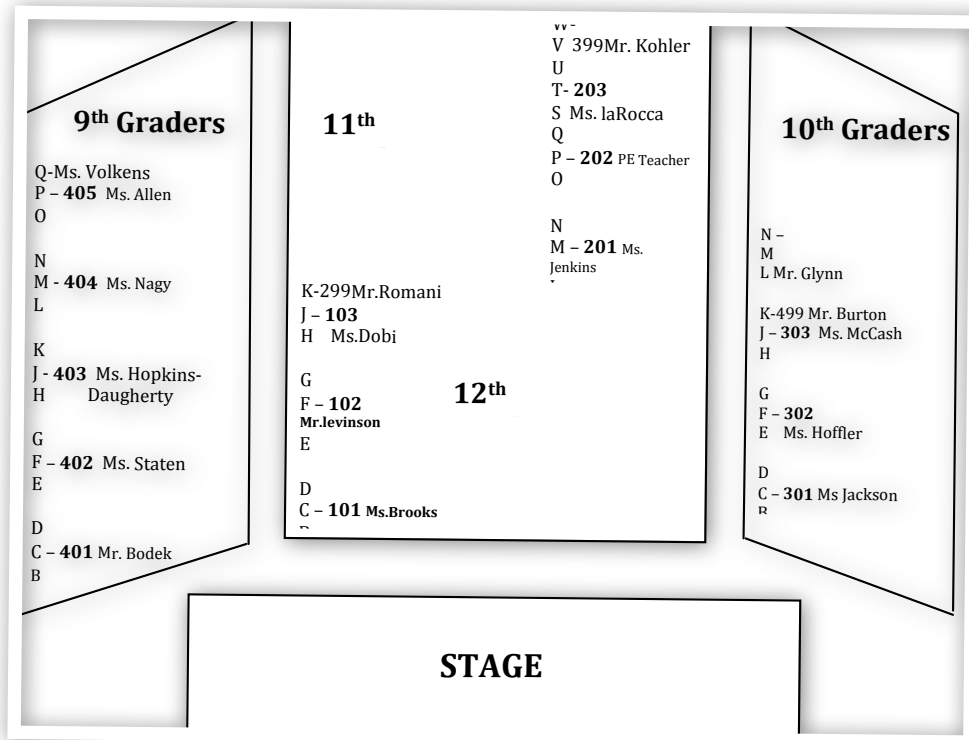
Senior cadets who have enough credits may apply for work roster. All applications must be submitted to Counselor and approved at discretion of the Assistant Principal. Dead line for change of roster is October 1, 2009. Cadets must submit every two weeks their pay stub to Ms. Gorley in room 218 otherwise cadets will have full roster.

Website

Please check the web site for announcements, calendar updates, and important information.
www.PhiladelphiaMA.com

The places you will go...

Auditorium Procedures



Cadets will sit with their advisory platoon and in their assigned seat unless instructed otherwise. Entry into the auditorium will be quiet and orderly.

All teachers will escort their class to the auditorium and seated with their class.

When in the auditorium the teacher will continue to escort the platoon to their auditorium section (The platoon leader will assist the escorting teacher)

When reaching the platoon's section the escorting teacher will leave that platoon and then become the supervisor of your advisory platoon (your advisory platoon should be close to their seats)

If your class is an elective (you have several platoons), escort your class to the center of the auditorium and release them to find their assigned seat.

Those teachers without advisories will assist other teachers or supervise a platoon with an absent advisor.

Below is the auditorium seating chart.

- All platoons are seated alphabetically
- Do not use the front row
- Left section is 9th grade, Right Section is 10th Grade, Center Section is 11th & 12th Graders
- The first letter is the row (There is no "I" Row)
- The second number is the seat counting from the left as you face the audience.
- Leave first seat for the platoon leader
- Assign seats to all cadets, whoever is the platoon leader can vacate his/her seat to take the platoon leader's seat.

Computer Lab Rules

- Classes will not be allowed to use the lab simply to “Surf” the Internet. There must be a classroom focus.
- Please meet the teacher in your classroom and then be escorted to the lab after the halls have cleared. Do **not** meet your class at the lab.
- If you are late to class, there should be a sign posted on your classroom door letting you know that you are in the lab.
- You should be escorted with your class out of the lab after it has been checked to ensure all computers are logged off. All computers should be at the “Welcome to Windows” Log In Screen and the room should be left as **neatly as you found it**. Students must make sure that **no computers or monitors are turned off**. This is very important.
- **Students can not be sent to the computer lab without teacher supervision.**
- **No food or drink (including GUM)** is permitted in the lab. Also, all book bags must be placed on the floor not on the seat or table.
- The teacher as well as cadets and cadet leaders are responsible for the condition of the lab, as well as, the monitoring of **ALL** student activity while in the lab.
- **Nothing, except approved materials for a lesson, should be plugged** into the computers. For example, **absolutely no** Ipods, cameras, cell phones, etc.
- Report **ANY** problems with the lab to Mr. Romani, TTL, or your teacher **IMMEDIATELY**.
- **Do not share your username/login** information with any other students. Students should use the login/password that is assigned for the class that they are in **only**. (Each class will be given their own login and password)
- Students should be aware of the School District of Philadelphia’s Acceptable Use Policy
: http://www.phila.k12.pa.us/aup/aup_english.html (See Next Page)



Computing And Internet AUP

Acceptable Use Policy

1. Purpose

1. The School District of Philadelphia is providing its employees and students (“users”) with access to computing equipment, systems and local network functions such as School District e-mail and the Internet.
2. This access has a limited education purpose for students and is to facilitate employees’ work productivity.

2. Access rights and privileges.

1. The School District has the right to place reasonable restrictions on the use of equipment, resources and material students and employees access or post through the system. Students and employees are also expected to follow the rules set forth in the District’s rules and regulations governing conduct, disciplinary code, and the law in their use of The District’s equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District, and users should expect no privacy rights.
2. All District employees and students will have access to the Internet through The District’s private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.
3. No student will be given or have access to District-provided Internet e-mail.
4. Students may be permitted to access an external Internet e-mail service or their personal e-mail account for the purpose of legitimate instructional or school-based needs. This is a local decision.
5. Guests/contractors are not automatically eligible for a District e-mail account. E-mail or network access accounts may be granted if directly sponsored by a District administrator.

3. Unacceptable Uses

1. Users may not use the District’s private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. Users may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures or video bites, clips, etc.
3. Students may not agree to meet with someone they have met on the Internet without their parent's approval and participation.
4. Users may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing", "snooping", or "electronic discovery".
5. Users may not deliberately disrupt or harm hardware or systems, interfere with computer or network performance, interfere with another’s ability to use equipment and systems, or destroy data.
6. Users may not use the District’s private network to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property, etc.
7. Users may not utilize peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other materials.
8. Users may not use the District’s private network to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
9. Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.
10. Users may not knowingly or recklessly post false or defamatory information about a person or organization.
11. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
12. Users may not indirectly or directly make connections that create “backdoors” to the District, other organizations, community groups, etc. that allow unauthorized access to the District’s network.
13. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
14. Users may not engage in personal attacks, including prejudicial or discriminatory attacks.
15. Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
16. Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.

Fire Drills

Exit Stairway Stairway	Exit Stairway	Exit Stairway	Exit Stairway	Exit Stairway	Exit
#5 By Gym	#6 by Region	#7 Main Entr.	#8 by Rm207	#9 by Rm201	#10 Music
Room PE	Room 217	Room 212	Room 207	Room 204 A - off.	Room 101
Room 223 - off.	Room 216	Room 211	Room 206	Room 203	
Room 222	Room 215	Room 211 A	Room 206A - off.	Room 202A - off.	
Room 221	Room 214	Room 210	Room 205	Room 202	
Room 220	Room 213	Room 209	Room 204	Room 201	
Room 219		Room 208			
Room 218_off.					

Please remember the following rules for the Fire Drill:

1. Help close the windows and doors.
2. Turn off the lights.
3. Your Teacher will carry his/her roll book.
4. Stay with your class and enforce silence.
5. Return to your class when directed

Principal by Woolston Ave. & Sedgwick St.

Assistant Principal by Mt. Pleasant Ave.

Counselor by Mt. Pleasant & Woolston Ave

SPO by Sedgwick St. & Lowber Ave.

Exit Stairway #5 by Gym Area:

Down the stairway #5, come out into parking lot, make right toward the gate, make left on to Lowber Ave. walk to corner of Sedgwick St. and Lowber Ave, cross the street and line up adjacent to the football field on Lowber Avenue

Exit Stairway # 6 by the Region- middle of hallway:

Down the stairway #6, come out on Mt. Pleasant Ave., make left walk to corner of Mt. Pleasant Ave, and Lowber Ave, cross the street and line up by adjacent to baseball field on Mt. Pleasant Avenue

Exit Stairway #7 by main entrance:

Down the stairway # 7, come out to parking lot, turn left walk to corner of Sedgwick St. and Woolston Ave., cross the street and line up adjacent to the football field on Woolston Ave.

Exit Stairway #8 by Rm. 207

Down the stairway # 8, make left on to Woolston Ave., walk toward Mt pleasant Ave. cross over and line up adjacent to the homes (across from the church)

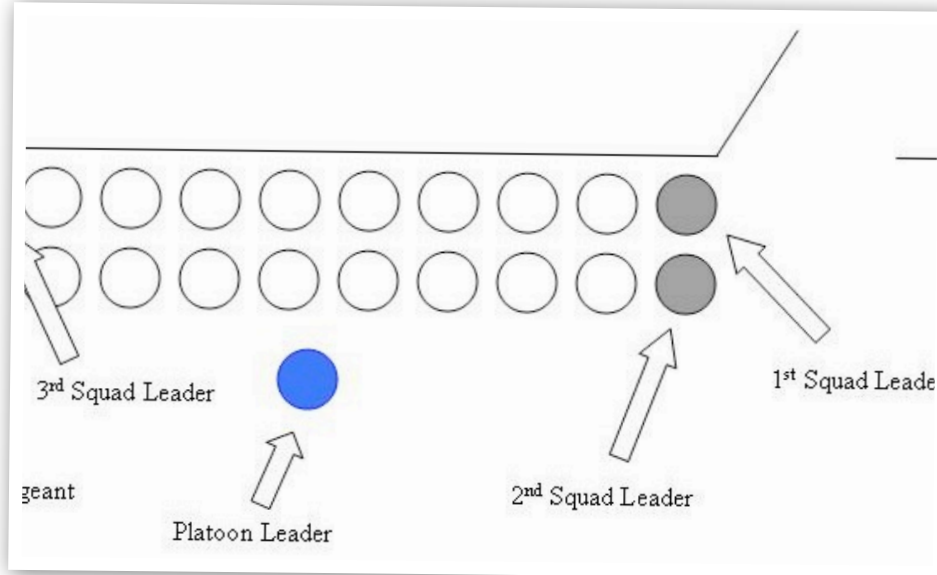
Exit Stairway # 9 by Rm. 201

Down stairway # 9, make left onto Woolston Ave., walk toward Mt. Pleasant Ave. cross over and line up adjacent to the homes (across from the church)

Exit Stairway # 10 by Music Rm.

Down the stairway # 10, make left onto Woolston Ave., walk to the corner of Mt. Pleasant Ave and Woolston Ave., cross over and line up Woolston Ave.

Movement in the Halls



Arrival to classrooms

1. Students form 2 single file lines by squad along the wall closest to the classroom door.
2. Squad leaders, Platoon Sergeant and Platoon Leader should take their position in lines.
3. The platoon leader should seek permission from the teacher to enter the classroom. (At this time the platoon leader should ask permission for any students needing to go to the bathroom)
4. Squads should enter the classroom one at a time lead by their squad leader.
5. Cadets should stand behind their chairs waiting for the command to be seated.
6. The platoon leader should enter the class last and remain at the front of the class, facing their platoon.

No student will be allowed to enter the classroom after the platoon leader. (Any student arriving to the classroom after the platoon leader will be considered late and will receive appropriate discipline procedures.

7. The platoon leader should give the direction "Platoon, take your seats". This is the only verbal command that should be given from the platoon leader at this time. (Exception: during 1st period the platoon leader should call their class to attention and then lead their class in the pledge of allegiance before giving the command to take their seats)

Dismissal of classroom

1. At the conclusion of class (as notified by the teacher / instructor), the platoon leader should give the platoon the command to "secure your gear".
2. Students will be given the command "on your feet", and "fall out"
3. Students should line up by squad inside the classroom. (In the same formation as when they entered).
4. The platoon leader will lead the class from the classroom to the hallway.
5. The platoon will move quickly, silently and orderly to their next class.

People you should meet...

Teachers & Administrators

Email

Subject

Room

Voicemail

Mr. Wade - Principal
wwade@philasd.org

202A

Ms. Benhaim - AP
lbenhaim@philasd.org

218

LTC Ramos - Commandant
rramos@philasd.org

JROTC

223

607007

CSM Pagan

cgpagan@philasd.org

JROTC

217

607006

1SG Hampton

elhampton@philasd.org

JROTC

201

607008

SFC Matthews

eomathews@philasd.org

JROTC

207

607005

Ms. Allen

deballen@philasd.org

Math

205

607102

Mr. Zapan

mzapan@philasd.org

PE / Health

Gym

607104

Mr. Bodek

cjbodek@philasd.org

Social Studies

202

607116

Ms. Brooks

jymbrooks@philasd.org

English

216

607106

Mr. Burton

brburton@philasd.org

Music

101

607100

Ms. Dobi

sdobi@philasd.org

Math

213

607117

Mr. Gordon

dgordon@philasd.org

Science - Biology

206

607101

Ms. Hoffer

jghoffer@philasd.org

English

210

607118

Ms. Hopkins-Daugherty

jhopkins@philasd.org

English

203

607113

Ms. Jackson

dejackson@philasd.org

Math

211

607003

Ms. Jenkins

wjenkins@philasd.org

Math

219

607112

Mr. Kohler

pkohler@philasd.org

Special Education

211A

Ms. La Rocca

rlarocca@philasd.org

Science - Chemistry

221

607115

Mr. Levinson

jlevinson@philasd.org

Social Studies

222

Ms. McCash

mmccash@philasd.org

Social Studies

220

607110

McMonagle

djmcmonagle@philasd.org

Science - Physical

204

607120

Ms. Nagy

menagy@philasd.org

Arabic

209

607119

Mr. Romani

jromani@philasd.org

Social Studies

212

607105

Ms. Staten

anstatten@philasd.org

English

215

607121

Ms. Volkens

rgvolkens@philasd.org

Special Education

211A

607122

Support Staff

Mr. Glynn

tbglynn@philasd.org

Counselor

206A

607004

Ms. Hopkins

mhopkins@philasd.org

Secretary

202A

Ms. Whitner

swhitner@philasd.org

School Operations

Office

Mr. Brown

waybrown@philasd.org

Building Engineer

Ms. Shepherd

hshepherd@philasd.org

Nurse

107B

Ms. Moses

wardjam112@aol.com

School Police

Ms. Lawrence

218

Ms. Gorley

marguer213@aol.com

218

Computer La

214

Tools for your success...

Regular Schedule

7:40 am	to	7:51 am	Advisory	11 minutes
7:54 am	to	8:44 am	1st period	50 minutes
8:47 am	to	9:37 am	2nd period	50 minutes
9:40 am	to	10:30 am	3rd period	50 minutes
10:33 am	to	11:23 am	4th period	50 minutes
11:23 am	to	12:05 am	LUNCH	42 minutes
12:08 pm	to	12:58 am	6th period	50 minutes
1:01 pm	to	1:51 pm	7th period	50 minutes
1:54 pm	to	2:44 pm	8th period	50 minutes

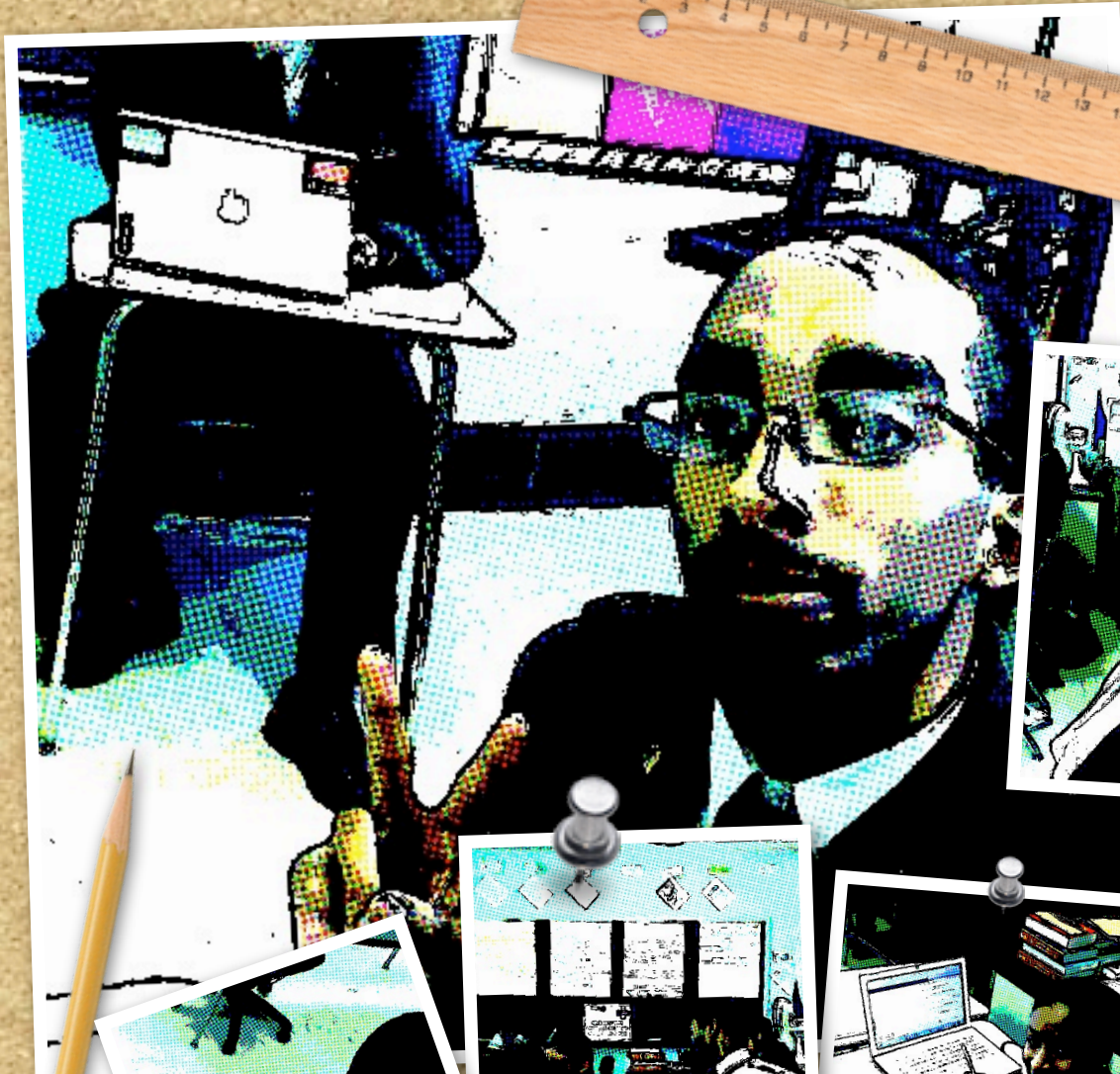
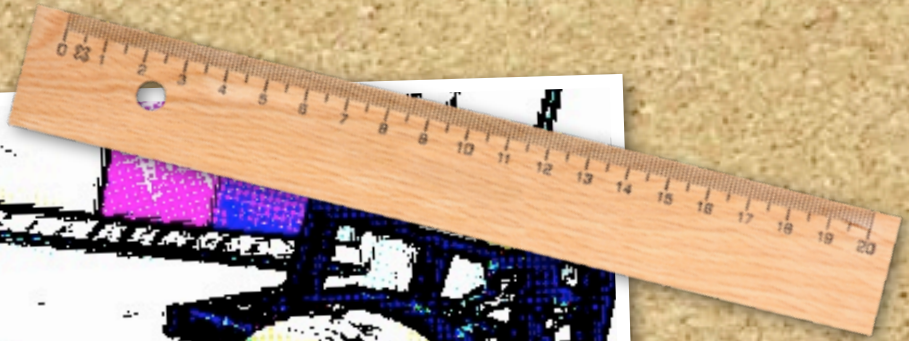
Assembly Bell Schedule

7:40 am	to	7:51 am	Advisory	11 minutes
7:54 am	to	8:36 am	1st period	42 minutes
8:39 am	to	9:21 am	2nd period	42 minutes
9:24 am	to	10:06 am	3rd period	42 minutes
10:09 am	to	10:51 am	4th period	42 minutes
10:54 am	to	11:35 am	Assembly	41 minutes
11:35 am	to	12:05 pm	LUNCH	42 minutes
12:08 pm	to	12:58 pm	6th period	50 minutes
1:01 pm	to	1:51 pm	7th period	50 minutes
1:54 pm	to	2:44 pm	8th period	50 minutes

Early Dismissal Bell Schedule

7:40 am	to	7:51 am	Advisory	11 minutes
7:54 am	to	8:21 am	1st period	27 minutes
8:24 am	to	8:51 am	2nd period	27 minutes
8:54 am	to	9:21 am	3rd period	27 minutes
9:24 am	to	9:45 am	4th period	27 minutes
9:48 am	to	10:15 am	6th period	27 minutes
10:18 am	to	10:45 am	7th period	27 minutes
10:48 am	to	11:15 am	8th period	27 minutes
11:15 am	to	11:45 am	LUNCH	30 minutes

Calendars and Notes



Calendar : Month _____

Monday	Tuesday	Wednesday	Thursday	Friday

Calendar : Month _____

Monday	Tuesday	Wednesday	Thursday	Friday

Calendar : Month _____

Monday	Tuesday	Wednesday	Thursday	Friday

Calendar : Month _____

Monday	Tuesday	Wednesday	Thursday	Friday

Calendar : Month _____

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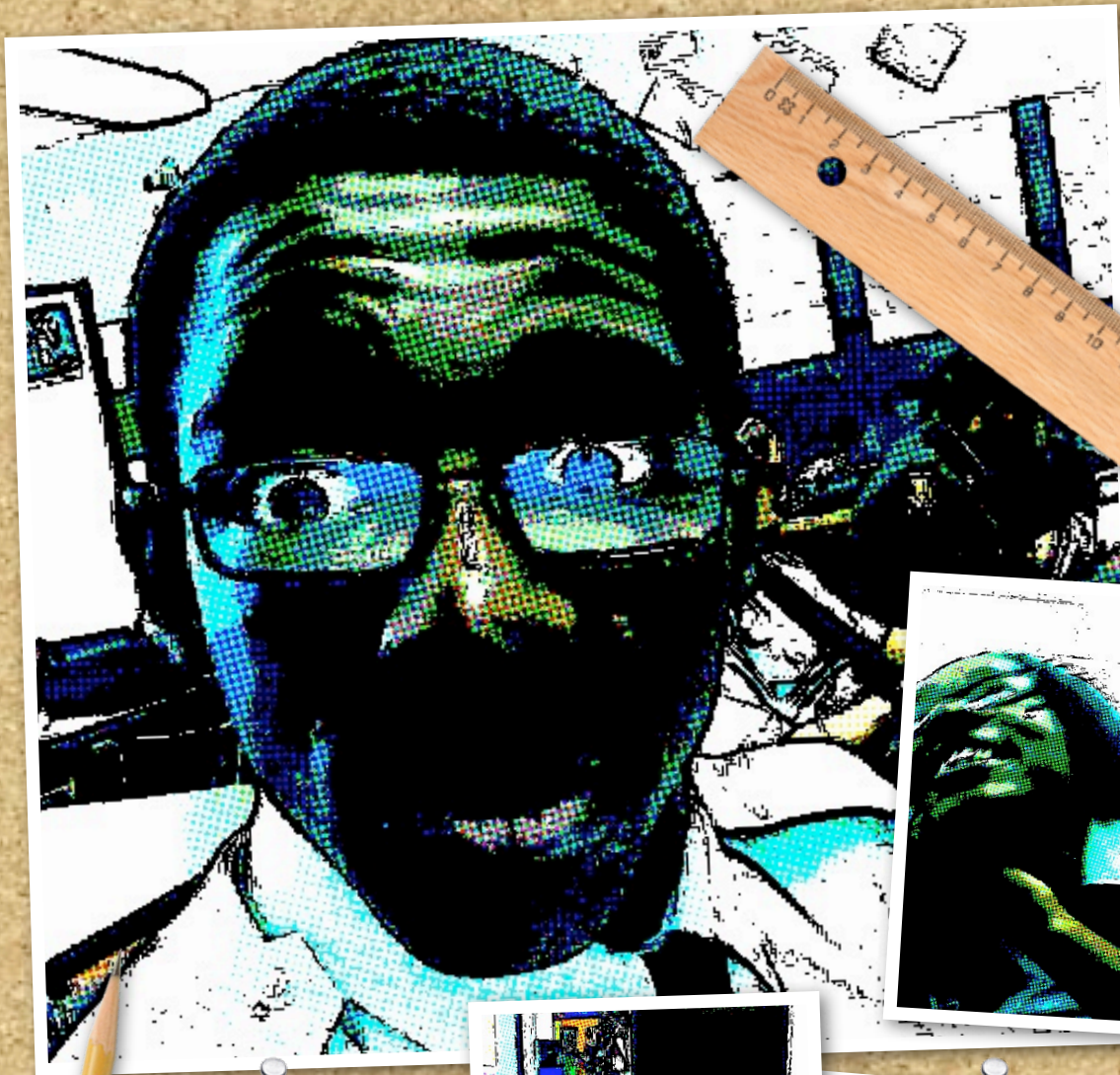
Monday	Tuesday	Wednesday	Thursday	Friday

Calendar : Month _____

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Calendar : Month _____

Monday	Tuesday	Wednesday	Thursday	Friday



Philadelphia Military Academy
1100 E. Mt. Pleasant Avenue
Philadelphia, PA 19150
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