August 27, 2020

Dear Philadelphia Military Academy High School students and families:

Welcome back! If you are new to our PMA family, welcome, and thank you for choosing our school for your child’s education. We have missed you over the summer and look forward to welcoming you to a new learning and growth year.

The 2020-2021 school year will be an unprecedented one that will challenge all of us in new ways. We’re gearing up to meet the challenge. Our teachers and other school staff are engaged in virtual training sessions to better support students’ social-emotional needs to succeed in this new digital learning environment. Our faculty and staff are working very hard to provide meaningful, engaging virtual lessons and social-emotional learning strategies to support their growth and development. We are in this together with you and your family. We will help you in any way we can. Reach out to myself or any other PMA staff member for more information and support.

Here’s how you and your child(ren) can prepare for the start of school:

Attendance Matters: Our school day will begin at 7:40 a.m. and end at 2:40 p.m. Even though we will be 100% digital, students will participate in a full day of school five days a week. We strongly suggest you login with your child on the first day of class to connect with their teacher and learn about the exciting virtual learning opportunities your child will be experiencing this school year. No doubt about it, digital learning will look and feel different than last spring. Read more about what to expect and how you can help with the attached attendance and grading information document.

Attached, you will find a list of all google classroom codes. Your child should identify his/her classes, based on their current roster and login to class on the first day of school, Wednesday, September 2, 2020. Their first-class begins at 7:40 a.m. We are military; we start early!
Getting Ready: To help you and your child get organized and prepared for a successful new school year, we’re sharing this Family Back-to-School Checklist, (attached) which contains essential information about Chromebooks, internet access, etc.

Also, mark these important dates on your calendar:

- **Textbook/Uniform Pickup and Locker Cleanout** - stop by our school on Thursday, September 3, 2020, between 9:00 a.m. and 1:00 p.m. only to pick up your child’s textbooks and other items. **Mask wearing is required, and social distancing and other protocols will be in place to ensure everyone’s safety.**

- **Back-to-School Drive-Thru Backpack Giveaway** - this year’s event will be held on August 28 from 9 a.m. - 1 p.m. at Lincoln Financial Field, K-Lot. Visit philasd.org/face/backpacks for more details and how you can schedule a walk-up appointment.

- **Virtual Back-to-School Night** is a great time to meet your child’s teachers and learn more about the new school year. Thursday, September 24, 2020, at 5:30 p.m. Our Back to School Night. Check the PMA website for more information.

- **PMA Website** - Our website is updated regularly. You will find the most up to date information for students, teachers, family, and community members. Check our website frequently! [https://pma.philasd.org](https://pma.philasd.org)/

As always, please feel free to reach out to me at 215-400-7420 or any of your child’s teachers. By working together, we can make this a successful year of learning and growth for every student. **See you virtually on September 2nd!**

Sincerely,

[Signature]
Margie Goodwin, M.Ed.
Principal

PMA/Admissions File
August 24, 2020

Dear PMA Parents or Guardians,

The summer is almost over and the first day of school is just around the corner. Even though we are beginning the year online, we are really excited to get started as we have great expectations for our cadets this school year. I am writing to you because we need your assistance and support. As a military model school, we must ensure that the special requirements of this school are adhered to even in a virtual status. In the recent past, some students failed to follow the uniform and grooming requirements. Others got away from these standards because we finished last school year online. This detracts from the mission and vision of our school and this is where I require your help.

We are going to try to stay as close to regular standards as we can. I have included a Uniform and Behavioral Contract that we need you and your child to read carefully. Because we are not starting school in person, each JROTC instructor will ask you and your child to email him/confirming that you both read, understand, and will comply with the Uniform and Behavioral Contract.

This is a graded requirement and the email should be sent on the first day of school. The following are some highlights of the contract:

- Cadets are required to arrive to their online class fully dressed in the designated uniform for that day.
- Cadets must wear their uniforms properly all day.
- All uniforms will be worn in a clean, properly fitted, and repaired manner.
- The only footwear permitted are Bates and sneakers.
- Only black socks may be worn with the military uniforms and only white socks may be worn with the non-military uniforms.
- Male cadets must be clean shaven every day and must have their hair trimmed within military standards.
- Female cadets’ hair must be in a bun at the back of their head. Only natural colors are permitted.
- Jewelry is not permitted for male cadets. Female cadets may only wear ¾ inch diamond, pearl, gold, or silver studs worn in the bottom of the earlobe. No other body piercings are permitted.
- Nail extensions are not permitted and if painted, the nail polish must comply with military standards.

Cadets who violate the Uniform and Behavioral Contract will receive a same day (virtual) after school detention and parents will be notified. Those who continue to violate or refuse to abide by the uniform policy will necessitate parental meetings and, possibly, more stringent disciplinary action.

Another way that you can help is to have your child show you his/her uniform to ensure that he/she has all the required items to include a belt, a tie or neck tab, black socks, white T-shirt, gray shirt, blue uniform pants, and a Class A jacket. You should also check to ensure that he/she has complete casual and physical training uniforms. If your child is missing any of the required items, please have him/her notify his/her instructor prior to the first day of classes so that we can arrange to get the missing items to him/her.

Please note that the uniform for the first day of school, Wednesday September 2nd, is the casual uniform (green polo shirt, khaki pants, white socks, and sneakers). The Class A uniform will be worn on all other Wednesdays. The casual uniform will be worn on all other school days. Again, thank you in advance for your support. If you have any questions, please feel free to call or text me at 484-975-2023.

Very respectfully yours,

Russell A. Gallagher, Ed.D.
Lieutenant Colonel, US Army (Ret)
Commandant
Student Emergency /Medical Information

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School:</th>
<th>Room/Sect:</th>
<th>Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address:</th>
<th>Home phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mother:</th>
<th>email:</th>
<th>phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Father:</th>
<th>email:</th>
<th>phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Guardian:</th>
<th>email:</th>
<th>phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Emergency contacts (other than parents) must be local and available for contact:

<table>
<thead>
<tr>
<th>Name and Relationship to child</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.                                    
2.                                    

<table>
<thead>
<tr>
<th>Childs Doctor/Clinic:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Insurance:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MA</td>
<td>CHIP</td>
</tr>
<tr>
<td></td>
<td>Private</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insurance company name:</th>
<th>Policy Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please circle below to give permission to the school nurse to give your child medication:

<table>
<thead>
<tr>
<th>Acetaminophen (Tylenol)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ibuprofen (Motrin)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please CIRCLE the following if your child:

Wears: Glasses     Hearing aid
Has: Seizures     Diabetes    Asthma    ADHD

List Allergies: Food substitution requires a new order yearly from a health care provider:

<table>
<thead>
<tr>
<th>Other Health Problems:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Does your child take medication?  

<table>
<thead>
<tr>
<th>Medication</th>
<th>Dose</th>
<th>Frequency/Time</th>
<th>Reason</th>
</tr>
</thead>
</table>

|                      |      |                |        |

Your signature gives permission for emergency treatment; as well as for SDP School Nurses to administer medications you indicate on this emergency form, during school hours, on field trips and after school activities. I authorize the school nurse to communicate with my child’s health care provider and my health care provider to reply as needed regarding my child’s care.
OPTIONAL

Non-Aerosol Topical Sunscreen Use at School

Parents/guardians may choose to supply their child with non-aerosol topical sunscreen, if it is approved by the U.S. Food and Drug Administration. In order for a student to apply sunscreen during school hours, at a school-sponsored activity, or while under the supervision of school personnel, the parent/guardian must complete the attestations below.

**Parent/Guardian Attestation**

- By signing below, you confirm that you understand that the school is not responsible for ensuring that the sunscreen is applied by the student.
- By signing below, you confirm that the student has demonstrated that they are able to self-apply the sunscreen.

Parent/Guardian Signature: _____________________________ Date: ________________

The school may cancel or restrict the possession, application, or use of a non-aerosol topical sunscreen product by a student if any of the following occurs:

- The student fails to comply with school rules concerning the possession, application, or use of the non-aerosol topical sunscreen product.
- The student shows an unwillingness or inability to safeguard the non-aerosol topical sunscreen product from access by other students.

If a school cancels or restricts the possession, application, or use of a non-aerosol topical sunscreen product by a student, the school shall provide written notice of the cancelation or restriction to the student's parent/guardian.
ARE YOU READY FOR THE NEW SCHOOL YEAR?
School starts on Wednesday, September 2nd, with all PreK-12 students engaging in digital learning five days per week and receiving instruction from teachers in their enrolled school.

Here’s a checklist to help you and your child prepare for a successful school year:

NEW TO THE DISTRICT? REGISTER YOUR CHILD
Register online by visiting bit.ly/phillyk12reg, by phone by calling your child’s school and speaking with a school secretary or in person by appointment only at the Education Center (440 N. Broad St.) on Tuesdays and Thursdays from 10 a.m. to 2 p.m. Email OSEP@philasd.org to make an appointment.

REGISTER FOR A PARENT AND FAMILY PORTAL ACCOUNT
A Parent & Family Portal account gives you direct access to valuable information about your child’s grades, test scores, attendance and immunization records, and much more, including the latest District updates. To learn more and register, visit signup.philasd.org.

UPDATE YOUR CONTACT INFORMATION
The contact information on file at your child’s school is used to ensure you receive important school and District updates, and can be contacted immediately in case of an emergency. Be sure to contact the school if you’ve moved, have a new phone number or your list of emergency contacts has changed.

KNOW YOUR CHILD’S SCHOOL SCHEDULE
Even though school will be 100% digital through the first marking period, students are expected to participate in a full day of learning five days a week. Start and end times for your child’s school can be found on the school’s website, or you can call the school office for more information.

SUPPORT YOUR CHILD’S DAILY PARTICIPATION IN SCHOOL
Participating in school every day is vital for your child’s continued academic growth and success. Your child’s teachers will be taking attendance for each period and coursework will be graded. Ensure your child logs into the system on time every day and reach out to the principal or your child’s teacher if you need assistance. Also, please contact your child’s teacher or any school-based staff member for support if there are any barriers to your child’s daily school attendance.

ENSURE YOUR CHILD HAS ACCESS TO A DIGITAL DEVICE FOR LEARNING
Our Family Tech Support Centers are open Monday - Friday from 9 a.m. to 2 p.m. (excluding holidays). You can pick up a loaner Chromebook for your child or have your current one repaired or replaced at the Education Center (440 N. Broad St., 1st floor lobby) and Fitzpatrick Annex Building (rear of Fitzpatrick Elementary at 4101 Chalfont Dr.) locations. The center at MLK High School (5100 Stenton Ave.) is for Chromebook pickup only. You can also call the hotline at 215-400-444, email FamilyTechSupport@philasd.org or visit philasd.org/chromebooks for guides, tips and other resources. *Note: the student must be enrolled in a District-led school to receive a device.
MAKE SURE YOU HAVE INTERNET ACCESS
A list of free or low-cost Internet and WiFi access options can be found at philasd.org/technologyservices/getting-connected.

REVIEW A FAMILY GUIDE TO SOCIAL-EMOTIONAL LEARNING
Your child's teachers will be focusing on social-emotional learning this year, through daily Community Meetings in the classroom and as part of academic instruction. You can learn more about why social-emotional learning matters and how you can support it at home by visiting the Family Academy Virtual Course catalogue at philasd.org/face/fact to review the course schedule for upcoming SEL classes that will be offered.

RECEIVE SUPPORT IF YOU HAVE CONCERNS REGARDING YOUR CHILD'S MENTAL WELL-BEING
The separation that families and children have experienced by being distanced from supportive family members, teachers and friends during this pandemic may have caused feelings of sadness and anxiety. If you believe your child is currently experiencing these feelings, you can: call or text The Philly HopeLine at 1-833-PHL-HOPE (1-833-745-4673) Monday - Friday 10:00 a.m. - 8:00 p.m. to receive counseling services; share your concerns with a mental health provider whom you have a pre-existing relationship; or, when school opens, contact your child’s school counselor who will assist in developing a plan to support your child.

PICK UP TEXTBOOKS
All schools will be contacting their families with dates and times when you can stop by to pick up textbooks and other materials to support a successful digital learning experience for your child.

KNOW WHERE YOU CAN PICK UP STUDENT MEALS FOR THE FIRST TERM
Every Thursday from 9 a.m. to noon, you can pick up a box of 5 breakfast meals, 5 lunch meals and ½ gallon of milk for each student in your household. For the latest list of school-based meal distribution sites, visit philasd.org/grab-go-meals.

MARK YOUR CALENDARS FOR THE AUGUST 28TH BACK-TO-SCHOOL DRIVE-THRU BACKPACK EVENT AT LINCOLN FINANCIAL FIELD, 9:00 A.M. - 1:00 P.M.
The District will be providing free backpacks and supplies to assist students attending school online. Due to COVID-19, this year’s event will be a drive-thru event, and the first 500 cars will be able to receive a free pair of Converse sneakers. Parents without a car may pick up backpacks for their child in person. Pre-registration is required. For more information about this event and how you can schedule a walk-up appointment, please visit philasd.org/face/backpacks or call 215-400-5300.

MAKE SURE YOUR CHILD IS UP TO DATE ON VACCINES BEFORE SCHOOL STARTS
It is important to your child’s health to be up to date on immunizations, including for the flu vaccine. This is especially important this year because we do not yet know if being sick with COVID-19 at the same time as the flu will result in more severe illness. If you are unsure which vaccines your child needs for school, visit philasd.org/studenthealth/immunizations.

FIND HELPFUL RESOURCES TO SUPPORT YOUR CHILD’S SUCCESS IN SCHOOL
We are dedicated to keeping families connected with the latest resources and information needed to support their children during digital learning. Visit the Office of Family and Community Engagement’s website, philasd.org/face and save it as a bookmark to reference throughout the year for virtual parent education classes schedule/descriptions/time; tools for families to use at home; and valuable online resources to engage your child during this time.

Be sure to visit your school’s website often for more information about school opening, Meet and Greets, Back-to-School Nights and more.

Also, please visit philasd.org for up-to-date information about how we are Advancing Education Safely for the 2020-2021 School Year.
CONTRACT

Between the Philadelphia Military Academy
and
PMA Cadets and Parents/Guardians

The Philadelphia Military Academy is a unique school in Philadelphia in that it operates under a military model and all students (called cadets) are enrolled in the Army Junior ROTC Program. As such, there are special expectations and requirements for students attending this school. These expectations and requirements cover, but are not limited to, the areas of uniform wear and appearance, grooming, behavior, as well as academy procedures.

This is a contractual agreement between the student, their parent(s)/guardian(s) and the Philadelphia Military Academy with regard to the JROTC (Junior Reserve Officer Training Corps) program. The student(s) and their parent(s)/guardian(s) are required to sign this contract if the student wishes to enroll in the Philadelphia Military Academy.

This contract must be read and signed by both the parent/guardian and the cadet.

CADET NAME ____________________________________________

(First) (MI) (Last) (Student ID Number)

ADDRESS ____________________________________________

(Number) (Street) (Zip Code)

PARENT/GUARDIAN PHONE __________________________ Email address __________________________

WE, THE ABOVE NAMED CADET AND PARENT/GUARDIAN, AGREE TO THE FOLLOWING CONDITIONS:

Uniform Wear, Grooming, and Appearance:

- Cadets are required to arrive to school (including virtual classes) fully dressed in uniform designated for that day. Cadets are not permitted to change into any part of the uniform at school.
- Cadets are required to wear their uniforms properly all day. Cadets may not change out of any part of their uniform at any time without permission from the Principal, Commandant, or their Army Instructors.
- All uniforms will be worn in a clean, properly fitted, and repaired manner.
- There are only two type of shoes permitted: Bates with the Class A and Class B uniforms and sneakers with the casual and physical training (PT) uniforms. Slides and slippers are never permitted.
- Only black socks may be worn with the Class A and Class B uniforms; only white socks may be worn with the casual and physical training uniforms.
- A plain white rounded-neck T-shirt is required with the casual and PT uniforms as well as with the Class B uniform when it is worn without a neck tie or neck tab.
- Only PMA/JROTC outer garments are authorized for wear within the school. These items include: the JROTC windbreaker, the PMA windbreaker, the black cardigan, the PMA ¾ zip pullover, and any PMA hoodie. Only the Class A jacket, JROTC windbreaker, and the black cardigan may be worn with Class A and Class B uniforms.
- Inclement weather/cold weather outer garments may be worn while travelling to school, but must be removed prior to entering PMA and must be placed in the cadet’s locker until the end of the school day.
- Hair:
  - Male hair must be neatly groomed and be in compliance with Army JROTC regulations. The bulk of the hair must not interfere with the wearing of the JROTC beret or other headgear. Braids, cornrows, or dreadlocks, or any extreme hairstyle are not authorized. Sideburns must be trimmed to the lower opening of the ear. Males will keep their face clean shaven daily. Mustaches are authorized as long as they are neat, trimmed, and tidy.
  - Female hair must be neatly groomed with no excessive bulk and does not present a ragged, unkempt, or extreme appearance and must be in compliance with Army JROTC regulations. Braids or
cornrows are permitted for females as long as they fit snuggly to the head. Dreadlocks are not permitted. Hair colors my only be natural colors. Colors including, but not limited to, purple, blue, orange, green, pink, bright-red, or neon are not permitted. Female hair must be above the collar secured by plain (not decorative) hair-holding devices. The bulk of the hair must not interfere with the wearing of the JROTC beret or other headgear.

- **Jewelry** is not permitted with the exception of one low profile ring. Earrings can be worn by FEMALES ONLY and must be diamond, pearl, gold, or silver studs only no larger than ⅜” in diameter. Earrings are not worn with the PT uniform. No other visible body piercings are permitted. If a religious necklace is worn, it must be inside the shirt.
- Cadets violating the above uniform policy will receive a same day after school detention and parents will be notified. Failure to attend detention and/or continued violation of the uniform policy will result in more stringent disciplinary action.

**Uniform Maintenance and Accountability:**

- Cadets and parents/guardians assume responsibility for the military uniforms and equipment issued to the cadet and will reimburse PMA the full government price if the uniform is not returned in serviceable condition upon demand.
- Cadets and parents/guardians must ensure that the uniform is clean, pressed, and kept in good condition. Cadets and parents/guardians must also make no unauthorized alterations and notify the Academy Commandant or Supply Sergeant of any uniform loss or damage.

**Behavior and Academy Procedures:**

- Parents and guardians will ensure that their cadet complies with all rules, regulations, and orders governing the conduct and training of PMA cadets.
- When requested, parents/guardians will meet (including virtually) with the Academy Commandant and faculty regarding the academic status and standards of compliance of their child.
- Cadets will respond positively to other cadets who have been appointed to leadership positions and will render proper military courtesies to instructors and other cadets with senior rank. Cadets will express courtesy and respect toward administrators, teachers, coaches, and other adults with whom they come into contact. Cadets will refrain from using foul or obscene language and will not make derogatory comments towards other cadets or staff members.

**Student (Cadet) Certification**

I have read and agree to fulfill the requirements of the Philadelphia Military Academy the Army Junior ROTC Program. I further understand that failure to adhere to these standards may jeopardize my grade, chances of promotion, participating in extra-curricular activities and could lead to my removal for the Philadelphia Military Academy.

_________  ___________  ___________
Cadet's Printed Name  Signature  Date

**Parent/Guardian Certification**

I have read and understand the Contract above. I agree to fulfill my portion of the agreement and will ensure that my child adheres to the requirements, standards, regulations and procedures contained within it. I also understand that failure to comply with this contract could lead to my child's removal for the Philadelphia Military Academy.

_________  ___________  ___________
Parent/Guardian's Printed Name  Signature  Date
Are you ready to #LogOnPHL?

School starts September 2nd

Get all your back-to-school needs at philasd.org/backtoschool
THE SCHOOL DISTRICT OF PHILADELPHIA
SCHOOL HEALTH SERVICES
REPORT OF PHYSICAL EXAMINATION

Date Issued: [Date]  
Student ID#:  

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th>Date of Birth:</th>
<th>Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of School:</th>
<th>Room/Section/Book</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TO THE PARENT/GUARDIAN:
I authorize the school nurse to communicate with my child's health care provider and my health care provider to reply as needed regarding my child's care.

Parent/Guardian Signature:  
Date:  

TO THE CARE PROVIDER (Please complete all items)
Pennsylvania law requires that students attending school in the state be immunized and receive periodic medical examinations. Payment for these examinations is the responsibility of the parent/guardian. THESE IMMUNIZATIONS ARE REQUIRED FOR SCHOOL ATTENDANCE.

RECORD OF VACCINE ADMINISTRATION
(Please attach complete immunization record including serology results if available)

- Allergies:  
- Date of last PPD:  
- Result:  mm

Does this student have health insurance?  
Yes  No  
Name of Insurance Provider:

RECORD THE FOLLOWING


2. Audiometric Screening: R_______ L_______ 3. BP_______

4. Height_______ inches/cm  Weight_______ lb./kg  BMI percentile_______

5. Scoliosis Screening: Normal  Abnormal  Referred  No Referral

Activity Recommendation: Full Physical Activity  Restricted Physical Activity
(Must Complete Phys. E. Medical Exemption/Program Modification Form MEH-23)

Specify Restrictions:

7. List all medications currently being taken:
Medications:  
Reason:  

List ALL problems by history or examination:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Under Care</td>
<td>Care Complete</td>
</tr>
<tr>
<td>2.</td>
<td>Under Care</td>
<td>Care Complete</td>
</tr>
<tr>
<td>3.</td>
<td>Under Care</td>
<td>Care Complete</td>
</tr>
</tbody>
</table>

No Problems Identified

Comments/follow-up treatment plan / Special instructions to school:

Signature of Care Provider (REQUIRED)  
Telephone  
Fax  
Care Provider office stamp (REQUIRED)  

Address  
Date of Exam

MEH-1 (Rev. 2/17)