

PHILADELPHIA MILITARY ACADEMY HIGH SCHOOL



CADET AND PARENT/GUARDIAN HANDBOOK

2021-2022



Philadelphia Military Academy High School
Cadet & Parent/Guardian Handbook
School Year 2020-2021

Table of Contents

Key School District of Philadelphia and PMA Key Staff	3
Vision	3
Mission Statement	3
Contact Information	3
2021-2022 School Year Calendar	4
Philadelphia Military Academy Bell Schedule	5
General Policies and Procedures	6
School Hours.....	6
Arrival.....	7
Cell Phones.....	7
Prohibited Items.....	7
Advisory Period.....	7
Use of Lavatory.....	7
Telephone Use by Cadets.....	7
Health Services Hours.....	8
Administration of Medication.....	8
Cadet Attendance.....	8
Seniors ONLY!.....	9
Absence, Cutting, and Lateness.....	9
Requests for Early Dismissal.....	9
Departure.....	9
Academics	9
School Year.....	9
Roster, Course Selection, and Transcripts.....	9
Grading Policy.....	9
Homework.....	10
Interim Reports/Report Cards.....	10
Principal’s Club/Honor Roll.....	10

Table of Contents (continued)

Graduation Requirements.....	10
Tutoring and Additional Help in the Core Curriculum Area.....	11
Guidance.....	11
Distribution/Care of Books and Other School Equipment.....	11
Conduct and Uniform Wear	11
Cadet Code of Conduct.....	11
Uniform Policy.....	12
Uniform, Appearance, and Behavioral Contract.....	13
Miscellaneous Information and Policies	14
ID Cards.....	14
Lockers.....	14
Communications.....	14
Fire Drill Process.....	14
SEPTA Transpasses.....	15
Lost and Found.....	15
Computer/Technology Rules.....	15
ACT 26: Weapons Provisions of the Pennsylvania School Code.....	15
Policy 102: Multiracial, Multicultural, and Gender Education.....	15
Bullying/Cyber-bullying/Harassment Policy.....	15
Visitors/Loitering.....	16
Home and School Association.....	16

PHILADELPHIA MILITARY ACADEMY HIGH SCHOOL

2118 North 13th Street
Philadelphia, PA 19122
Phone: (215) 400-7420
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Key School District of Philadelphia and PMA Staff

Superintendent.....	Dr. William R. Hite Jr.
Assistant Superintendent, Innovations Network.....	Ryan Scallon
Principal.....	Margie Goodwin
Commandant.....	LTC Russell A. Gallagher
Counselor/Principal Intern.....	Kalomo Vanterpool
Roster Chair.....	Keith Marchiafava
School Based Teacher Leader.....	Shellene Welsh
Special Education Liaison.....	Damaris Roman

Vision

Our vision is to become a renowned educational institution where parents want to send their children, cadets want to learn and teachers want to teach! A school where young women and men are challenged and nurtured through rigorous college preparatory classes, Cadet Government and JROTC leadership. We desire to foster a sense of community in which every individual is respected and encouraged to realize their full potential in areas of character, work ethic, citizenship, and academic excellence; to assure that each cadet's learning, progression, and achievement results in exceptional post-secondary qualifications.

Mission Statement

The Philadelphia Military Academy is a 9th through 12th grade program which is committed to transforming cadets' lives with the support and partnership of our parents and community stakeholders. Our military structured learning environment creates a tailored program that challenges each cadet to move forward in their educational and social experiences. We immerse our cadets in the guiding principles of leadership, citizenship, and community service. This unified approach promotes academic excellence through rigorous instruction for the diverse learner to prepare them for college, technical training, and/or the workforce.

Contact Information

2118 North 13th Street
Philadelphia, PA 19122
<https://pma.philasd.org>
Office: (215) 400-7420
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2021-2022 School Year Calendar (High School Only)

Date	Activity
August 23, 2021	First Day for Staff
August 23-30, 2021	District-wide Professional Development
August 31, 2021	First Day for Grades K-12
September 6, 2021	Labor Day – <i>Schools and administrative offices closed</i>
September 7, 2021	Rosh Hashanah – <i>Schools and administrative offices closed</i>
September 16, 2021	Yom Kippur– <i>Schools Closed and Administrative Offices Closed</i>
October 11, 2021	Indigenous Peoples’ Day - <i>Schools Closed and Administrative Offices Closed</i>
October 13 – 15, 2021	Interim Reports
November 2, 2021	Election Day– <i>Schools closed</i>
November 11, 2021	Veterans’ Day - <i>Schools Closed and Administrative Offices Closed</i>
November 22 – 24, 2021	Report card conferences - <i>3 Hour Early Dismissal</i>
November 25 – 26, 2021	Thanksgiving Holiday– <i>Schools and Administrative Offices Closed</i>
December 15 – 17, 2021	Interim Reports
December 24, 2021 – December 31, 2021	Winter Recess– <i>Schools Closed</i>
January 3, 2022	Professional Development Full Day – <i>Schools closed for students</i>
January 17, 2022	Dr. Martin Luther King Day– <i>Schools and Administrative Offices Closed</i>
February 1, 2022	Lunar New Year - <i>Schools Closed and Administrative Offices Closed</i>
February 2 - 4, 2022	Report Card Conferences - <i>3 Hour Early Dismissal</i>
February 21, 2022	Presidents’ Day– <i>Schools Closed and Administrative Offices Closed</i>
February 23 - 25, 2022	Interim Reports
March 30 – April 1, 2022	Report Card Conferences
April 11 - 15, 2022	Spring Recess– <i>Schools Closed</i>
April 27 -29, 2022	Interim Reports
May 3, 2022	Eid-al-Fitr - <i>Schools Closed</i>
May 17, 2022	Election Day – <i>Schools Closed</i>
May 30, 2022	Memorial Day– <i>Schools Closed and Administrative Offices Closed</i>
June 10, 2022	Graduation Ceremony (<i>Tentative</i>)
June 14, 2022	Last Day for Cadets
June 15, 2022	Last Day for Staff – Full Day PD

Philadelphia Military Academy Bell Schedule 2021/2022

Bell Schedule (Standard)

4th Period Lunch		5th Period Lunch		6th Period Lunch	
1 st	7:30-9:00	1 st	7:30-9:00	1 st	7:30-9:00
Advisory	9:03-9:36	Advisory	9:03-9:36	Advisory	9:03-9:36
3 rd	9:39-10:29	3 rd	9:39-10:29	3 rd	9:39-10:29
Lunch	10:32-11:02	4 th	10:32-11:22	4 th	10:32-11:22
5 th	11:05-11:55	Lunch	11:25-11:55	5 th	11:25-12:15
6 th	11:58-12:48	6 th	12:08-12:58	Lunch	12:18-12:48
7 th	12:51-1:41	7 th	12:51-1:41	7 th	12:51-1:41
8 th	1:44-2:34	8 th	1:44-2:34	8 th	1:44-2:34

Early Dismissal (Professional Development)

4th Period Lunch		5th Period Lunch		6th Period Lunch	
1 st	7:30-8:05	1 st	7:30-8:05	1 st	7:30-8:05
Advisory	8:08-8:18	Advisory	8:08-8:18	Advisory	8:08-8:18
3 rd	8:21-8:51	3 rd	8:21-8:51	3 rd	8:21-8:51
Lunch	8:54-9:24	4 th	8:54-9:24	4 th	8:54-9:24
5 th	9:27-9:57	Lunch	9:27-9:57	5 th	9:27-9:57
6 th	10:00-10:30	6 th	10:00-10:30	Lunch	10:00-10:30
7 th	10:33-11:03	7 th	10:33-11:03	7 th	10:33-11:03
8 th	11:06-11:36	8 th	11:06-11:36	8 th	11:06-11:36

Extended Advisory (Assemblies/Formations)

4th Period Lunch		5th Period Lunch		6th Period Lunch	
1 st	7:30-8:43	1 st	7:30-8:43	1 st	7:30-8:43
Advisory	8:46-9:46	Advisory	8:46-9:46	Advisory	8:46-9:46
3 rd	9:49-10:37	3 rd	9:49-10:37	3 rd	9:49-10:37
Lunch	10:40-11:10	4 th	10:40-11:28	4 th	10:40-11:28
5 th	11:13-12:01	Lunch	11:31-12:01	5 th	11:31-12:19
6 th	12:04-12:52	6 th	12:04-12:52	Lunch	12:22-12:52
7 th	12:55-1:43	7 th	12:55-1:43	7 th	12:55-1:43
8 th	1:46-2:34	8 th	1:46-2:34	8 th	1:46-2:34

Late Arrival (Common Planning Time/Wednesdays Only)

4th Period Lunch		5th Period Lunch		6th Period Lunch	
1 st	8:30-9:40	1 st	8:30-9:40	1 st	8:30-9:40
Advisory	9:43-9:56	Advisory	9:43-9:56	Advisory	9:43-9:56
3 rd	9:59-10:45	3 rd	9:59-10:45	3 rd	9:59-10:45
Lunch	10:48-11:18	4 th	10:48-11:34	4 th	10:48-11:34
5 th	11:21-12:07	Lunch	11:37-12:07	5 th	11:37-12:23
6 th	12:10-12:56	6 th	12:10-12:56	Lunch	12:26-12:56
7 th	12:59-1:45	7 th	12:59-1:45	7 th	12:59-1:45
8 th	1:48-2:34	8 th	1:48-2:34	8 th	1:48-2:34

Late Arrival (Weather Related)

4th Period Lunch		5th Period Lunch		6th Period Lunch	
1 st	9:30-10:28	1 st	9:30-10:28	1 st	9:30-10:28
Advisory	10:31-10:41	Advisory	10:31-10:41	Advisory	10:31-10:41
3 rd	10:44-11:21	3 rd	10:44-11:21	3 rd	10:44-11:21
Lunch	11:24-11:54	4 th	11:34-12:11	4 th	11:24-12:01
5 th	11:57-12:34	Lunch	12:14-12:44	5 th	12:04-12:41
6 th	12:37-1:14	6 th	12:37-1:14	Lunch	12:44-1:14
7 th	1:17-1:44	7 th	1:17-1:44	7 th	1:17-1:44
8 th	1:57-2:34	8 th	1:57-2:34	8 th	1:57-2:34

Late Arrival (Keystone Exams)

4th Period Lunch		5th Period Lunch		6th Period Lunch	
1 st	10:30-11:17	1 st	10:30-11:17	1 st	10:30-11:17
Advisory	11:20-11:31	Advisory	11:20-11:31	Advisory	11:20-11:31
3 rd	11:34-12:01	3 rd	11:34-12:01	3 rd	11:34-12:01
Lunch	12:04-12:34	4 th	12:04-12:31	4 th	12:04-12:31
5 th	12:37-1:04	Lunch	12:34-1:04	5 th	12:34-1:01
6 th	1:07-1:34	6 th	1:07-1:34	Lunch	1:04-1:34
7 th	1:37-2:04	7 th	1:37-2:04	7 th	1:37-2:04
8 th	2:07-2:34	8 th	2:07-2:34	8 th	2:07-2:34

GENERAL POLICIES AND PROCEDURES

School Hours

School hours are from 7:30 a.m. to 2:34 p.m. Monday – Friday (See School Calendar for exceptions) Doors open at 7:00 a.m. A free hot breakfast is served every morning in the cafeteria from 7:00 a.m. until 7:30 a.m. After breakfast, cadets must proceed directly to their lockers, then to their first class. Cadets are marked late after 7:30 a.m.

Arrival

- All cadets are required to enter the building via the front (13th Street) entrance. Cadets must present and swipe their identification cards each morning.
- Cadets are required to scan in before 7:30 a.m. Therefore, it is important to arrive before 7:30 a.m. to avoid being marked late. Lateness to school will not be tolerated. In addition to missing critical course work, any pattern of lateness could result in referral to Truancy Court.
- There is a \$1.00 fee per day for not having an ID card. The attendance person will manually enter the cadet's name into the system.
- Any cadet who does not scan in or manually sign in is considered to be in the building illegally. The cadet could face arrest for trespassing (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, the cadet's parent or guardian will be contacted.
- Cadets arriving **after 7:30 a.m. are late to school and will receive after school detention.** Failure to attend the detention will lead to further disciplinary action.
- **ANY COMBINATION OF 10 OR MORE ABSENCES OR LATENESSES IN A SCHOOL YEAR COULD RESULT IN DISCIPLINARY ACTION.**

Cell Phones

School District policy prohibits the use and possession of cell phones within schools. However, PMA will allow cadets to bring their cell phone to school and turn it in until the end of the school day. All cell phones must be turned off prior to being turned in. At no time will cadets be able to use a cell phone during school hours for any reason. Cadets who do not comply with this rule will have cell phones confiscated. Philadelphia Military Academy will return the cell phone to a parent/guardian only one time. If the cadet is caught with a cell phone a second time, the phone will be returned at the end of the school year. There are no exceptions to this rule.

Prohibited Items

- Hats/headwear
- Metal picks/combs
- IPOD, CD players, and MP3 players (Returned in June)
- Video game systems
- Other electronic devices
- Weapons of any kind
- Glass bottle or soda cans
- Cell phones* (Please see below)

PMA is not responsible for any lost, misplaced or stolen electronics of any kind.

Advisory Period

All cadets must report to their assigned advisory. **If a cadet does not report in person, he or she will be marked absent.** Cadets on suspension are not permitted to enter the building unless reinstated by an administrator. If a cadet on suspension enters the building, he or she is considered a trespasser and must be immediately reported to the Principal or Commandant. Cadets are not permitted to eat food or drink any beverages during advisory.

Use of Lavatory

Cadets will only be permitted to use the bathroom before school, during their lunch period, and after school. Bathroom passes will only be given after the first 15 minutes and before the last 15 minutes of each period. If the cadet has an extenuating circumstance or pre-existing medical condition he/she should bring a note from his/her parent or guardian and present it to the Commandant.

- No more than one cadet will be excused at a time for this privilege.
- Cadets must only use the lavatory on the same floor as their classroom.
- Cadets are not permitted to use the bathroom the period after their lunch period.

Telephone Use by Cadets

Cadets may only use the telephone for emergency purposes ONLY! With permission, cadets may use the telephones located in the Main Office or the Commandant's office.

Health Services Hours

The medical suite is located on the 1st floor between room 104 and 105. The current health room hours are 8:30 a.m. to 2:30 p.m. The nurse will always see cadets in the event of an emergency. Cadets must have a note from their teacher/instructor to enter the health room. No staff member is permitted to distribute medications under any circumstances. In the event the nurse is absent, an administrator will assume the responsibility of the nurse.

Administration of Medication

The School District provides specific regulations for administration of medication to cadets. Any time a staff member observes that a cadet has medication in his/her possession, whether prescription or non-prescription, the cadet is to be referred with the medication to the school nurse or the counselor. The school nurse will administer medication to cadets if the medication is properly labeled for that cadet and dosage indications require that the drug be administered during the school day. The nurse will discuss School District requirements in detail with parents/guardians. It is most important that we monitor our cadets closely so that medications are administered under the control of appropriate personnel.

Cadet Attendance

Regular attendance and punctuality are extremely important for academic progress. All staff members are expected to encourage cadets to attend school each day and to actively participate in their learning. Attendance is recorded in two ways. Each procedure is required and cadets and staff are accountable for accurately reporting attendance. The first way is through the electronic sign-in system. As cadets enter the building, they must swipe in using their ID cards. The second procedure is during advisory where advisors record attendance within the online Student Information System (SIS). All absences shall be treated as unlawful/unexcused until the district receives a written excuse explaining the reason(s) for the absence, to be submitted within three (3) calendar days of the absence. Failure to provide a written excuse within three (3) days will result in the absence being counted permanently as unlawful/unexcused. All absences of three (3) or more consecutive school days shall be supported by a physician's statement verifying the illness.

Absence, Cutting, and Lateness

Cutting class deprives a cadet of needed instruction. A cadet who cuts a class will receive consequences for their actions i.e. overnight suspension, detentions, parent notification, reduction in rank and position, non-participation in sports and after school activities for a semester. Cadets with ANY combination of 10 or more absences, cuts, and/or lateness's (except with an official note, e.g. doctor, court) during a marking period could be EXCLUDED from ANY special activities, sports, teams, or club participation for the duration of that marking period.

Cadets who are absent and/or late five or more times in a month will be given an after school detention. Failure to attend this detention could result in in suspension or other disciplinary action. Any cadet with 10 or more accumulated absences, cuts, and/or lateness will be excluded from all special activities including the end-of-year special trips. Any cadet with eight or more unexcused absences will be referred to Youth Court.

Note: Cadets who are SUSPENDED during a marking period may be EXCLUDED from ALL extra-curricular activities during that marking period.

Seniors ONLY:

Any combination of 10 days ABSENT and/or LATE (except with an official note) could PRECLUDE him or her from Senior Class Activities and/or the graduation ceremony. All seniors must attend school on the day of the prom and the day after prom. Early dismissals for prom will only be issued after 12:00 noon to cadets who have an authorized parent/guardian with proper photo ID to sign him/her out.

Requests for Early Dismissal

Early dismissal requests should be made in cases of emergency only. Routine medical and dental appointments should be made after school hours, if possible. Cadets leaving the building should be accompanied by their parent or guardian of record. The parent or guardian must present proper identification and must sign the Early Dismissal Log. **PHOTO ID IS REQUIRED WHEN PICKING UP A CADET.** Cadets are to report to the school nurse for medical emergencies (illness and accidents). The nurse may find it necessary to issue an early dismissal.

Departure

At dismissal time (2:34 p.m.), cadets should exit the building as soon as possible. Under no circumstances should cadets loiter or roam the PMA (main building or annex) after school hours. Please be mindful and display the courteous attitude of a PMA cadet. Do not loiter or walk on residents' property, including their grass, walkways, or steps. Do not litter or use profanity on the way home. Also, remember to wear the complete uniform (including tucked-in shirt) until you arrive at home. Appearance and behavior during your travel to and from school is a reflection of the Philadelphia Military Academy and yourself.

NOTE: Cadets are prohibited from leaving PMA at any time during the school day, including their lunch period.

ACADEMICS

School Year

The academic year has four marking periods. Each marking period is approximately nine weeks in length. Every teacher will issue progress reports to all cadets every two weeks starting in October. Report cards will be given to parents during conferences.

Roster, Course Selection, and Transcripts

Printed rosters are distributed to cadets on the first day of school. Cadets who lose their rosters may obtain reprints from the counselor and/or the roster chair. Roster changes will only take place during the first week of school. Cadets needing adjustments to their roster should see the counselor for a trouble slip. In the spring, cadets will have the chance to discuss the following year's course selection. Cadets and parents will receive notification of this process. If needed, transcripts are available from the Counselor.

Grading Policy

Cadets will receive a grade from every subject for each marking period. Each of the four marking period grades are averaged for a final grade. In addition to bi-weekly progress reports, cadets and parents will be made aware of each teacher's marking system; there should not be any "surprises" at report card time. Cadets are encouraged to keep a record of their progress during the semester (in addition to the teacher's record).

The school-wide grade policy will be followed in all classes:

- Tests (Projects).....40%
- Performance Based Learning.....30%
- Classwork.....20%
- Homework10%

Homework

Homework is an important part of the instructional program. Cadets who have been absent must arrange to make up all work missed which should be available on Google Classroom. Homework is assigned in order to:

- Provide daily application of concepts and skills taught for that current day
- Strengthen basic skills
- Reinforce study habits
- Extend classroom learning
- Develop initiative, responsibility, and self-direction
- Stimulate independent thinking
- Increase the range and scope of interests

Interim Reports/Report Cards

Interim reports are issued throughout the school year. These reports serve as a form of parent communication, both for cadets having difficulty and those who have earned congratulations. Cadets who are in danger of failing will receive an interim report and be recommended for various interventions. Cadets will receive progress reports bi-weekly starting in October.

Principal's Club and Honor Roll

Distinguish Honor Roll All As for two marking periods (semester).

Principal's Club: All As & Bs All As for two marking periods (semester).

Honor Roll: All As & Bs and one C in an elective course during each marking period.

Graduation Requirements

Every Cadets must earn 23.5 credits in order to graduate:

- 4- English
- 3- Mathematics
- 3- Science
- 4- Social Studies
- 2- World Languages
- 2- Arts/ Humanities
- 4- Electives (one in math or science)
- JROTC (LET 1, 2, 3, 4)
- 1.5- Health and Physical Education
- *Additionally, all Cadets must complete a Senior Capstone Project. This will be a part of the English 4 class.*

Tutoring and Additional Help in the Core Curriculum Area

Tutoring with classroom instructors is available to all PMA Cadets after school. Please feel free to contact the Counselor or any teacher for additional help, in addition, please check the Philadelphia Military Academy's website for many excellent academic resources. Check for additional resources in each teacher's Google Classroom.

Guidance

Cadets should feel free to arrange an appointment with the Counselor whenever an academic or personal problem arises. Cadets must not just "show up" to see the Counselor, nor should they fail to attend advisory or classes without permission and a referral from that teacher. The Guidance Counselor is responsible for assisting cadets with course selections, college and vocational placement, and testing and individual concerns which may impede the learning process. The counselor must record interactions with cadets, family members, social service agencies, and other involved adults. A log of cadet conferences, anecdotal records, parent conferences, and responses to specific referrals from staff member and parents/guardians must be maintained and available upon request by Administration.

Distribution/Care of Books and Other School Equipment

All cadets should receive a textbook in every major subject in which a textbook is used. Textbooks may be taken home for use in completing homework assignments. Since textbooks are a crucial part of the educational program and also represent a significant expenditure for the school, the School District charges each cadet and parent with responsibility for the proper care of school property and maintenance and timely return of all textbooks. Cadets and/or their parents will be assessed penalties for lost or damaged textbooks. Imposition of one or more of the following penalties is permitted:

- A charge for replacement of the textbook
- Requiring the cadet to perform a prescribed number of hours of school service
- Withholding a report card
- Loss of privileges such as participation in sports or other extra-curricular activities, dances and other special events or graduation-related exercises.
- When a textbook is issued, cadets complete a Book Receipt. Check the receipt for accuracy of book number, etc. Collect the Book Receipt. Make sure the cadet writes his/her name on the inside cover of the book.

Cadet must pay for lost or damaged books. A cumulative record is kept; cadets are responsible for returning school property every year.

CONDUCT AND UNIFORM WEAR

Cadet Code of Conduct

The PMA Cadet Code of Conduct is based on honor, respect, and self-discipline. We also expect cadets to adhere to the School District of Philadelphia's Code of Conduct. Profanity will not be tolerated in the building at any time. **Repeated school violations could result in a recommendation that the cadet be transferred to their neighborhood school or other school within the District.** Cadets who fight could face severe disciplinary action from the Philadelphia Military Academy.

NOTE: Cadets who commit acts of vandalism including graffiti or destruction of school property risk severe disciplinary action as well as the possibility of arrest.

Uniform Policy

Cadets must arrive to school in proper uniform in accordance with the below schedule and Army Regulation 670-1 (Wear and Appearance of Army Uniforms and Insignia). Additionally, cadets must remain in proper uniform for the duration of the school day. **Cadets not in compliance with the uniform policy will receive same day after school detention.** Failure to attend the detention will lead to further disciplinary action. It's imperative for cadets and parents to fully understand and adhere to the uniform policy. All questions regarding this policy should be directed to the Commandant.

MONDAY - POLO & KHAKI PANTS

- Tan Khaki pants
- Green PMA Polo Shirt (note: Red Principal's Club or Blue NHS Polos are authorized)
- Sneakers
- White Socks ONLY!

****Optional Items**: JROTC Windbreaker, Black Casual Windbreaker, or PMA Hoodie

TUESDAY- CLASS A UNIFORM

- Class A Uniform Jacket - JROTC pants
- JROTC Dress Shirt - White Rounded Neck T-Shirt
- Black "Bates" Shoes - Black Socks ONLY!
- Black Belt with Brass Buckle - Black Tie or Neck tab
- Gray Beret w/Officer Rank or JROTC Insignia

WEDNESDAY- PT UNIFORM

- Black or Gray PMA Sweatpants (Black PT shorts must be worn under sweatpants)
- Green or Black PMA T-Shirt (note: Red Principal's Club or Blue NHS T-Shirts are authorized)
- PMA Hoodie or Gray PMA ¼ zip pullover
- White socks
- Sneakers Only

THURSDAY- POLO & KHAKI PANTS

- Tan Khaki
- Green PMA POLO (note: Red Principal's Club or Blue NHS Polos are authorized)
- Sneakers
- White Socks

****Optional Items**: JROTC Windbreaker, Black Casual Windbreaker, or PMA Hoodie

FRIDAY- CLASS B UNIFORM

- JROTC pants - JROTC Dress Shirt
- White Rounded Neck T-Shirt - Black "Bates" Shoes
- Black Socks ONLY! - Black Tie or Neck tab (Oct 15 – Apr 15)
- Black Belt with Brass Buckle - Gray Beret w/Officer Rank or JROTC Insignia

****Optional Items**: JROTC Windbreaker, Black Casual Windbreaker, or PMA Hoodie

The JROTC Windbreaker, Black Casual Windbreaker, or PMA Hoodie are the only outer garments authorized to be worn in school! NO EXCEPTIONS!

Uniform, Appearance, and Behavioral Contract

The Philadelphia Military Academy is a unique school in Philadelphia in that it operates under a military model and all cadets are enrolled in the Army Junior ROTC Program. As such, there are special expectations and requirements for cadets 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. The cadet(s) and their parent(s)/guardian(s) are required to sign a contract if the Cadet wishes to enroll in the Philadelphia Military Academy. The contract must be read and signed by both the parent/guardian and the cadet. The provisions of the contract include:

Uniform Wear, Grooming, and Appearance:

- *Cadets are required to arrive to school 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 Instructor.*
- *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 ¼ 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 snugly to the head. Hair colors may only be natural human 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 ¼" 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 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.*

MISCELLANEOUS INFORMATION AND POLICIES

ID Cards

IDs are part of the cadet uniform and must be carried at all times. ID cards are issued to new cadets. Cadets who lose their ID card must purchase a replacement from the main office for a **fee of \$10.00**. New photos are not taken for replacement cards. Once a new card is issued, the old card becomes invalid if found. Cadets may also purchase a **lanyard** and/or a **hard plastic case** for **\$1.00 each**. If there is any erroneous information on your ID card, please bring proper identification (birth certificate, SS card, etc...) to the school secretary in the main office.

Lockers

Every cadet is issued a locker in which to deposit outer clothing, books and personal items. The School District has the right to inspect lockers at any time to protect the health, safety and welfare of the school community. **Cadets may not share their combination or their locker with anyone.** No uniform items may be left in the cadets' lockers overnight. All uniform items must be taken home on a daily basis.

Communications

We send mailings and announcements to parents on a regular basis. Please check our website regularly for updated information. Any parent wishing to contact a teacher or teachers may call the school and leave a message. Additionally, teachers are always available via email. Please log in to Parent Net/Cadet Net for up-to-date grade information. It is important to contact the school immediately if your address or phone numbers change.

Fire Drill Process

The cooperation of the entire school community is required for the smooth, orderly, and quick evacuation of the building during fire and emergency evacuation drills. On these occasions, it is the responsibility of each cadet to exit the building as quickly, efficiently, and quietly as possible. You will remain with your

class and reorganize in the parking lot or as directed by your teacher/instructor. No one should remain in the building for any reason during any drill.

SEPTA Transpasses

Free Transpasses will be issued to all eligible cadets. Transpass distribution will be on Thursdays during advisory only. Only eligible cadets will receive a Transpass. It is the cadet's responsibility to care for their Transpass. The Transpass **cannot** be **replaced** if it is lost, stolen or misplaced. Any cadet who is absent will receive the Transpass on Mondays. **Transpasses will not be given out on any other day. No exceptions.**

Lost and Found

Lost items may be claimed after school in the Main Office. Items not claimed in a timely manner will be discarded

Computer/Technology Rules

All PMA cadets will receive access to a ChromeBook (or similar) computer during the entire school year. Cadets will sign for and will be responsible for the maintenance and security of their ChromeBook. If a cadet's Chromebook is lost, stolen or damaged due to negligence, that cadet will be required to pay for the replacement.

The teacher is responsible for the condition of the computer cart (if used), as well as, the monitoring of **ALL** cadet activity while using laptops/Chromebooks. Cadets should be made aware of the School District of Philadelphia's Acceptable Use Policy before using any computer. A copy of the Acceptable Use Policy may be found on the School District of Philadelphia website.

ACT 26: Weapons Provision of the Pennsylvania School Code

ACT 26, which is a state law, states that if a Cadet is found with any weapon in his/her possession in school, on the way to or from school, including public transportation, the Cadet must be recommended for expulsion. **ACT 26 defines the term "weapon to include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and other tool, instrument or implement capable of inflicting serious bodily injury."** This provision applies to any Cadet in possession of a weapon whether or not the Cadet used the weapon or intended to use the weapon. Please also note that federal and state laws, as well as School District of Philadelphia (SDP) regulations, prohibit any weapons on School District property. Any violators of this regulation will be subject to arrest.

Policy 102: Multiracial, Multicultural, and Gender Education

The policy of the School District is to foster knowledge about and respect for those of all races, ethnic groups, social classes, genders, religions, disabilities, sexual orientations (perceived or known) and gender identities (perceived or known).

Bullying/Cyber-bullying/Harassment Policy

Each cadet shall be responsible to respect the rights of others and ensure an atmosphere that is conducive to learning and free from bullying. A cadet who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Cadet Conduct.

Below is the link to the SDP bullying web page that has the policies, administrative procedures, and reporting update [March 2020](#). Also they have resources for educators.

<https://www.philasd.org/bullying/>

SDP Policy 248 Harassment

<https://www.philasd.org/bullying/wp-content/uploads/sites/129/2020/06/Policy-248.pdf>

SDP Policy 249 Bullying/Cyberbullying

https://www.philasd.org/bullying/wp-content/uploads/sites/129/2020/06/249_Bullying_Cyberbullying_Procedures-3.26.20-1.pdf

Bullying Hotline: (215) 400-SAFE (7233)

Visitors/Loitering

Parents and guardians are welcome to visit PMA. Whenever possible, arrangements should be made in advance to visit the school. Please call the main office to schedule your appointments. Cadets from other schools are not permitted in the building unless on a recruitment visit. All visitors must sign in at the main office upon arrival to the building. (This includes former Cadets who can only visit at the end of the school day unless prearranged and verified with a staff member.)

Home and School Association

The Philadelphia Military Academy has an active Home and School Association. Parents are encouraged to participate. More information will be provided at Back to School Night. Home and School Association meetings are held every 1st Thursday, from 5:00 pm – 6:30 pm in our school auditorium. Coffee (and tea) with the Principal is held every 3rd Wednesday, from 10:00 am – 11:30 am in our school conference room. We hope all parents will attend and bring their ideas and recommendations for a stronger, better PMA!